DATE: April 29, 2026
TIME: 12:00 pm
LOCATION: CAPK Administration Office
1300 18th St., 3rd Floor Board Rm.
Bakersfield, CA 93301

Board of Directors Meeting Agenda - REVISED

I. Call to Order

a. Pledge of Allegiance

b. Reading of the Promise of Community Action

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

c. Roll Call

Maritza Jimenez (Chair)	Curtis Floyd	Guadalupe Perez
Denise Boshers (Vice Chair)	Jonathan Mullings	Maria Reyes
Gina Martinez (Secretary)	Rocio Munoz	Ana Vigil
Fred Plane (Treasurer)	Chris Parlier	Marget Willer
Rebecca Banke	Gema Perez	

d. Request to Amend Agenda to Include Item IV(e), Resolution to Approve the Submission of the 2026 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 26Q-3561 – Jeremy Tobias, Chief Executive Officer – ***Action Item***

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 March 25, 2026, Board of Directors Meeting ***(p. 3-6)***
b. Minutes from April 8, 2026, Personnel Committee Meeting ***(p. 7-8)***
c. Food Bank Organizational Chart Update ***(p. 9-15)***
d. Housing & Supportive Services Proposed Changes ***(p. 16-18)***
e. Head Start Personnel Update ***(p. 19-20)***
f. Minutes from April 9, 2026 Audit & Pension Committee Meeting ***(p. 21-22)***
g. Pensionmark 2025 Year End Update ***(p. 23-32)***
h. Daniells Phillips Vaughan & Bock Contract Extension ***(p. 33-34)***
i. Minutes from April 15, 2026, Program Review & Evaluation Committee Meeting ***(p. 35-39)***
j. M Street Navigation Center Presentation ***(p. 40-52)***
k. March 2026 Program Reports ***(p. 53-101)***
l. March 2026 Application Status Report & Funding Profiles ***(p. 102-105)***
m. March 2026 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 106-107)***
n. CY 2025 Community Service Block Grant (CSBG) Annual Report ***(p. 108-158)***

o. Conclusion & Closure of the CalFresh Healthy Living Program (SNAP-ED) Presentation ***(p. 159-177)***
p. Head Start/State Child Development Risk Assessment Notification Monitoring Review ***(p. 178-179)***
q. Minutes from April 22, 2026, Budget & Finance Committee Meeting ***(p. 180-182)***
r. Head Start / Early Head Start Budget to Actual Reports for February 28, 2026 ***(p. 183-192)***
s. Request to Approve the 2026-2027 Funding Contract for the City of Bakersfield's California Violence Intervention and Prevention (CalVIP) Cohort 5 Program ***(p. 193-212)***
t. Award of Contract for Replacement of Modular Building at McFarland Head Start Facility ***(p. 213-133)***
u. SJCOE Annual Head Start Preschool Contract Retroactive Renewal ***(p. 134-385)***

IV. New Business

a. Revised Board & Committee Schedule – ***Action Item (p. 386)***	Jeremy Tobias, Chief Executive Officer
b. Financial Reports for January 2026 – ***Action Item (p. 387-490)***	Tracy Webster, Chief Financial Officer
c. CAPK Foundation CY 2025 Financial Review and Fund Development Summary – ***Info Item (p. 491-496)***	Pritika Ram, Chief Business Development Officer Catherine Anspach – Director of Development – CAPK Foundation
d. Update on the Close Out of the Safe Camping Program – ***Info Item (p. 497)***	Rebecca Moreno, Director of Housing & Supportive Services
e. Resolution to Approve the Submission of the 2026 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 26Q-3561 – ***Action Item (p. 498-651)***	Freddy Hernandez, Director of Youth & Community Services

V. CAPK Foundation Report

a. CAPK Foundation Report – ***Action Item (p. 652-663)***	Catherine Anspach, Director of Development

VI. Advisory Board Report

a. Head Start Policy Council Report and Minutes from the February 24, 2026, Policy Council Meetings – ***Action Item (p. 664-670)***	Maria Reyes, Policy Council Representative

VII. Chief Executive Officer Report

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

VIII. Board Member Comments

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
May 27, 2026
CAPK Administrative Office
1300 18th St., Suite 200
Bakersfield, CA 93301

X. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, April 24, 2026. Paula Daoutis, Executive Assistant.

DATE	March 25, 2026
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 12:06 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Maritza Jimenez (Chair), Denise Boshers, Vice Chair; Gina Martinez, (Secretary) (left at 12:50 pm), Fred Plane (Treasurer), Rebecca Banke, Curtis Floyd, Jonathan Mullings, Rocio Munoz, Chris Parlier, Gema Perez, Maria Reyes (arrived at 12:15 pm), Ana Vigil, and Marget Willer

Absent: Guadalupe Perez

Others present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition Services; Rebecca Moreno, Director of Housing Supportive Services; and other CAPK staff.

Motin was made and seconded to accept the changes to the agenda to add item V(c) and the correction of February 2025 minutes. Carried by unanimous vote (Martinez/Plane).

II. Introduction of Guests / Public Forum

None.

III. Special Presentation

Jeremy Tobias introduced and welcomed Rebecca Banke, the newest Private Sector Board Member. Rebecca said it was an honor to serve on the Board, and she provided a brief summary of her experience.

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.

Motion was made and seconded to approve the consent agenda. Carried by unanimous vote (Floyd/Boshers)

V. New Business

a. Close Out of the Safe Camping Program – Rebecca Moreno, Director of Housing & Supportive Services - ***Info Item***

Rebecca Moreno reported that the County of Kern has elected not renew the contract to fund the Safe Camping Program, located on the property next to the M Street Navigation Center. The 42-space outdoor camping program has operated since June 2022 and is intended for individuals who are shelter-resistant and prefer a non-congregate environment. At the onset, the program was meant to offer limited services but has grown substantially to include housing navigation, laundry and shower services, justice-involved advocacy with the Public

Defender's Office, substance abuse support group, a resident-led neighborhood council, a community garden and volunteer opportunities through the Good Neighbor Crew.

The current operating budget is $1,275,824 and supports 7 FTE's, operating expenses and client services and supplies. The Grants Team is currently seeking other funding opportunities to continue this very important program. Rebecca said that there is no other program like it in the state and moves the homeless out of unsanctioned encampments.

Ana Vigil asked what will happen to the people that are currently there if we do not get funded. Rebecca said we are trying to help with obtaining permanent housing. Others will be offered beds at M Street.

Jeremy Tobias said the Safe Camping program provided a safe location for those that are shelter resistant. It is a unique facility to help those interested in being sheltered safely, with light touch services. Some have gone directly into housing. Jeremy emphasized that staff have not given up on trying to obtain other funding sources to support the program. Jeremy said there is a community resident that is interested in helping to obtain funding, so these types of conversations will continue.

Curtis Floyd asked if we could reduce the budget. Rebecca said we are currently looking for options to reduce expenses, but the bulk of the budget is for security and staffing. The finance team is looking at alternative budget plans as well as the option to remove the security staff during the day Monday – Friday. Two staff members are needed at night along with security as that is the highest point of time for instances to occur.

Maritza Jimenez asked how many individuals are in the Safe Camp program. Rebecca said there are currently 45, and we have stopped accepting intakes and are working to get those that remain the help they need to get relocated. Maritza asked if the closure of Safe Camp will also affect the Safe Parking program. Rebecca said yes, the same staffing works both programs.

Chris Parlier asked about the census and Rebecca said there are 42 spaces, but we are above the tent capacity due to the fact that some residents are couples. Chris also asked what the perceived fallout will be with the funding ending. Rebecca said there is the potential of 45 people back on the street if they are not able or willing to go into the shelter.

Chris Parlier said that the County is working with a very lean budget but said he will carry this information back to the Board of Supervisors and will alert his colleagues to the importance of the program to see if there is any opportunity to fund at any level.

Marget Willer asked if there were any volunteers that could replace staff for the operation hours. Rebecca said that we cannot use volunteers for the pm and overnight shifts.

Rebecca Banke asked if staff is working with Flood Ministries. Rebecca Moreno confirmed that staff works directly with Flood Ministries and other services to get shots/vaccines, and clients can attend AA meetings. Kern Medical's mobile team provides limited health care.

Maritza Jimenez asked Rebecca Moreno to come up with a list of the needs so the Board can provide outreach to others in the community to raise awareness and assist with searching for funding opportunities. Rebecca will be reporting to the County Board of Supervisors in April in hopes of gaining additional funding support.

Maritza said that she has been hearing about the "Good Neighbor Project". Rebecca said the clients wanted something to do so they organized, and got a crew of 8 clients together, and on Monday, they cleaned the trash around Garces Circle and nearby businesses. They have created their own governing council and started a garden

area on the property. Albert Garza added that the crew takes a lot of pride in keeping their area clean and have received donations to add plants and a garden. Their work in the community also provides a necessary service to clean up trash left behind by other homeless individuals in the downtown area.

Maritza asked Rebecca to provide an update to the Board at the next meeting.

Marget Willer asked if there is a possibility of a partnership with Flood Ministries to use their staff for the night shift. Rebecca said that Flood does not have the capacity and they are also experiencing losses of funding and do not have the capacity.

b. Financial Reports for January 2026 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the January 2026 Financial Statements and provided key highlights to the Board. Tracy reported that Safe Camping was projected in the budget that it was going to time out. In terms of the fiscal impact, it was planned for.

Tracy said that due to available time, she will provide a more in-depth report for the new members and indicated that she will provide the same report that is given to the Budget & Finance Committee. Refer to the detailed minutes of the March 18, 2026, Budget & Finance Committee meeting.

Chris Parlier asked about the reserve savings amount. Tracy said there is approximately $2.7 million at this time and noted that it is not enough to fund one month of expenses. Tracy also provided some insight into how the Indirect Fund works and said that at the time of this report, we are looking at adding about $1 million more to the savings fund.

Motion was made and seconded to approve the Financial Reports for January 26, 2026. Carried unanimous vote (Parlier/Willer).

c. Resignation of Board Member Lee'o Whisenant & Targeted Recruitment – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias reported that Lee'o Whisenant tendered his resignation as a member of the CAPK Board of Directors, effective immediately, on Monday, March 23, 2026. Jeremy said Lee'o called to say that his business has grown substantially in a short amount of time and he could no longer commit to the time required to be a Board Member. Given that Lee'o served as the VA required homeless or formerly homeless Veteran on the Board, the recruitment process will be targeted to that population as a requirement of VA grant funding.

Curtis Floyd asked staff to check with the VA to see if there is an opportunity to change the language to only require that a Veteran be on the board and remove "homeless or formerly homeless." Jeremy said he will check with the funding source to see if there is any opportunity to change the language.

VI. Advisory Board Reports

a. Head Start Policy Council Report – Maria Reyes, Head Start Policy Council Representative – ***Action Item***

Maria Reyes presented the Policy Council report for February 2026 and the minutes from the Policy Council meetings on January 20, 2026.

Jeremy Tobias reported that Board Member Guadalupe Perez has been assigned to be the Boards representative on the Head Start Policy Council.

Motion was made and seconded to approve the Policy Council Report from February 2026, and all items. Carried by unanimous vote (Floyd/Vigil).

VII. Chief Executive Officer Report

a. 211 Program Update – ***Info Item***

Jeremy Tobias reported that the 211 program is going through some changes. Fresno United Way notified us that they will end their contract with 211 Kern effective May 31, 2026. The contract represents approximately 1/3 of the referral calls. There are other similar service contracts with Tulare, Kings, Stanislaus and Mountain Valley Counties. Our call center also handles all CAPK Energy program calls, where client applications are screened, and scheduled to meet with an energy representative. 211 also handles calls for CalFresh, VITA and assists Kern County Emergency Services during certain situations. The end of the Fresno contract will lead to the elimination of up to 4 positions, a mix of part-time and full-time positions. Generally speaking, call volume has declined since COVID and an overall assessment of staffing levels is underway to account for the loss of the Fresno contract. AI is playing a major role in the recalibration of call centers and that industry. The advance of AI technology is rapidly changing business models for call centers. The 211 Kern program is a professionally staffed call center, and with the advancements in AI, I anticipate AI agents will replace most staff eventually, with a few staff remaining for unique in-person help. We are reviewing AI models, and our IT staff are currently in the testing phase of AI models. Once we get to a point where the tests are successful, the IT department will make a presentation to the Board. Under the AI scenario, live operators will oversee the AI Agent and step in if the call escalates.

Chris Parlier said he did a tour of Kern Health Systems and their call center and said it was very impressive. He suggested that staff should reach out to them.

Maritza asked about the positions being eliminated, and if there was a plan to assist the staff. Jeremy said we traditionally work very hard to place them in positions they are qualified for. No job is guaranteed; but most can be placed within CAPK open positions if they are qualified. We can also provide assistance with job placement outside of the organization.

VIII. Board Member Comments

Ana Vigil requested to have Albert Garza provide a special presentation to the Board to further elaborate on the community cleanup efforts by the Safe Camp Good Neighbor Project.

Maritza congratulated Fred Plane for his installment at the CSUB Alumni Hall of Fame, saying there is a video and encouraged all to view. Jeremy said that he would find the link and send it out to the Board.

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, April 29, 2026
CAPK Administrative Office Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

X. Adjournment

The meeting was adjourned at 1:24 pm

DATE	April 8, 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), Gema Perez, Rocio Munoz

   Absent: None

   Others present: Lisa McGranahan, Chief Human Resources Officer; Kelly Lowery, Food Bank Administrator; Rebecca Moreno, Director of Housing & Supportive Services; 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. Food Bank Organizational Chart Update – Kelly Lowery, Food Bank Administrator – **Action Item**

      Kelly Lowery presented the above action item and discussed staffing changes in the Food Bank Program and explained that these changes will better support the Food Bank network, and the new Customer Relationship Management (CRM) system called Oasis. The proposed reclassification of the Warehouse Clerk to Warehouse Technician will not present a budgetary impact.

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

   b. Housing & Supportive Service Proposed Changes – Rebecca Moreno, Director of Housing & Supportive Services – **Action Item**

      Rebecca Moreno presented the above action item for approval and proposed that the Veterans Supportive Services Division be absorbed by the Housing & Supportive Services Division, stating that it is the best course of action due to the overlap with staff often working with the same landlords and oftentimes share clients.

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

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

Robert Espinosa presented the above info item and provided the Head Start personnel status for the month of March 2026.

5. Committee Member Comments

No comments.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
Wednesday, May 6, 2026
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **Adjournment**

The meeting was adjourned at 12:19 pm.

MEMORANDUM

To: Personnel Committee

From: Kelly Lowery, Food Bank Administrator

Date: April 8, 2026

Subject: *Agenda 4a:* Food Bank Organizational Chart Update: **Action Item**

Background

Over the past year, our operations have continued to evolve in response to increased demand, expanded programming, and the implementation of new systems to better support our network. Most notably, the deployment of our new Customer Relationship management (CRM) system, OASIS, has introduced additional administrative complexity, while growth in procurement and warehouse operations has required clearer alignment and role definition.

At the same time, we continue to prioritize service delivery that is efficient, responsive, and grounded in the needs of our partner agencies and neighbors. To support this, adjustments to our organizational structure, including the addition of key positions, are necessary to improve workflow alignment and strengthen key functional areas.

Identified Need to Cross Train Support Staff

One of the barriers we have with being short-staffed is that when someone is away, the work is impacted immediately. Not having bench depth that is cross trained to step into multiple areas as needed is something that must be addressed. We added the Agency Relations Specialist position to bolster that department, as it has the most need currently. However, the Specialist in this position will be cross trained to support the Pantry Department as well as the Volunteer Department.

These changes are designed to improve operational clarity, strengthen alignment across departments, and ensure we are structured to meet current and future demands effectively.

Proposed Changes

Position Title	Proposed Changes	Current Grade	New Grade
Administrative Coordinator	Report to Program Manager	9 Min$25.45 Mid$31.81 Max$38.18	No Change
Administrative Specialist	Report to Program Manager	7 Min$20.61 Mid$25.77 Max$30.92	No Change
Administrative Specialist	Add a Second Position	7 Min$20.61 Mid$25.77 Max$30.92	No Change
Warehouse Clerk Reclassed to Warehouse Technician	Reclassification	5 Min$19.90 Mid$21.11 Max$25.34	6 Min$18.89 Mid$23.62 Max$28.34
Procurement Specialist	Report to Operations Manager	8 Min$22.86 Mid$28.59 Max$34.30	No Change
Volunteer Coordinator	Reports to Administrator	9 Min$25.45 Mid$31.81 Max$38.18	No Change

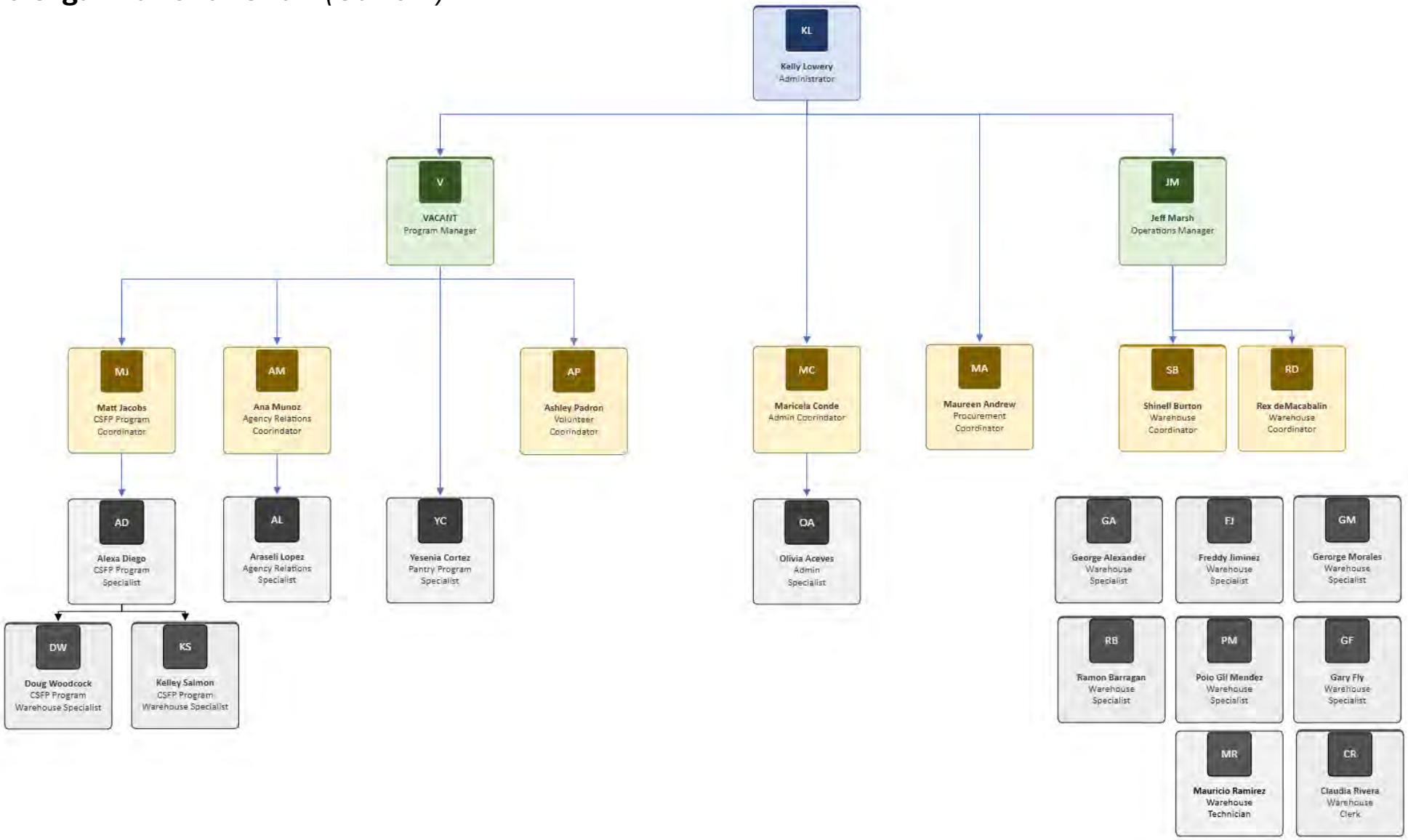
Budgetary Impact

The proposed changes to the organizational structure will not have any budgetary impact. However, the addition of an admin Specialist and the phase out of the Warehouse Clerk position and addition of a Warehouse Technician will have minor budgetary implications. CFO Tracy Webster determined that the proposed changes would be supported by the Food Bank budget.

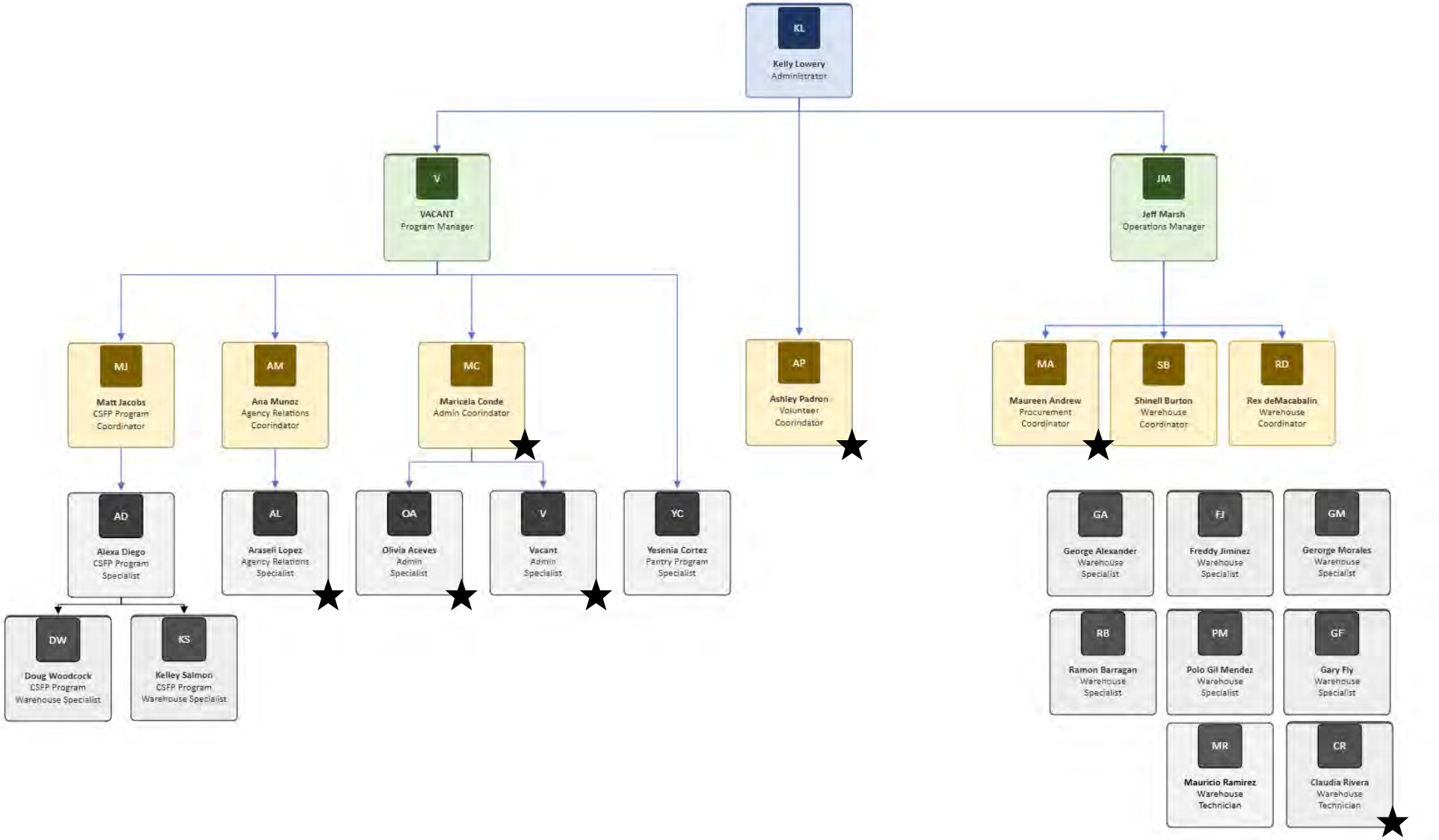
Recommendation:
Staff recommends approval of the Food Bank organizational chart change to improve workflow alignment and strengthen key functional areas.

Attachments:
Job Description- Warehouse Technician
Food Bank Organizational Chart (*Current*)
Food Bank Organizational Chart (*Proposed*)

April 2026 Organizational Chart *(Current)*



April 2026 Organizational Chart *(Proposed)*



Warehouse Technician

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:** 11/25/2024

SUMMARY:
Under the direction of the Warehouse Coordinator and the Operations Manager, the Warehouse Technician is responsible for conducting and maintaining inventory control for the Food Bank. The Warehouse Technician ensures that food is properly stored and monitors the quality and freshness of goods. Works collaboratively with the Warehouse Coordinator to monitor the maintenance and operation of the refrigerator/freezer, forklift, vehicles, and other equipment.

SUPERVISION RECEIVED:
Receives supervision from the Warehouse Coordinator and Operations 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:
- Accept deliveries, verify the accuracy of deliveries, and verify completed documentation.
- Accurately identify products for storage and distribution.
- Rotate food storage, ensuring a first in first out system.
- Record transfer of food to different programs.
- Ensure accurate warehouse releases in a timely manner for pick-up and delivery and for the documentation of any changes made to the warehouse release.
- Conduct and maintain inventory control, ensuring checks and balances are in place.
- Load and off-load products with the use of a pallet jack and forklift.
- Receive and follow work assignments as given by Warehouse Coordinator, and Operations Manager and as written on the assignment board.
- Responsible for documenting accurate weights for products that are off-loaded.
- Assist with maintaining the warehouse in a clean and safe condition.
- Use Warehouse Management System (WMS) for documentation and inventory management.
- Use personal protective equipment (PPE), as necessary, for health and safety precautions.
- Adhere to CAPK and Program dress code policy.

Other Job-Specific Duties:
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

- Attend and participate in staff meetings and training programs.
- Perform any other like duties as assigned.

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

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

Ability to:
- Maintain equipment.
- Complete reports as needed.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work cooperatively with staff to carry out program goals and objectives.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.

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.
- Must have forklift experience.
- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.

OTHER REQUIREMENTS:

- Bilingual language fluency (Spanish/English) 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 Warehouse Technician			
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: Rebecca Moreno, Director of Housing & Supportive Services

Date: April 8, 2026

Subject: *Agenda Item 4c*: Housing & Supportive Services Division Proposed Changes - **Action Item**

Background

In December 2025, Deb Johnson, the former Director of Veterans Services, resigned from CAPK. Following her departure, the VSS division was temporarily assigned to the Housing & Supportive Services Division to maintain continuity, alignment, and coordination across programs serving overlapping client populations. Since that transition, I have worked closely with the VSS team to support program operations, strengthen supervision, and ensure consistent leadership during the organizational gap.

On January 7, 2026, Lisa McGranahan presented updated job descriptions associated with the proposed structural changes to the Personnel Committee. These updates were subsequently approved by the Board of Directors on January 26, 2026.

Rationale for Realignment

Formally moving the VSS division under Housing & Supportive Services is recommended for the following reasons:

1. Alignment of Services

Both VSS and HSS focus on stabilizing vulnerable populations through case management, housing navigation, outreach, and supportive services. Bringing these divisions together:

- Creates a unified service delivery structure
- Reduces duplication in client engagement strategies
- Improves internal coordination and cross-departmental communication

2. Operational Continuity

Since December 2025, VSS has already been functioning successfully within the HSS leadership structure. The operational transition has demonstrated:

- Effective supervision and workflow integration
- Improved communication between programs
- Increased alignment in reporting, staffing, and compliance processes

3. Organizational Efficiency

The restructure strengthens CAPK's internal capacity by:

- Eliminating director-level vacancies that previously led to silos
- Creating shared leadership pathways
- Supporting the development of consistent expectations across similar roles and functions

Fiscal Impact

Currently, there is no immediate impact on the budget. New positions associated with the proposed restructuring are currently budgeted under the VSS programs.

Strategic Plan Impact

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

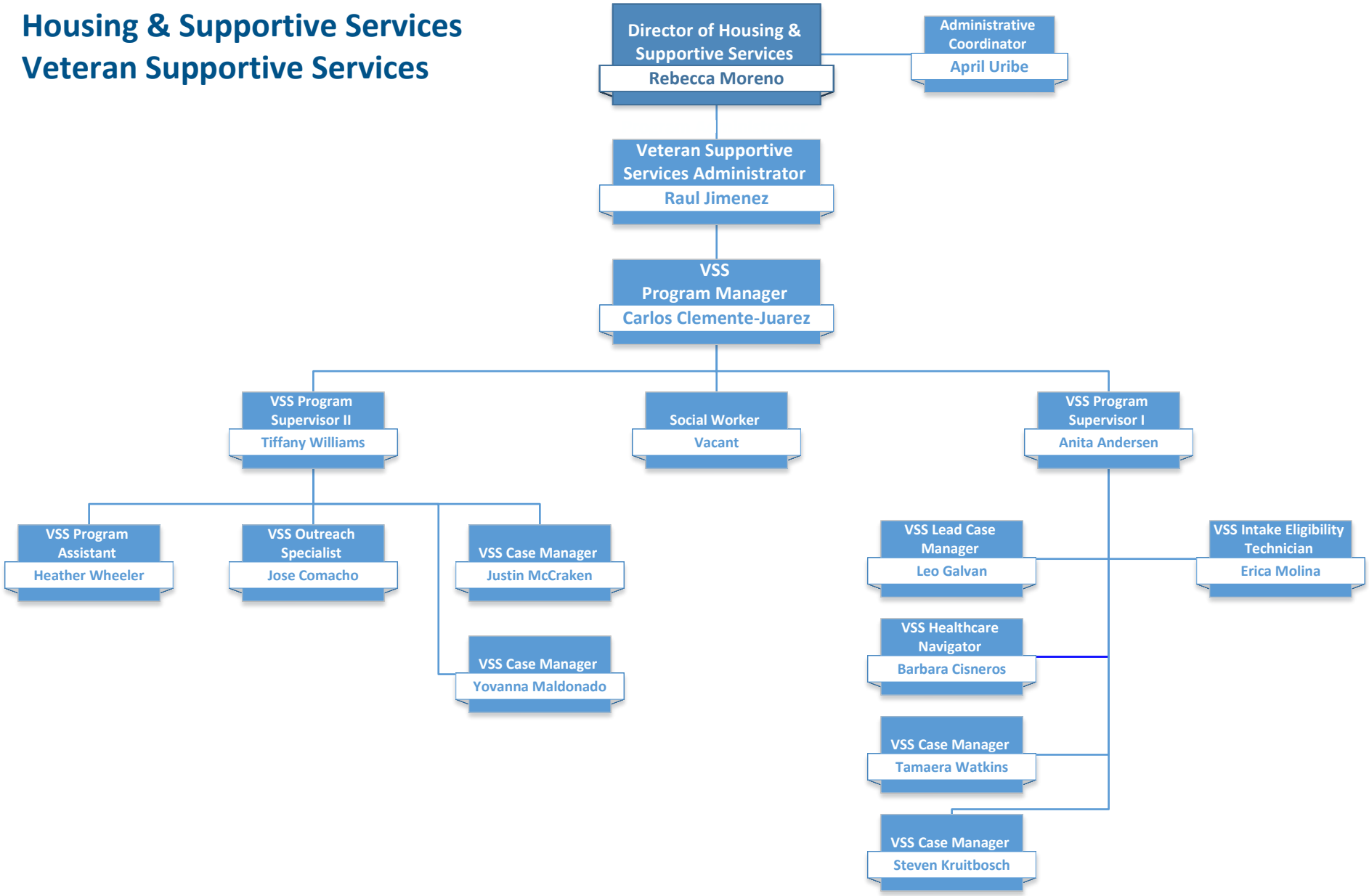
Recommendation:

Staff recommends the Board of Directors formally approve the realignment of the Veterans Supportive Services (VSS) division under the Housing & Supportive Services Division, consistent with the updated job descriptions and proposed organizational chart.

Attachments:
Draft Org. Chart for HSS

1. Program Administrator
2. Program Manager
3. Program Supervisor II
4. Program Supervisor I
5. Administrative Coordinator
6. Social Worker
7. Lead Case Manager
8. Healthcare Navigator
9. Case Manager
10. Intake Eligibility Technician
11. Outreach Specialist
12. Program Assistant

Housing & Supportive Services
Veteran Supportive Services



Revised – 04-26

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: April 8, 2026

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

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

For the month of March 2026, the following information is provided to the Personnel Committee:

- 646 Staff employed.
- 54 Vacant Positions.
- Onboard 4 new staff members.
- Rehired 1 staff member.
- Eight (8) Resignations.
- Six (6) days of interviews for 7 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 March 31, 2026.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	34	100%	6	6	0	100%
Alicante	20	20	100%	3	3	0	100%
Angela Martinez EHS	24	25	104%	9	9	0	100%
Angela Martinez HS	81	60	74%	9	9	0	100%
Bakersfield College	32	29	91%				
Blanton	16	15	94%				
Broadway (PY)	37	32	86%	6	6	0	100%
California City (PY)	17	19	112%	2	2	0	100%
California Street	24	25	104%	9	8	1	89%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	38	112%	6	6	0	100%
Family Childcare EHS	24	26	108%				
Family Childcare HS	21	21	100%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	72	106%	27	27	0	100%
Harvey L. Hall	74	60	81%	12	12	0	100%
Heritage (PY)	17	17	100%	2	2	0	100%
Kennedy	16	17	106%	6	4	2	67%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	0	0%	6	0	6	0%
Lathrop	24	23	96%	9	9	0	100%
Lathrop HS	17	16	94%	3	3	0	100%
Lodi	32	24	75%	12	12	1	100%
M. Massei	24	25	104%	9	8	1	89%
M. Massei HS	17	17	100%	3	3	0	100%
MJM EHS	16	19	119%	6	5	1	100%
MJM HS	34	40	118%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	3	0	100%
Oasis (PY)	34	35	103%	6	6	0	100%
Pete Parra EHS	48	47	98%	15	13	1	87%
Pete Parra HS	68	77	113%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	51	100%	9	8	1	89%
Rosamond (PY)	51	50	98%	9	9	0	100%
San Diego EHS	32	31	97%	12	12	0	100%
Shafter EHS	24	25	104%	9	9	0	100%
Shafter	17	20	118%	3	2	1	67%
Stockdale HS	41	40	98%	9	8	1	89%
Sterling EHS	64	65	102%	9	8	1	89%
Sterling HS	53	60	113%	24	22	2	92%
Sunrise Villa (PY)	17	17	100%	9	9	0	100%
Taft (PY)	51	60	118%	3	2	1	67%
Taft College	22	10	45%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Tiny Powers	8	0	0%	6	0	0	0%
Tiny Powers HS	34	25	74%	6	0	6	0%
Home Base Kern 160	160	158	99%	16	14	2	88%
SJC EHS HB 80	80	68	85%	8	6	2	75%
Total	**1753**	**1666**	**95%**	**345**	**312**	**33**	**90%**

Funded Enrollment	1753	1666 95%

Reportable Enrollment	1620	1666 103%

Closed Classrooms	Funded Enrollment	Staff Vacancies
*Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	1
EHS HB ~ 100		
ECE 2	10	0
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 EHS ~ 16		
Class 1	8	3
University Park ~ 34		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	**Total Slots**	**Staff Vac.**
13	**133**	**17**

* Angela Martinez slots moved

	Slots	Staff Vac.
Closed Enrollment	**8%**	**51.52%**
Open Enrollment	**92%**	**48.48%**

DATE	April 9, 2026
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Audit & Pension Committee Minutes

1. **Call to Order**
   Committee Chair Curtis Floyd called the meeting to order at 12:03 pm from the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with quorum present.

   Present: Curits Floyd, Rebecca Banke, and Guadalupe Perez

   Absent: Chris Parlier

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition Services, Tom Ming, Pensionmark; and other CAPK staff.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Pensionmark 2025 Year End Update – Tom Ming, Pensionmark - **Info Item**

   Tom Ming presented the above agenda item noting U.S. stocks posted modest gains in Q4 2025, with the broad market rising 2.43%, supported by strong corporate earnings, optimism around potential Federal Reserve rate cuts, and continued momentum in AI investments, despite volatility driven by the longest-ever government shutdown and weak labor data. For the full year, the U.S. broad market gained 17.35%. Small caps slightly outperformed large caps in Q4 (3.12% vs. 3.01%), though large caps led for the year overall (19.95% vs. 12.20%). Value stocks outperformed growth both in Q4 (4.15% vs. -1.61%) and for the full year (17.24% vs. 14.00%)

   As a recap for 2026, the market has remained relatively flat overall, though it has recently rebounded amid shifts in the geopolitical environment. The broader economy continues to show strength, and we'll be watching closely to see whether interest rates rise later this year. Housing remains constrained, with approximately 40% of homeowners having paid off their mortgages, contributing to limited inventory. We're also seeing significant focus on AI, with investment levels exceeding anything we've experienced before. As with any emerging trend, there will likely be a period of consolidation as the market matures. Based on current conditions, the outlook for the remainder of the year is modest, with expectations for slight market gains.

Curtis Floyd commented he appreciates the clear reporting Tom presented and asked Tom to elaborate on the different retirement plans for Rebecca Banke since she is new to the Audit & Pension Committee.

Tom mentioned the 403(b) plan is the participant deferral plan. The funds in this plan are from participants. The 401(a) plan is CAPK's contributions to the plan. Jeremy Tobias added the 401(a) is agency money and all employees are automatically enrolled in the plan. CAPK provides a 5% contribution for most employees, and no employee match is required. The 403(b) is the employee contribution plan.

Curtis inquired if Nationwide is providing information to the 281 inactive employees. Tom answered no, because it's so specific to their plan/selections. It would be difficult to provide specific information per plan. Tom also noted that Pensionmark had been focusing on monthly webinars in prior years. Last year, however, they shifted toward more in-person engagement, spending 50 days meeting directly with employees at different offices. This approach has proven highly beneficial. As a result, we've transitioned to quarterly webinars while expanding our in-person presence. Participants value the opportunity to connect face-to-face, and it has paid off through stronger engagement and deeper insights into their plans.

Lupe Perez asked if there is an estimate of how long employees have been inactive. Tom replied no, it fluctuates from payroll to payroll. With cost of goods, and prices rising, employees have been making constant changes to their plans. I can ask Nationwide to try to run a report.

b. Daniells Phillips Vaughan & Bock Contract Extension – Gabrielle Alexander, Director of Finance – **Action Item**

Gabrielle Alexander presented the renewal options for the agency's audit firm agreement. The original agreement is 5 years and allows two one-year renewal options. Staff request approval to exercise both option years simultaneously to ensure continuity through the 2025–26 audit cycle and allow time to conduct a new RFP process, anticipated to begin in early 2027.

Lupe Perez asked why DPVB hasn't increased their fees. Tracy Webster brought up that we did bring an increase request to the Board of Directors about a year ago and the request was rejected. We are keeping a flat rate due to what is contractual at this time.

Curtis Floyd said he believes this is a reasonable fee and he knows their work very well and also commented that going out to RFP again in 2027 aligns with best practice to change auditors every five to six years. Tracy replied there aren't many audit firms available to choose from here in Kern County that have the specific experience in the complex funding sources and types of government contracts that we operate. If we have to choose an agency outside the area it will be more expensive. Tracy also mentioned many audit firms won't even bid on this due to the complexity of CAPK's funding.

Motion was made and seconded to approve the audit report by DPVB. Carried by unanimous vote (Perez/Banke)

5. <u>Committee Member Comments</u>
No comments.

6. <u>Next Scheduled Meeting</u>
Audit & Pension Committee
12:00 pm
August 13, 2026
1300 18th St., Suite 200
Bakersfield, CA

7. <u>Adjournment</u>
The meeting was adjourned at 12:28 pm.

Pensionmark
A WORLD COMPANY

capk
Community Action Partnership of Kern



Audit & Pension Committee Meeting

2025 Year End Update

April 9, 2026

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Presented by: Thomas D Ming, AiF

planadviser 2023 TOP RETIREMENT PLAN ADVISERS

WORLD
INVESTMENT ADVISORS

MARKET & ECONOMIC REVIEW

Year End Market Review

The bottom line

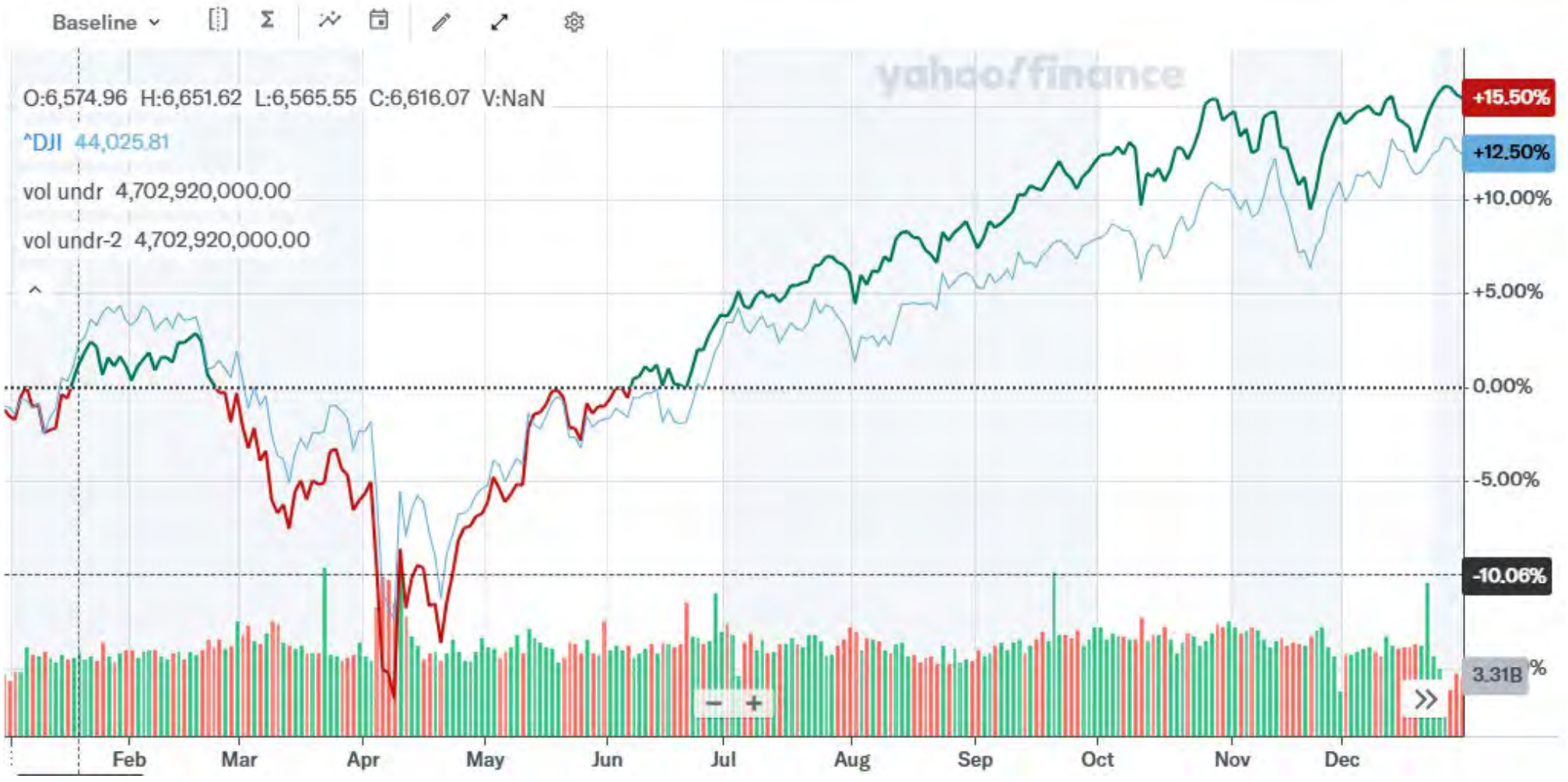
U.S. Stocks posted modest gains in Q$ 2025, with the US Broad Market rising 2.43%, Buoyed by strong corporate earnings, optimism over Federal Reserve rate cuts, and sustained momentum in AI investments, despite bouts of volatility tied to the longest Ever government shutdown and weak labor data. The U.S. Broad Market was up 17.35% in 2025.

Small caps outperformed Large Caps in Q4 (3.12% vs 3.01%), but Large cap led Small caps for the year (19.95% vs 12.20%).

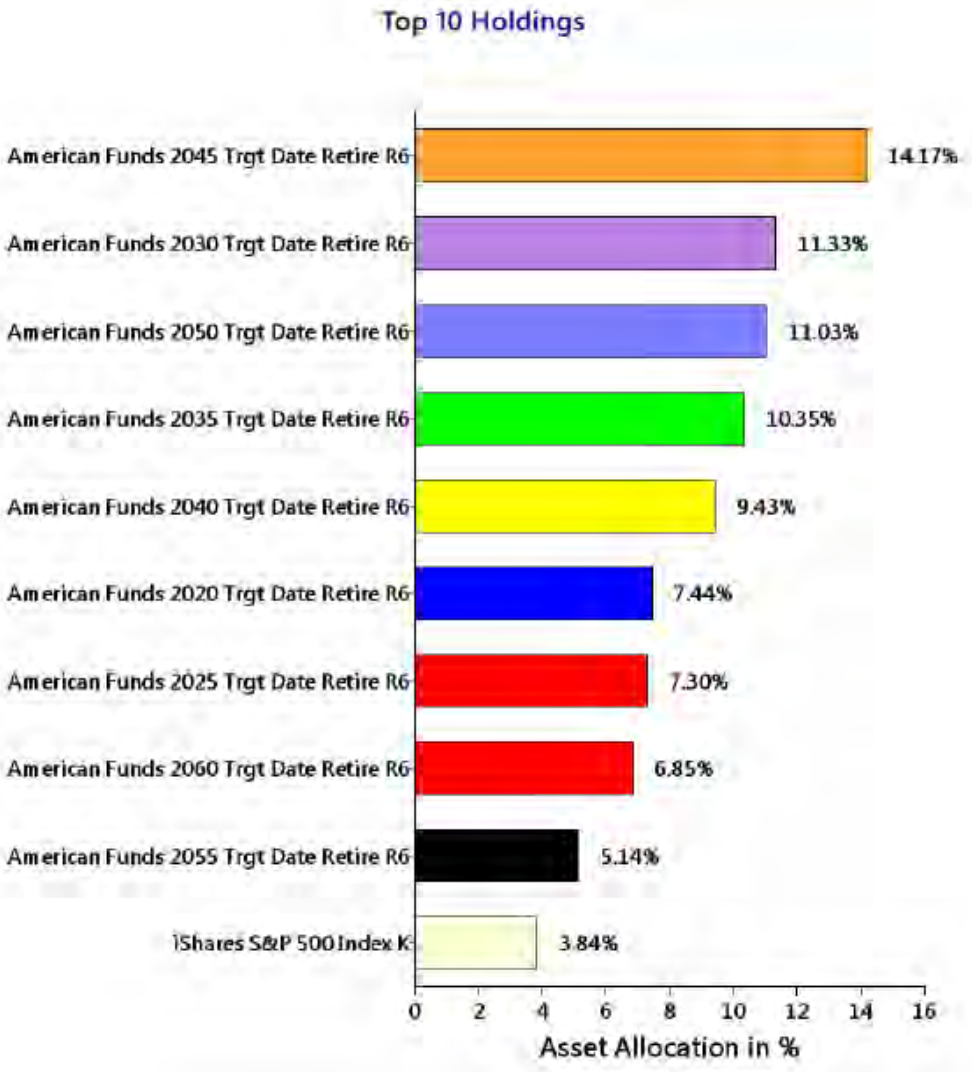
Value outperformed Growth in Q4 (4.15% vs -1.61%) and for the year (17.24% vs 14.00%).

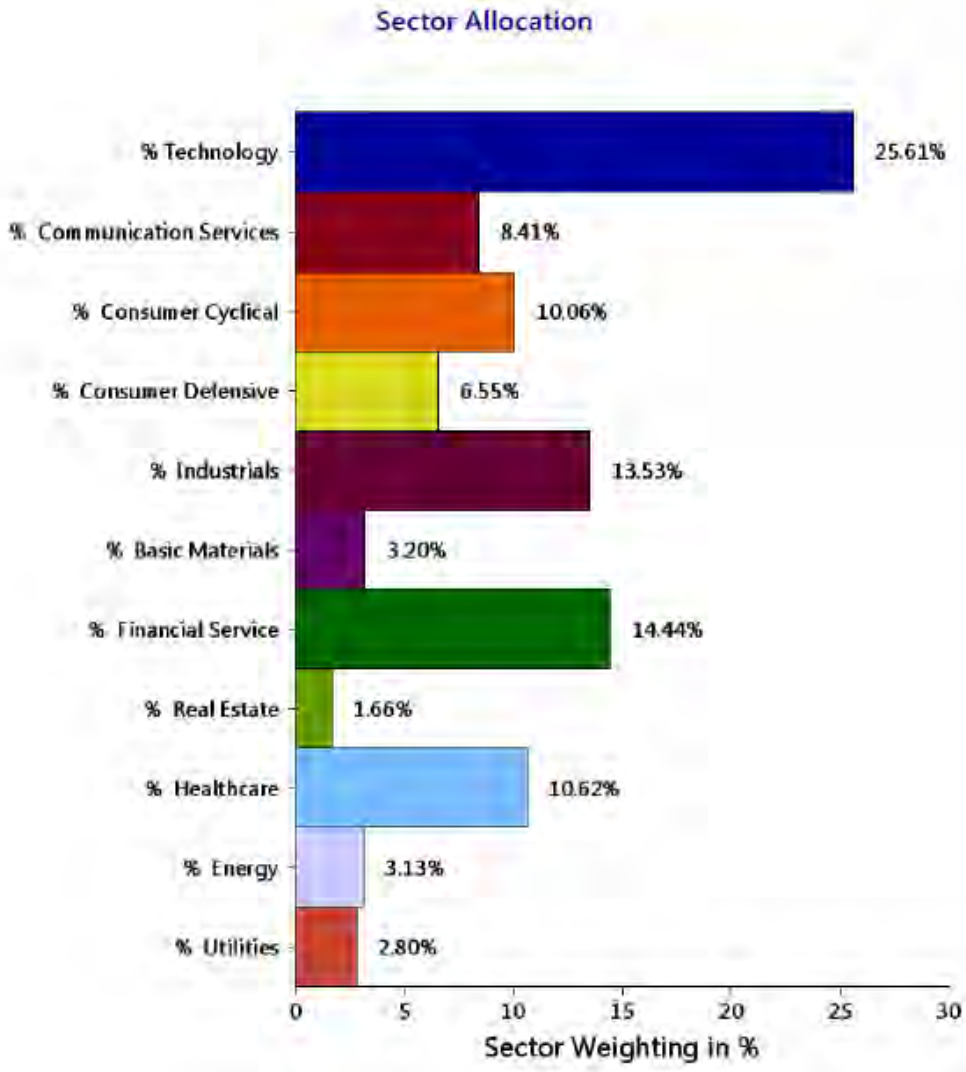
Year End Market Review

2025 S&P 500 Market Returns
15.50%

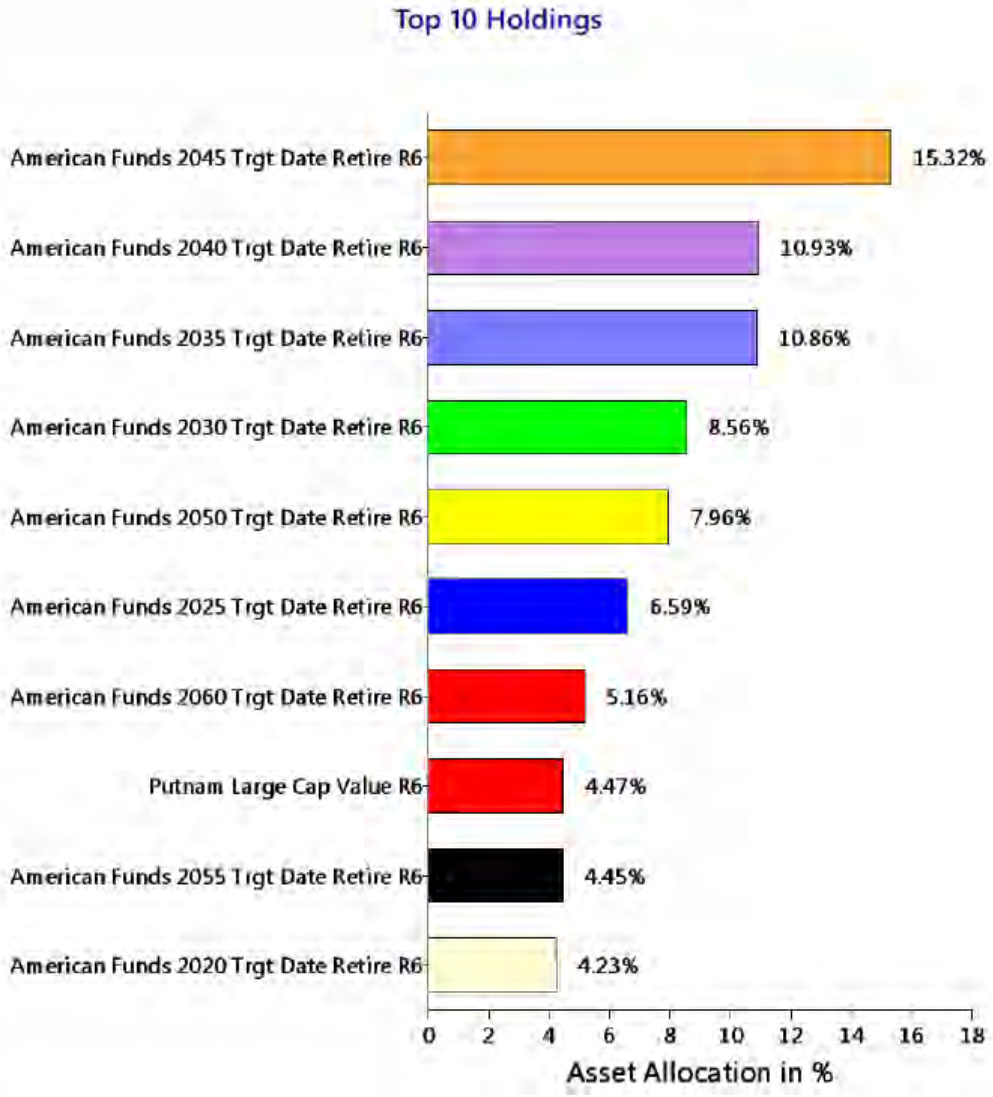


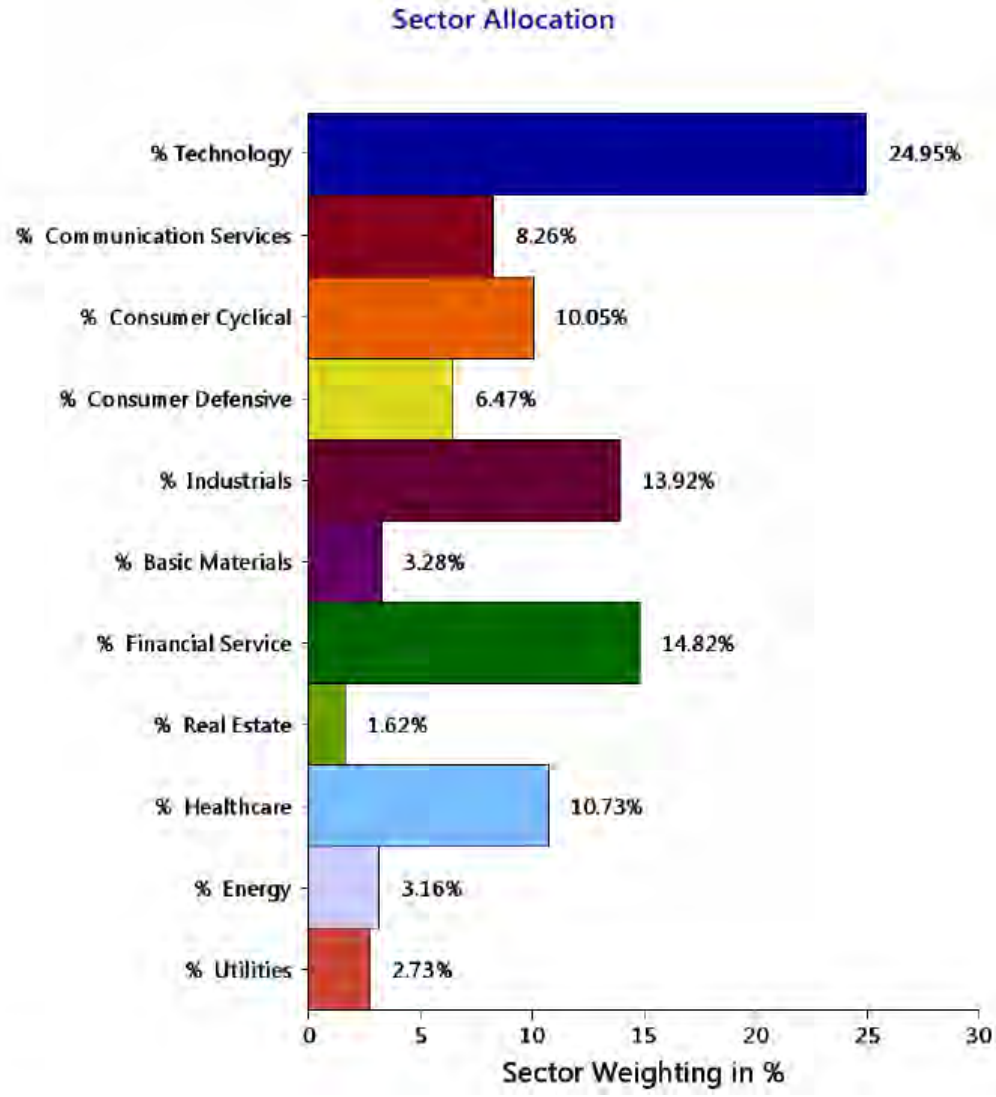
403(b) Asset Allocation





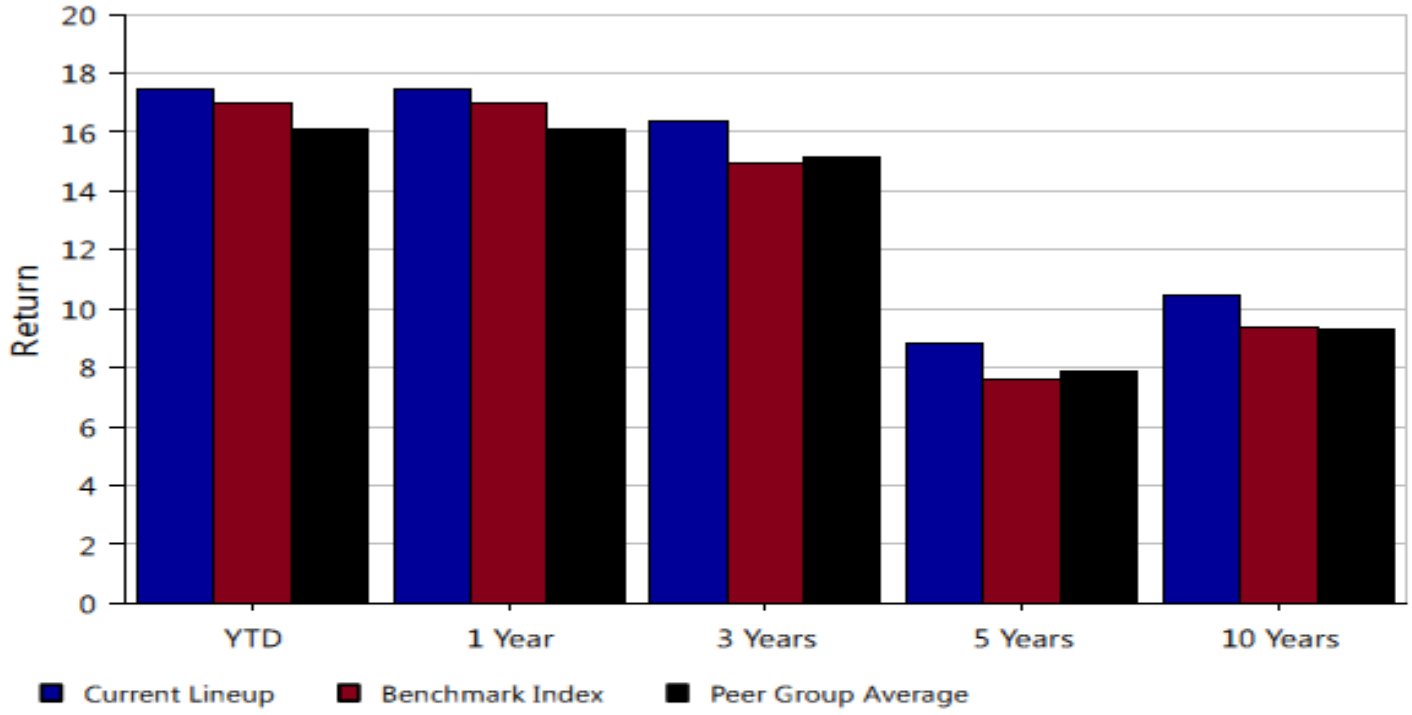
401(a) Asset Allocation





403(b) Plan Performance

Annualized Returns

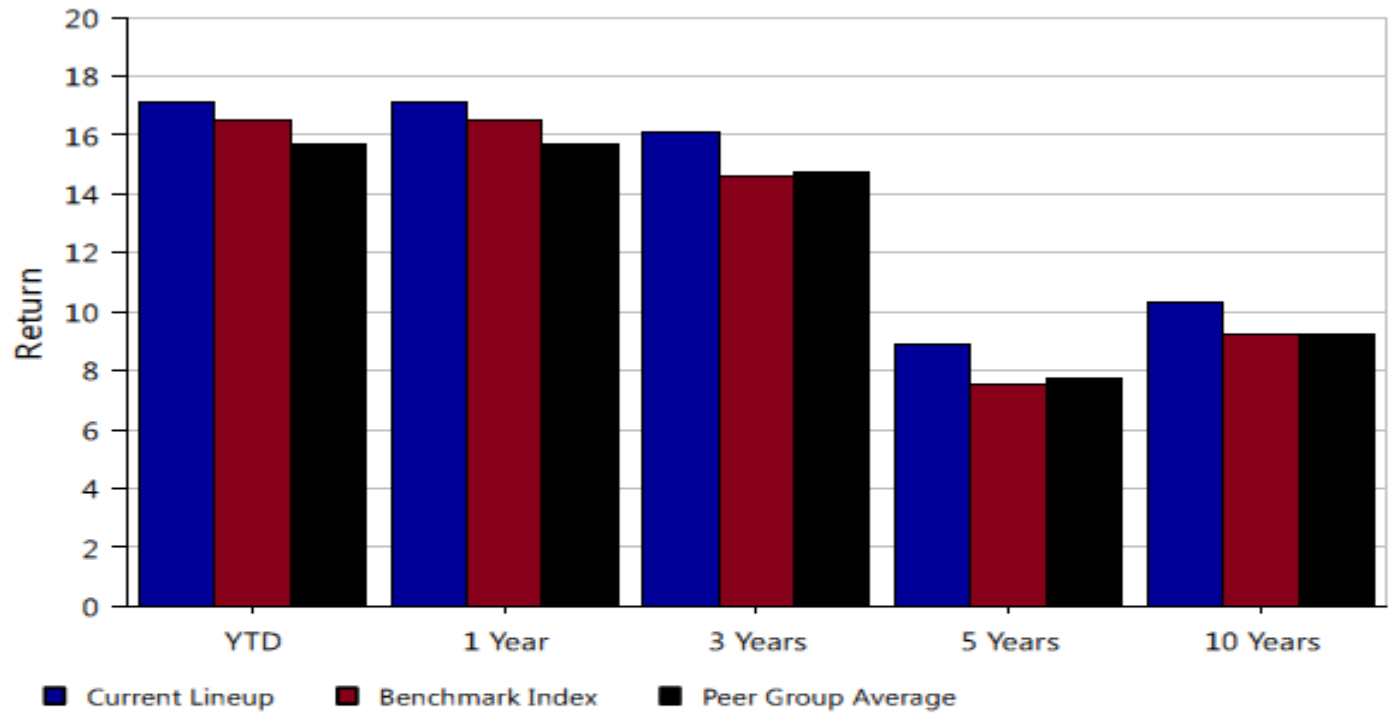


Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	17.47	17.47	16.37	8.83	10.45	0.34
Benchmark Index	16.97	16.97	14.97	7.63	9.36	NA
Peer Group Average	16.12	16.12	15.14	7.85	9.33	0.68

401(a) Plan Performance

Annualized Returns



Trailing Returns

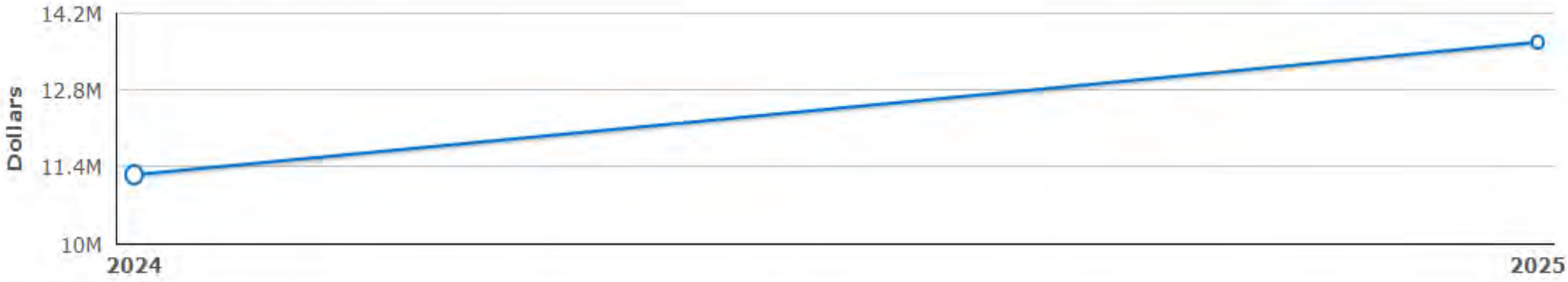
	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	17.13	17.13	16.13	8.87	10.35	0.38
Benchmark Index	16.49	16.49	14.57	7.51	9.21	NA
Peer Group Average	15.71	15.71	14.74	7.76	9.21	0.71

403(b) % Gain YOY

Balance activity by year

Change in balance from last year

21.7%
FROM LAST YEAR



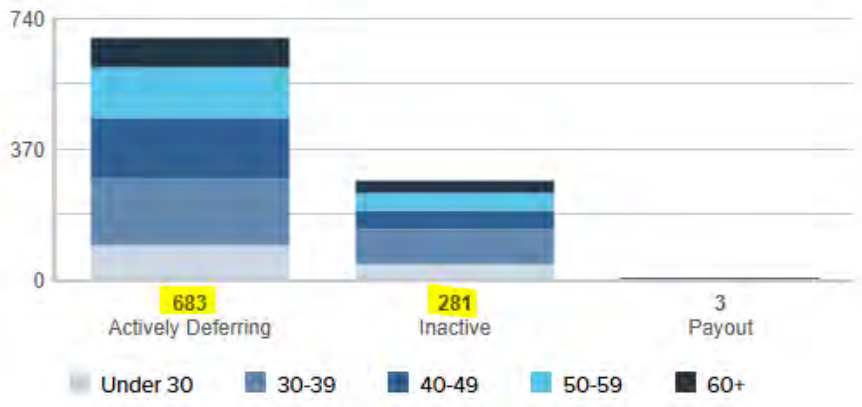
	2021	2022	2023	2024	2025
Total balance	—	—	—	$11,236,466.52	$13,670,871.27

403(b) Asset Allocation

How many are participating?

ENROLLED PARTICIPANTS
(as of 03/20/2026)

967



NEW ENROLLMENTS
(Calendar year to date)

31

View participant demographics »

How are they saving & investing?

WHAT YOUR PARTICIPANTS ARE CONTRIBUTING
(as of 12/31/2025)

AVERAGE ACCOUNT BALANCE

$14,589



AVERAGE CONTRIBUTION

$107



View contribution and investment details »

MEMORANDUM

To: Board of Directors

From: Gabrielle Alexander, Director of Finance

Date: April 9, 2026

Subject: *Agenda Item 4b*: Daniells Phillips Vaughn and Bock Contract Extension- **Action Item**

In January 2021, per the direction of the Audit and Pension Committee, CAPK staff issued a Request for Proposal (RFP) for independent audit services covering the fiscal years 2020-21 through 2024-25. Proposals were solicited from 95 reputable audit firms, and six complete responses were received and evaluated by a committee consisting of the Director of Finance, Director of Operations, and the Chief Financial Officer. Firms were scored on criteria including nonprofit and community action audit experience, staff qualifications, organizational capacity, approach to the engagement, and all-inclusive not-to-exceed fees. Following that competitive process, Daniells Phillips Vaughan & Bock (DPVB) was selected as CAPK's independent audit firm, and a Contract for Services Agreement was executed on May 21, 2021.

DPVB has served as CAPK's independent auditor since that time, consistently delivering timely and accurate audited financial statements to the Board of Directors and funding agencies. Their ongoing familiarity with CAPK's organizational structure, program portfolio, and compliance requirements has been a significant operational asset to the Finance Division.

The original Agreement included an option to renew up to two times for one-year periods. Staff are requesting approval to exercise both remaining renewal options at this time in order to provide continuity of service through the completion of the 2025-26 audit cycle and to allow adequate time to plan and conduct a new competitive RFP process. Staff anticipate initiating a new RFP for independent audit services in early 2027.

Staff requests approval to exercise both renewal options under the original Agreement as follows:

	Period of Performance	Not-to-Exceed Amount	Audit Cycle
Renewal 1	February 1, 2026 through January 31, 2027	$92,000	FY 2025-26
Renewal 2	February 1, 2027 through January 31, 2028	$92,000	FY 2026-27

The not-to-exceed fee of $92,000 per year is unchanged from the original Agreement. Staff have reviewed the fee structure and found it reasonable in light of the scope of services provided, the complexity of CAPK's program portfolio, and the current market for nonprofit audit services in the region. No fee increase has been requested by DPVB for either renewal period.

Exercising both renewal options at this time allows the Finance Division to ensure uninterrupted audit services through the completion of the FY 2026-27 audit cycle while providing sufficient lead time to conduct a thorough and competitive procurement process. Staff anticipate initiating a new RFP for independent audit services in early 2027, with the intent of selecting a firm for engagements beginning with the FY 2027-28 audit cycle.

Recommendation:

Staff recommends that the Audit and Pension Committee approve the exercise of both remaining renewal options under the Contract for Services Agreement with Daniells Phillips Vaughan & Bock for independent audit services, covering the periods of February 1, 2026 through January 31, 2027 and February 1, 2027 through January 31, 2028, at a not-to-exceed amount of $92,000 per year.

DATE	April 15, 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 12:00 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

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

   Present: Gina Martínez (Chair), Rebecca Banke (arrived at 12:06), Maria Reyes and Marget Willer

   Others Present: Jeremy Tobias, Chief Executive Officer, Pritika Ram, Chief Business Development Officer, Jerry Mead, Freddy Hernandez, Susana Magana, Rebecca Moreno and other CAPK Staff

   Public Comments
   No one addressed the Committee.

3. **Program Presentation**

   a. M Street Navigation Center presented by Laurie Hughey, Program Administrator

   Laurie Hughey presented an update on the M Street Navigation Center. She gave an overview of the shelter, which includes 147 beds, 42 safe camp spaces for individuals who are resistant to traditional shelters, and 10 safe-parking spaces for clients who live in their vehicles but still want access to services. The center provides personal storage, hygiene services, and an expanded pet kennel that has grown from 10 to more than 40 spaces. Clients also have access to workshops on wellness, safety, financial literacy, workforce development, and other life-skills topics. Additional services include Medi-Cal assistance, ETR Recycling Lives, CityServe's Project Hire Up for office-skills training, and VITA tax assistance. The center also operates an on-site free café once a week for clients. Since June 2022, more than 470 clients from both the safe camp and the navigation center have been placed into housing. Many clients face barriers such as warrants or felony/misdemeanor histories, and the center works with the Public Defender's Office to address these issues. The center also hosted a job fair that provided resume support and interview practice.

   Margaret Willer asked about mental-health services available on site. Laurie explained that the center partners with Clarvida, Kern Behavioral Health, and other substance-abuse service providers.

Gina Martinez raised a question about autistic individuals experiencing homelessness and whether the center offers support for them. Laurie shared that when clients have a diagnosis or existing records, they are connected to their service coordinator. However, records are often unavailable, making diagnosis difficult, so the center's secondary approach is to connect clients to mental-health services. Laurie also noted that they collaborate with GBLA to help clients with SSDI benefits when a diagnosis exists.

Maria Reyes asked about the success rate of placing clients into housing. Laurie explained that early on, housing vouchers lasted two years, and many clients returned to the system after the term ended. The center reassessed its approach and strengthened its focus on financial literacy, workforce development, and other skills to better prepare clients for long-term stability. Maria then asked whether the new workshops improved outcomes. Laurie shared that the center now has programs that follow clients for six months after placement to help prevent setbacks and intervene early when needed.

Rebecca Banke asked whether the center tracks success stories and invites clients to return and share their experiences. The answer was yes, clients are invited back to provide testimonials.

4. <u>New Business</u>

a. March 2026 Program Reports presented by Pritika Ram, Chief Business Development Officer - ***Action Item***

Pritika Ram provided an update on Health and Nutrition and noted that the Food Bank has already distributed 4 million pounds of food toward its target of 23 million pounds for the year. The rollout of the Food Bank CRM has recorded 20,000 encounters so far. By the end of the year, the system will allow us to accurately count the number of people served and include that data in the CSBG Report, which was not possible in the past. The East Kern FRC continues to serve as an all-encompassing space for service providers who use our physical site. The Oasis FRC in Ridgecrest will celebrate its five-year anniversary on May 6th, and it is co-located with Head Start and WIC. Board members are invited to attend. The Marketing Department has recently expanded with two additional staff members focused on collateral, messaging, and media highlights. They actively collaborate with the CAPK Foundation to showcase partnerships. Marketing also tracks advocacy efforts and monitors legislative Bills that impact the agency; not for lobbying purposes, but to keep legislators informed about issues affecting our work.

Motion was made and seconded to approve the March 2026 Program Reports. Carried by unanimous vote (Reyes/Willer).

b. March 2026 Application Status Report & Funding Profiles presented by Karen Vazquez, Senior Grant Analyst ***– Action Item***

Karen Vazquez presented the Application Status Report, beginning with an overview of the grant management system called Instrumentl which tracks the grant name, deadline, status, notes, and overall funding amounts. She first reviewed a declined award that would have converted 25 food pantries into client-choice pantries; although declined, the project will still be proposed through other opportunities. She then discussed a CalAIM grant application submitted to add the ECM program through the Department of Health Care Access. This funding would support community health workers in connecting

clients to healthcare initiatives while also providing workforce-development opportunities for those hired under ECM. The application has been submitted, and the team is awaiting the award notice. Karen concluded with an update on small funding opportunities (under $50,000) currently in progress.

Motion was made and seconded to approve the March 2026 Application Status Report & Funding Profiles. Carried by unanimous vote (Banke/Reyes).

c. March 2026 Head Start/State Child Development Division/Program Monthly Activity Report presented by Robert Espinosa, Program Design & Management Administrator – ***Action Item***

Robert Espinosa presented the enrollment update, noting that Early Head Start (EHS) is operating at 98% enrollment, exceeding the Office of Head Start's 97% minimum requirement, with over-income enrollment remaining under the 10% allowable maximum. Head Start (HS) is at 100% enrollment and also remains within the over-income limits. In the San Joaquin Valley region, enrollment efforts are at 40% and ongoing as staff work toward reaching full capacity. Licensing processes are still underway, and some classrooms remain closed. The program aims to secure MOUs with 25% of school districts to provide specialized services and support school-readiness transitions for enrolled children. An MOU has been drafted and shared with the Kern County Superintendent of Schools (KCSOS) for review and approval. Once approved, this agreement will strengthen special-education services delivered in partnership with SELPA within the Head Start Program.

Maria Reyes asked why lunch counts were lower than breakfast on the Central Kitchen Report. Jeremy explained that snacks and breakfast are provided by our Central Kitchen to the outlying sites, while hot lunches are not reported because those sites receive hot meals through contracted vendors due to distances and logistics issues. A recommendation was made to add another line to the PRE Report to also track vendor-provided meals for better alignment.

Motion was made and seconded to approve the March 2026 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Reyes/Banke).

d. CY 2025 Community Service Block Grant (CSBG) Annual Report presented by Pritika Ram, CBDO and Mohamed Ahmed, IS Administrator ***– Info Item***

Pritika Ram began the presentation by explaining its three components: fiscal, programmatic, and data. She noted that CSBG is a state-allocated fund that changes annually, with Kern County receiving approximately $1.8 million. CSBG is one of CAPK's most flexible funding sources, allowing coverage of operational costs for programs. CSBG also enables agency-wide data collection used for annual reports, site visits, and grant applications.

Jeremy Tobias added that CSBG is the only funding source which the agency and board have full local control. The state uses CSBG data to report to the Federal Government and Congress that determine continued Federal support. Data collection is challenging due to unduplicated-count requirements. He also clarified the distinction between CDBG (city/county funds for construction) and CSBG (community-services funding), noting that CAPK is the designated recipient of the CSBG allocation for the Kern County area.

Pritika continued by noting the programs reports on seven domains, excluding the employment domain, which is covered by Workforce Development. She highlighted the year-over-year comparisons showing a decrease in allocations since 2021. Volunteer contributions were also highlighted, with 65,000 hours documented. She also explained what the different indicators mean. FNPIs capture outcomes, while SRVs capture transactional services such as housing visits, school supplies, and youth services. VITA numbers are not included due to IRS restrictions, but a new consent form now allows aggregated reporting moving forward. The Food Bank previously lacked a CRM, so only pounds of food, not client counts, were captured.

Mohammed Ahmed reported on agency-level data collection, noting that 137,000 individuals and 112,000 households were recorded in 2025. The increase reflects improved tracking rather than increased service volume. Demographic data improved, with decreases in "unknown" categories and increases in reported male and senior clients. Ethnicity and race data were also captured more accurately. VITA served 11,731 individuals, though not counted towards the unduplicated count, future reporting will improve due to monthly program-data meetings.

Margaret Willer commented on the Oasis program (Food Bank CRM) and noted its positive impact on data quality. She asked how CSBG handles areas that do not meet low-income requirements. Pritika clarified that because CSBG is not used for direct client services, client income data is not required. The funding formula the state uses for allocation of CSBG is based on county-level poverty rather than city or community income levels.

e. Conclusion & Closure of the CalFresh Healthy Living Program (SNAP-ED) Presentation presented by Alan Rodriguez, Program Administrator **-** ***Info Item***

Alan Rodriguez presented on the sunset of the CalFresh Healthy Living Program clarified that CalFresh Healthy Living (CFHL) program is not the CalFresh food-stamps program. CFHL is funded through SNAP-Ed, which supports the LIVE, SHOP, and LEARN domains. In 2025, the program focused on food-insecurity screening but found policy-change efforts challenging without the right partners. One of the bills Alan discussed was H.R. 1, which ended the funding stream for CFHL, though the program itself remains technically active in law, and can be reopened in the future if funding becomes available. CFHL is scheduled to conclude on April 30, 2026. Two sub-contracted school districts will continue offering CFHL-inspired programs. Kernville has two schools with community gardens, and Woodrow Middle School also established a garden with CFHL-funded materials and volunteer support. Challenges included staff turnover and limited time. Program highlights included the "Rethink Your Drink" initiative and improved access to CFHL materials for staff.

Maria Reyes asked where the gardens were located. Alan confirmed they are in Kernville and three sites in Lamont. Maria also asked whether Head Start could have community gardens. Alan encouraged her to advocate for this through Policy Council. Margaret noted that CFHL has done an excellent job.

f. Head Start/ State Child Development Risk Assessment Notification Monitoring Review presented by Sylvia Ortega, Quality Assurance Administrator– ***Info Item***

Sylvia Ortega reported that the Office of Head Start conducted a Risk Assessment Notification (RAN) Monitoring Review on February 19, 2026, for a CAPK Child Care Partner agency Garden Pathways

following incidents involving child health and safety. The review identified two deficiencies: failure to ensure safe staff practices and failure to report incidents within the required seven-day timeframe. Community Care Licensing conducted three complaint inspections related to personal-rights violations. Garden Pathways received targeted coaching and training, and CAPK revised key policies and created an annual assessment matrix for all Child Care Partners. Due to repeated licensing citations and ongoing compliance concerns, CAPK terminated the partnership effective February 28, 2026.

Maria Reyes requested clarification on the partnership model, and Sylvia explained that partners operate independently but must meet all federal Head Start requirements while receiving per-child subsidies from CAPK. Rebecca Banke asked about next steps. Sylvia noted that partnerships will now be evaluated annually using a scoring system rather than a five-year cycle.

a. **Committee Member Comments**
None

b. **Next Scheduled Meeting**
Program Review & Evaluation Committee
Wednesday, May 13, 2026
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

c. **Adjournment**
The meeting was adjourned for 1:23pm.

capk

Community Action Partnership of Kern

























Helping People...Changing Lives.

Housing & Supportive Services Division

Emergency Shelter	Client Services	Enhanced Care Management	Veterans Supportive Services
M Street Navigation	Coordinated Entry System	ECM Homeless POF	Bridge Housing
Safe Camping	Adult Re-entry	Community Health Worker (CHW)	Service Intensive Transitional Housing
Safe Parking	Cal-AIM Housing Trio	Day Habilitation Services	Supportive Services for Veterans and Families
Scattered Site Youth Shelter	*HOME Tenant Based Rental Assistance	*Asthma Remediation	Covey Cottages (PSH)
	*Day One-Pioneer Drive Housing (PSH)	*Home Modification	Resident at Easthills (PSH)
			Park 20th (PSH)

- The Housing & Supportive Division operates currently operates programs that involve housing insecurity and homelessness under 4 different categories.
- * indicates programs that have been funded and are in the process of implementation



M Street Navigation Center

2900 M Street, Bakersfield, CA 93301

Program Summary

147 beds & Shelter Services/42 Tents SC	Adults 18 & Up	Food	Clothing
Personal hygiene items	Laundry services	Personal possession storage	Pet care and Kennels

Building Self-Sufficiency

- Financial Literacy
- Nutrition Classes
- Mental Health/Substance Abuse Services
- Dental/Medical
- Bible Study, Relapse Prevention
- Public Defender Services
- Seeking Safety, Seeking Strength
- M Street Café
- Medi-Cal Assistance
- Relationship building
- ETR, Adult School Recycling Lives
- Bakersfield College/Cityserve Project Hire-Up
- Vita

Program Highlights– Housing IS THE GOAL! 5/2020-3/2026

- TOTAL CLIENTS SERVED: 5/20-2/26
- M STREET- 3769
- SAFE CAMP- 6/22-2/26- 596
- TOTAL PLACED IN PERMANENT SUPPORTIVE HOUSING:
- M STREET- 424
- SAFE CAMP- 74



Different Journeys…















Welcome Home!















capk Veterans and Supportive Services Program

Veteran Supportive Services (VSS)





Grant Per Diem

- Bridge Housing: A short term (90 Day) transitional housing option for unsheltered veterans. This program provides a stable environment and essential support services to help veterans successfully transition into permanent supportive housing.
- Service Intensive Transitional Housing (SITH): Up to 24 months of housing support for unsheltered veterans with high barriers to housing, such as limited income, ineligibility for subsidies, or medical and mental health challenges.
-

Supportive Services for Veterans and Families (SSVF)



- Provides Homeless Prevention and Rapid Re-Housing to low-income veterans and their families with rental assistance, case management, and connection to community resources.



Covey Cottages

- 12-unit permanent supportive housing project.
- Fully furnished
- Case management
- Laundry
- Community room

- https://youtu.be/-WhEdTQCzrI?si=NfUfWB1h3Zu4oid0

M STREET NAVIGATION CENTER

capk Veterans and Supportive Services Program

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April 2026 PRE Committee

March 2026 Program Monthly Reports

Housing and Supportive Services

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

Community Action Partnership of Kern
Monthly Report 2026

Month	March-26	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2026 - December 31, 2026		

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	3,050	9,163	25,000	12%	37%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,948	8,605	20,000	15%	43%
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.	3	12	200	2%	6%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	3				
Encampment Resolution (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	32	105	450	7%	23%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	3	15	70	4%	21%
HOUSED to permanent housing placement (SRV 4o)	3	11			

Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**
1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members. CES continues to work on the Road to Housing tool.
2. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	Currently providing additional support and trainings facilitated by CoC partner agencies to improve retention. Program remains actively searching and communicating with stakeholders for funding opportunities.
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.	Fully new trained staff is projected to provide the additional support needed.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2026

Month	March-26	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2026 - December 31, 2026		

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	379	1,500	8%	25%
Total Clients Served	193	561	2,400	8%	23%
Pets (i.e., kennel, emotional support assistance and service pet)	13	38	75	17%	51%
Residents Under 90 days length of stay	60	180	800	8%	23%
Exits to Permanent Housing (FNPI 4b)	10	22	100	10%	22%
Exits-Self	6	27	150	4%	18%
Exits-Involuntary	46	106	700	7%	15%
Exits - Other	5	7	75	7%	9%
Case Management Services (SRV 7a)	427	1,158	8,000	5%	14%
Critical Incidents	57	139	250	23%	56%
Shelter Residents Meals (SRV 5ii)	5,047	13,167	70,000	7%	19%
Number of Volunteers *(duplicated)*	177	477	100	177%	477%
Volunteers Hours *(duplicated)*	151.00	485	3,000	5%	16%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	69	168	500	14%	34%
Current client census	45	119	300	15%	40%
Meals (SRV 5ii)	1,405	3,266	20,000	7%	16%
Pets	9	29	75	12%	39%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	3	5	20	15%	25%
Exits-Self	4	6	50	8%	12%
Exits-Involuntary	8	18	75	11%	24%
Exits - Other	1	2	75	1%	3%
Critical Incidents	7	8			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	9	29	30	30%	97%
Current client census	9	19	25	36%	76%
Clients moved to Shelter (SRV 4m)	0	0	10	0%	0%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern
Monthly Report 2026

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	There are two clients that graduated from the 17th c0-hort of Project Hire-Up.
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 5% from the prior year (2024 - 73 clients) to 100 clients.	10 clients were placed into permanent supportive housing this month.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	13
25 - 34	37
35 - 44	45
45 - 54	31
55 - 61	34
62+	34
Total:	**194**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	2
Black or African American	40
Hispanic/Latina/e/o	41
White	71
Multiple races	38
Client Don't know / Refused	
No Answer	1.00
Total:	**194**

Gender	Month
Female	66
Male	128
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:	**194**

Zip Code	Month	Zip Code	Month
93203	1	82240	1
93301	71		
93304	12		
93305	15		
93306	13		
93307	10		
93308	24		
93309	7		
93311	2		
93312	2		
93314	1		
92225	1		
93505	1		
93215	1		
93240	1		
93244	1		
93245	1		
93555	2		
93560	1		
94104	1		
93561	1		
Not specified	24		
Total			**194**

Community Action Partnership of Kern
Monthly Report 2026

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	1
25 - 34	11
35 - 44	10
45 - 54	22
55 - 61	10
62+	15
Total:	**69**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	8
Hispanic/Latina/e/o	10
White	37
Multiple races	14
Client Don't know / Refused	
No Answer	
Total:	**69**

Gender	Month
Female	27
Male	41
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:	**69**

Zip Code	Month	Zip Code	Month
93301	8		
93302	1		
93304	7		
93305	5		
93306	4		
93307	5		
93308	11		
93309	7		
93311	1		
93313	1		
93225	1		
93433	1		
93553	1		
93556	1		
95828	1		
95206	1		
93268	2		
93283	1		
93285	1		
Not specified	9		
Total			**69**

Program Highlights

Three clients housed, one working through IHSS, and 6 clients working with the Public Defender office to clear up any criminal activity.

Community Action Partnership of Kern
Monthly Report 2026

Month	March-26	**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, 2026 to December 31, 2026		

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	383	1,087	450	242%	
Number of Referrals Received (SRV 7c)	72				
Number of Enrollments	61				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	898	3,093	8,100	11%	38%

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)	17	27	100	17%	27%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	3	20	75	4%	27%

Transitional Rent	Month	YTD			
Number of Clients Currently Enrolled	0	0			

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, More interview to be scheduled.

2.) Broaden CalAIM services by collaborating with existing and new managed care plans to diversify the program's funding sources.	Proactively assisting Oasis and 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.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2026

Month	March-26	**Program/Division**	Enhanced Care Management
Division/Director	Rebecca Moreno	**Program Manager**	Carla Nieto
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

The Enhanced Care Management (ECM) program provides intensive, whole-person care coordination for Medi-Cal members with complex health and social needs, with a focus on individuals experiencing homelessness, high utilization, behavioral health conditions, or other identified risk factors. The program delivers person-centered services including outreach and engagement, comprehensive assessment, individualized care planning, care coordination, transitional care, and connection to community and social supports. Services are provided in close coordination with Kern Health Systems and community partners to improve continuity of care, address social drivers of health, and support improved health outcomes.

Program Goals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of enrolled members (SRV 7a)	12	39	225	5%	17%
Number of clients receiving services through CalAIM Housing and ECM	20	36	135	15%	27%
Number of clients receiving ECM and Day Services	13	20	169	8%	12%
Patient Engagement in Care Plans (Care Coordination)	22	61	113	20%	54%
Number of clients successfully completing program (self sufficiency by 1 year)	0	0	15	0%	0%

Referrals (SRV 7c)	Month	YTD
Food Assistance	122	206
Transitional Housing Providers	1	1
SSI/SSDI	0	0
Outpatient Treatment	4	7
Other		0
Referrals to Community Services	**127**	**214**

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
Increase Access to Care: Ensure that all patients, including underserved populations, have access to necessary healthcare services and support.	We have taken an increased "fish where the fish are" approach to engaging our underserved populations, which includes meeting members on the street, in the shelters, and at outreach events. We also actively follow up on referrals from our members.
Improve Care Coordination: Promote collaboration among the various Cal-AIM services we provide to ensure clients receive comprehensive wraparound support, resulting in a seamless care experience and better communication.	Beginning this month, CHW's have largely taken over Cal-AIM housing responsibilities for our ECM members, resulting in comprehensive support. For all members, we include service providers from all disciplines in the monthly Interdisciplinary Care Team Meetings and we maintain thorough communication to ensure continuity of care and the highest level of support.

Patient Engagement: Increase patient involvement in their care plans and decision making processes	We are actively involving all members in their care planning and decision making process by taking an in-person approach to assessment, care planning, and monthly updates. We meet the members where they are at, with this month having a large volume of engagement occurring at our M-Street and Brundage lane navigation centers, as well as in members' homes when they prefer.

Program Highlights

The number of individuals we have been able to provide food assistance to has grown tremendously and we have been able to enroll a large number of our members in Day Habilitation Services, which provides education and resources aimed at addressing the needs of our underserved populations. We have been able to help members navigate housing instability, food insecurity, mental health issues, substance use disorders, and a number of health conditions and continue to receive positive feedback from those we serve, with one member informing the team that her Lead Care Manager "has literally saved my life."

Adult Re-entry Program — Monthly Progress Report

Month	Mar-26	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno	**Program Manager**	Rosario Miranda
Reporting Period	March 1, 2026 to March 31, 2026		

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 among justice-involved individuals in Kern County. CAPK provides case management, rental assistance, job readiness training, and behavioral health referrals, prioritizing high-barrier populations including those under Penal Code 290. Services are delivered using a Strengths-Based, Housing First approach that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit.

CLIENT SERVICES

	Month	YTD	YTD Goal	Month %	Annual %
New Enrollments — Unduplicated (SRV 7a)	21	46	300	7.0%	15.3%
Number of Client Contacts — Duplicated (CalAIM / SRV 7a)	229	497	5720	4.0%	8.7%

GOAL 1: INCREASE STABLE HOUSING | Target: ≥80 participants receive rental/housing assistance; ≥70% housing stability

	Month	YTD	YTD Goal	Month %	Annual %
Number of emergency temporary hotel placements provided	3	10	40	7.5%	25.0%
Number of short-term rental assistance recipients (up to 12 months)	6	11	70	8.6%	15.7%
Number of clients housed within 30 days of release from state prison	0	2			
Number of clients housed within 60 days of release from state prison	0	1			
Number of clients housed — 60+ days post-release	6	8			
Number of rental assistance payments / security deposits paid (SRV 4o)	3	8			
Recidivism rate — clients receiving housing assistance at 1 year (%)	0.0%	0			
Recidivism rate — clients receiving housing assistance at 2 years (%)	0.0%	0			
Recidivism rate — clients receiving housing assistance at 3 years (%)	0.0%	0			

GOAL 2: INCREASE EMPLOYMENT & ECONOMIC STABILITY | Target: ≥60% of unduplicated participants receive workforce services; ≥80 complete workshops

	Month	YTD	YTD Goal	Month %	Annual %
Number of clients who completed targeted skill-building workshops	0	7	80	0.0%	8.8%
Number of clients referred to employment / workforce training	2	7			
Number of clients completed job readiness training (SRV 1f)	0	2			
Number of clients who gained employment (up to living wage) (FNPI 1b)	0	1			
Number of clients who gained income — SSI/SSDI or other than employment	0	2			

Financial Management / Coaching programs provided (SRV 3c)	0	5			
Recidivism rate — clients receiving employment assistance at 1 year (%)	0.0%	0			
Recidivism rate — clients receiving employment assistance at 2 years (%)	0.0%	0			
Recidivism rate — clients receiving employment assistance at 3 years (%)	0.0%	0			

GOAL 3: INCREASE MENTAL HEALTH & SUBSTANCE USE SERVICES | Target: ≥50% of participants referred to behavioral health services

	Month	YTD	Month %	Annual %
Number of clients referred to mental health or substance use services (SRV 5v)	0	20		
Number of clients completed 6-month treatment / counseling	0	0		
% of clients who remain engaged in behavioral health care at 12 months	0.0%	0		

PROGRAM STRATEGIC GOALS

Strategic Goal	Progress Towards Goal
1.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	
2.) Maintain strong relationships with Parole and Probation Departments while expanding efforts to provide comprehensive wraparound services.	The Adult Re-entry Program maintains strong partnerships with Parole and Probation through regular communication, coordinated referrals, and shared service planning. These collaborations ensure participants receive timely, comprehensive wraparound services that support successful reentry and compliance with supervision requirements.
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.	The Adult Re-entry Program leverages partnerships by referring participants to key providers for employment, housing stability, and supportive services, ensuring coordinated wraparound care. All services and referrals are documented in HMIS to track engagement and outcomes, while staff actively connect eligible participants to CalAIM services, including Day Habilitation, to address health, behavioral, and reentry-related needs and support successful reintegration.

PROGRAM HIGHLIGHTS

1. Increased participant engagement with CalAIM services, including referrals to Day Habilitation and behavioral health supports, to address criminogenic, health, and stabilization needs impacting reentry success.

2. Implemented and enhanced HMIS service tracking to accurately capture referrals, service delivery, and participant progress, strengthening performance monitoring, interagency coordination, and measurable program outcomes.



Veterans & Supportive Services

Community Action Partnership of Kern
Monthly Report 2026

Month	March-26	**Program/Work Unit**	Veterans & Supportive Services
Division/Director	Rebecca Moreno	**Program Manager**	Carlos Clemente-Juarez
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

CVAF operates a 40 bed BRIDGE and Service Intensive Transitional housing program through the US Department of Veterans Affairs. This consists of two apartment complexes and two homes through the City of Bakersfield. This is a 24-hour per day, 365 day per year program that provides housing, case management, transportation, food, and laundry services. Staff also provides referrals to medical, mental health and community based service programs. CVAF also operates the Supportive Services for Veterans and Families Program through the US Department of Veterans Affairs which is a rapid rehousing/homeless prevention program for veterans households that are homeless or at risk of homelessness. The HHAP CM program provides case management services for HUD Emergency Housing Voucher clients through the Housing Authority. The HHAP YS programs provides scattered-site, low barrier shelter for youth aged 18 - 24.

Grant and Per Diem	Month	YTD	Annual Goal	Month Progress	Annual Progress
BRIDGE: % Exit to Permanent Housing (> 75%) (SRV 4o)	2	5	10	20%	50%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)	1	2	7	14%	29%
BRIDGE: % Employed at Exit (SRV1m)	0	1	3	0%	33%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)	6	9	16	38%	56%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	0	1	7	0%	14%
SITH: % Employed at Exit (SRV1m)	2	4	5	40%	80%
Total Households Served	10	23	85	12%	27%
Supportive Services for Veteran Families (SSVF)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Households Served	6	93	150	4%	62%
Permanent Housing Placements	5	10	35	14%	29%
Rental Assistance Payments	44	140	475	9%	29%
Security Deposit	5	11	40	13%	28%
Bus Pass	0	3	35	0%	9%
Application Fees	4	4	15	27%	27%
General Housing Stability Assistance (GHSA)	6	13	35	17%	37%
Utility Payments	1	2	25	4%	8%
Late Fees	0	2	40	0%	5%
Moving Costs	0	0	7	0%	0%
Landlord Incentives	1	1	5	20%	20%
Tenant Incentives	0	1	5	0%	20%
Rental Arrears	4	4	10	40%	40%
Vehicle Repairs	1	2	3	33%	67%

Community Action Partnership of Kern
Monthly Report 2026

Permanent Supportive Housing (Park 20th/Residences at East Hills)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Households served	2	35	25	8%	140%
Program Exit	0	1	3	0%	33%
HHAP YS (Youth Shelter)	**Month**	**YTD**	**Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Number of clients served	3	17	20	15%	85%
Housing Placement (e.g., transitional, temporary,	0	2	10	0%	20%
Negative Exits	0	1	5	0%	20%
Covey Cottages	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Clients served	1	11	12	8%	92%
Vacancies	1	3	5	20%	60%

Explanation (Over/Under Goal Progress)

Program Highlights

Health and Nutrition Services

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

Community Action Partnership of Kern
Monthly Report 2026

Month	February	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2026 - December 31, 2026 *(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 220 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 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	50,200	109,126	700,000	7%	16%
Pounds Distributed	949,747	1,688,626	10,000,000	9%	17%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	82,165	185,304	1,250,000	7%	15%
Pounds Distributed	496,528	1,212,085	9,500,000	5%	13%
CSFP (Senior Box) Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	4,916	10,227	66,000	7%	15%
Pounds Distributed	180,617	378,668	2,300,000	8%	16%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	10,889	20,881	75,000	15%	28%
Pounds Distributed	47,543	99,009	750,000	6%	13%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements		5,271	75,000	0%	7%
Pounds Distributed	17,593	35,019	275,000	6%	13%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Engagements		3,248	25,000	0%	13%
Pounds Distributed	243,929	490,750	1,500,000	16%	33%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Engagements	148,170	334,056	2,250,000	7%	15%
Total Pounds Distributed (SRV 5jj)	1,935,957	3,904,157	23,000,000	8%	17%
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)	42	87	450	9%	19%

Other Volunteers (i.e., general public, duplicated)	244	404	2,250	11%	18%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Strategic Goals
In 2026, CAPK Food Bank will be deploying the CRM system OASIS to be used by all agency partners across the county to be able to report unduplicated amounts of neighbors served.	OASIS went live on February 1. Most APs have received multiple layers of training as well as tablets and scanners. Food Bank staff established and conduct daily office hours for hands-on, real-time troubleshooting and support.
In 2026, the CAPK Food Bank will increase the percentage of fruits and vegetables provided to neighbors by 5% from the previous year.	

Program Highlights
In February 2026, staff participated in the annual audit process conducted by our accounting firm. We achieved ZERO exceptions for the 2nd consecutive year.

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Month	March-26	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2026 to December 31, 2026		

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)	2,823,205	8,617,866	$ 27,900,000	31%

Program FY Reimbursements Progress	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	2,823,205	8,617,866	27,900,000	31%

Services	**Current Month**
Active Child Enrollment	3,200
Active Childcare Providers (SRV 7f)	629

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

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment (MCAP) is currently on target to fully meet the FY 2025-2026 program contract. We currently have a total of 3200 children actively receiving services and this represents a total of 1627 families. Our program continues to enroll eligible families and is projected to fully earn the current contract.

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 focus on monthly staff trainings, and individual staff support to build skill provide professional development opportunities. We onboarded 3 new staff members to help support a smooth program operation and support consistency and manageable caseloads for program specialists.
2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth.	Due to our program's expansion in office space, we have been able to provide better working space for all staff members and secure ergonomically correct furniture for all staff members including our staff members working from satellite office locations. The additional work space available has allowed us to hire the additional positions necessary to better support our team and meet the necessary child enrollment totals to fully earn our contract this year.

Program Highlights

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The Migrant Childcare Program (MCAP) is projected to fully earn our contract. For the reporting month, our program reached an active child enrollment count of 3200 active children. Our team continues to reach new milestones in our enrollment count, quality of work and staff's professional development. This enrollment number represent the highest enrollment total in the history of the MCAP program. This is great news as our current totals continue to indicate the growing need for childcare services among the migrant population in our communities throughout the State.

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Month	March-26	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Marissa Ortiz-Cortez
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

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

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,095		14,910		95%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,009		1,200		84%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	42	42	268	16%	16%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	106	287	1,300	8%	22%
WIC Presentations and Outreach Events	16	23	50	32%	46%
Publication in newspaper, television, and/or social media postings (English and Spanish)	15	87	350	4%	25%
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.	10	46	120	8%	38%

Peer Counseling Program (PCP)	Clients Served	Goal	Annual Progress
Provide basic breastfeeding education and encouragement to WIC PCP participants.	312	1,000	0%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. Enhance Nutrition Counseling Services. Strengthen the quality of nutrition counseling by providing staff with advanced training in active listening, addressing barriers to breastfeeding, and tailoring nutrition guidance to client needs. Focus on offering practical solutions and empathetic support to improve the effectiveness of sessions.	Staff were signed up for CWA conference in March. Trainings on Early Childhood Development / Perinatal Health & Nutrition
2. Increase observations, monitoring activities, and reviews of clinic operations, Quality Assurance helps verify correct eligibility determinations, benefit issuance, nutrition education, breastfeeding support, and vendor transactions. Expanding the number of observations allows the program to identify patterns, reduce errors, strengthen staff performance, and ensure policies are applied uniformly across all service sites. By using observation findings to provide feedback, training, and corrective actions, the WIC Program promotes accountability, protects program integrity, and enhances the overall quality of services provided to women, infants, and children.	Quality Assurance Coordinator completing file audits for WIC program.
3.WIC aims to reach more eligible families and reduce barriers to enrollment and retention. Enhanced outreach strategies—including targeted community events, culturally appropriate materials, digital communication, and referral initiatives—support timely enrollment, continued participation, and improved utilization of WIC services.	Collaboration with internal CAPK outreach team to use mailers as outreach method for WIC program. Target 5,000 potential participants in Kern County Eligible for WIC through mail service.

Program Highlights

Youth and Community Services

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

Community Action Partnership of Kern
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Month	March-26	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2026 - December 31, 2026		

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	11	60	5%	18%
Street Outreach and Education	42	80	75	56%	107%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	2	6
Social Security Insurance (SSI) (SRV 7i)	3	3
Medical Services (SRV 7c)	0	10
Mental Services (SRV 7c)	2	7
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	3	6
Educational and Career Development (SRV 7c)	4	26

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	72	350
House Hold Items	9	75
Hygiene Kits (SRV 5oo)	21	126
Emergency Clothing (SRV 7n)	81	386
Administrative Services & Copies	77	244
Transportation Services (SRV 7d)	23	47
Educational Supplies (SRV 2k)	1	7

Covid - 19 Supplies (SRV 5oo)	6	16			
First 5 Kern	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Parents Receiving Case Management Services (SRV 7a)	1	2	30	3%	7%
Children Receiving Case Management Services (SRV 7a)	1	3	30	3%	10%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	3	10	0%	30%
Children Educational Center Base Activities (FNPI 2b)	0	2	30	0%	7%
Children Educational Home Base Activities (FNPI 2b)	1	1	30	3%	3%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	0	2	12	0%	17%
Family Support Services for non-clients with children 5 and under	13	42			
First 5 Total		**55**			
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)	10	43			
CalCapa Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	6	24	150	4%	16%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	147	504	1800	8%	28%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	201	762			
Baby Supplies (SRV 2w)	113	352			
Covid - 19 Supplies (SRV 5oo)	15	28			
Court Mandated Parenting Correspondence (SRV 2w)	19	76			
Educational Supplies (SRV 2k)	4	24			

Emergency Clothing (SRV 7n)	280	938
Food Assistance (SRV 7c)	333	924
Household Items (SRV 7c)	42	132
Hygiene Kits (SRV 7c)	39	196
Referrals (SRV 7c)	36	80
Transportation Services (SRV 7d)	24	29

Explanation (Over/Under Goal Progress)

We continue to move forward in reaching our goal measurements for our First 5 program. We currently have our full-time employee out on medical leave since January. We have a part time early educator who is currently covering our Play and Learn Class plus case-management duties. We anticipate making our goals by June 30th.

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	During the month of March, Cal Portland Cement hosted a golf tourney at Riverlakes Golf in Bakersfield fundraising $14,600 for our Resource Center. We are very Thankful to them. A check presentation is scheduled for April 8, 2026 at the Center.
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.	We continue to have a free choice pantry for the East Kern Community on Tuesdays and Thursday from 9am-12pm and 1pm-4:00pm. Clients have a choice of numerous items including bread, a protein, and produce.

Program Highlights

EKFRC and KHS hosted a Resource Fair at the Mojave High School parking lot. We collaborated with Clinica Sierra Vista , SCE, Mojave Adult School, Cancer Foundation, Adventist Health from ECM Tehachapi, Safe Haven, JART, American Red Cross and CHP. The CSV mobile Clinic provided the East Kern Community immunizations and well-child checks free of cost to children of East Kern. We provided books and informational flyers regarding our Center and all the services we provide in East Kern. We learned about the Cancer Foundation and all the services they provide to adults and children of East Kern. CHP shared job opportunities and chatted with the families and children in attendance.

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Month	March-26	**Program/Work Unit**	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy Hernandez	**Program Manager**	Eric Le Barbé
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

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

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	16	25	4%	64%
Children Receiving Case Management Services (SRV 7a)	2	22	25	8%	88%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	4	10	0%	40%
Children Educational Home Base Activities (FNPI 2b)	2	22	15	13%	147%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Family Support Services for non-clients with children 5 and under (SRV 2w)	8	21			
First 5 Total	**13**	**85**			

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)	22	51			

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	10	162	150	7%	108%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	182	560	1800	10%	31%

Rental Assistance Program	Month	YTD
Rental Assistance Program (estimated maximum $2,000 per household)	0	0

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	3	7	15	20%	47%
Street Outreach and Education	5	20	20	25%	100%

Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	43	122
Baby Supplies (SRV 2w)	119	373

Copies	14	59
Court Mandated Parenting Correspondence (SRV 2w)	1	14
Educational Supplies (SRV 2k)	43	86
Emergency Clothing (SRV 7n)	14	39
Food (SRV 7c)	304	774
Household Items (SRV 7c)	8	364
Referrals(SRV 7c)	33	88
Transportation Assistance (SRV 7d)	22	43
Total Community Services	**601**	**1962**

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC was awarded $3,000 from First 5 Kern to host a baby shower in July 2026. The Oasis FRC applied for a food pantry grant from Bank of America for $25,000 jointly with EKFRC.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the Ridgecrest Regional Hospital Health Fair promoting services to the community.

Program Highlights

New First 5 Case Manager Amanda Charlon started in March and is being trained to provide services to families with children 0-5.

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Month	March-26	**Program/Work Unit**	Energy & Utility Assistance
Division/Director	Freddy Hernandez	**Program Administrator**	Vipsassana Chawla
Reporting Period	January 1, 2026 - December 31, 2026		

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 includes home repairs or the replacement of appliances to make the home more energy efficient.

Low-income Home Energy Program (LIHEAP) 2026	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	409	1,295	5,000	8%	26%
Households Served - Weatherization	6	12	100	6%	12%
Department of Energy (DOE) Infrastructure Investment and Jobs Act (IIJA)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	5	12	160	3%	8%
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,)	**409**	1,295	**5,000**	8%	26%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**11**	24	**260**	4%	9%
City of Bakersfield - Transformative Climate Communities- Low Income Energy Efficiency Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of clients enrolled in the case management program (SRV7a).	0	0	16	0%	0%
City of Bakersfield - Home Repair and Weatherization Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of clients enrolled in the case management program (SRV7a).	2	4	11	18%	36%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Complete 40% of the units in Phase 1.	As of this reporting period, a total of 25 homes have been completed and reported to CSD, with an additional 5 completed homes pending submission to CSD. This brings overall completions to 30 homes out of the Phase 1 target of 114 homes, representing continued and measurable progress toward the June 2026 milestone. The team remains focused on maintaining momentum and accelerating production to stay aligned with the 40% completion benchmark

2.) Successfully implement the City of Bakersfield Weatherization program and meet the contract goals.	The City of Bakersfield Weatherization Program continues to advance steadily toward meeting its contract requirements. An additional 2 homes were completed this month, bringing the total to 14 weatherized homes under the current contract. Additionally, one new client was enrolled this month, increasing engagement under the program. The target for this program year is 11 clients, while the overall grant target totals 23 clients. With continued progress in home completions and client enrollments, the team remains on track to meet both annual and grant-wide objectives.
3.) Successfully implement the Transformative Climate Communities-Low Income Energy Efficiency Program and meet the program and contract goals.	The Transformative Climate Communities – Low-Income Energy Efficiency Program continues to move forward in alignment with its program and contract goals. Weatherization work remains underway on 2 homes following completed assessments, and 1 home has been fully completed to date.

Program Highlights

The Energy Efficiency and Home Repair Programs continue to deliver strong results in supporting elderly, disabled, and low-income households, improving home safety, accessibility, and energy efficiency across the community.
This month, the City of Bakersfield awarded an additional $92,000 in grant funding under the Home Repair and Weatherization Program, reflecting positive performance outcomes and strong client feedback. This supplemental funding will enable expanded service delivery and increased program impact.
Additionally, the organization is advancing future growth by submitting applications for the PG&E CARE and REACH programs, positioning the programs to further enhance energy affordability and assistance for local residents.

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Month	March-26		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Administrator**	Lois Hannible
Reporting Period	January 1, 2026 - December 31, 2026		

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)	1	82	100	1%	82%
Summer Program (SRV 2m)	N/A	N/A	50		
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	3	37	50	6%	74%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	0
Outcome/Case Managed Families (SRV 7a)	1	4
Provided Food Assistance (SRV 7c)	0	0
Subsidized Employment Program	0	10
Provided Mentoring Services (SRV 2p, 7c)	0	12
Assisted with relocation services/Deposit Payments (SRV 4d)	0	1
Temporary Housing Placements (SRV 4m)	0	1

Youth Community Access Program	Month	YTD	YTD Goal
Program Participants	13	60	80
Youth Leaders	0	12	12
Field Trips	2	3	30

Explanation (Over/Under Goal Progress)

The California Violence Intervention Program (CalVIP) Cohort 4 program will be coming to an end on March 31, 2026. The City of Bakersfield has received grant funding for a CalVIP Cohort 5 Program, for which CAPK Friendship House will be a subcontract. As a result of CalVIP 4 coming to an end, new participants are not be added to the program and new services are not being provided until the contract starts for CalVIP Cohort 5.

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 CAPK Friendship House Advisory Board is currently planning a Street Rides & Street Bites Car Show as a 2026 fundraiser for the Friendship House. The event will be held at the Friendship House on October 17, 2026. Additional information will be provided soon.
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 not accepting new applicants 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 Program Administrator is currently seeking grant opportunities that can benefit the Friendship House.

Program Highlights

In March, three CalVIP participants successfully completed the subsidized employment program. Throughout their placement, they gained valuable work experience, demonstrated strong contributions to the team, and showed significant personal and professional growth. Each participant expressed appreciation for the opportunity and the skills they developed during the program. Additionally, two students successfully completed and graduated from the Aggression Replacement Training program, marking an important milestone in their personal development.

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Month	1-Mar	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	**Program Administrator**	Jacqueline Guerra
Reporting Period	January 1, 2026 - December 31, 2026		

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 2023-25 e-filed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	2,252	4,348	7,550	30%	58%
Social Security Number (SSN)	1,967				
Individual Taxpayer Identification Number (ITIN)	285				
State *(includes CFF State refund information)*	2,453	4,754			
Social Security Number (SSN)	1,968				
Individual Taxpayer Identification Number (ITIN)	485				
CAPK 2020-25, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	84	152			
Social Security Number (SSN)	70				
Individual Taxpayer Identification Number (ITIN)	14				
Paper-filed, and Prior year returns (state)	84	152			
Social Security Number (SSN)	70				
Individual Taxpayer Identification Number (ITIN)	14				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$1,830,801.00	$4,547,399			
State Refunds	$829,328	$1,789,144			
Federal Earned Income Tax Credit (EITC) *(income limit $68,675 per household)*	$1,008,766	$3,402,193			
California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)*	$374,891.00	$864,876			
Total Refunds and Credits		**$10,603,612**			

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Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	48	81	200	24%	41%

Explanation (Over/Under Goal Progress)

State refunds and CalEITC amounts are estimates due to the inability to retrieve a State Paper Report. State tax returns for ITIN holders are higher this month. This happens when ITIN applications are processed. One an ITIN number is issued by the Federal (IRS), the State side of the tax return (FTB) can be submitted and processed. Also, is higher State returns completed due to the inability to separate tax returns using SIDN in order to calculate tax returns completed by California Farm Workers Foundation (CFF), and be able to added to their own report.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	

Sub-contactor: United Way Central Eastern California e-filed returns 2023-25	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		119	3,250	0	4%
State		119			
UWCEC 2020-22 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)		5			
Paper-filed, and Prior year returns (state)		5			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds		$168,560			
State Refunds		$58,213			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)		$145,166			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*		$26,175			
Total Refunds and Credits	**$398,114**	**$398,114**			
Sub-contactor: MAOF 2023-25 e-filed returns	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**
Federal		0	400	0	0
State		0			
MAOF 2020-22 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			

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Paper-filed, and Prior year returns (federal)		0			
Paper-filed, and Prior year returns (state)		0			
Sub-contactor: MAOF Refunds and Credits	**Month**	**YTD**			
Federal Refunds		$0			
State Refunds		$0			
Federal Earned Income Tax Credit (EITC) (income limit $68,675 per household)		$0			
California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)*		$0			
Total Refunds and Credits		**$0**			
Sub-contactor: California Farmworkers Foundation (CFF) 2023-25 e-filed returns	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**
Federal		186	300	0	0.62
CFF 2020-22 Paper Filed Returns *(total YTD added to Federal YTD)*	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)		5			
Sub-contactor: CFF Refunds and Credits	**Month**	**YTD**			
Federal Refunds		$314,950			
Federal Earned Income Tax Credit (EITC) (income limit $68,675 per household)		$181,612			
Total Refunds and Credits		**$496,562**			

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Month	1-Mar	**Program/Work Unit**	Tax Counseling for the Elderly (TCE)
Division/Director	Fred Hernandez	**Program Administrator**	Jacqueline Guerra
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

The CAPK Tax Counseling for the Elderly (TCE) program provides free tax preparation and filing assistance to eligible taxpayers, with a primary focus on individuals age 60 or older. Services are designed to support seniors, persons with disabilities, and taxpayers with limited English proficiency by ensuring access to accurate tax preparation and information. Additionally, CAPK provides ITIN (Individual Taxpayer Identification Number) services through IRS 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.

(SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	365	974	1,500	24%	65%
Social Security Number (SSN)	350				
Individual Taxpayer Identification Number (ITIN)	15				
State	367	978			
Social Security Number (SSN)	350				
Individual Taxpayer Identification Number (ITIN)	17				
CAPK 2020-22, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	5	6			
Social Security Number (SSN)	5				
Individual Taxpayer Identification Number (ITIN)	0				
Paper-filed, and Prior year returns (state)	5	6			
Social Security Number (SSN)	5				
Individual Taxpayer Identification Number (ITIN)	0				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$236,203.00	698,888			
State Refunds	$75,299	203,708			
Federal Earned Income Tax Credit (EITC) *(income limit $68-675 per household)*	$86,725	275,888			
California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)*	$20,662.00	68,733			
Total Refunds and Credits		**$1,247,217**			

Community Action Partnership of Kern
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Month	March-26	**Program/Division**	2-1-1 Call Center Program
Division/Director	Freddy Hernandez	**Program Manager**	Sabrina Jones
Reporting Period	January 1, 2026 - December 31, 2026		

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 Payment Assistance	Homeless Diversion Programs
Top 3 Unmet Needs	Soup Kitchens	Clothing	Homeless Drop In Centers

Information and Referral Services (I&R) Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Fresno & Madera County	4793	13,883	40,000	12%	35%
Kern County	2622	7,736	40,000	7%	19%
Kings County	242	690	3,500	7%	20%
Merced & Mariposa County	105	366	2,000	5%	18%
Stanislaus County	1192	3,470	13,000	9%	27%
Tulare County	744	2,333	11,000	7%	21%
Total County-based I&R Calls Handled	**9,698**	28,478	**109,500**	**106%**	**26%**
Average Wait Time	**0:38**				
Average Handle Time	**5:00**				

Other Service Call Types Handled (SRV 7c)	**Month**	**YTD**
LIHEAP (SRV 7b)	1687	5,076
Mental Health (SRV 7c)	119	524
Total County-based and Other Calls Handled	**11,504**	34,078

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	10.2	**3.84**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Cal-Fresh (SNAP) Application (SRV 3l)	34	16	16	350	5%	5%
KIC Referrals (SRV 7c)	116	113	113	1,200	9%	9%

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)*	69,736	189,162	225,000	31%	84%

Referrals	**Month**	**YTD**
Food-related Calls (SRV 7c)	447	1,819
Health and Human Service Referrals (SRV 7c)	672	2,795
Housing and Homelessness Calls (SRV 7c)	216	864
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	139	578
Total Other Services	1,474	6,056

Explanation (Over/Under Goal Progress)
2-1-1 is determined to meet or exceed monthly and annual goals. Call volumes are consistent and align with the influx of calls for tax preparation needs to support Fresno and Madera counties. The program continues to provide application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events.

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.	When vacancies are available, the program seeks to acquire 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 consistent collaboration with the Information-Systems (IS) and Technology (IT) Team to improve the database 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. The IS Team has developed an Intelligent Virtual Agent process to test prior to the pilot for afterhours calls. The AI Agent will be devoted to guiding callers with non-complex needs that do not require high engagement, problem solving, advocacy, or continuous interaction.
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 continues to build upon its existing 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 aims to meet reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained.

Program Highlights
The program began its Tobacco Cessation contract on 3/1/26 to screen callers and submit referrals to Kick It California (KIC). The initiative offers an incentive to the program as well as those who participate in the coaching processes to obtain treatment or other supports in the smoking cessation journey themselves or familiar individuals.



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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Month	March-26	**Program/Work Unit**	Operations Division
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	**Program Managers**	Emilio Wagner, Maria Contreras, Rommel Almanza, Mohamed Ahmed, Laurie Sproule
Reporting Period	January 1, 2026 - December 31, 2026		

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).

Information Systems

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	39	11	37	97
Paginated Reports/ Power bi reports/ Dashboards	4	6	3	11
Background Processes	8	0	7	22
Power App Enhancements	7	4	7	24

Projects	*Description of Status*	*Current % Status*
211 After Hours AI	In development	60%
Energy Intake Website	On Hold - pending 211 Completion	70%
Needs assessment survey and Report	In progress	50%
Head Start Parent Survey and Report	In progress	40%
VSS	Project Completed	100%
Sage Intaact to Primarius	Python Script in development - Primairus API Down	70%
Field Service	Project Scope expanded	20%
CDP Optimizations	In progress	60%
Community Youth Access Program	Completed	100%

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	420	694	381	1071

Construction Projects	*Description of Status*	*Current % Status*
Homekey+ Ramkabir	Pending funding award. Building plans are in City Building Department for review.	
McFarland & Tehachapi Modulars	Modular building out to bid. McFarland site plan development in progress. Funding awarded for McFarland. Pending funding for Tehachapi.	
Barnett House	Project paused, due to funding carryover request with Office of Head Start.	

Major Maintenance Projects	*Description of Status*	*Current % Status*
MCAP Stine Second Floor	Additional leasing space/2nd floor for MCAP on Stine	95%
Stockdale HS	Signage	12%
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	8%
VSS	Decatur Home Depot Flooring	80%
Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	25%
Sterling Remodel Phase 3	Awarding Contract	100%

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		75%
SJC		University Park		35%
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	528	130	500	1335

Information & Technology Projects	***Description of Status***	***Current % Status***
Yubikey Phase 1	Go Live April 17th	*97%*
E-Rate	submitted	*100%*
Absolute Software adoption	Quote approved	60%

Risk Management		
	Reported	**Reported YTD**
Students / Parents / Volunteers / Clients	0	0
Property	1	5
Vehicle Incident / Grand Theft Auto	1	2
Motor Vehicle Accident	1	2
Over Doses / Death	0	0
Total	**3**	9

Program Strategic Goals	**Progress Towards Goal**	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance program.		
Develop and implement a Data Governance strategy.		
Improve the customer experience by assessing it through factors such as response time and customer sentiment.		

Program Highlights

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing

Community Action Partnership of Kern

Monthly Report 2026

Month	March-26	**Program**	CAPK Foundation
Division/Director/Chief	Pritika Ram	**Director**	Catherine Anspach
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description
The Community Action Partnership of Kern (CAPK) Foundation is the philanthropic arm of Community Action Partnership of Kern, established to strengthen and expand CAPK's impact across Kern County. As a 501(c)(3) supporting organization governed by its own independent Board of Directors, the Foundation focuses on fundraising, community outreach, and building long-term financial sustainability to advance CAPK's mission.

Program Category Funding	
Homelessness & Housing	$50
Food Insecurity	$36,570
Veterans Supportive Services	$0
Youth & Families	$805
VITA	$0
Foundation (General)	$345
Gourmet for Good	$21,210

External Events	
Homelessness & Housing	0
Food Insecurity	Regal Cinemas - $750 LDS Church-$24,039
Veterans Supportive Services	0
Youth & Families	Dutch Bros/Oasis -$805 Cal Portland Golf Tourney(EKFRC) - $14,698
Other	0

Special Initiatives
Finalized the draft of the O'Reilly grant application requesting $25,000 for Oasis FRC
Partnership meeting with Maritza Jiminez with Kern Family Health Care for annual sponsorship support
Received a $1,000 award notice from Community West Bank and scheduled a meet-and-greet to explore additional support opportunities
Met with Alta One Credit Union and established two annual campaigns: Back-to-School (June–July) and Holiday Giving (October–November)
Conducted grant research for the Stater Bros. grant application to support EKFRC
Created Save the Date and ticket sales social media graphics for Gourmet for Good and scheduled posts across Instagram and Facebook.
Created social media graphics for the M Street Navigation Center Hygiene Drive and scheduled posts across Instagram and Facebook.
Connected with the Arvin Kiwanis Club and scheduled an April presentation on the Foundation and the program campaigns they can support.

Connected with U.S. Bank and scheduled an introductory call to discuss potential partnership opportunities
Brainstormed and collected design concepts for the Apple Wall Campaign, including planning for a new annual donor wall installation
Appeared on Univision to discuss the Foundation and highlight ways the community can support fundraising for CAPK programs
Toured the M Street Navigation Center, Central Kitchen, M Food Bank, and Friendship House with the SOS Recycle team
Promoted and attended the Anthem Medi-Cal Workshop as part of our agreement
Organized four demo calls with CAPK leadership to explore different CRMs for the Foundation.
Attended two tastings for Gourmet for Good. Vetted designer for G4G. Conducted site visit with to review layout and scope of project.
Met with M Street to develop the “Good Neighbor Project.”
Assisted with the setup and planning of the check presentation for the LDS Church
Hosted and presented at an event with the Kern High School District to showcase CAPK programs to over 10 high schools, and discussed ways schools can support CAPK programs with the help of the CAPK
Developed Fundraising Page for Backpack Drive and also Street Rides & Street Bikes event both to benefit Friendship House
Community Outreach
Attended CRC Easter visits at Head Start centers in Shafter and Taft
Attended the Mojave Resource Health Fair
Attended the KAN workshop on fundraising for nonprofits
Attended the BARC Gala.
Attended the BC Foundation Gala.
Attended the Cal Portland Golf Tourney to benefit EKFRC
Attended the Kern County Stroke & Heart Walk Executive Breakfast

Program Strategic Goals	Progress Towards Goal
Expand Fundraising Capacity. Leverage the Board to establish a formal development committee and increase individual donor base by 40% through targeted campaigns and board-led cultivation events.	Engaging our board by tasking them with fundraising initiatives and goals. Adding program presentations at our board meetings to empower them to represent the Foundation in the community.
Launch Veterans Program Funding Campaign Secure $40,000 in dedicated funding for our new Veterans (homeless or at-risk of homelessness) program through targeted outreach to veteran-focused foundations, corporate sponsors with military initiatives, and individual major donors with military connections. Establish 3-5 strategic partnerships with veteran service organizations by Q3 2026.	Continued meeting with SOS Recycling and toured them on other program sites. Determined date for KGET-TV Drive to collaborate with SOS Recycle for event. All proceeds to benefit VSS Stand Down.

Supporting CAPK's Strategic Plan (2026–2029).	Leading monthly meetings with our team to stay on track for goal setting.

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Month	March-26	**Program**	Community Development
Division/Director/Chief	Pritika Ram	**Program Managers**	Savannah Oates
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2025-2029 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Annual Progress
Website User Sessions	22,762	70,295	260,000	27%
Facebook Impressions (i.e., number of times users see content)	185,144	646,353	4,000,000	16%
Other Social Media Impressions	137,839	409,510	1,750,000	23%

Highest Performing Post



https://www.facebook.com/reel/806304435143406

Outreach Special Projects

Continued Planning of 2026 Staff Development Day
Promoted Financil Literacy workshops hosted at Shafter Youth Center in collaboration with Strata Credit Union
Assiting VITA program with social media deliverables for CSD requirements
Scheduled Media interview with 23abc to highlight a client who discussed the impacts of the M street hygiene drive to the community.
Developing new collateral for MCAP team
Assited programs with registering for Senator Shannon Groves and City Serves Easter event
Provided media support for VITA Tacos and Taxes Event
Hosted KHSD liasions from 10 different school sites and shared CAPK service lines
Promoted HVAC giveaway in collaboration with EMCOR/CAPK Energy at KGET 17
Filmed 3 segments on Univision's around the valley discussing VSS, M street hygiene drive, and WIC
Provide media support for CAPK foundation head start easter visits in collaboration with CRC in Taft and Shafter
Attended Valle Verde Family Picnic and Resource Fair
Organized, executed, and provided media support LDS America 250 donation and press conference at the food bank
Media covered Reading Across America

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Media covered Food Bank Agency Partners: Children First, Shafter Free Will Baptist Church (Wonderful Farmers Market), Catholic Charities, & Garden Pathways.
Assisted with the hosting of students for Volunteer Big Kern at the Food Bank and Documented Volunteer Big Kern
Hosted CSUB ethics department for their Annual Wendy Wayne Day of Ethics and Documented Wendy Wayne Day of Service
Outreach Advocacy
Began planning for CALCAPA Advocacy day set for May 2026
Food Bank team is working with Senator Hurtado's Office to coauthor SB1025
Advocacy Watch-list
HR 1748
HR 1
CalFoods
CSBG

Instrumentl Opportunities Report - April 6, 2026

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

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

Date Range: Mar 01, 2026 - Mar 31, 2026

STATUS

$0	$275,000	$572,450
Awarded	**Submitted**	**Declined**
0 opportunities	2 opportunities	1 opportunity

Displaying 5 opportunities

FY 2026 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
March 2026					
Community Health Worker, Promoter, and Representative (CHW/P/R) Ini... RM California Department of Health Care ... Housing and Supportive Services	Mar 30, 2026	Application Submitted	Requesting $250,000		This grant will provide direct supportive services to CalAIM's Community Health Workers with training, technology, and travel support.

FY 2027 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
March 2026					
Basic Needs and Income Creation Bank Of America Charitable Foundation... Youth & Community Services	Mar 2, 2026	Application Submitted	Requesting $25,000		If awarded, this grant will help the EKFRC and OFRC stock their pantries with shelf-stable food to assist low-income households and…
Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veter... US Department of Labor: Veterans' Emp... Veterans & Supportive Services	Archived	Abandoned	US $150,000 - US $500,000		Abandoned because the Veterans & Supportive Services program does not currently have the capacity to take on this opportunity but plans to pursue it nex…
WKKF Grant KL Wk Kellogg Foundation Health & Nutrition Services	Mar 9, 2026 Rolling	Declined	Requesting $572,450		Applying on behalf of the Food Bank to convert 25 pantries into Client Choice Pantry in Kern County, requesting $572,450 for 12 months.
People’s Air Grant Program Air District’s Community Benefit Fund Youth & Community Services	Mar 19, 2026	Abandoned			Abandoned due to the funding program being outside of CAPK's current scope of work.

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Cal-AIM
Funding Agency	The Department of Health Care Access and Information (HCAI)	**Project Name**	Community Health Worker, Promotor, and Representative (CHW/P/R) Initiative Pillar 2
CFDA		**Target Population**	Unhoused
Reapplication (Y/N)	No	**Number to be served**	120
Estimated Request	$250,000.00	**Division Director**	Rebecca Moreno
Award Period	May 1, 2026- November 30, 2027	**Program Manager**	Carla Nieto

Project Goal (One sentence goal statement)

Through these funds, CalAIM aims to provide direct supportive services to its Community Health Workers (CHWs) to increase workforce sustainability and strengthen organizational capacity.

Project Description (Brief one paragraph description)

The proposed project will strengthen CAPK's CalAIM Community Health Workers (CHWs) by expanding workforce support services and infrastructure that directly benefit frontline CHWs. Through its CalAIM contract with Kern Health Systems, CAPK delivers Enhanced Care Management (ECM) and Community Supports (CS) to individuals with complex health and social needs. Grant funds will be used to enhance CHW training and professional development, provide mobile technology and linguistic support tools, and support billing and system infrastructure essential to CalAIM service delivery. These investments will increase CHW capacity, efficiency, and sustainability, enabling CHWs to serve more participants while maintaining high-quality, culturally and linguistically responsive care. The project will strengthen workforce retention, improve service coordination, and support long-term program sustainability while advancing health equity for CalAIM participants across Kern County.

Estimated Budget Summary

The estimated project budget prioritizes direct investment in Community Health Worker (CHW) workforce support, with at least 51% of total funds allocated to CHW/P/R Workforce Support Services, in alignment with grant requirements. This includes training and professional development, technology upgrades, linguistic and translation tools, and support with the current billing system. The remaining 49% of the budget will be dedicated to general operating expenses.

Recommendation

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

Approvals:

1.Division Director	Rebecca Moreno	***Date:***2026-03-24	***4.Chief Financial Officer***	Tracy Webster	***Date:***2026-03-24
2.Chief Business Development Officer	Pritika Ram	***Date:***2026-03-24	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:***2026-03-24
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:***2026-03-25

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)
March 2026

Funding Type	Private	**CAPK Program**	EKFRC & OFRC
Funding Agency	Bank of America	**Project Name**	Basic Needs and Income Creation
CFDA		**Target Population**	low-income individuals and families
Request	25,000.00	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Anna Saavedra
Description	EKFRC and OFRC plan to distribute emergency food to roughly 1,737 low-income individuals and families. The FRCs will purchase food through CAPK's Food Bank, Amazon, and Dollar General Market. Produce, poultry, and shelf-stable foods will be purchased for their choice model food pantries.		

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

Date Presented/Approved

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

Month	Apr-26	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	March 1, 2026 - March 31, 2026		

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	256	10%	10%	37%	
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	52	n/a	n/a	7%	

Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment	936	936	936	100%	
Disabilities	127	10%	10%	14%	
Over Income 101%-130% (up to 35%)	16	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	72	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	61	153	153	40%	
Disabilities	9	n/a	n/a	15%	
Over Income 101%-130% (up to 35%)	5	n/a	n/a	8%	
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	223	440	308	72%	51%

Central Kitchen	Total Meals Delivered	Breakfast	Lunch	Snack
Meals and Snacks	67,173	23,944	19,285	23,944

Child and Adult Care Food Program (CACFP) (Note: The data represents information from February 2026)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	68,692	(49,399/19,293)	54,577	79%

Eligbility Determination (SRV 7b) (January 2025-December 2025)	61	239
Total Community Services	**61**	**239**

Explanation (Over/Under Goal Progress)

As of March 2026, the enrollment benchmark established by the Office of Head Start has been successfully met. Ongoing challenges within Early Head Start persist, primarily related to staffing and licensing requirements.

Goals	County Super
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 schooll readiness. Progress: MOU has been written and shared with Kern County Superintendent of Schools, KCSOS, for review and approval. Approval of this MOU will strengthen special education services provided to families in partnership with SELPA within the Head Start Program.

Program Description

1.Every Wednesday in March, Application Clinics were held at Enrollment and Attendance Department
2.March 14, 2026, Baskets Bunnies, & Blessings, City Serve
3.March 14, 2026, Vineland Elementary TK & Kindergarten Registration
4.March 14, 2026, Health Fair at Alicante Elementary
5.March 27, 2026, MLK Community Center’s Eggstravaganza
6.March 28, 2026, Spring it On Wasco Parks.
7.The Education Team would also like to share that during the month of March we celebrated Read Across America. During this time community members and staff volunteered to read books to the children and participate in activities in the centers.
8.The Education Team also celebrated STEM week by engaging the children in activities that promoted language, literacy, and cognition supporting optimal school readiness.

Community Services Block Grant (CSBG) CY 2025 Final Report

CSBG is designed to provide a range of services to assist low-income families and individuals in attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency. CSBG funds services and activities that have a measurable impact on the causes and conditions of poverty in local communities across the state.

January 01, 2025 to December 31, 2025

Date Submitted: February 03, 2026 (v.1)

Date Submitted: February 23, 2026 (v.2)

Date Approved: March 4, 2025

CSBG Outline

Module 1: State Administration

- Agency Success Stories
- Innovative Solutions Highlights
- State and CSBG Eligible Continuous Improvement

Module 2: CSBG Eligible Entity Expenditures, Capacity, and Resources

- Section A: CSBG Expenditures
- Section B: Capacity Building
- Section C: Allocated Resources

Module 3: CNPIs Community National Performance Indicators (initiatives)

- Community Level Initiatives, National Performance Indicators (NPIs), and Community Strategies

Module 4: Individual and Family (FNPIs), Services, and Characteristics

- National Performance Standards (NPIs)
- Services Indicators (SRVs)
- Characteristics – Client Demographics

Seven (7) Main CSBG Domains

- Employment
- Education and Cognitive Development
- Income and Asset Building
- Housing
- Health and Social/Behavioral Development
- Civic Engagement and Community Involvement
- Serves Supporting Multiple Domains

Module 1: State Administration

CSBG Eligible Entity Management Accomplishments

In September 2025, CAPK's Board of Directors adopted a new multi-year **Strategic Plan** (through 2029) focused on four priorities, Community Investment, Partnerships, Culture, and Data-Driven Decisions, to advance its anti-poverty mission and strengthen its capacity to serve over 137,000 individuals annually in Kern County.

Innovative Solutions Highlight

In March 2025, CAPK completed a strategic merger with the California Veterans Assistance Foundation, establishing a new **Veterans & Supportive Services Division**, highlighted by the 12-unit Covey Cottages permanent supportive housing development, to significantly expand housing and wraparound services for veterans and youth experiencing homelessness across Kern County.

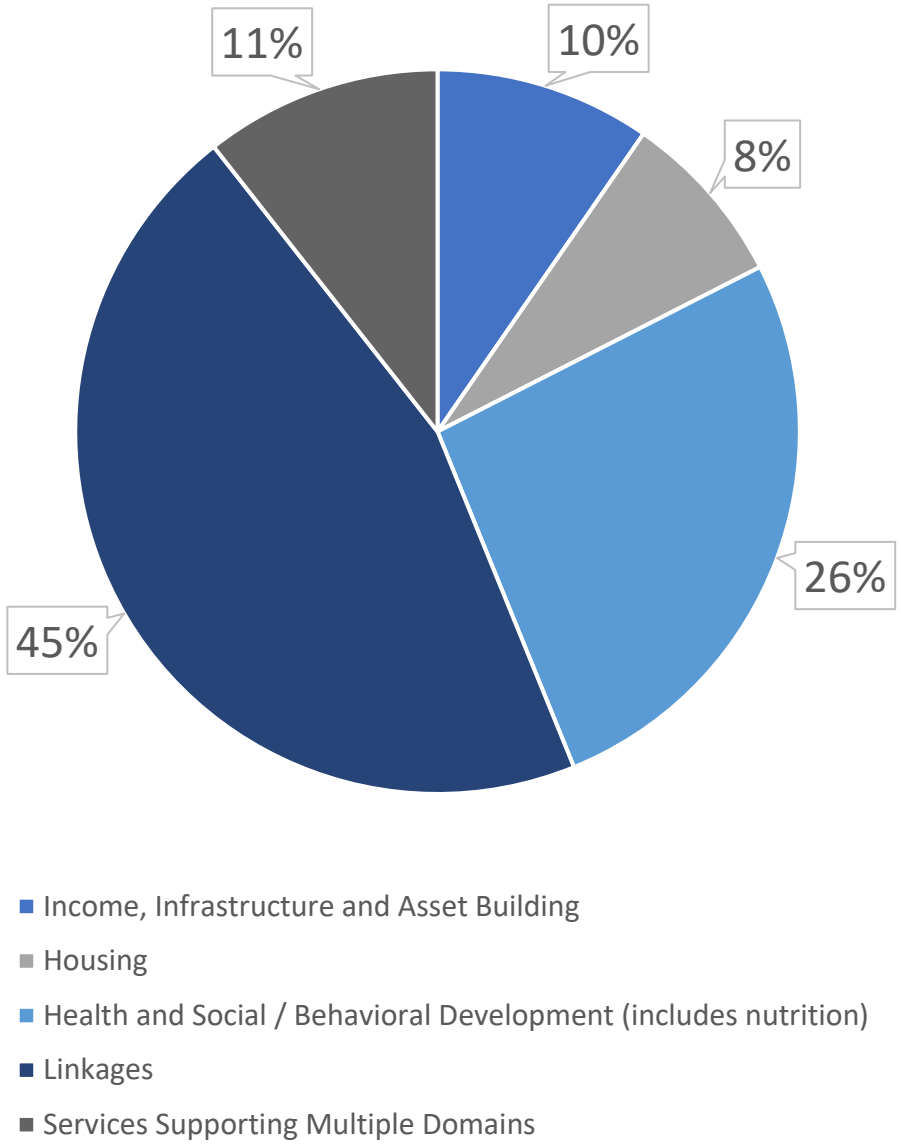
State and CSBG Eligible Entity Continuous Improvement

CAPK is implementing a unified **continuous improvement system**, anchored by its transition to the Sage Intacct **financial platform**, that integrates fiscal management, program performance, and strategic planning to strengthen transparency, accountability, and data-driven decision-making across the organization.

CSBG Module 2, Section A & C
Financial Summary

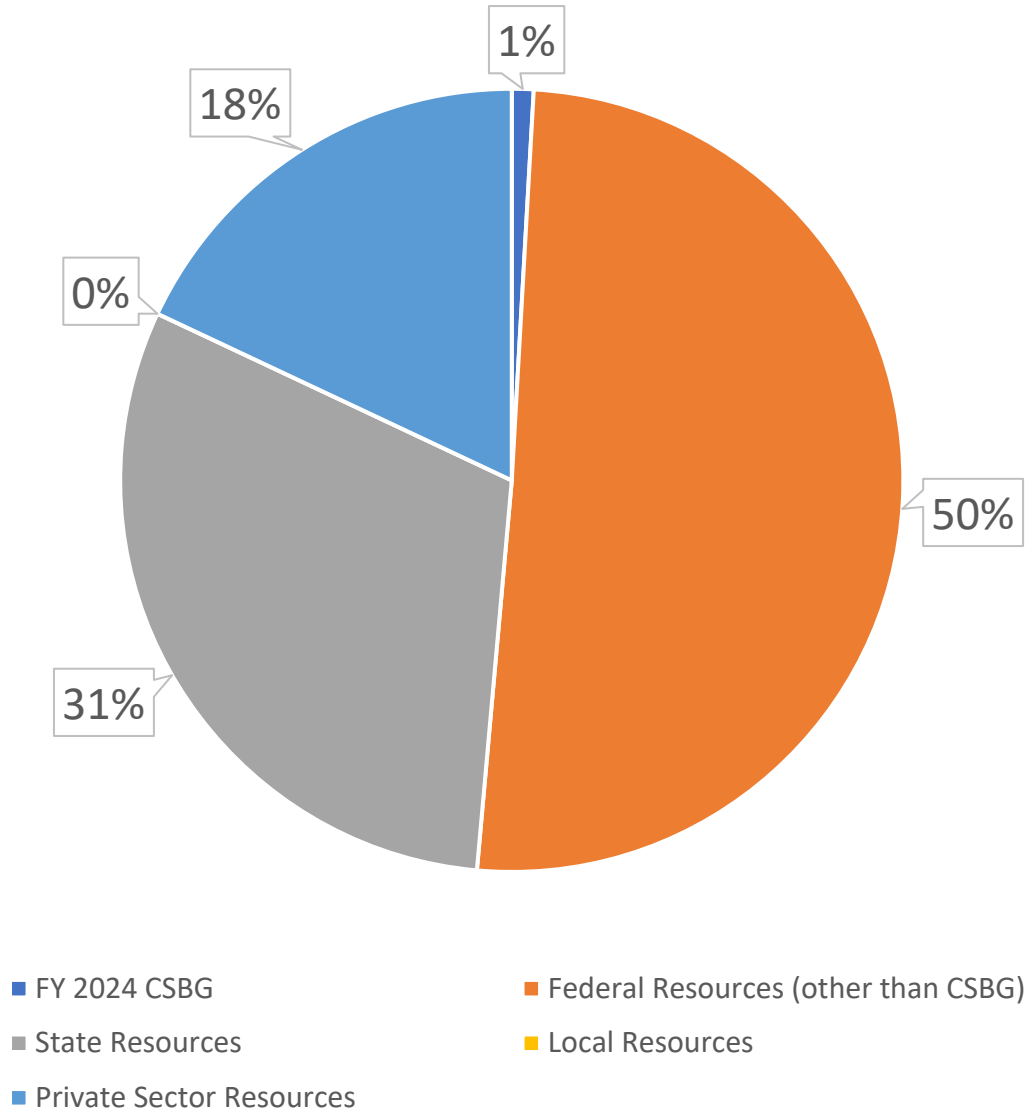
2025 Section A - CSBG Expenditures

CSBG Expenditures Domains	Amount
Income, Infrastructure and Asset Building	$176,058
Housing	143,660
Health and Social / Behavioral Development (includes nutrition)	481,941
Linkages (e.g partnerships that support multiple domains)	832,759
Services Supporting Multiple Domains	193,697
Total CSBG Expenditures	**$1,828,115**



2025 Section C - Allocated Resources

Source	Amount
FY 2025 CSCG allocated	$1,828,115
Federal Resources (Other than CSBG)	102,958,971
State Resources	62,309,168
Local Resource	-
Private Sector Resources	36,687,472
Total Resources	**$203,783,726**



Year by Year Comparison – Sources of Funding

Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
FY 2023 CSCG allocated	$2,281,826	$2,305,039	$1,791,327	$1,828,115	$1,828,115
Federal Resources (Other than CSBG)	75,161,721	92,019,499	98,609,995	100,178,250	102,958,971
State Resources	20,091,128	34,262,222	55,095,048	58,475,566	62,309,168
Local Resource	45,000	45,036	-	45,502	-
Private Sector Resources	37,048,608	22,099,196	41,682,727	33,075,436	36,687,472
Total Resources	**$134,628,283**	**$150,730,992**	**$197,179,097**	**$193,602,869**	**$203,783,726**

51% Growth in Revenue from 2021 to 2025



CSBG Module 2, Section B
Capacity Building

Hours of Agency Capacity Building & Volunteer Hours (Module 2, B.3 & B.4)

Hours of Agency Capacity Building	**Hours**
Hours of Board Members in aecr building activities	1,178
Hours of Agency Staff in aecr building activities	11,160
Volunteer Hours	**Hours**
Total number of volunteer hours donated to the agency	62,502
Of the above, the total number of volunteer hours donated by individuals with low incomes	46,876

The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes (Module 2, B.4)

The number of staff who hold certifications that increase agency aecr to achieve family and community outcomes, as measured by one or more of the following:	Number
Number of Nationally Certified ROMA Implementers	7
Number of Staff with a child development certification	44
Number of Staff with a family development certification	45
Number of Staff with Home Energy Professional Certifications	3
Number of Energy Auditors	3
Number of Quality Control Inspectors(QCI)	3
Number of LEED Risk Certified assessors	10
Number of Building Performance Institute(BPI) certified professionals	3
Number of Classroom Assessment Scoring System(CLASS) certified professionals	42
Number of Certified Housing Quality Standards(HQS) Inspectors	3
Other (Please specify others below):	
Site Coordinator Training Completion Certificate (VITA)	135
Safe Serve Certificate	6
Certified Lactation Educators (WIC)	4
Mental Health HighRisk Low Risk Training	6
CPR/First Aid Certifications	41
Civil Rights Certificate	51
Substance Abuse 101	17
Classroom Assessment Scoring System (CLASS) - Head Start & Early Head Start Trainers	5
Certified Community Resource Specialist- Database Curator (CRS) 2-1-1	2
Food Handler Certificate	30
Volunteer Standards of Conduct Certificate (VITA)	135
Degreed Nutritionist (WIC)	7
Handling Problem Interaction with Law Enforcement	2
Intake interview and quality review certificate (VITA)	135
Advance Tax Preparer Certificate (VITA)	135
Violence Intervention Certification	3
WIC Nutrition Assistant (WNA) Certification (WIC)	26
International board certified lactation consultant (WIC)	1
Bilingual Language Proficiency Certifications	193
Forklift Certification	24

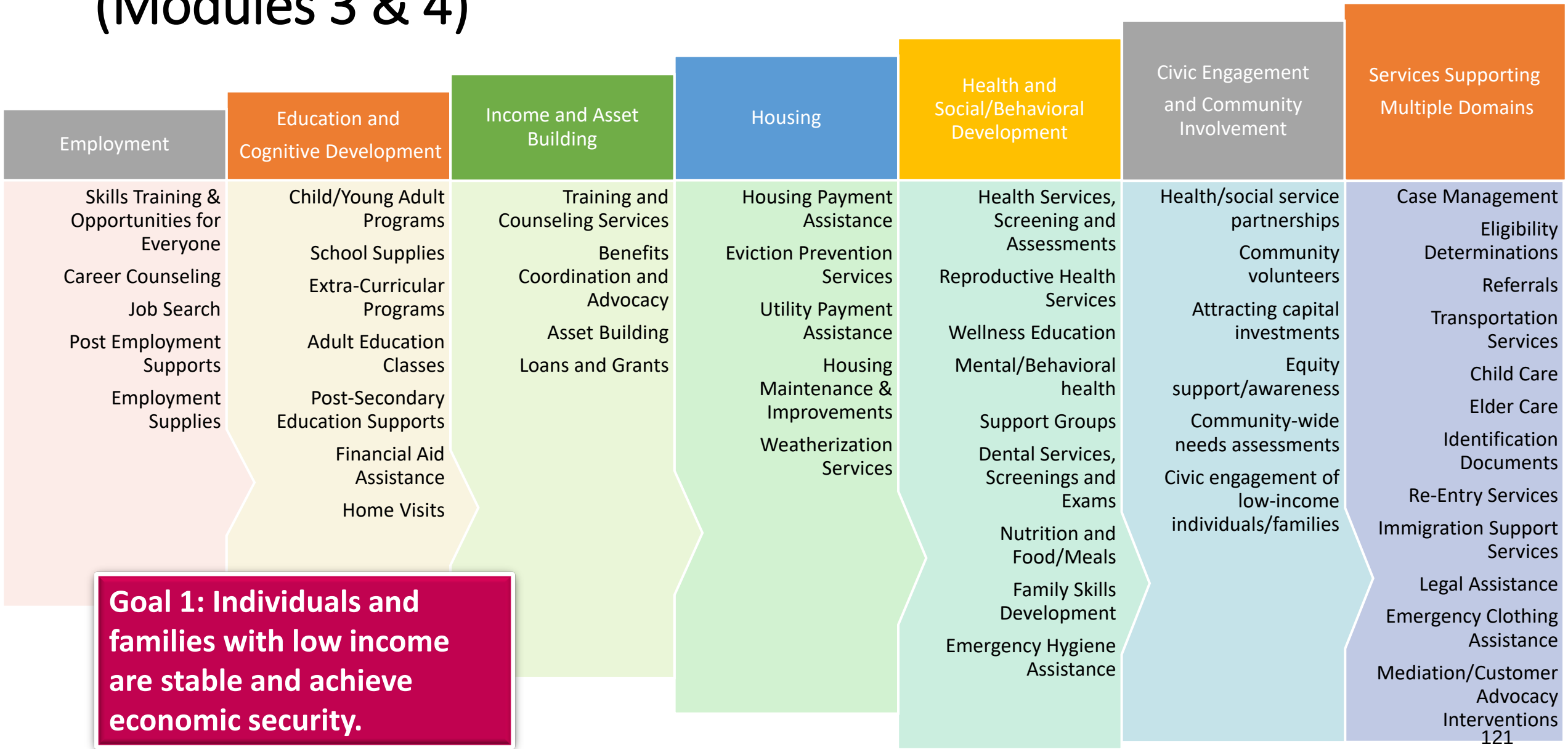
The Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities to achieve family and community outcomes (Module 2, B.5)

Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Number
Non-Profit	235
Faith Based	171
Local Government	40
State Government	6
Federal Government	8
For-Profit Business or Corporation	58
Consortiums / Collaborations	43
School Districts	32
Institutions of Post-Secondary Education/ Training	18
Financial / Banking Institutions	17
Health Service Organizations	46
Statewide Associations or Collaborations	20

CSBG Module 4, Section A

National Performance Indicators (NPIs)

CSBG Individual and Family Performance Indicators (FNPI) (Modules 3 & 4)



Goal 1: Individuals and families with low income are stable and achieve economic security.

Module 4 National Performance Indicators
*Section **A** FNPIs*
Domain: Education & Cognitive Development

FNPI Education and Cognitive Development Indicators	I.) Number of Individuals Served	II.) Target	V.) Performance Target Accuracy
FNPI 2a. The number of children (0 to 5) who demonstrated improved emergent literacy skills.	2,768	2,600	106%
FNPI 2b. The number of children (0 to 5) who demonstrated skills for school readiness.	2,851	2,700	106%
FNPI 2c. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	3,263	3,000	109%
FNPI 2c.1. Early Childhood Education (ages 0-5)	3,263	3,000	109%
FNPI 2d. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total).	3,263	3,000	109%
FNPI 2d.1. Ages 0-5 in Early Childhood Education	3,263	3,000	109%

Module 4 National Performance Indicators
*Section **A** FNPIs*
Domain: Housing & Health and Social/Behavioral Development

FNPI Health and Social/Behavioral Development (includes nutrition) Indicators	I.) Number of Individuals Served	II.) Target	V.) Performance Target Accuracy
FNPI 5a. The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	380	350	109%
FNPI 5d. The number of individuals who improved skills related to the adult role of parents/ caregivers.	63	65	97%
FNPI 5e. The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	48	50	96%
FNPI 5i.1. Youth (ages 14-17)	21	25	84%
FNPI 5i.2. Adults (ages 18+)	17	20	85%

Module 4 National Performance Indicators
*Section **A** FNPIs Domain: Housing*

FNPI 4a. The number of individuals experiencing homelessness who obtained safe temporary shelter.	1,539	1,500	103%
FNPI 4b. The number of individuals who obtained safe and affordable housing.	385	400	96%
FNPI 4e. The number of individuals who avoided eviction.	73	75	97%
FNPI 4h. The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.	133	150	89%
FNPI 4z. Number of individuals who avoided a utility shut-off.	5,784	5,000	116%
FNPI 4z. Number of individuals who improved physical access in their living space (wheel chair ramps, grab bars etc.).	12	15	80%

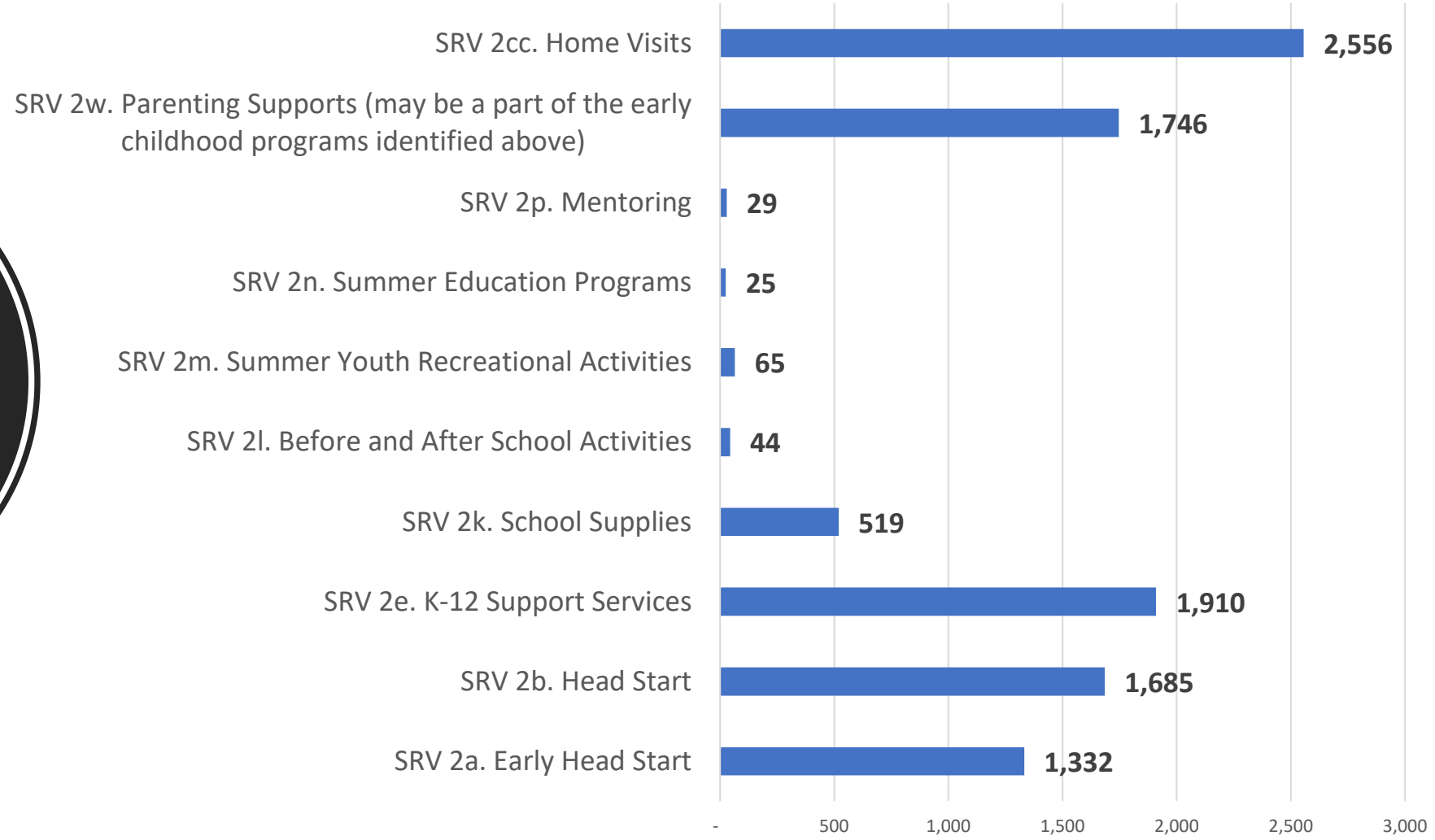


CSBG Module 4, Section B
Services (SRVs)

Module 4 Service Indicators *Section **B** SRVs*

Education and Cognitive Development Indicators

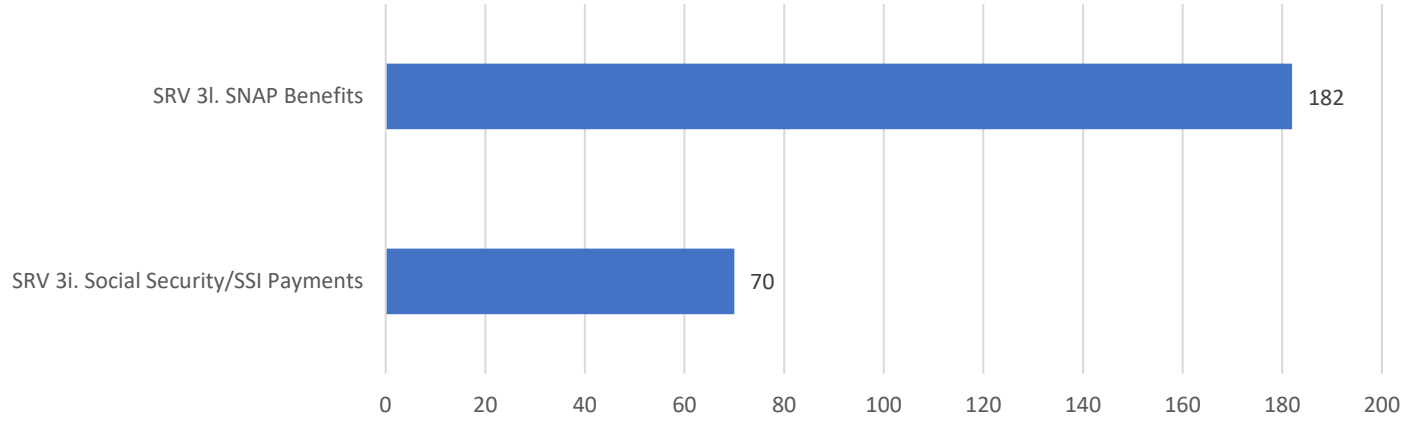
Unduplicated Number of Individuals Served



Module 4 Service Indicators *Section **B** SRVs*

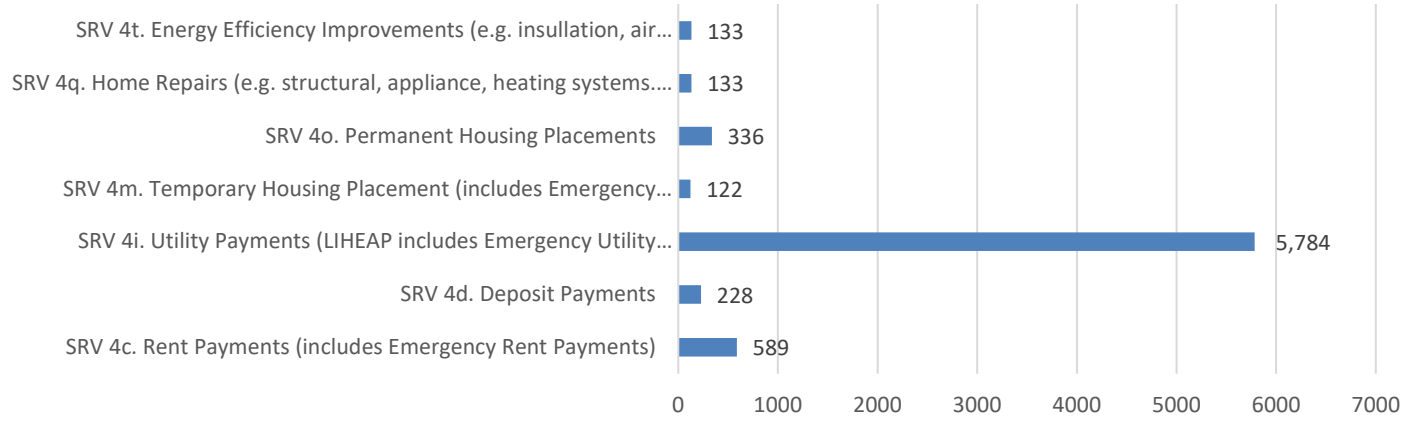
Income, Infrastructure, and Asset Building Indicators

Unduplicated Number of Individuals Served



Housing Indicators

Unduplicated Number of Individuals Served



Module 4 Service Indicators
*Section **B** SRVs*

FNPI ***Health and Social/Behavioral Development (includes nutrition) Indicators***	Unduplicated Number of Individuals Served
SRV 5c. Developmental Delay Screening	2,366
SRV 5d. Vision Screening	1,752
SRV 5g. Maternal/Child Health	19,685
SRV 5l. Family Planning Classes	38
SRV 5ff. Skills Classes (Gardening, Cooking, Nutrition)	380
SRV 5hh. Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	432
SRV 5ii. Prepared Meals	3,341
SRV 5jj. Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	1,129,847
SRV 5ll. Life Skills Coaching Sessions	46
SRV 5mm. Parenting Classes	19

FNPI *SERVICES SUPPORTING MULTIPLE DOMAINS INDICATORS*	UNDUPLICATED NUMBER OF INDIVIDUALS SERVED
SRV 7a. Case Management	31,271
SRV 7b. Eligibility Determinations	44,772
SRV 7c. Referrals	104,617
SRV 7d. Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, including emergency services)	255
SRV 7f. Child Care payments	749
SRV 7m. Emergency Clothing Assistance	1,019

Module 4 Service Indicators
Section B SRVs



CSBG Module 4, Section C

Client & Household Characteristics

Module 4 Characteristics

Section C

Client Demographics

Agency Level, including all programs and service areas

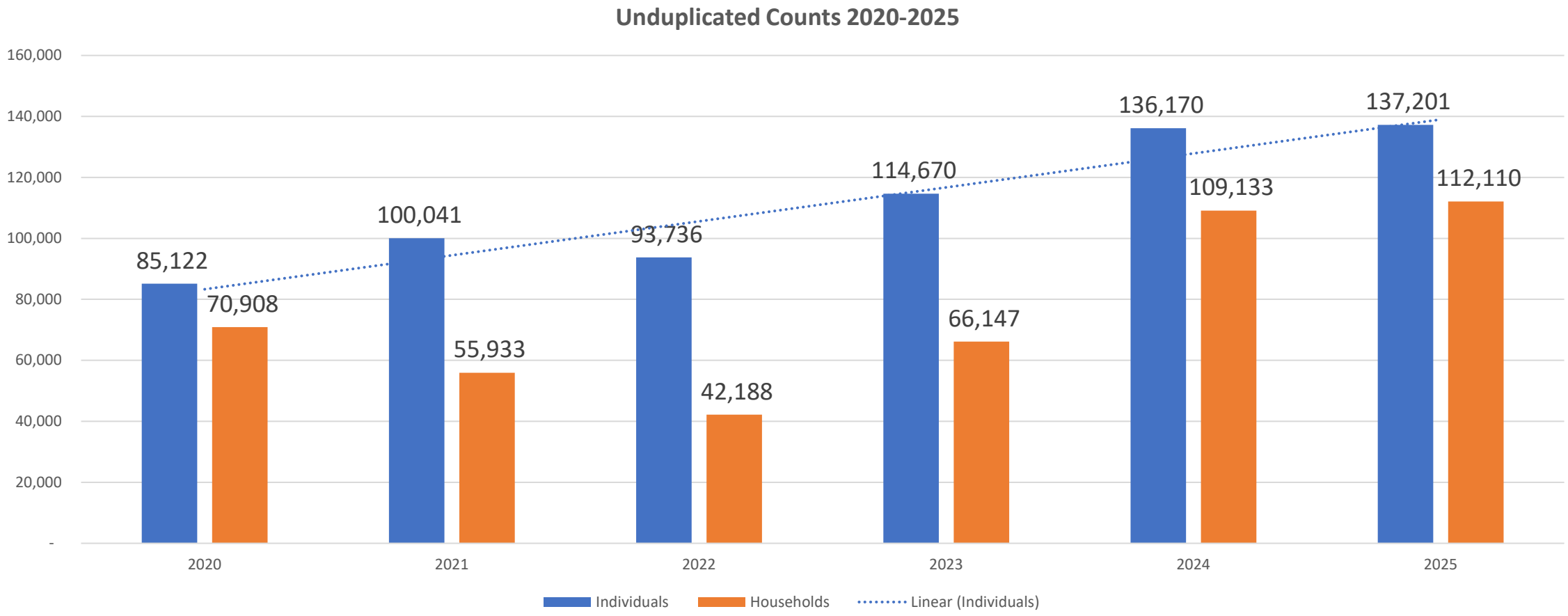
Unduplicated Individuals

137,201

Unduplicated Household

112,110

Counts over the Years



Client Demographic Categories

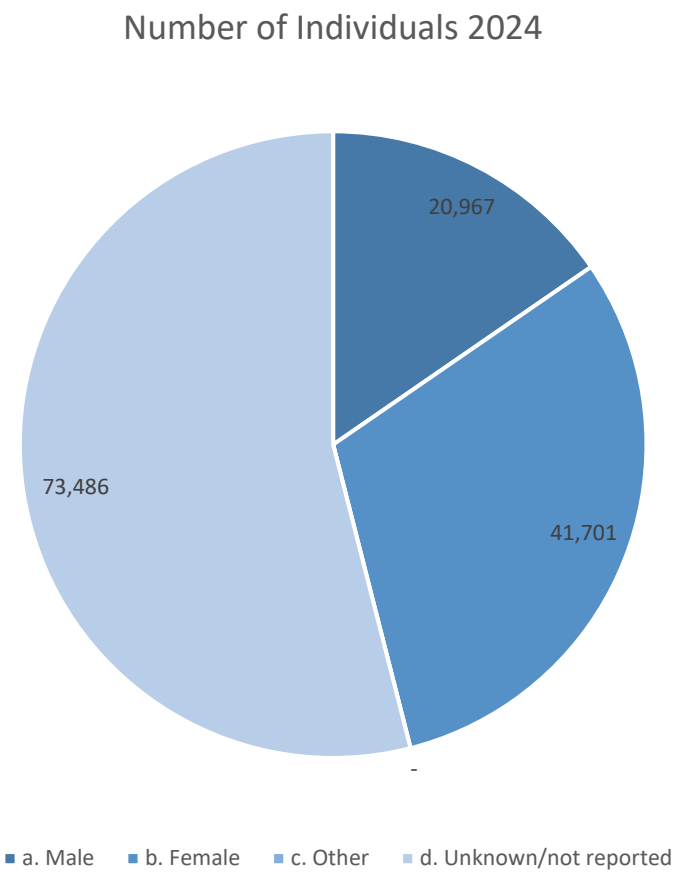
INDIVIDUAL LEVEL CHARACTERISTICS

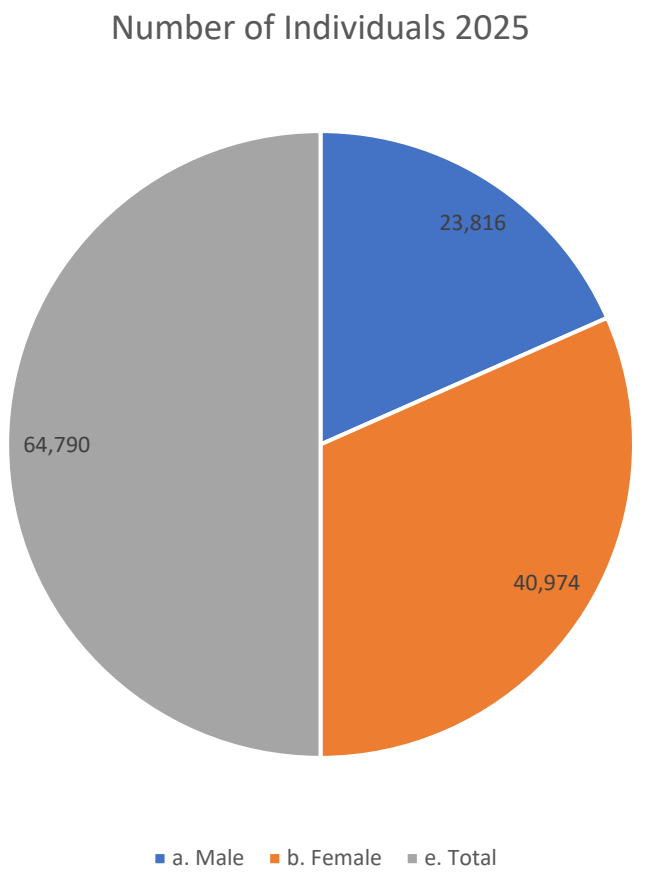
- Gender and Age
- Education
- Health
- Health Insurance
- Ethnicity
- Race
- Military Status
- Work Status

HOUSEHOLD LEVEL CHARACTERISTICS

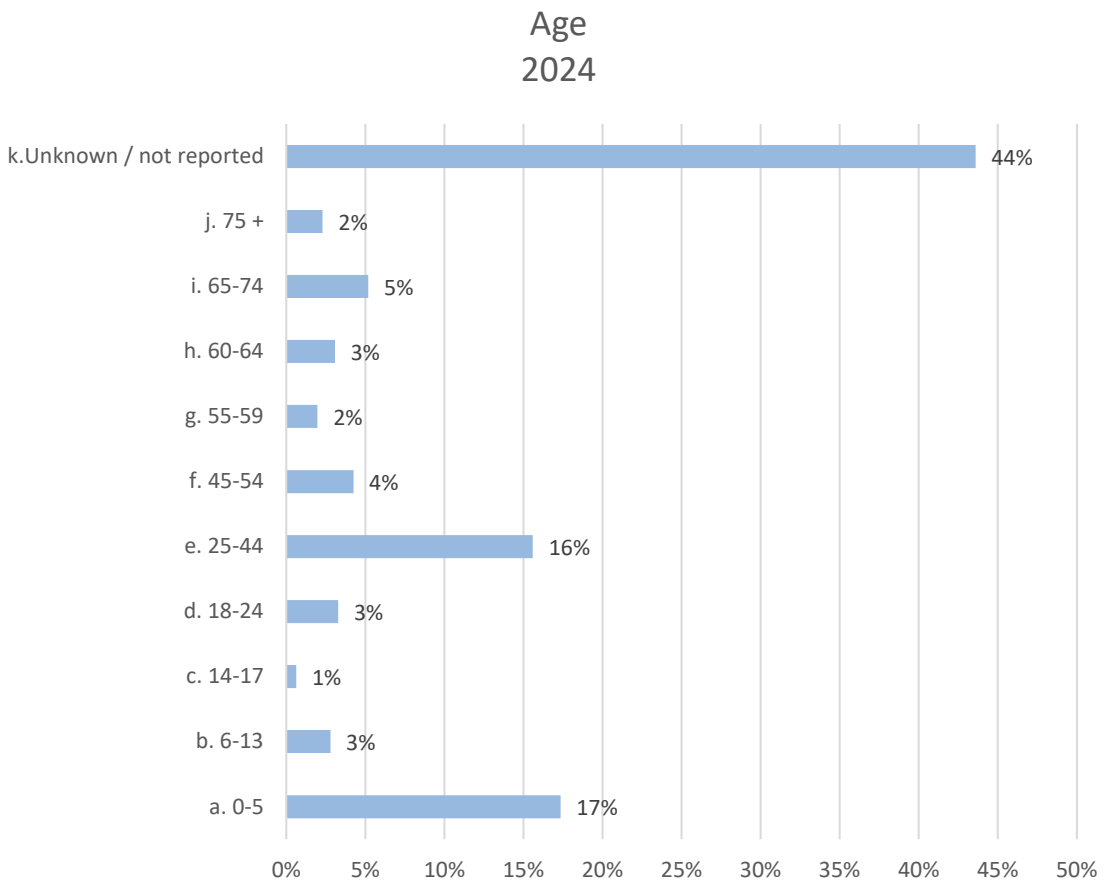
- Type
- Size
- Housing (situation)
- Income Level
- Source of Income
- Other Source
- Non-cash Benefits

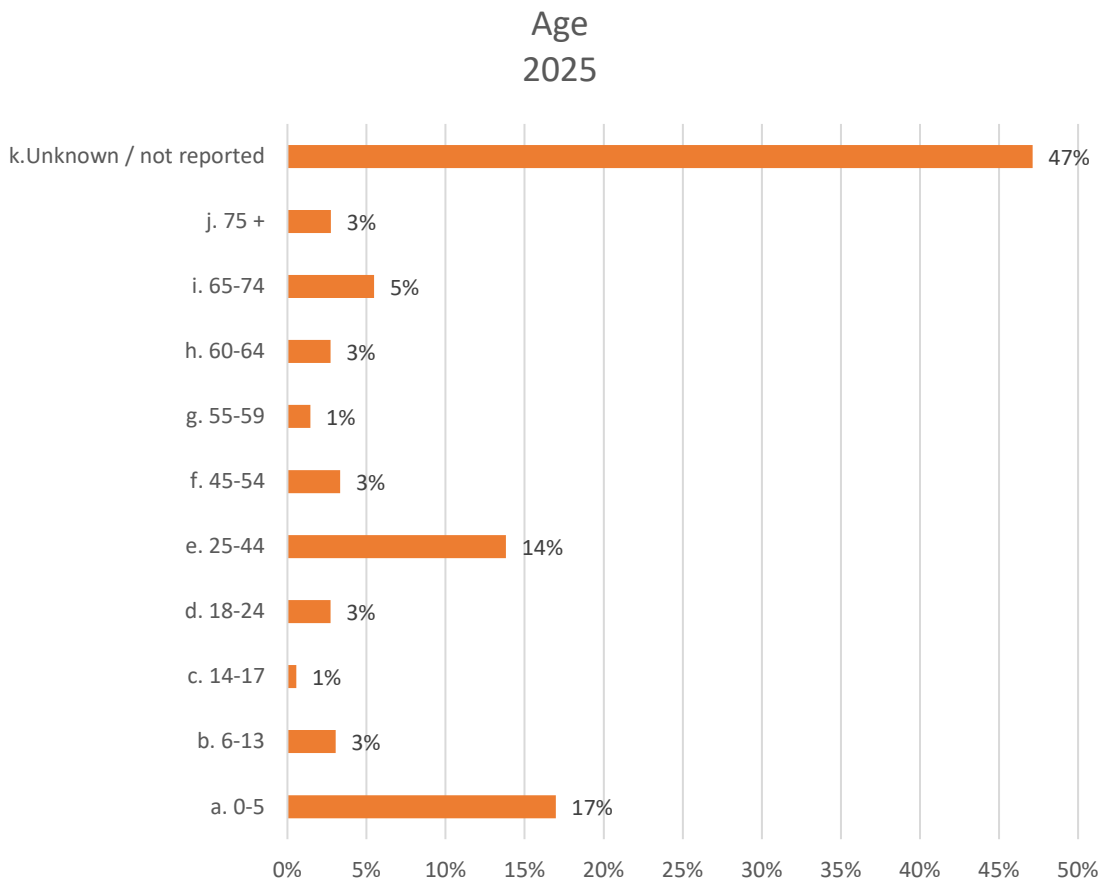
Individual Level Characteristic: Gender



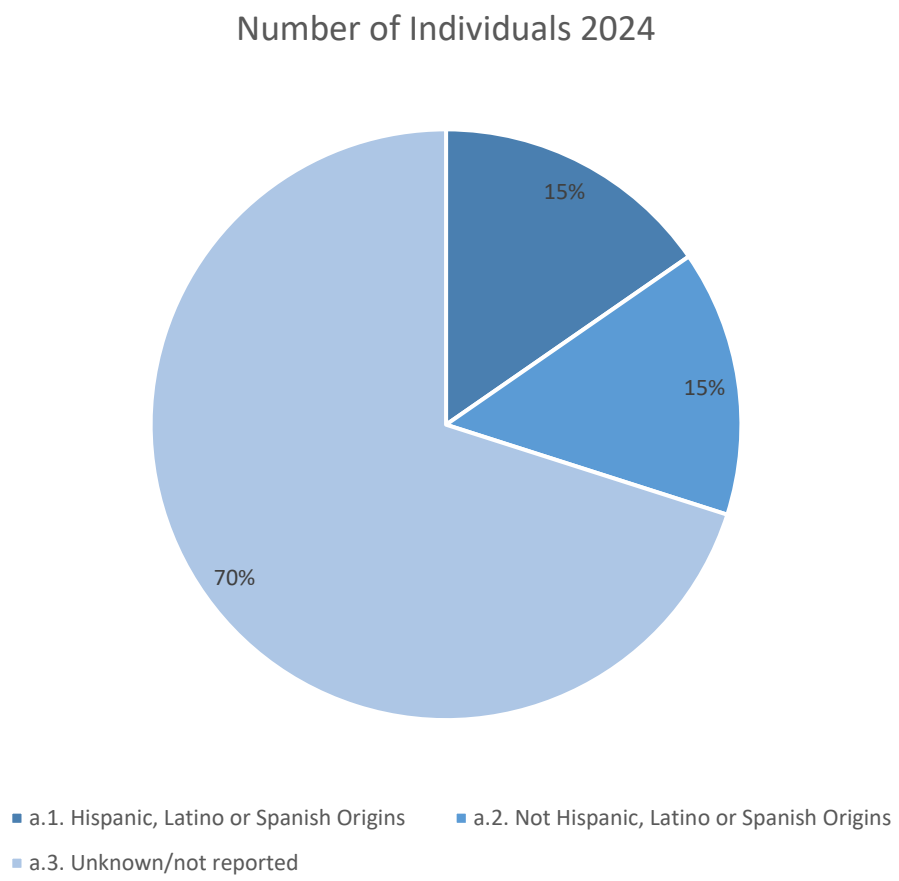


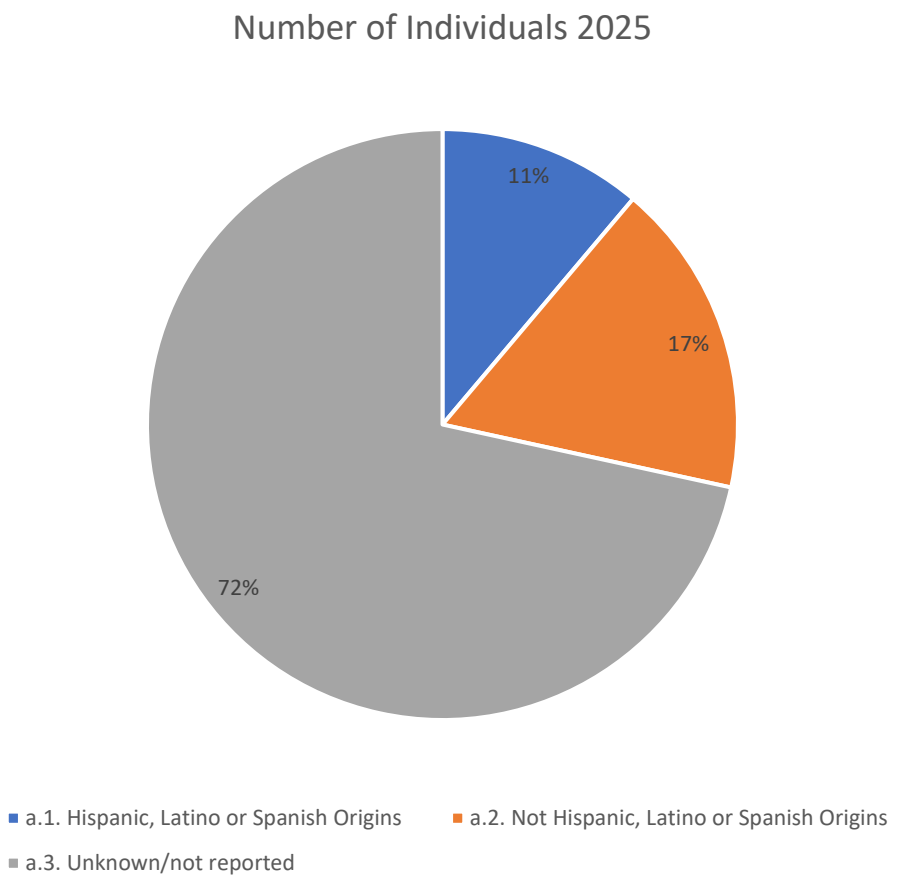
Individual Level Characteristic: Age



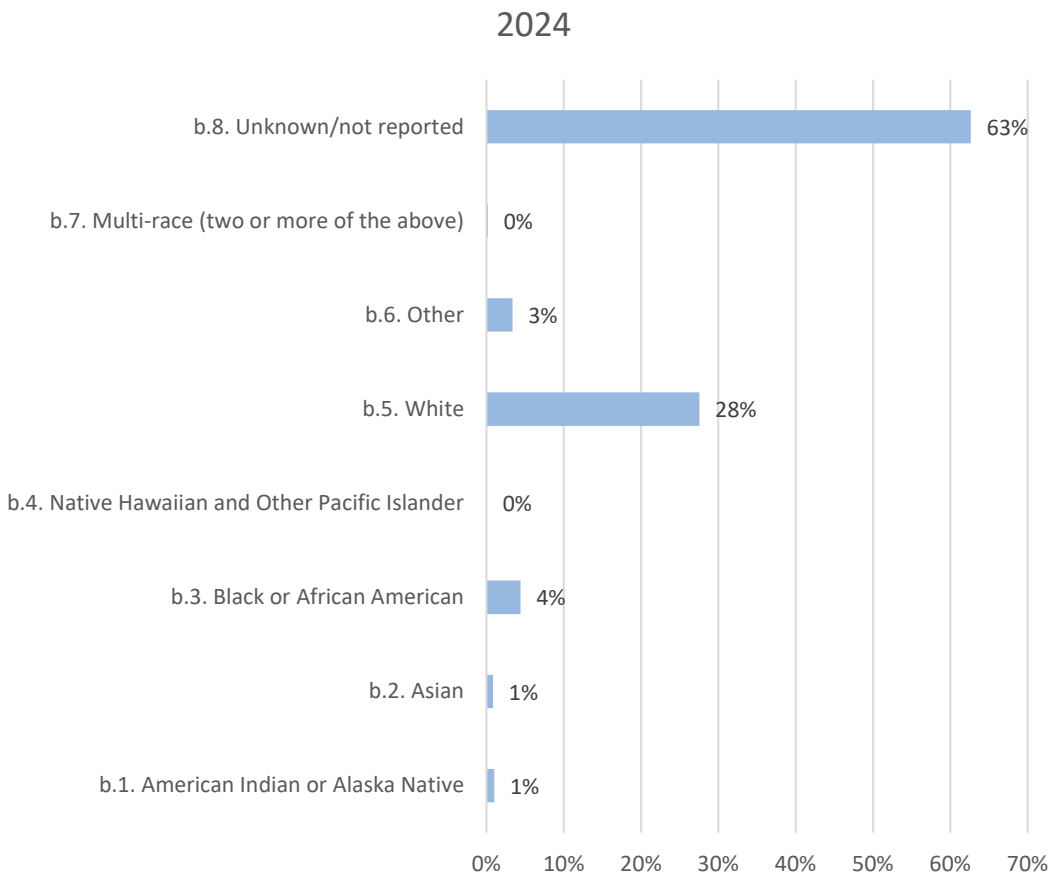


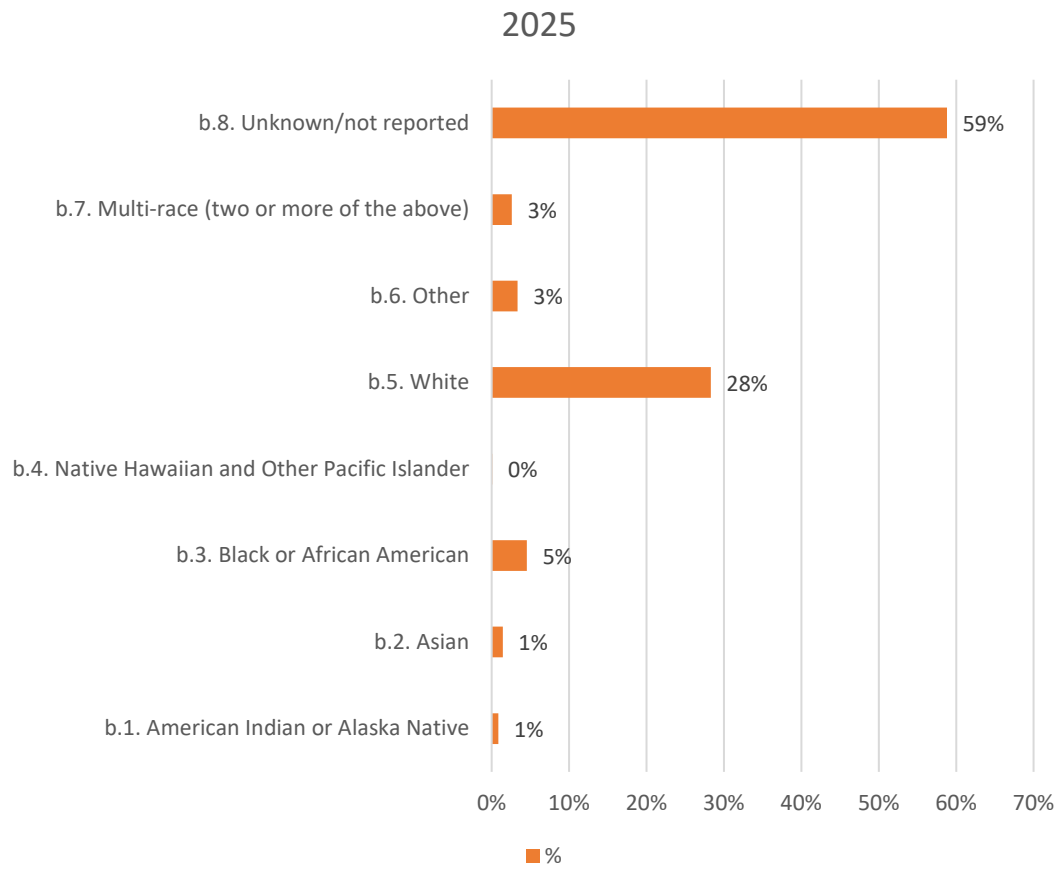
Individual Level Characteristic: Ethnicity





Individual Level Characteristic: Race





Numbers excluded from agency records

a. Unduplicated number of INDIVIDUALS served in Program	Number of Individuals
Volunteer Income Tax Assistance	11,731



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Changing Lives.

Community Action Partnership of Kern

Helping People. . . Changing Lives.



CalFresh Healthy Living: Program FFY 2019-2026

PRESENTED BY:

ADMINISTRATOR-ALAN RODRIGUEZ

DIRECTOR-SUSANA MAGAÑA



Program Overview

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

Last Years Goals

- 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-Food

Bill H.R 1

- On July 3, 2025, H.R. 1, known as the “One Big Beautiful Bill,” was signed into law. This legislation includes an amendment that maintains the Supplemental Nutrition Assistance Program Education (SNAP-Ed)in statute; however, ending federal funding, thus resulting in the conclusion and closure of the CalFresh Healthy Living program effective September 30, 2025.
    - This was presented to the full BOD on 8/20/2025 and the closure plan received approval.
- Following the Board’s approval of the initial closure plan, the California Department of Public Health (CDPH) issued FY 2026 carry-in allocations specifically for closing the Cal Fresh Healthy Living (CFHL) program which extended the official closure period to April 30th, 2026.
    - This was presented to the Budget and Finance Committee on 9/17/2025 and was approved by the full BOD on 9/24/25.



Goals for FFY 2026-2027

2026-2027 Goals

Program extended from 10/1/2025-4/30/2026

- Sustainability within current projects
  - LIVE Domain Food Insecurity and Referral Screening tool inside of Clinics (or ECM's)
    - Currently active in 3 sites
    - Modifying processes to continue the service without our staff.
  - SHOP Nutrition Pantry Program
    - 15 active sites and staff are working through the certification process
    - Certification gives sites access to Free Leah's Pantry resources
  - Continue to implement CFHL Activities in Kernville CA via our Subcontractor **Kernville FRC**
- Smooth and accurate Fiscal and programmatic close out
  - Not anticipating to have an annual Audit in FFY26 and did not have an annual audit in FFY25.
  - CFHL SharePoint site has been shared with Tracy, Susana, and the IT/IS team in case of any programmatic audits after CFHL staff are no longer with CAPK.
- All previous program activities are allowable, but sustainability and program closure are the priority. CFHL will not onboard new partners unless staff is confident that the partnership will yield sustainable results before April 2026.

KUSD KRV FRC Nutrition **Program's Partnership** with CAPK



Presented by: Cindy Filkosky Lowe
cfilkosky@kernvilleusd.org
(760) 223-6360

Kernville Elementary School







Establishing School Garden









WES Garden Remodel with Students









Woodrow Wallace Middle School











South Fork Elementary School

Establishing Garden & Nutrition Education











Community Events Library Partnership



Community Events Church Partnerships

















Opportunities and Challenges

Opportunities

- Engage in **active** partnerships
- Establish sustainable projects quickly
- Embed CFHL Inspired goals in internal and external workgroups
- Bridge gaps created by Bill H.R 1.
  - Such as assisting partner sites with establishing work programs for Able-Bodied CalFresh Food Clients
- Save and host nutrition resources in CAPK's infrastructure and website
- Conduct Train-the-Trainer sessions for CFHL Curriculum
- CAPK ECM partnership
- CAPK Food Bank partnership

Challenges

- Staff turnover
  - Considering temps to support remaining staff and continue CFHL activities
- Time
- State support and guidance

Notable Accomplishments and Community Influence/Representation

- Chosen as 1 of 3 exemplary programs for our Rethink Your Drink Day event
  - CDPH paid to have a professional video recorded and produced for us.
- Transitioned all CFHL Materials to a Virtual SharePoint site with the goal of hosting them on our CAPK website
- Selected to join Leah's Pantry Nutrition Pantry Program (NPP) Advisory Committee
  - Our program's process for recognizing certified pantries was used as the gold standard and our recommendations during the Advisory Committee were granted in NPP processes.
- 2 Staff Chosen to be a part of NPAB's Programmatic Priorities Toolkit advisory Committee
  - Only program who had more than 1 representative actively participating
- 1 of 5 Model Peer Facilitator for Statewide CFHL Support
- Member of the newly reconstructed Kern County Food Policy Council
- Members of Kern County Health Equity Partnership
- 0 Findings in State Audits and Observations in the last 3 years

CFHL Overview and closing remarks





Questions?

Community Action Partnership of Kern

Helping People. . . Changing Lives.



CalFresh Healthy Living: Program FFY 2019-2026

PRESENTED BY:

ADMINISTRATOR-ALAN RODRIGUEZ

DIRECTOR-SUSANA MAGAÑA



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Bill H.R 1

- On July 3, 2025, H.R. 1, known as the “One Big Beautiful Bill,” was signed into law. This legislation includes an amendment that maintains the Supplemental Nutrition Assistance Program Education (SNAP-Ed)in statute; however, ending federal funding, thus resulting in the conclusion and closure of the CalFresh Healthy Living program effective September 30, 2025.
    - This was presented to the full BOD on 8/20/2025 and the closure plan received approval.
- Following the Board’s approval of the initial closure plan, the California Department of Public Health (CDPH) issued FY 2026 carry-in allocations specifically for closing the Cal Fresh Healthy Living (CFHL) program which extended the official closure period to April 30th, 2026.
    - This was presented to the Budget and Finance Committee on 9/17/2025 and was approved by the full BOD on 9/24/25.



Goals for FFY 2026-2027

2026-2027 Goals

Program extended from 10/1/2025-4/30/2026

- Sustainability within current projects
  - LIVE Domain Food Insecurity and Referral Screening tool inside of Clinics (or ECM's)
    - Currently active in 3 sites
    - Modifying processes to continue the service without our staff.
  - SHOP Nutrition Pantry Program
    - 15 active sites and staff are working through the certification process
    - Certification gives sites access to Free Leah's Pantry resources
  - Continue to implement CFHL Activities in Kernville CA via our Subcontractor **Kernville FRC**
- Smooth and accurate Fiscal and programmatic close out
  - Not anticipating to have an annual Audit in FFY26 and did not have an annual audit in FFY25.
  - CFHL SharePoint site has been shared with Tracy, Susana, and the IT/IS team in case of any programmatic audits after CFHL staff are no longer with CAPK.
- All previous program activities are allowable, but sustainability and program closure are the priority. CFHL will not onboard new partners unless staff is confident that the partnership will yield sustainable results before April 2026.

KUSD KRV FRC Nutrition **Program's Partnership** with CAPK



Presented by: Cindy Filkosky Lowe
cfilkosky@kernvilleusd.org
(760) 223-6360

Kernville Elementary School







Establishing School Garden









WES Garden Remodel with Students











Woodrow Wallace Middle School











South Fork Elementary School

Establishing Garden & Nutrition Education











Community Events Library Partnership























Community Events Church Partnerships

















Opportunities and Challenges

Opportunities

- Engage in **active** partnerships
- Establish sustainable projects quickly
- Embed CFHL Inspired goals in internal and external workgroups
- Bridge gaps created by Bill H.R 1.
  - Such as assisting partner sites with establishing work programs for Able-Bodied CalFresh Food Clients
- Save and host nutrition resources in CAPK's infrastructure and website
- Conduct Train-the-Trainer sessions for CFHL Curriculum
- CAPK ECM partnership
- CAPK Food Bank partnership

Challenges

- Staff turnover
  - Considering temps to support remaining staff and continue CFHL activities
- Time
- State support and guidance

Notable Accomplishments and Community Influence/Representation

- Chosen as 1 of 3 exemplary programs for our Rethink Your Drink Day event
  - CDPH paid to have a professional video recorded and produced for us.
- Transitioned all CFHL Materials to a Virtual SharePoint site with the goal of hosting them on our CAPK website
- Selected to join Leah's Pantry Nutrition Pantry Program (NPP) Advisory Committee
  - Our program's process for recognizing certified pantries was used as the gold standard and our recommendations during the Advisory Committee were granted in NPP processes.
- 2 Staff Chosen to be a part of NPAB's Programmatic Priorities Toolkit advisory Committee
  - Only program who had more than 1 representative actively participating
- 1 of 5 Model Peer Facilitator for Statewide CFHL Support
- Member of the newly reconstructed Kern County Food Policy Council
- Members of Kern County Health Equity Partnership
- 0 Findings in State Audits and Observations in the last 3 years

CFHL Overview and closing remarks





Questions?

MEMORANDUM

To: Program Review and Evaluation

From: Sylvia Ortega, Quality Assurance Administrator

Date: April 15, 2026

Subject: *Agenda Item 5f.*: Head Start/State Child Development Risk Assessment Notification Monitoring Review- **Info Item**

The Head Start/State Child Development program had an Office of Head Start (OHS) Risk Assessment Notification (RAN) Review on February 19, 2026, for one of our contracted Child Care Partners, Garden Pathways. The RAN reviews occur when the OHS requires more information about an incident affecting the health and safety of children. RAN reviews are designed to identify any program or management issues that may have contributed to the incident, share corrective actions that are needed and provide feedback and support to strengthen program management approaches and prevent similar incidents from occurring in the future. It is the program's expectation to share all head start monitoring reviews with the Board of Directors.

It was determined that the contracted Child Care Partner had two deficiencies under performance areas: safety practices and system for program management, and improvement, which require a timeline for correction and guidance from the OHS Program Specialist:

- Safety Practices: The grant recipient did not ensure all (Child Care Partner) staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children. Head Start Program Performance Standard (HSPPS) 1302.90(c)(1)(ii).
- System for Program Management and Improvement: The grant recipient (Child Care Partner) did not report immediately but no later than 7 calendar days following any incident affecting the health and safety of program participants. HSPPS 1302.102(d)(1)(ii).
    - On December 17, 2025, January 15, 2026, and January 26, 2026, Community Care Licensing (CCL) conducted three complaint inspections at Child Care Partner regarding an allegation of personal rights violation. CCL provides oversight and enforcement for Child Care Centers by ensuring centers meet established health and safety standards through the monitoring of facilities.
    - Child Care Partner staff received coaching and received targeted and consistent training in care and supervision, zero tolerance, personal rights, "see something, say somethings", and other pertinent training. Office of Head Start Regional Training and Technical Assistance Staff provided support and feedback to the Child Care Partner since 2025. Mentor Coach, Program and other support services staff have visited the Child Care Partner center to continue to provide support. Program revised key policies and procedures to strengthen language, specifically: standards of conduct, incident reporting and zero tolerance policy. The program also developed a Matrix assessment to utilize with all Child Care Partners annually to evaluate each partner's performance.
    - Based on multiple licensing citations, health and safety concerns, and compliance concerns, the program determined the continuation of the partnership presented an unacceptable level of risk to CAPK, the contract with the Child Care Partner, Garden Pathways, was cancelled effective 2/28/26.

Attachment:
Risk Assessment Notification Monitoring Review Program Performance Summary Report

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ohs

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Maritza Jimenez
Community Action Partnership Of Kern
1300 18th St
Ste 200
Bakersfield, CA 93301 - 4510

From: Responsible HHS Official



Date: 03/24/2026

Shawna Pinckney
Acting Deputy Director, Office of Head Start

On February 19, 2026, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action Partnership Of Kern. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (Performance Standards) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007.

The Office of Head Start (OHS)wouldliketo thank your governing body, policy council, parents, and staff for their engagement in the review process.Based on the information gathered during this review, it has been determined that your program has at least one area ofdeficiency.

This report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. If youanticipatethat you will not be able to correct all deficiencies within the correction time specified in this report, you mustsubmita letter to your ACF Regional Office requesting an extension, with an explanation as to why an extension is necessary. The letter requesting an extension must be submitted prior to the expirationof the original corrective actiontime period. Failure to correct a deficiency within the approved timeline may result in termination of the grant.

In order toallow for sufficient time to consider extension requests, we ask that yousubmityour request within10 daysfollowing receipt of this report. Extension requests shall not be considered approved unless you receive such approval in writing before the deadline for correction.

Please contact yourRegional Officefor guidance should you have any questions or concerns.Your Regional Office will follow up on the content of this report and can work with you toidentifyresources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:
Ms. Sandra Carton, Regional Program Director
Ms. Roshelle Jones, Regional Program Manager
Mr. Jeremy Tobias, Chief Executive Officer/Executive Director
Mrs. Yolanda Gonzales, Head Start Director
Mrs. Yolanda Gonzales, Early Head Start Director

DATE	April 22 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 Jonathan Mullings 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: Anna Vigil & Jonathan Mullings
   Absent: Fred Plane (Chair)

   Others present: Tracy Webster, Chief Financial Officer; Emilio Wagner, Chief Facilities & Technology Officer; Lisa McGranahan, Chief Human Resources Officer; Susana Magana, Director Health & Nutrition; Gabrielle Alexander, Director of Finance; Jerry Meade, Assistant Director of Head Start & State Child Development and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for entire February 28, 2026 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above agenda item to the committee.

      Jonathan Mullings inquired how large the McFarland modular will be. Tracy Webster replied she wasn't sure, but Emilio Wagner will provide more details later in the meeting. Ana Vigil asked if the modular was something new or a replacement? Tracy responded they are replacing the current modular.

   b. Request to Approve the 2026-2024 Funding Contract for the City of Bakersfield's California Violence Intervention & Prevention (CalVIP) Cohort 5 Program – Lois Hannible, Friendship House Program Administrator – ***Action Item***

Lois Hannible presented the action item to the committee and provided a brief summary of the scope of the contract.

Jonathan Mullings asked about the type of violence intervention services and if those services take place at Friendship House. Lois Hannible responded it's mostly focused on gang and gun violence and confirmed that services are provided onsite. Lois added the City of Bakersfield partnered with several subcontractors to provide additional different support services at other locations.

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

c. Award of Contract for Replacement of Modular Building at McFarland Head Start Facility – Emilo Wagner, Chief Facilities & Technology Officer– ***Action Item***

Emilo Wagner presented the above action item and provided a summary of the scope of work and noted the current square footage is 1400 and this new proposal is for 1900 square feet.

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

d. February 2026 Financial Reports – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster provided a summary of the February 2026 Financial Reports and noted the agency did not draw on its line of credit during February and continues to maintain sufficient unrestricted cash balances to support programs with negative cash positions. Central Kitchen expenditures reached 103.5%, slightly exceeding the 100% target, while USDA revenue stands at 92.2%.

CMAP earnings are at 59.1%, below the 66.7% target for the period. Center-based state programs report attendance and enrollment levels of 100.2% for CCTR, 78.1% for CSPP, and 2.5% for CMIG. The CCTR program in San Joaquin County is operating at 59.1%, below its 66.7% target. Newly acquired CSPP and Head Start Pre-K funding is in the early stages of implementation, with the CSPP contract currently at 12.8%.

The Finance Division has three staff vacancies and is actively preparing for year-end close while implementing new systems to enhance automation. Agency expenditures are at 96% year-to-date, tracking toward the 100% annual target. Indirect Fund results show revenues exceeding expenditures by $1,572,556, or 209.3% of the budgeted surplus, with expenditures at 91.7% of budget. The agency check register is included in the financial statements.

Jonathan Mullings noted his appreciation for both the reports and the efforts of the Finance team.

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

e. SJCOE Annual Head Start Preschool Contract Retroactive Renewal – Jerry Mead – Assistant Director Head Start & State Child Development – ***Action Item***

Jerry Meade presented the above action item noting this is contract is retroactive and they were delayed in receiving the contract renewals due to the prior government shut down.
Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Vigil)

5. Committee Member Comments

None.

6. Next Scheduled Meeting

Budget & Finance Committee
May 20, 2026
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:28 pm

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: April 22, 2026

Subject: *Head Start*
Budget to Actual Report for the period ended February 28, 2026 – **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 February 28, 2026. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 100% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

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

The non-Federal share is at 188% 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 - February 28, 2026
Month 12 of 12 (100%)

Prepared 04/12/2026

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,554,280	9,619,095	(64,815)	101%	-1%
FRINGE BENEFITS	2,750,817	2,936,002	(185,185)	107%	-7%
TRAVEL	55,000	-	55,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	952,450	928,041	24,409	97%	3%
CONTRACTUAL	456,459	469,031	(12,572)	103%	-3%
CONSTRUCTION	-	-	-		
OTHER	3,779,726	3,799,783	(20,057)	101%	-1%
INDIRECT	1,674,065	1,470,846	203,219	88%	12%
TOTAL BASE FUNDING	**19,222,797**	**19,222,797**	**(0)**	**100%**	**0%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	53,034	7,870	87%	13%
SUPPLIES	23,986	21,892	2,094	91%	9%
CONTRACTUAL	12,800	-	12,800	0%	100%
OTHER	63,752	86,516	(22,764)	136%	-36%
INDIRECT	16,144	16,144	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**177,586**	**0**	**100%**	**0%**
GRAND TOTAL HS FEDERAL FUNDS	**19,400,383**	**19,400,383**	**(0)**	**100%**	**0%**

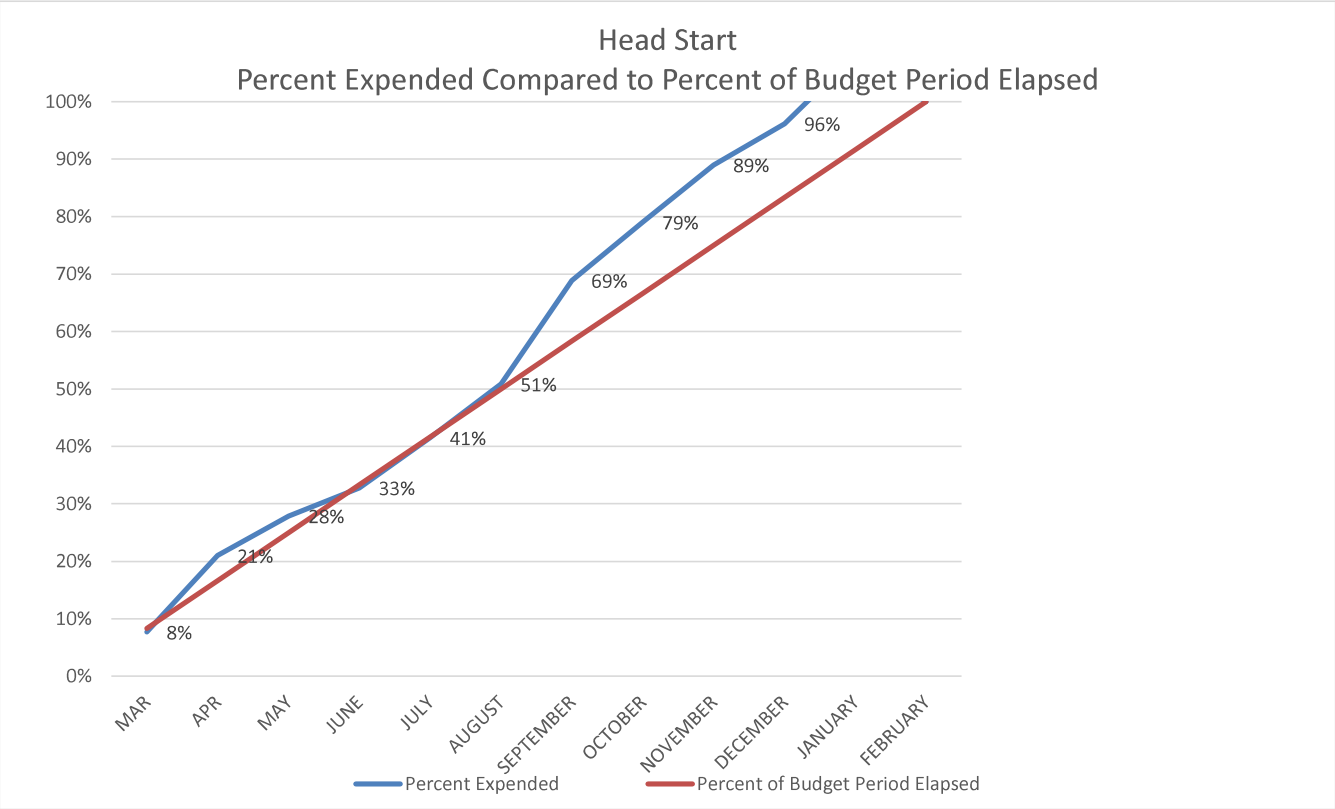
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,104,780	3,672,485	(1,567,705)	174%	-74%
CALIF DEPT OF ED	7,918,076	15,156,107	(7,238,031)	191%	-91%
TOTAL NON-FEDERAL	**10,022,856**	**18,828,592**	**(8,805,736)**	**188%**	**-88%**

Budget reflects Notice of Award #09CH012489-02-02
Actual expenditures include posted expenditures and estimated adjustments through 02/28/2026
Administrative Cost for HS and EHS Combined **9.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Elan Credit Card	59,063				**59,063**	3/1/2026
Lowe's	2,085	-	-	-	**2,085**	2/28/2026
Smart & Final	725	-	-	-	**725**	3/1/2026
Save Mart	163	-	-	-	**163**	2/25/2026
Chevron & Texaco Business Card	6,708	-	-	-	**6,708**	3/6/2026
Home Depot	15,245	-	-	-	**15,245**	3/5/2026
	83,990	**-**	**-**	**-**	**83,989**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
8%
21%
28%
33%
41%
51%
69%
79%
89%
96%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: April 22, 2026

Subject: *Early Head Start*
Budget to Actual Report for the period ended February 28, 2026 – **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 February 28, 2026. Twelve months (100%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 100% of the budget.

Training & Technical Assistance Funds

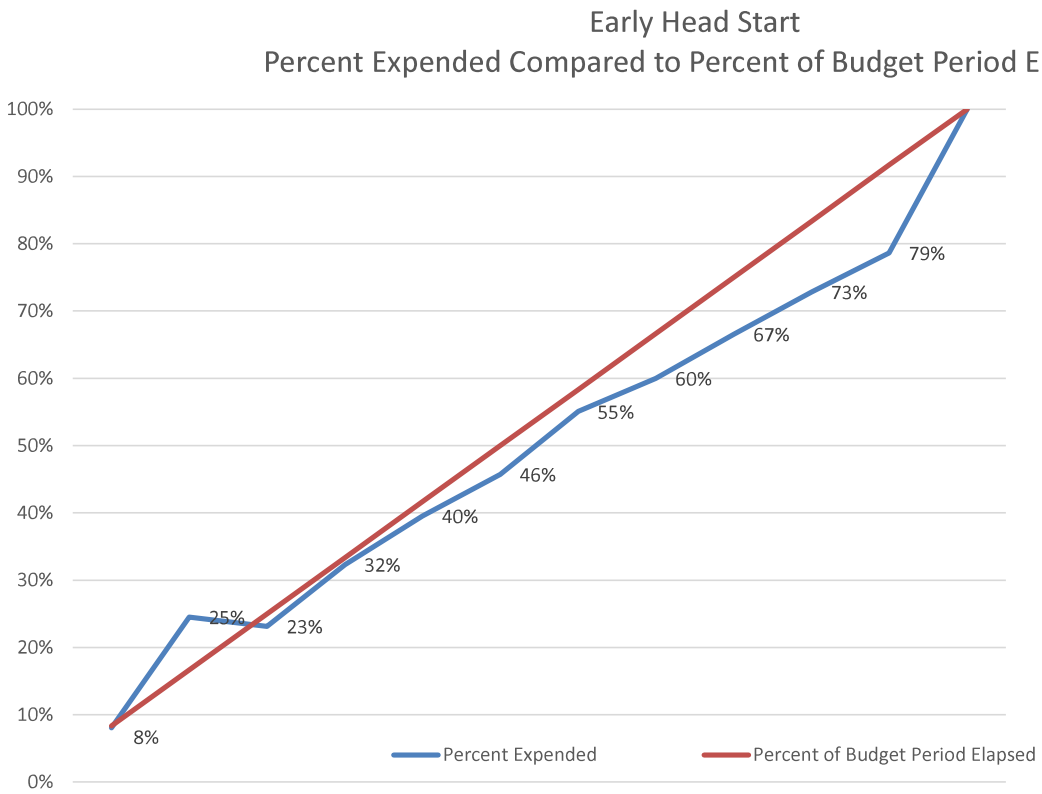
Overall expenditures are at 84% of the budget.

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 - February 28, 2026
Month 12 of 12 (100%)

Prepared 04/12/2026

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,559,302	9,809,302	(250,000)	103%	-3%
FRINGE BENEFITS	3,809,777	3,849,880	(40,103)	101%	-1%
TRAVEL	45,000	-	45,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	782,453	785,230	(2,777)	100%	0%
CONTRACTUAL	1,057,247	1,064,923	(7,676)	101%	-1%
CONSTRUCTION	401,383	401,383	-		
OTHER	2,923,221	2,865,579	57,642	98%	2%
INDIRECT	1,768,713	1,570,799	197,914	89%	11%
TOTAL BASE FUNDING	**20,347,096**	**20,347,096**	**(0)**	**100%**	**0%**
TRAINING & TECHNICAL ASSISTAN					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	61,346	57,286	52%	48%
SUPPLIES	30,013	60,291	(30,278)	201%	-101%
CONTRACTUAL	26,080	1,500	24,580	6%	94%
OTHER	137,953	143,081	(5,128)	104%	-4%
INDIRECT	31,268	23,397	7,871	75%	25%
TOTAL TRAINING & TECHNICAL AS	**343,946**	**289,615**	**54,331**	**84%**	**16%**
GRAND TOTAL EHS FEDERAL FUN	**20,691,042**	**20,636,711**	**54,331**	**100%**	**0%**

Budget reflects Notice of Award #09CH012489-02-02
Actual expenditures include posted expenditures and estimated adjustments through 02/28/2026


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%
73%
79%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: April 22, 2026

Subject: *Head Start*
McFarland Modular as of February 28, 2026 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to purchase and install a modular unit at 410 E. Perkins Ave., McFarland, CA 93250.

The purchase of the new modular unit will be funded through the current grant (09CH012489-02-02).

Below are highlights of the modular project funds for the period ending February 28, 2026:

Overall expenditures to date: **0%.**

Community Action Partnership of Kern

McFarland Modular

Report Period: March 1, 2025 - Feb 28, 2026

Prepared 04/12/2026	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
McFarland - (Purchase and Installation of Modular)	1,699,878	-	1,699,878	0%	100%

NOA - 09CH012489-02-02

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2025 through February 28, 2026
Report for period ending February **28, 2026** (Month 12 of 12)

Percent of budget period elapsed: 100.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,749	12,911	7,401	0	0	3,331	8,704	8,083	10,663	9,672	11,111	11,777	99,403	Kern	43,028	231%
Alicante	20	11,086	15,151	14,433	5,928	0	81	8	0	0	7,879	15,714	11,990	82,270	Kern	25,311	325%
Angela Martinez	105	27,223	22,300	16,063	8,082	8	737	3,075	7,055	4,744	12,584	12,474	11,125	125,468	Kern	132,882	94%
Broadway	37	5,316	6,177	5,148	2,735	1,297	2,822	9,826	12,810	1,886	10,427	260	0	58,705	Kern	46,825	125%
California City	17	8,661	4,651	3,624	0	0	0	8,724	11,272	1,172	10,427	260	0	48,790	Kern	21,514	227%
Cleo Foran	23	3,787	13,700	6,385	0	44	6,396	8,102	12,329	12,196	10,719	13,991	16,882	104,531	Kern	29,107	359%
Delano	60	24,147	10,493	9,990	9,037	13,336	884	2,045	1,608	502	7,799	13,457	10,130	103,428	Kern	75,933	136%
Fairfax	34	2,162	7,675	7,639	6,610	6,652	141	624	405	322	2,780	5,026	5,786	45,821	Kern	43,028	106%
Harvey L. Hall	142	30,977	25,366	29,489	27,782	34,800	1,733	4,093	2,664	728	16,341	25,403	25,566	224,945	Kern	179,707	125%
Heritage	17	1,689	1,076	1,430	0	0	244	2,255	2,049	1,558	1,537	2,068	1,907	15,813	Kern	21,514	74%
Home Base	160	26,714	17,001	15,395	8,248	13,923	12,983	15,696	11,738	7,328	8,252	12,403	114	149,795	Kern	202,487	74%
Martha J. Morgan	50	25,357	24,516	27,021	5,886	19,908	8	624	521	26,912	21,449	15,560	15,401	183,161	Kern	63,277	289%
Oasis	42	10,131	11,857	4,912	0	0	5,222	9,100	13,790	4,724	11,041	13,232	9,720	93,728	Kern	53,153	176%
Pete H. Parra	116	835	465	0	488	0	0	586	358	147	41,762	68,552	0	113,194	Kern	146,803	77%
Primeros Pasos	67	81,280	74,266	70,979	62,312	51,989	62,477	74,365	88,786	68,009	75,330	75,680	379	785,852	Kern	84,791	927%
Rosamond	51	2,171	743	249	0	0	0	125	132	0	6,904	3,151	65	13,540	Kern	64,543	21%
San Diego	32	7,286	7,795	7,818	5,461	1,233	0	246	7,608	7,290	9,278	9,783	342	64,140	Kern	40,497	158%
Shafter	17	4,245	4,431	2,904	5,313	1,815	1,567	1,610	1,669	3,296	1,239	1,644	0	29,733	Kern	21,514	138%
Shafter HS/EHS	24	6,376	7,319	6,168	6,528	5,765	1,618	1,126	979	244	5,296	5,093	0	46,513	Kern	30,373	153%
Sterling	117	13,276	14,627	14,048	12,927	15,068	15,298	17,133	23,508	23,580	19,524	19,336	0	188,324	Kern	148,068	127%
Stockdale Head Start	41	4,624	6,609	3,216	0	0	1,366	2,280	4,310	2,766	581	6,764	73	32,589	Kern	51,887	63%
Sunrise Villa	17	2,558	1,716	637	0	495	1,054	983	3,289	1,240	233	171	122	12,496	Kern	21,514	58%
Taft	51	6,364	5,860	1,305	0	8	1,703	4,533	4,277	2,943	11,840	17,100	0	55,933	Kern	64,543	87%
Tehachapi	15	1,225	883	183	0	0	0	73	81	293	0	269	0	3,007	Kern	18,983	16%
Vineland	17	6,156	5,059	2,464	0	0	1,681	3,453	7,688	6,611	6,577	6,063	122	45,875	Kern	21,514	213%
Virginia	17	12,711	11,663	6,431	0	0	1,475	5,046	13,473	10,837	7,897	12,818	227	82,579	Kern	21,514	384%
Willow	40	13,507	12,642	6,398	0	0	0	0	0	0	0	0	0	32,547	Kern	50,622	64%
Administrative Services		0	0	0	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	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
Governance		0	286	275	0	0	269	0	0	0	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	8,223	12,965	0	0	164,029	Kern/SJC	74,265	221%
California Street	24	12,099	9,304	7,354	4,449	3,475	0	0	122	73	9,185	3,527	3,941	53,529	SJC	30,373	176%
Gianone	16	2,302	2,438	1,561	1,982	1,779	2,702	1,662	2,470	2,210	1,898	2,278	226	23,508	SJC	26,431	89%
Kennedy	16	2,963	3,594	2,307	1,493	2,421	2,687	3,523	5,083	4,350	5,094	5,343	73	38,933	SJC	20,249	192%
Lodi Home Base	20	16,850	14,153	13,945	11,589	12,432	20,246	15,900	23,052	19,357	16,677	17,908	6,997	189,106	SJC	25,311	747%
Lodi UCC	24	11,022	11,210	9,863	12,463	12,292	12,724	8,616	8,429	6,674	6,730	6,760	10,421	117,203	SJC	30,373	386%
Lathrop Home Base	20	3,920	4,356	4,084	4,816	1,618	5,221	4,230	7,125	3,952	4,233	3,564	1,331	48,449	SJC	25,311	191%
Marci Massei	24	8,028	7,640	8,223	5,195	4,986	2,601	244	5,999	4,351	4,371	2,859	0	54,496	SJC	30,373	179%
Stockton Home Base	40	13,285	12,746	10,491	5,047	5,313	5,750	4,947	7,660	6,595	4,981	5,653	2,180	84,648	SJC	50,622	167%
Lathrop	24	5,426	5,267	4,375	3,526	2,869	2,008	1,622	439	2,872	4,705	1,532	1,327	35,966	SJC	30,373	118%
SUBTOTAL IN-KIND	**1,571**	**457,142**	**419,195**	**349,404**	**233,021**	**224,416**	**188,301**	**248,511**	**321,000**	**258,648**	**388,208**	**416,806**	**148,224**	**3,652,876**	**0**	**2,083,613**	**175%**
															x		
State General Child Care*		360,286	0	0	0	417,588	400,228	408,456	442,486	336,186	391,128	373,695	304,744	3,434,797	Kern	2,442,293	141%
State Preschool*		916,299	893,933	592,709	0	387,028	508,094	701,455	885,716	742,969	841,915	964,226	910,518	8,344,861	Kern	6,219,213	134%
State Migrant Child Care*		1,191	1,248	1,191	0	0	0	0	0	964	2,155	2,268	2,041	11,057	Kern	50,000	22%
SUBTOTAL CA DEPT of ED		**1,277,776**	**895,181**	**593,900**	**0**	**804,616**	**908,322**	**1,109,911**	**1,328,202**	**1,080,119**	**1,235,198**	**1,340,189**	**1,217,303**	**11,790,716**		**8,711,506**	**135%**
															x		
State General Child Care*		248,476	254,215	240,642	0	228,392	244,230	246,762	253,975	188,787	215,036	210,902	194,175	2,525,593	SJC	1,175,152	215%
SUBTOTAL CA DEPT of ED		**248,476**	**254,215**	**240,642**	**0**	**228,392**	**244,230**	**246,762**	**253,975**	**188,787**	**215,036**	**210,902**	**194,175**	**2,525,593**		**1,175,152**	**215%**
GRAND TOTAL		**1,983,394**	**1,568,591**	**1,183,946**	**233,021**	**1,257,424**	**1,340,853**	**1,605,184**	**1,903,177**	**1,527,554**	**1,838,442**	**1,967,897**	**1,559,702**	**17,969,185**		**11,970,271**	**150%**
													CCP In-Kind	**839,798**			
														18,808,983			

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 February 28, 2026 (Month 12 of 12)

Percent of year elapsed: 100.00%

LOCATION	FUNDED ENROLL-MENT	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	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	12,955	18,329	0	214,642	137,864	156%
KCSOS - Blanton	16	34,387	34,387	28,570	29,533	24,921	28,812	32,160	30,743	0	36,574	36,380	0	316,466	68,932	459%
Garden Pathways	11	81	317	332	484	572	366	713	686	623	585	228	0	4,988	47,391	11%
Taft College	42	27,610	35,201	27,594	27,992	34,146	28,724	16,754	32,614	0	37,648	35,295	0	303,578	180,947	168%
Escuelita Hernandez	16	49	0	0	0	0	0	37	37	0	0	0	0	123	68,932	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	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**	**623**	**87,761**	**90,233**	**0**	**839,798**	**504,065**	**167%**

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

MEMORANDUM

To: Budget & Finance Committee

From: Lois Hannible, Program Administrator

Date: Wednesday, April 22, 2026

Subject: *Agenda Item 4b*: Request to Approve the 2026-2027 Funding Contract for the City of Bakersfield's California Violence Intervention and Prevention (CalVIP) Cohort 5 Program – **Action Item**

The Board of State and Community Corrections (BSCC) administers funding to improve public health and safety by supporting evidence-based violence intervention and prevention strategies in communities disproportionately impacted by violence, particularly group-member–involved homicides, shootings, and aggravated assaults. The City of Bakersfield has been awarded California Violence Intervention and Prevention (CalVIP) Cohort 5 grant funding for this initiative and has designated CAPK as a subcontractor.

This proposed three-year contract with the City of Bakersfield would become effective in May 2026, with a maximum funding allocation of $375,000, and would conclude on September 30, 2029.

Through these funds, CAPK Friendship House Community Center (FHCC) will support the CalVIP Cohort 5 program by allocating one full-time equivalent (1.0 FTE) staff position to provide direct participant support services. These services are designed to assist eligible participants in progressing toward individualized goals related to safety, stability, education, employment, and overall well-being. Program deliverables may include, but are not limited to, job training, work clothing, relocation assistance for safety, housing assistance, and transportation support.

CAPK Friendship House Community Center will oversee the coordination, procurement, and tracking of all approved services in compliance with City of Bakersfield and BSCC requirements. As a long-standing subcontractor for CalVIP Cohort 4, CAPK has delivered mentoring and program support services that reflect its ability to implement a program model similar to Cohort 5. This funding advances CAPK's Strategic Plan Priority B by strengthening partnerships that enhance collaboration and support community-wide transformation.

Recommendation:

Staff recommend that the Budget and Finance Committee approve the CalVIP Cohort 5 contract agreement and authorize the Chief Executive Officer to execute the contract.

Attachments:

Agreement for CAPK CalVIP Cohort 5
Exhibit A Scope of Work

AGREEMENT NO. _____

INDEPENDENT CONTRACTOR'S AGREEMENT
[Over $100,000]

This **INDEPENDENT CONTRACTOR'S** AGREEMENT ("Agreement") is made and entered into on _____, by and between the CITY OF BAKERSFIELD, a municipal corporation (referred to herein as "CITY"), and COMMUNITY PARTNERSHIP OF KERN, a non-profit corporation, authorized to do business in California (referred to herein as "CONTRACTOR").

R E C I T A L S

WHEREAS, CITY administers the California Violence Intervention and Prevention (CalVIP) Grant through its Office of Violence Intervention and Prevention (OVIP), which oversees a Gun Violence Reduction Strategy (GVRS) focused on identifying and engaging individuals at the highest risk of involvement in gun violence; and

WHEREAS, on April 1, 2026, the Board of State and Community Corrections (BSCC) awarded CITY funding under the CalVIP Cohort 5 Grant to support expanded violence intervention efforts; and

WHEREAS, as part of CITY's approved CalVIP Cohort 5 grant proposal, CONTRACTOR was identified as a subgrantee to serve as the centralized administrator of Participant Support Services, supporting program participants through coordination, procurement, and distribution of approved goods and services in alignment with the program's goals; and

WHEREAS, the approved CalVIP Cohort 5 grant budget allocates funding to CONTRACTOR in an amount not to exceed Three Hundred Seventy-Five Thousand Dollars ($375,000), subject to the availability of grant funding, for the provision of such services during the grant term; and

WHEREAS, CONTRACTOR represents that it is experienced, well qualified, and specializes in administering supportive services, including coordination of resources, procurement, and facilitation of service delivery to individuals at high risk of violence, and has partnered with CITY in prior efforts; and

WHEREAS, all services provided under this Agreement shall be performed in accordance with applicable BSCC requirements and aligned with CITY's GVRS and OVIP program protocols, including requirements related to Participant Support Services, documentation, and required approval processes.

NOW, THEREFORE, incorporating the foregoing recitals herein, CITY and CONTRACTOR mutually agree as follows:

1. SCOPE OF WORK. In exchange for the Compensation (defined below), CONTRACTOR shall perform the services described in Exhibit A, attached hereto and incorporated herein by reference (the "Scope of Work"). CONTRACTOR shall also comply with applicable BSCC requirements and CITY policies, including the OVIP Protocol Manual, as amended or revised in accordance with applicable requirements. The Scope of Work shall include all items and procedures necessary to properly complete the task CONTRACTOR has been hired to perform, whether specifically included in the Scope of Work or not.

2. GOVERNING DOCUMENTS. All work performed under this Agreement is subject to the applicable rules, requirements, and guidelines established by the BSCC for the CalVIP Grant, the CITY's approved CalVIP Cohort 5 Grant Proposal, and CITY policies, procedures, and program protocols, including those established by OVIP, as amended or revised in accordance with applicable requirements.

   The following documents are incorporated by reference:

   - BSCC Grant Award BSCC-245-26
   - Certification of Compliance (attached hereto as Exhibit B)
   - Contractor Certification Clause (attached hereto as Exhibit C)

3. COMPENSATION/PAYMENT PROCEDURE. Subject to the conditions of this section, CITY will pay CONTRACTOR as follows for performing the Scope of Work ("Compensation"):

   (1) On a reimbursement basis for eligible, allowable, and properly documented costs incurred in accordance with the Scope of Work, the CITY's approved CalVIP Cohort 5 Grant Proposal, and applicable BSCC requirements.

   CITY will pay CONTRACTOR within thirty (30) days after CONTRACTOR submits an itemized invoice for the portions of the Scope of Work completed, and such invoice is approved by CITY.

   Invoices shall be submitted no later than the 15th day of the month following the month in which services were performed and must include all required supporting documentation, including, but not limited to receipts, proof of payment, time and attendance records, and any required justification or pre-approval documentation.

The Compensation will be the total amount paid to CONTRACTOR for performing the Scope of Work and includes, but is not limited to, all out-of-pocket costs and taxes. CITY will pay no other compensation to CONTRACTOR. In no case will CITY compensate/reimburse CONTRACTOR more than Three Hundred Seventy-Five Thousand Dollars ($375,000) for performing the Scope of Work.

4. TERM. Unless terminated sooner, as set forth herein, this Agreement shall terminate on September 30, 2029.

5. TERMINATION. Either party may terminate this Agreement after giving the other party written notice, as provided herein, ten (10) days before the termination is effective.

6. ACCOUNTING RECORDS. CONTRACTOR shall maintain accurate accounting records and other written documentation pertaining to all costs incurred in performance of this Agreement. Such records and documentation shall be kept at CONTRACTOR's office during the term of this Agreement, and for a period of three (3) years from the date of the final payment hereunder, and made available to CITY representatives upon request at any time during regular business hours.

7. ASSIGNMENT. Neither this Agreement nor any rights, interests, duties, liabilities, obligations or responsibilities arising out of, concerning or related in any way to this Agreement (including, but not limited to, accounts, actions, causes of action, claims, damages, demands, liabilities, losses, obligations, or reckonings of any kind or nature whatsoever, for compensatory or exemplary and punitive damages, or declaratory, equitable or injunctive relief, whether based on contract, equity, tort or other theories of recovery provided for by the common or statutory law) may be assigned or transferred by any party. Any such assignment is prohibited, and shall be unenforceable and otherwise null and void without the need for further action by the non-assigning party or parties.

8. BINDING EFFECT. The rights and obligations of this Agreement shall inure to the benefit of, and be binding upon, the parties to the Agreement and their heirs, administrators, executors, personal representatives, successors and assigns.

9. COMPLIANCE WITH ALL LAWS. CONTRACTOR shall, at CONTRACTOR's sole cost, comply with all of the requirements of municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities relating to or

growing out of this Agreement all municipal ordinances and state and federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation, obtaining a City of Bakersfield business tax certificate (Bakersfield Municipal Code Chapter 5.02) where required.

10. CORPORATE AUTHORITY. Each individual signing this Agreement on behalf of entities represents and warrants that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.

11. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be considered as an original and be effective as such.

12. DIRECTION. CONTRACTOR retains the right to control or direct the manner in which the services described herein are performed.

13. EQUIPMENT. CONTRACTOR will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement.

14. EXECUTION. This Agreement is effective upon the date first written above and is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

15. EXHIBITS. In the event of a conflict between the terms, conditions or specifications set forth in this Agreement and those in exhibits attached hereto, the terms, conditions, or specifications set forth in this Agreement shall prevail. All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached.

16. FURTHER ASSURANCES. Each party shall execute and deliver such papers, documents, and instruments, and perform such acts as are necessary or appropriate, to implement the terms of this Agreement and the intent of the parties to this Agreement.

17. GOVERNING LAW. The laws of the State of California will govern the validity of this Agreement and its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.

18. INCLUDED DOCUMENTS. Any bid documents, including, without limitation,

special provisions and standard specifications and any Request for Proposals, Request for Qualifications and responses thereto relating to this Agreement are incorporated by reference as though fully set forth herein.

19. INDEMNITY. CONTRACTOR shall indemnify, defend, and hold harmless CITY and CITY's officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by CONTRACTOR or CONTRACTOR's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct.

20. INDEPENDENT CONTRACTOR. This Agreement calls for CONTRACTOR's performance of the Scope of Work as an independent contractor. CONTRACTOR is not an agent or employee of CITY for any purpose and is not entitled to any of the benefits provided by CITY to its employees. This Agreement shall not be construed as forming a partnership or any other association with CONTRACTOR other than that of an independent contractor.

21. INSURANCE.

21.1 Types and Limits of Insurance. In addition to any other insurance or security required under this Agreement, CONTRACTOR must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").

21.1.1 Automobile liability insurance, providing coverage for owned, non-owned, and hired autos on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than $1,000,000 per occurrence.

21.1.2 Commercial general liability insurance, unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than $1,000,000 per occurrence. The policy must:

21.1.2.1 Provide contractual liability coverage for the

terms of this Agreement;

21.1.2.2 Provide products and completed operations coverage;

21.1.2.3 Provide premises, operations, and mobile equipment coverage; and

21.1.2.4 Contain an additional insured endorsement in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

21.1.3 Workers' compensation insurance with limits of not less than $1,000,000 per occurrence. In accordance with the provisions of Labor Code Section 3700, every contractor will be required to secure the payment of compensation to his employees. Pursuant to Labor Code Section 1861, CONTRACTOR must submit to CITY the following certification before beginning any work on the Improvements:

> I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

By executing this Agreement, CONTRACTOR is submitting the certification required above.

The policy must contain a waiver of subrogation in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

21.2 General Provisions Applying to All Insurance Types.

21.2.1 All policies required of CONTRACTOR must be written on a first-dollar coverage basis, or contain a deductible provision. Subject to CITY's advance approval, CONTRACTOR may utilize a self-insured retention in any or all of the policies provided, but the policy or policies may not contain language, whether added by endorsement or

contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured or by any means including other insurance or which is intended to defeat the intent or protection of an additional insured.

21.2.2 All policies required of CONTRACTOR must be primary insurance as to CITY and its mayor, council, officers, agents, employees, or designated volunteers and any insurance or self-insurance maintained by CITY and its mayor, council, officers, agents, employees, and designated volunteers must be excess of CONTRACTOR's insurance and must not contribute with it.

21.2.3 The insurance required above, except for workers' compensation insurance, must be placed with insurers with a Best's rating as approved by CITY's Risk Manager, but in no event less than A-:VII. Any deductibles, self-insured retentions, or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A-:VII, must be declared prior to execution of this Agreement and approved by CITY in writing.

21.2.4 The insurance required in this section must be maintained until the Scope of Work is satisfactorily completed as evidenced by CITY's written acceptance. All policies must provide that there will be continuing liability thereon, notwithstanding any recovery on any policy.

21.2.5 Full compensation for all premiums which CONTRACTOR is required to pay to satisfy the Basic Insurance Requirements shall be considered as included in the prices paid for the performance of the Scope of Work, and no additional allowance will be made therefor or for additional premiums which may be required by extensions of the policies of insurance.

21.2.6 It is further understood and agreed by CONTRACTOR that its liability to CITY will not in any way be limited to or affected by the amount of insurance obtained and carried by CONTRACTOR in connection with this Agreement.

21.2.7 Unless otherwise approved by CITY, if any part of the Scope

of Work is subcontracted, the Basic Insurance Requirements must be provided by, or on behalf of, all subcontractors even if CITY has approved lesser insurance requirements for CONTRACTOR, and all subcontractors must agree in writing to be bound by the provisions of this section.

22. INTERPRETATION. Whenever the context so requires, the masculine gender includes the feminine and neuter, and the singular number includes the plural.

23. KEY PERSONNEL. At request of CITY, CONTRACTOR shall name all key personnel to be assigned to the work set forth herein. CITY reserves the right to approve key personnel, which approval shall not be unreasonably withheld. Once the key personnel are approved CONTRACTOR shall not change such personnel without the approval of CITY.

24. LICENSES. CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals which are legally required for CONTRACTOR to practice its profession and perform the Scope of Work. If CONTRACTOR is a corporation, at least one (1) officer or key employee shall hold the required licenses or professional degrees. If CONTRACTOR is a partnership, at least one (1) partner shall hold the required licensees or professional degrees.

25. MERGER AND MODIFICATION. This Agreement sets forth the entire agreement between the parties and supersedes all other oral or written representations. This Agreement may be modified only in a writing approved by the City Council and signed by all the parties.

26. NO WAIVER OF DEFAULT. The failure of any party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time and shall not serve to vary the terms of this Agreement.

27. NON-INTEREST. No CITY officer or employee shall hold any interest in this Agreement (California Government Code section 1090).

28. NOTICES. All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The parties shall be addressed as follows, or at any other address designated by notice:

CITY: CITY OF BAKERSFIELD
CITY HALL
1600 Truxtun Avenue
Bakersfield, California 93301

CONTRACTOR: COMMUNITY ACTION PARTNERSHIP OF KERN
ATTN: JEREMY TOBIAS
5005 Business Park North
Bakersfield, California 93309

29. RESOURCE ALLOCATION. All CITY obligations under the terms of this Agreement are subject to the appropriation and allocation of resources by the City Council.

30. SB 854 COMPLIANCE. To the extent Labor Code Section 1771.1 applies to this Agreement, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, be subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. It is not a violation of Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Labor Code Section 1725.5 at the time the contract is awarded. The prime contractor is required to post job site notices in compliance with California Code of Regulations, Title 8, Section 16451. This project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

31. STANDARD OF PERFORMANCE. The Scope of Work shall be performed in conformity with all legal requirements and industry standards observed by a specialist of CONTRACTOR's profession in California.

32. STARTING WORK. CONTRACTOR shall not begin work until authorized to do so in writing by CITY. No work will be authorized before the date first written above.

33. TAX NUMBERS.
CONTRACTOR's Federal Tax ID Number 95-2402760
CONTRACTOR is a corporation? Yes X No
(Please check one.)

34. THIRD-PARTY CLAIMS. In the case of public works contracts, CITY will timely

notify CONTRACTOR of third-party claims relating to this Agreement. CITY shall be allowed to recover from CONTRACTOR, and CONTRACTOR shall pay on demand, all costs of notification.

35. TITLE TO DOCUMENTS. All documents, plans, and drawings, maps, photographs, and other papers, or copies thereof prepared by CONTRACTOR pursuant to the terms of this Agreement, shall, upon preparation, become CITY property.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

"CITY"	"CONTRACTOR"
CITY OF BAKERSFIELD	COMMUNITY ACTION PARTNERSHIP OF KERN
By:_____	By:_____
KAREN GOH Mayor	JEREMY TOBIAS CEO

APPROVED AS TO CONTENT:
CITY MANAGER'S OFFICE

By:_____
CHRISTIAN CLEGG
City Manager

APPROVED AS TO FORM:

City Attorney:_____
VIRGINIA GENNARO

Insurance:_____

COUNTERSIGNED:

Finance Director: _____
RANDY MCKEEGAN

Attachment(s):
Exhibit A – Scope of Work
Exhibit B - Certification of Compliance
Exhibit C - Contractor Certification Clause

EXHIBIT A
SCOPE OF WORK
PARTICIPANT SUPPORT SERVICES

A. PROJECT OVERVIEW

This Scope of Work (SOW) defines the guidelines, eligibility criteria, and requirements for providing Participant Support Services under the City of Bakersfield's Office of Violence Intervention and Prevention (OVIP) California Violence Intervention and Prevention (CalVIP) Cohort 5 Program.

All services shall align with OVIP's Gun Violence Reduction Strategy (GVRS), which focuses on identifying and engaging Very High-Risk Individuals (VHRIs) at the highest risk of involvement in gun violence.

CAPK shall serve as the centralized administrator of Participant Support Services, responsible for coordinating, procuring, and tracking approved services in compliance with City and Board of State and Community Corrections (BSCC) requirements.

B. PROGRAM DESCRIPTION

The CalVIP Cohort 5 Program supports community-based strategies to reduce violence and improve outcomes for individuals at high risk. Participant Support Services are designed to assist eligible participants in progressing toward identified goals related to stability, safety, educational, employment, and overall well-being.

Participant Support Services shall only be provided to individuals who have been approved and assigned by OVIP as CalVIP Cohort 5 participants. All services must directly support participant stabilization, safety, and progress toward goals identified in the participant's OVIP-approved Life Plan.

C. ELIGIBILITY REQUIREMENTS

Participants must meet the following criteria to be eligible for services:

- Must be referred by the City or by a case manager from a partnering CBO
- Must be formally approved and assigned by OVIP as a CalVIP Cohort 5 participant meeting VHRI eligibility criteria
- Must have clearly identified goals/targets documented in their OVIP-Life Plan (unless otherwise stated by the City)
- Be actively engaged in program service (unless otherwise stated by the City)

CAPK shall not independently determine participant eligibility or provide services outside of OVIP's established referral and approval process.

D. SCOPE OF SERVICES/DELIVERABLES

CAPK will administer Participant Support Services, including but not limited to the following:

D.1 Employment and Training Support

- Job training programs
- Certification programs
- Educational programs
- Employment-related education or skill development

D.2 Employment Readiness Materials

- Work clothing
- Safety equipment
- Employment equipment, tools, and supplies

D.3 Safety and Stability Support

- Relocation assistance for participant safety
- Housing stabilization assistance

D.4 Identification and Documentation

- Costs associated with obtaining identification or required documents

D.5 Transportation Assistance

- Transportation necessary for employment, training, legal services, education, or other approved supportive services

D.6 Administration and Coordination

CAPK will:

- Coordinate closely with OVIP and referring CBOs to ensure services align with participant's Life Plans and program requirements
- Ensure all requested services are supported by documented participant needs and align with participant's OVIP-Life Plan
- Maintain timely communication with OVIP and requesting CBOs regarding request status, approvals, delays, or issues
- Coordinate procurement and payment to approved vendors
- Ensure all services and purchases comply with BSCC guidelines
- Maintain tracking of all goods and services distributed to participants
- Ensure all services are provided only after required approvals are obtained.

D.7 Coordination & Communication

CAPK shall:

- Coordinate with OVIP and partner CBOs regarding Participant Support Service requests and fulfillment activities
- Provide timely updates on request status, including approvals, denials, or delays
- Participate in meetings with OVIP and/or CBO partners, as requested, to support program operations and service alignment
- Communicate any concerns related to service requests, documentation, or compliance requirements

E. REQUEST REQUIREMENTS (CBO SUBMISSIONS)

Partner Community-Based Organizations (CBOs) must submit a request including the following:

E.1 Participant Information

- Confirmation of CalVIP Cohort 5 enrollment
- Participant identifier (as required; avoid unnecessary sensitive data)

E.2 Type of Service Requested

- Detailed description of the requested support service(s)

E.3 Statement of Need

- Explanation of the need for the service
- Description of barrier(s) and how the support service will address the barrier(s)

E.4 Goals and Targets

- Clearly defined participant goals/targets as outlined in the participant's OVIP Life Plan
- Explanation of how the requested service supports these goals

E.5 Progress Status

- Statement confirming whether the participant is actively working toward goals
- Summary of participant progress to date

F. APPROVAL PROCESS

Participant Support Service requests will follow the approval process outlined below:

1. A Request for Service form must be completed and submitted to CAPK
2. CAPK will create a justification letter detailing the requested Participant Support Service, including the need, goals/targets, and participant progress
3. The justification letter will be submitted to the City for initial review
4. Upon City review, the request will be submitted to the State for final approval
5. If approved, fulfillment of the requested service or deliverable may take up to two (2) weeks from the date of approval
6. CAPK shall not fulfill, purchase, or distribute any goods or services without documented approval from both the City and BSCC

CAPK shall process and submit requests in a timely manner to support continuity of services for participants, recognizing that fulfillment timelines may vary based on approval requirements.

G. REPORTING AND DOCUMENTATION REQUIREMENTS

CAPK will maintain accurate and complete documentation and provide reporting to the City, including but not limited to:

- Completed referral form
- Justification letters with tracking numbers
- Justification letter approvals
- Vendor documentation (quote, vendor information form, W-9)
- Receipts and expenditure documentation
- Participant signature acknowledging receipt of the support service(s)

Monthly inventory tracking of all Participant Support Services distributed, including:

- Requesting CBO
- Date of request
- Description of service
- Approval status
- Amount requested and distributed

CAPK shall:

- Ensure all documentation is made available to the City upon request and is submitted in alignment with invoicing requirements
- Ensure all Participant Support Services are supported by documentation reflected in the OVIP case management system by the referring CBO
- Maintain records that align with participant case notes, approved requests, and Life Plan goals
- Provide documentation necessary to support program monitoring, audits, and evaluation activities

H. TERMS AND CONDITIONS

- All support services are subject to prior review and approval by the City and BSCC.
  - CAPK shall not distribute funds or services without documented approval
- Services are subject to the availability of funds
- If the vendor does not complete & submit the required vendor information form & W-9 to CAPK, another vendor must be used
- Support services must comply with BSCC grant guidelines and funding requirements
- Misuse of Participant Support Services by a CalVIP participant and/or requesting CBO may result in denial of future requests or withholding of payment
- CAPK shall implement safeguards to prevent misuse, fraud, or misrepresentation of Participant Support Services
- Any false, misleading, or incomplete documentation submitted in support of a request may result in denial of the request and/or further administrative action
- CAPK shall immediately notify the City of any suspected misuse or irregularities

I. PROGRAM EVALUATION AND CLOSEOUT SUPPORT

Direct Participant Support Services shall conclude no later than March 31, 2029. The remaining term of the Agreement shall support evaluation and closeout activities through September 30, 2029.

CAPK shall:

- Participate in all evaluation activities as required by OVIP and the designated evaluator
- Provide access to program data, documentation, and records, in compliance with confidentiality requirements
- Respond to data requests necessary to support evaluation activities
- Maintain documentation throughout the evaluation period

J. PROCESS ALIGNMENT

CAPK shall follow all Participant Support Services processes and procedures as established and updated by the City. These processes may be modified at the City's discretion to ensure compliance with program requirements and operational needs. CAPK should make reasonable efforts to fulfill approved requests in a timely manner.

EXHIBIT B

Attachment D: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement

Required Attachment: Applicants will be prompted to upload this document from the BSCC CalVIP webpage to the BSCC Submittable Application Portal.

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

☐ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

☐ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three (3) years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

☐ I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE **(This document must be signed by the person who is authorized to sign the Grant Agreement.)**			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
Jeremy T. Tobias	Chief Executive Officer	(661) 336-5236	jtobias@capk.org
STREET ADDRESS	CITY	STATE	ZIP CODE
1300 18th St., Suite 200	Bakersfield	CA	93301
APPLICANT'S SIGNATURE (Blue Ink or e-signature Only) X			DATE

EXHIBIT C

Contractor Certification Clause

CCC 04/2017

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
Community Action Partnership of Kern	95-2402760

By (Authorized Signature)

Printed Name and Title of Person Signing

Jeremy T. Tobias, Chief Executive Officer

Date Executed	Executed in the County of
	Kern

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. 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,

4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

1) receive a copy of the company's drug-free workplace 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: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. 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. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. 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.

5. 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.

6. 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 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).

7. DOMESTIC PARTNERS: For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. 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.

Current State Employees (Pub. Contract Code §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.

Former State Employees (Pub. Contract Code §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.

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. (Pub. Contract Code §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. (Pub. Contract Code §10430 (e))

2. 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)

3. 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.)

4. 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.

5. 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.

6. 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.

7. 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.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

MEMORANDUM

To: Budget and Finance Committee

From: Emilio G. Wagner, Chief Facilities and Technology Officer

Date: April 22, 2026

Subject: *Agenda Item 4c:* Award of Contract for Replacement of Modular Building at McFarland Head Start facility – **Action Item**

Background

On July 17, 2024, CAPK staff presented a memorandum to the Executive Committee seeking authorization to submit a Head Start Performance Standards Section 1303 application to the Office of Head Start for Program Improvement funds to replace modular buildings at two sites: McFarland and Tehachapi. The McFarland project was presented at an estimated total cost of $1,699,878, encompassing demolition of the existing building, new foundation, accessible paths, and a fenced playground area. The Board approved the submission of the 1303 application for both sites at that meeting.

Subsequent to that approval, CAPK received Program Improvement funding authorization from the Office of Head Start for the McFarland site. The Tehachapi site remains subject to a separate funding determination and is not part of this procurement action.

The proposed replacement building consists of a 48’ x 40’ modular structure (four 12’ x 40’ sections, totaling 1,920 square feet) to be placed on a concrete slab-on-grade foundation in compliance with the 2022 California Building Code (CBC). The building will include a classroom, kitchen, adult and children’s restrooms, storage, and office space, along with all required mechanical, electrical, plumbing, fire alarm, and data infrastructure. The existing building, adjacent landscaping, and play equipment will be demolished as part of the project scope. All utilities will be routed and stubbed to the slab prior to building placement and site amenities installed upon completion.

Procurement Process

On January 26, 2026, CAPK’s procurement team initiated outreach to prospective modular building vendors to identify qualified firms for the project. Beginning with fifteen (15) vendors identified through market research, staff conducted direct outreach via phone and email, confirmed eligibility and interest, and compiled a plan holders list. Request for Proposals No. RFP OPS 2026-002 was formally issued on February 28, 2026. One Request for Information (RFI) was issued on March 2, 2026, with written responses provided to all plan holders. No addenda were issued.

The attached vendor list documents the full scope of vendor outreach conducted prior to and during the solicitation period. Of the fifteen (15) plan holders, six (6) self-identified as ineligible or out of scope (e.g., manufacturers of HUD-code homes rather than DSA-approved modular

classrooms), six (6) received the RFP but did not submit a proposal, one (1) partially responsive and two (2) submitted responsive proposals by the March 17, 2026 deadline.

Proposals were received from the following three (3) firms:

- NextMod, Inc. — Riverside, CA (WMBE, DBE, SBE, WBENC, WOSB certified)
- Silver Creek Modular, LLC — Perris, CA
- JTS Modular, Inc. — Bakersfield, CA

Proposals were evaluated independently by three (3) reviewers: Emilio Wagner, Chief Facilities & Technology Officer; Greg Frank, Principal Architect, Skarphol Frank Associates; and Jason Love, Skarphol Frank Associates. Evaluation used the weighted criteria established in the RFP, with individual scores averaged to produce a final composite score for each proposer. The cost proposal and affirmative business consideration criteria were scored using objective formulas applied uniformly across all three proposals.

Cost scoring applied the following formula: Price Score = (Lowest Responsive Bid ÷ Proposer's Bid) × 30 available points. NextMod's submission was determined to be non-responsive to the base bid specification. JTS Modular's original base bid of $667,000 was reduced to $535,000 after feedback from DSA enabling them to reduce their cost, is the lowest responsive price and receives the full 30 points. Affirmative business consideration awarded 2 points per qualifying category (Minority-Owned, Small Business, Women-Owned, Veteran-Owned, Local Business).

Proposal Evaluation — Summary Scores

`	Max	JTS Modular	NextMod	Silver Creek
1. Relevant Experience	20	20.00	19.33	20.00
2. Past Performance & References	20	19.67	15.67	17.00
3. Firm Capacity & Size	10	8.33	9.33	10.00
4. Project Management & Schedule	10	9.00	10.00	8.67
5. Cost Proposal (formula-based)	30	30.00	N/A	21.77
6. Affirmative Business Consideration	10	2.00	6.00	0.00
TOTAL SCORE	**100**	**89.00 ★**	**N/A**	**77.44**

Prior to final scoring, staff conducted a responsiveness review of all three proposals against the RFP's base bid specification. NextMod's proposal for a pit set building was determined to be non-responsive to the base bid, slab on grade, requirement and is therefore excluded from cost scoring. The scores presented above reflect this determination, with JTS Modular's base bid of $535,000 serving as the lowest responsive price for formula purposes.

JTS Modular is a Bakersfield-based firm with 28 years of DSA experience and holds the distinction of being the only proposer whose base bid explicitly proposed a slab-on-grade building — the specification required by the RFP base bid.

Architectural & Engineering Services

Concurrent with the modular building procurement, CAPK engaged Skarphol Frank Associates (Bakersfield, CA) to provide architectural, civil, geotechnical, and landscape architectural services for the McFarland site. The executed proposal, dated April 8, 2026, reflects a fixed fee of $98,300 — a savings of $68,489 below the $166,789 budgeted for Architect/Engineer services. The Skarphol Frank scope includes pre-design, schematic design, construction documents, DSA submittal, civil engineering (grading/drainage, site utilities, FEMA elevation certificate), geotechnical engineering (soils testing and geologic hazards evaluation), landscape architecture, and construction administration. MEP engineering, fire alarm design, and structural engineering are excluded from the architect's scope, as these disciplines are provided directly by the modular building contractor.

Budget Analysis

The original project budget of the approved 1303, totaled $1,699,878. Three adjustments are required to reflect current pricing:

- The Modular Building line item increases from $403,200 to $535,000 (JTS Modular base bid, inclusive of all applicable taxes and fees), an increase of $131,800.
- The Fire Alarm line item of $12,500 is eliminated as a standalone cost, as the addressable fire alarm system is included within JTS Modular's scope, and that amount is absorbed into the Modular Building line.
- The Architect/Engineer line item decreases from $166,789 to $98,300 (Skarphol Frank Associates actual proposal), a savings of $68,489.
- The Foundation line item is revised from $130,000 to $80,000, reflecting the actual typical cost for this scope, a savings of $50,000.
- The Construction Contingency is reduced by $811 (from $126,355 to $125,544) to offset the remaining budget balance.

The net effect of these adjustments is summarized below:

Budget Adjustment	Amount
Modular building overage vs. original budget line	+$102,216
Fire alarm line reallocated to modular (included in NextMod scope)	−$12,500
Architect/Engineer savings (actual vs. budget)	−$68,489
Foundation budget correction (revised to actual cost)	−$50,000
Construction contingency minor reduction	−$811
Net variance from original budget	**$0 — Within Original Budget**

The combined effect of these adjustments results in a revised total capital cost of $1,699,878 — equal to the original approved budget established in July 2024. No budget amendment is required. All other line items are maintained at their original budgeted values.

Recommendation

Staff recommends that the Budget and Finance Committee approve the award of contract with JTS Modular, Inc. of Bakersfield, California, for modular classroom construction services at the McFarland Head Start facility in the amount of $535,000 and authorize the Chief Executive Officer to execute the associated contract and any change orders within the projects $153,723 contingency.

Attachments:

Proposals: JTS Modular (revised & original), Inc.NextMod, Inc.; Silver Creek Modular, LLC;
RFP OPS 2026-002 2014 Modular Classroom Build
Vendor Outreach & Plan Holders List
RFP OPS 2026-002 Proposal Evaluation & Scoring Matrix
Skarphol Frank Associates — Proposal for Architectural Services (April 8, 2026)
McFarland Head Start Project Budget

March 17, 2026

Response to Request for Proposals

Community Action Partnership of Kern

RFP OPS 2026-002



Modular Construction Services for Community Action Partnership of Kern - Classroom Building

JS MODULAR
A BETTER WAY TO BUILD

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March 17, 2026

Community Action Partnership of Kern (CAPK)
ATTN: Liz G Vargas - Procurement
RFP OPS 2026-002
1300 18th Street, Ste 200 Bakersfield, CA 93301
Sent via Email: procurement@capk.org

RE: Qualifications and Proposal for Modular Construction Services for Community Action Partnership of Kern (CAPK), 410 E. Perkins, McFarland

Dear Ms. Vargas:

Thank you for the opportunity to respond to your Request for Proposals (RFP) for Modular Construction Services for the Modular Classroom Build. JTS Modular would be honored to partner with you in delivering a state-of-the-art permanent modular facility that will serve your students, staff, and community for years to come.

At JTS Modular, we believe the success of every project begins with strong partnerships. Our top priority is building long-term relationships with our clients while delivering best-in-class educational facilities that meet their needs for quality, functionality, and durability. Over the years, JTS has successfully delivered permanent modular educational facilities throughout California for K–12 school districts, municipalities, community colleges, and universities. Our approach is centered on collaboration, transparency, and an unwavering commitment to quality at every stage of the project.

Our experience includes projects such as the new Mountain View School for Panama Buena Vista School District and the Clay Center classrooms for the Kings Community Action Organization, among many others. Through these and numerous additional projects, JTS has consistently demonstrated our ability to deliver high-quality modular facilities while building trusted, lasting partnerships with our clients.

JTS Modular also brings more than 25 years of experience working with the Division of the State Architect (DSA). Since our founding, our focus has been on educational facilities for California public schools, with approximately 90% of our work over the past 25 years consisting of DSA projects. Our team is highly experienced in navigating the DSA process—from initial intake and plan review through backcheck, CCDs, inspections, documentation, and final project closeout. This depth of experience allows us to anticipate challenges, streamline approvals, and help guide the entire project team efficiently through each phase of the process.

We appreciate the opportunity to submit our proposal and would welcome the chance to partner with you on this important project. JTS Modular is committed to delivering a high-quality facility that reflects your vision while providing lasting value to your community.

Respectfully,

Phil Engler – President, JTS Modular
Phile@jtsmodular.com
661.201.4105

A. Relevant Experience

i. JTS Modular began manufacturing modular buildings in 1998 as a division of JTS Construction in Bakersfield, California. Recognizing the growing demand for high-quality modular construction, JTS Modular was incorporated as an independent company in October 2000 and has continued to focus exclusively on modular building solutions ever since. Over the past two decades, JTS Modular has successfully delivered hundreds of thousands of square feet of permanent modular slab-on-grade structures for educational facilities across California. Our long-standing presence in the industry reflects our commitment to quality, reliability, and delivering projects that meet the demanding standards of public-sector construction.

ii. Educational facilities have been our primary market for the past 28 years. During that time, we have developed extensive expertise navigating the Division of the State Architect (DSA) approval process. JTS Modular maintains multiple DSA Pre-Checked (PC) plans and specializes in E-Occupancy buildings, allowing us to streamline approvals and accelerate project schedules. Our in-house design team and trusted consultants have decades of collective experience working with DSA at every stage of the process—from initial project development and plan approval through construction, inspections, and final project close-out. This experience allows us to proactively address regulatory requirements, minimize delays, and provide our clients with a smooth and predictable project delivery process.

iii. While JTS Modular has the capability and experience to construct both pit-set buildings with stem wall foundations and slab-on-grade structures, our long-standing goal has been to elevate modular construction so that it meets—or exceeds—the quality and performance of traditional site-built buildings. For this reason, we are proposing a slab-on-grade building as part of this proposal.

Slab-on-grade construction offers several important advantages to the Owner. Unlike pit-set buildings, it eliminates the need for excavation of a building pit, reducing grading requirements and associated costs. It also removes the need for a crawl space—an area that can attract rodents and accumulate moisture over time. Instead, our buildings utilize a durable concrete slab subfloor, similar to that used in conventional site-built construction, rather than plywood installed over a crawl space.

The result is a stronger, more durable building with improved structural performance, enhanced indoor environmental conditions, and lower long-term maintenance requirements. By providing a solid slab-on-grade foundation, our modular buildings deliver the same stability and longevity expected from site-built facilities, while also reducing life-cycle costs and increasing the long-term value of the Owner's investment.

B. Past Performance and References

i. **Quality of Workmanship**: JTS is committed to delivering exceptional quality in every project we undertake. The innovative features and high-quality materials incorporated into our modular buildings can only achieve their intended performance when paired with superior workmanship. To ensure this standard is consistently met, JTS maintains rigorous quality control procedures throughout the manufacturing process.

In addition to oversight from the Division of the State Architect (DSA) Inspector of Record and a Certified Welding Inspector, JTS employs its own full-time Quality Assurance/Quality Control (QA/QC) supervisor at our manufacturing facility. This QA/QC professional carefully review each stage of building fabrication and formally approve completion of each phase before work proceeds to the next.

Our trade superintendents further reinforce this culture of quality. Every team member involved in the production process is empowered with "stop-work" authority for quality concerns. This means that if any component or task does not meet our standards, work is immediately paused until the issue is corrected and verified.

ii. **Schedule Adherence:** Adhering to project schedules is critical to the successful delivery of any construction project. JTS structures its processes to maximize efficiency by fabricating the building within our manufacturing facility while site preparation is completed in parallel. This coordinated approach ensures the building is ready for installation as soon as the site is prepared.

Our team works closely with site general contractors on a daily basis to ensure they have the information and support necessary to maintain progress and prepare for building delivery. We also actively manage changes that may arise from unforeseen conditions, collaborating with project partners to address challenges promptly and maintain project momentum.

iii. **Responsiveness & issue resolution:** While construction projects occasionally encounter unforeseen challenges, JTS prioritizes proactive planning to minimize issues before they arise. Because our buildings incorporate prefabricated assemblies, our designers, engineers, tradespeople, and project managers work closely together to anticipate potential challenges and resolve them during the design and fabrication stages whenever possible.

When issues do occur, our team responds immediately with clear communication and collaborative problem-solving. We promptly identify the issue, develop practical solutions, and coordinate with the

full project team—including the Architect, CAPK, site contractor, inspectors, and other stakeholders—to agree on and implement the most effective resolution.

Once the building is delivered to the project site, JTS maintains a skilled project superintendent on site full-time to ensure any concerns are addressed quickly and efficiently, helping keep the project on schedule and maintaining the highest standards of quality.

iv. Minimum three (3) references from projects completed within the last five (5) years for similar educational projects:

a. **Panama Buena Vista Union School District, Bakersfield, CA**
   i. Reference: Paul Johnson – Facilities Director - 661-831-8331 ext. 6280 pjohnson@pbvusd.k12.ca.us
   ii. Project 1: Leo Hart Elementary School Kindergarten Classroom Permanent Modular Construction
   iii. Contract Value 1: $ 2,877,384
   iv. Scope 1: Fabrication and installation of (6) Kindergarten classrooms (8,640 square feet of building – project currently in close-out phase)
   v. Project 2: New TK-8th Grade School Modular Construction
   vi. Contract Value 2: $ 34,117,859
   vii. Scope 2: Fabrication and installation of (8) new modular buildings, including:
      1. Learning Resource Center (3,720 square feet)
      2. Kindergarten building (7,150 square feet)
      3. Transitional Kindergarten building (9,740 square feet)
      4. 1st Grade building (6,010 square feet)
      5. 2nd/3rd Grade building (10,380 square feet)
      6. 4th/5th Grade building (9,350 square feet)
      7. 6th/7th Grade building (9,010 square feet)
      8. 8th Grade/electives building (13,700 square feet)

b. **Kings Community Action Organization – Clay Center**
   i. Reference: Jeff Garner – Executive Director - 559-582-4386
   ii. Project: Modular Building at Clay Center for Kings Community Action Organization
   iii. Contract Value: $ 2,902,697
   iv. Scope: Fabricate and Install (2) preschool classrooms with associated offices/resource rooms (5,760 square feet)

c. **Merced County Office of Education – Valley Community School Classroom**

i. Reference: Steve Tiejen –Superintendent, Merced County Office of Education 209-381-6601

ii. Project: Los Banos – Valley Community School New Classroom Bldg.

iii. Contract Value: $ 855,000

iv. Scope: Fabricate and install (1) 2,400 SF Bldg with (2) Classrooms and a restroom.

PBVUSD New TK-8th Campus



C. Firm Capacity & Size

i. **Manufacturing capacity and workforce:** Since our founding 28 years ago, JTS Modular has consistently expanded in size, sophistication, innovation, and quality. Last year, we manufactured approximately 150,000 square feet of permanent, slab-on-grade modular buildings, including:

- **50,000 sq. ft.** – TK/K classrooms
- **60,000 sq. ft.** – Educational classrooms for public schools
- **20,000 sq. ft.** – School district offices, libraries, and miscellaneous facilities
- **10,000 sq. ft.** – Municipal buildings
- **10,000 sq. ft.** – College and university facilities

The 1,920-square-foot requirement for this project aligns perfectly with our production capabilities, allowing us to ensure rapid, seamless fabrication, delivery, and installation for CAPK.

Our workforce is a balanced mix of highly experienced professionals—some with over 25 years at JTS—and new talent bringing fresh perspectives. Our team of approximately 125 dedicated employees is committed to delivering the highest-quality permanent modular buildings.

ii. **Coordination approach with GC and utilities:** Our coordination strategy with the site general contractor and utility providers begins at project inception and emphasizes clear, consistent communication. During preconstruction, our team collaborates closely with civil engineers to confirm utility connection points, sizes, and depths, ensuring all project stakeholders receive coordinated, accurate information.

Our Project Manager will schedule regular on-site meetings to review transportation and delivery logistics, confirm critical dates, and address any necessary schedule adjustments. This proactive approach minimizes delays and ensures smooth project execution.

iii. **Ability to meet schedule and production demands:** Efficient project execution relies on thorough planning and collaboration. Typically, site preparation—including grading, underground utilities, and concrete curing—drives the project's critical path. In many cases, building fabrication is completed before the site is fully ready.

From the outset, our management team focuses on aligning design decisions, submittals, and owner approvals with site contractor coordination. Once a site contractor is selected, JTS works closely to finalize slab pours, embed locations, and utility connections. Our internal quality control team monitors each step to prevent unforeseen issues, ensuring the project proceeds efficiently and without disruption.

D. Project Management & Schedule

Proposed project manager experience: Our proposed Project Manager for this project is **Jesse Walla**, who has been with JTS Modular for 14 years. Jesse brings extensive expertise in modular manufacturing, delivery, and installation. Recent projects include:

- TK-8th Grade expansion at Panama Buena Vista Union School District (now Mountain Vista Elementary)
- Leo Hart Elementary School Kindergarten Classroom Permanent Modular Construction, Panama Buena Vista Union School District
- Modular building at Clay Center for Kings Community Action Organization

Jesse excels in building partnerships, navigating the DSA approval process, managing construction quality, coordinating with site contractors, and maintaining clear communication with all project stakeholders.

i. Defined roles and responsibilities: The process of fabricating and installing a modular building has many different phases that span from preconstruction and DSA approval, in-plant fabrication, delivery, installation and close-out. Internally, our Project Manager will lead and guide the project through every phase and make sure that each of the phases runs seamlessly and that the plan/schedule is communicated to the entire project team. The following leaders are our proposed project team representing JTS Modular with their defined roles and responsibilities.

Project Executive: Phil Engler, President, JTS Modular, Inc.

With 25+ years' experience in the construction and modular industry, Phil will be the project executive on this project through design, in plant production, site installation, and completion. Phil will work with the Project Manager and Design Manager to make sure that the design and construction are of the highest quality and that the project in all phases is ahead of schedule. Phil will be available at client and design team meetings as necessary and will provide any additional resources to the JTS project team as required to make sure the project achieves the goal of all the stakeholders.

Project Manager: Jesse Walla, Project Manager, JTS Modular, Inc.

Jesse has over 14 years' experience working in all aspects of construction. His experience ranges from understanding the design requirements of the projects, the materials options available, subcontractor strategies, and management of schedules and quality. Jesse will be involved throughout the project from design to procurement to fabrication to installation and completion. The Project Manager will be the main point of contact through the design phase, Chuck and Jesse will work closely on all impacts of

the design to the schedule and the budget. Once the design phase is over, Jesse will be the main point of contact and will be fully up to speed as the leader of the QA/QC team.

Project Design Manager: Chuck Richmond, Pre-Construction Manager, JTS Modular, Inc.

Chuck will be the Project Manager's main point of contact for the design phase and will be actively engaged in coordinating with the Owner, site contractor, and the design team. He has 25+ years working with DSA in the modular industry. Chuck is schedule driven and budget conscious and has a wealth of experience in developing methods of expediting schedules and lowering budgets. Chuck's focus on quality and detail is unmatched in the modular industry and he has developed a design team and consultants that share that passion. Chuck will be 100% available to the design team.

Designers/BIM Model: Meriam Ghattas, JTS Modular, Inc.

With combined experience of over 20 years, our design department run by Meriam will provide the day-to-day design drafting and modeling under the direction of Chuck Richmond. Meriam and her team are very knowledgeable and experienced with utilizing existing models they have built and modifying them to meet current project specifications and requirements for DSA projects, in order to improve on schedule results. Meriam and her team are excessively detail oriented, quality driven, and dedicated to providing detailed drawings at each design phase. Meriam and her team will be available for this project on a daily basis during the design phase and as needed for the contract administration phase.

Structural Engineer: Ryan Omer, Owner, Orion Structural Engineering, Inc.

Orion Engineering has worked with JTS Modular for many years and has been a catalyst of many of the innovative concepts that JTS has developed. Ryan's experience in modular structural design is an invaluable asset to the design team. Ryan has decades long experience with all aspects of DSA projects. He'll be available at any time to work with the design team to develop the structural package ahead of the schedule indicated.

Mechanical/Electrical Engineer: Frank Cantelmi, Owner, Cantelmi Engineering, Inc.

Frank has been working with JTS Modular for many years developing modular buildings. Frank is consistently providing updates on upcoming code revisions and concepts of how to meet code. With a focus on constructability and cost, Frank works within our design models and will be available as much as necessary throughout the design phase of the project. Our mechanical engineer has a licensed commissioning agent on staff, and are very involved with mechanical quality design and installation.

ii. **Quality Control and inspection processes:** Quality control is central to our commitment to excellence. Our in-plant fabrication process includes multiple inspection layers and hold points, ensuring the final product meets or exceeds project expectations. Key participants include:

- DSA Inspector of Record
- Certified Welding Inspector
- JTS Quality Assurance and Quality Control specialist
- Plant Manager and Superintendent
- Skilled trade superintendents

Our trade superintendents, plant management, and QA/QC specialist will be addressing quality on a daily basis, with inspections conducted for each trade on each module, prior to allowing the next trade. We work closely with the DSA inspector to ensure that the result is a building that exceeds quality expectations. This rigorous oversight guarantees a durable, high-quality modular building for your facility.

iii. **Draft a proposed duration project schedule:**

Schedule to begin upon DSA approval – assumes product submittals, color selections, and material procurement occurs quickly.

In-plant fabrication: Duration 7 weeks.

Delivery and install: Duration 1 day. (to be coordinated once site is prepared for delivery/install.)

Closeout/completion: Duration 4 weeks.

Services to be provided and plan of action: The services that we are proposing to provide are all-encompassing to go from contract to occupancy. The (5) main phases of the project are anticipated to be:

1. Schedule development: Our initial phase of the project will be the development of the overall project schedule, as led by the Project Manager – Jesse Walla. The overall project schedule, to be developed with input from the entire project team, will allow each member of the team – CAPK, site architect, site contractor, JTS Modular, engineers, and inspectors to have a good idea of when tasks area due and how it may impact the overall schedule.
2. Preconstruction engineering and DSA approval: Running concurrent with the Schedule Development will be the preconstruction, engineering, and DSA submittal/approval. In this phase, value engineering options are developed to reduce costs for CAPK. As shown in the roles and responsibilities section, our design team and our project manager will be utilizing Building Information Modelling and their extensive experience in navigating DSA to expedite the process and develop cost savings options. The

submittal to DSA will be optimized, efficient, timely, and complete. Additionally, material submittals, selections, and procurement will happen during the preconstruction phase in order to have materials at the plant to avoid material delays.

3. Plant fabrication: Upon DSA approval, Jesse will initiate the start of plant fabrication. He will have engaged our Plant Manager Garrett Patterson and Plant Superintendent Efrain Medina prior to DSA approval and will develop a more detailed fabrication schedule, to fall within the original overall schedule developed. Our internal pre-fabrication meetings summarize the quality, schedule, and coordination expectations of our in-plant trade superintendents during plant fabrication. Once fabrication begins, Garrett and Efrain will lead and manage the quality control process, the schedule, and work with Jesse on coordination for the project.
4. Delivery/site coordination: While most of the site coordination will have been generally done during the preconstruction phase, the site coordination for delivery and installation will need to be more specific prior to delivery. Our design team will utilize their 3D Building Information Modelling to communicate with the site contractor for site construction items that integrate with the modular building – such as foundation, weld plates, points of connection, and scheduling.
5. Installation/closeout: During the installation and closeout phase of the project we'll set the building on the foundation, weld to the weld plates installed by the site general contractor, install the remaining exterior finish, the flooring, casework, and close-up the module lines creating a site-built quality installation and finished product for CAPK to occupy. The installation and closeout phase of the project will be led by the project manager, Jesse Walla, and will be coordinated with our highly experienced and skilled installation crew. As with all phases of the project, Jesse will ensure that the entire project team knows the schedule, understands any challenges that may have developed, knows the details of the inspections and quality control that has been completed as well as schedule further inspections and quality control, and coordinates with CAPK, the site general contractor, the architect, and the crews on site to ensure the project meets all quality, cost, and schedule requirements until final closeout and occupancy. Jesse will take the lead in getting final DSA closeout as well as the certificate of occupancy within the scheduled timeframe.



E. Cost Proposal

JTS Modular is pleased to provide our proposal which is based on the RFP documents, the responses to RFI's, the conceptual floor plan on page 12 of the RFP documents, and the inclusions/exclusions identified below:

Base Building: Consists of steel primary frame with wood infill walls on a slab-on-grade foundation (design by JTS, installation by others,) in compliance with 2022 CBC delivered and installed at 410 E. Perkins, McFarland, CA.

(1) 48'x40' Classroom Building	$ 565,000
Local (Kern County) Client Discount	$ 30,000
Sales Tax (est.)	$ 17,039
Total Proposal	**$ 535,000** (includes sales tax)

Inclusions:

- Fabrication, delivery, and installation per the RFP. Prevailing wage to be paid on site.
- Steel framed building with wood infill walls, including mechanical, electrical, plumbing, and finishes as described below, on a slab-on-grade foundation (by others) in compliance with 2022 CBC delivered and installed at the project site.
- Exterior finish to be James Hardie Cedarmill plank lap siding, factory finished, with James Hardie trim boards at corners, windows, and doors.
- Roof to be sloped from front to back of building, meeting DSA seismic and wind requirements, with a standing seam metal roofing system, with customer choice of standard colors.
- Standard metal downspouts and gutters to be provided at low end of roof, with downspouts directing water away from the building.
- Ceiling finishes to be 2x4 acoustical panels with washable panels in kitchen, storage, and restrooms.
- Wall finishes to be vinyl covered tackable wall board in classroom and office, full height FRP in kitchen, storage, and restrooms.
- Floor finishes to be Shaw Indwell 20 mil LVT throughout except kitchen and restrooms, with 4" rubber topset base, and AHF Contract Homogeneous Sheet Vinyl for kitchen and restrooms (Armstrong Connection Corlon discontinued,) with 6" coved base.
- Cabinets to be laminate base and wall cabinets with solid surface tops and 4" backsplash.

- Doors, windows, and hardware to be metal frame, hollow metal door exterior, stained doors interior, with a stained wood dutch door at child restroom.
- HVAC to be wall mounted dual-pack HVAC units sized for load and ventilation with programmable thermostats and ducted supply/return. Location of the HVAC units to be determined along with CAPK during submittal phase. Exhaust fans to be in the restrooms.
- 40 gallon water heater serving the kitchen and adult restrooms, with children's restroom receiving cold water only.
- Kitchen to have two compartment sink with garbage disposal and dishwasher connection.
- Classroom to receive (1) single bay sink with hand wash and bubbler
- Piping stubbed out 5' from the exterior restroom wall to the point of connection.
- Electrical panel in the building, potentially needing 400A single phase to accommodate power requirements. LED lighting with battery backup emergency lighting, occupancy sensors, GFCI in wet areas, dedicated circuits for kitchen appliances.
- Addressable automatic system per E occupancy, including smoke detectors, horn/strobes, and pull stations. Fire alarm scope to be subcontracted, and is included in proposal
- 5 Cat6 drops in office, (4) Cat6 drops in classroom, patch panel, rack, labeling, rough-in for card readers.
- Accommodations for refrigerator, microwave, toaster, under-counter dishwasher, and CAPK provided food warmer. Locations and details to be determined during design submittal phase.
- Fire extinguishers, exit signs, and emergency lighting.
- Our proposal includes shop drawings, MEP layouts, material data to be approved by CAPK.
- Building to be inspected in-plant and on site including the modular structure, electrical, plumbing, mechanical, fire alarm, and occupancy. Costs of inspections are not included in this proposal.
- Close-outs to include as-builts, O&M manuals, warranties, and test reports, as applicable.

Exclusions:

- Kitchen hood/suppression system – light-duty warming kitchen, hood/suppression not required.
- Provide or install IT equipment (Switch and Access Point.)
- Provide or install appliances (Refrigerator, Microwave, Toaster, Food Warmer, Dishwasher.)
- Provide or install furniture.
- Foundation work, including staking, grading, excavation, termite control, rebar, vapor barrier, concrete, cure.
- Site grading or site utilities (water, sewer, electric, data.). Utilities to be stubbed within 5' of staff restroom.

- Other site work, including backfilling, sidewalk, demolition, grading, anything outside of the building footprint.
- DSA fees, development or utility fees, or architect fees.
- Solar panels or battery storage. Building to be designed with space for future solar.
- Requires clear, unobstructed access to the building foundation for delivery and setting on the foundation. Restoration along the access path is excluded from this proposal
- PLA or Union Labor, or Skilled and Trained Workforce requirements
- Fire rated walls or assemblies or storefront assemblies
- WUI code
- Snow loads
- Gas lines, gas equipment
- Soil testing, soils reports, geo hazard report/testing
- Fire sprinklers/risers
- Solatubes or other skylights
- Sealing/waxing of finish floor coverings

Subcontracted work on site includes Fire Alarm: Tel-Tec Security, Flooring: San Juaquin Interiors, Casework: C&W Custom Cabinets.

Thank you for the opportunity to provide this response to the RFP. JTS Modular has no potential conflicts of interest for this project.

Included in the proposal are provisions for Minority Owned Business Enterprise (MBE) for the fire alarm installation, Disadvantaged Veteran Business Enterprise and Small Business Enterprise (DVBE/SBE) supplying structural steel.

If you have any questions or would like to discuss any portions of this Response to the RFP, please do not hesitate to contact me.

Respectfully,

Phil Engler
President - JTS Modular, Inc.
phile@jtsmodular.com
661-201-4105 (Cell)

APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: 3/17/2026 Prepared By: Phil Engler

Official Business Name: JTS Modular, Inc.

DBA: _____

Location Address: 7001 McDivitt Dr. (Street) Bakersfield (City) CA (State) 93313 (Zip)

Remit Address: PO Box 41765 (Street) Bakersfield (City) CA (State) 93384 (Zip)

Contact Person: Phil Engler Title: President

Phone #: 661-835-9270 Accts. Receivable Phone #: 661-835-9270

Fax #: N/A Customer Service Phone #: 661-835-9270

CAPK Vendor #: _____ E-mail Address: phile@jtsmodular.com

Federal ID # or SS#: 77-0553879 Type of Business: construction/manufacturing

Contractor Lic #: 798919 Business Lic #: 26 000054519 City Issued: Bakersfield

General Liability Insurance Carrier & Policy #: see attached

Auto Liability Insurance Carrier & Policy #: _____

Workers Compensation Insurance Carrier & Policy #: _____

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☒ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned N/A

Years in Business: 26 Accept Purchase Orders: ☒ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner. N/A

Authorized Signature: _____ Print Name: Phil Engler

Title: President Date: 3/17/2026

REV. 012516

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CW Phillips Insurance Services 5601 Truxtun Ave, Ste 170 Bakersfield CA 93309	CONTACT NAME: Jaime Ritchie PHONE (A/C, No, Ext): (661) 425-9322 FAX (A/C, No): E-MAIL ADDRESS: jaime@cwphillips.com
INSURED James E. Thompson, Inc., DBA: JTS Construction and JTS Modular, P O Box 41765 Bakersfield CA 93384	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : The Travelers Indemnity Co of CT — 25682 INSURER B : Travelers Property Casualty Co of America — 25674 INSURER C : St. Pauls Surplus Lines Insurance Company — 30481 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 26-27 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			VT22ECO4R63141ATCT26	01/01/2026	01/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employee Benefits	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			VTECAP4R631421TCT26	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist	$ 1,000,000 $ $ $ $ 1,000,000
B	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			CUP4R6314332526	01/01/2026	01/01/2027	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UBA22111562525D	01/01/2026	01/01/2027	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Professional Liability			ZCD-91N9811A	01/01/2026	01/01/2027	Aggregate Each Act, Error Or Each Pollution Condition	$1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

*SAMPLE/INFO JTS Construction / JTS Modular Inc
P O Box 41765
Bakersfield CA 93384

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
JTS Modular, Inc.

2 Business name/disregarded entity name, if different from above
N/A

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
PO Box 41765

Requester's name and address (optional)

6 City, state, and ZIP code
Bakersfield, CA 93384

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
7 7 - 0 5 5 3 8 7 9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 3/17/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

APPENDIX C

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Contract is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Contract except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.

12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.

13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Contract, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."

16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

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

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

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

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

17. **WORKER'S COMPENSATION:** Labor Code Section 3700 provides:

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

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

    "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which

may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

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

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

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

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

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

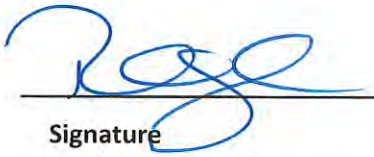
All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agent's employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated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

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

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

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

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



3/17/2026

Signature **Date**

Phil Engler

Print Name

JTS Modular, Inc.

Company Name

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

NAME	CONTACT	ADDRESS	PHONE #	EMAIL	WEBSITE	NOTES	FOLLOW UP
JT'S CONSTRUCTION	SAM E.	PO BOX 41765, BAKERSFIELD, CA 93384	661-835-9270	SAME@JTSMODULAR.COM	https://www.jtsconstruction.com/projects.html	01.26.2026 - PER SAM - OK TO SEND RFP - LV	02.18.2026 - Will CB to confirm
ULRICH LIFESTYLE STRUCTURES	IAN	6601 ROSEDALE HWY, BAKERSFIELD, CA	888-293-2928		https://www.ulrichlifestyle.com/	01.26.2026 - THEY DO NOT MFG MODULARS -	-
MANUFACTURED HOUSING SPECIALISTS	BRIAN ROWLAND		661-398-0973	brian@manufacturedhousingspecialists.com	https://www.manufacturedhousingspecialists.com/valley-manufactured-homes	01.26.2026 - OK TO SEND - LV	02.18.2026 - Do not do Modular only Manufactures
PLANT PREFABS		5805 SANTA ELENA DR, ARVIN, CA 93203	909-546-7444	Seth.Whitlock@plantprefab.com	https://www.plantprefab.com/	01.26-2026 - LEFT VM - LV- 02.172026 - LM -LV	02.17.2026 - Received
MOBILE MODULAR	OSCAR		951-903-3952	OSCAR.SILVA@MOBILEMODULAR.COM	https://www.mobilemodular.com/custom-modular-solutions	01.26.2026 - PER OSCAR - OK TO SEND	02.18.2026 - Received
PACIFIC MOBILE STRUCTURES	MCKENNA	1554 BISHOP ROAD, CHEHALIS, WA 98532	800-225-6539	ILOVETRAILERS@PACIFICMOBILE.COM	https://pacificmobile.com/sage-classrooms/	01.26-2026 - MCKENNA OK TO SEND	02.17.2026 - Do not provide DSA approved modulars
WILLSCOT	MIKE HERNANDEZ - DANIEL YOUNG		866-888-0513	DANIEL.YOUNG@WILLSCOT.COM		01.26-2026 - PER MIKE OK TO SEND	02.18.2026 - couldn't get a hold of someone 02.19.2026 - Daniel received the RFP - LV
UNITED MODULAR CORP	JEFF TOWERS	4740 GREEN RIVER RD, STE 115, CORONA, CA 92878	833-425-2777	JTOWERS@UNIFIEDMOD.C	https://www.unifiedmod.com/bakersfield/	01.26.2026 - JEFF OK TO SEND	02.18.2026 - Left VM
US MODULAR, INC.	GUADALUPE	579 W. COUNTY LINE RD, CALIMESA, CA 92320	951-679-9907			01.26-2026 - LEFT VM - LV - 02.17-2026 - DO NOT MFG MODULAR CLASSROOMS	-
Imodular	MATT BAINES	19744 BEACH BLVD, #154, HUNTINGTON BEACH, CA 92648	800-806-7485		IMODULAR.COM	01.26.2026 - LEFT VM - LV - 02.17.2026 - LM - LV	2.18.2026 - Matt received
PREFERRED MODULAR STRUCTURES	SANDY - MATT	3235 BELGIAN DR, NORCO, CA 92860	951-735-2332	MATT@PREFERREDMODULAR.COM	https://preferredmodular.com/	01.26.2026 - PER SANDY OK TO SEND	02.18.2026 - Resent RFP per request. Will FU 02.19.2026 - Do not provide svcs or bldgs for DSA projects - LV
UTOPIA MODULAR	DAMON SUMMERS	2371 E 51ST STREET, VERNON, CA 90058	323-582-5200	DAMON@UTOPIAMODULAR.COM	https://www.utopiamodular.com/	01.26.2026 - PER DAMON OK TO SEND	02.18.2026 - No Answer
ALAN PRE-FAB BUILDING CORP	BRETT	17817 EVELYN AVE, GARDENA, CA 90248	310-538-0333			01.26.2026 - PER BRETT DOES NOT MANUFACTURE CLASSROOM	-
GLOBAL MODULAR, INC.	ERICKA WALKER	1860 CHICAGO AVE, STE I-7, RIVERSIDE, CA	951-686-3633	sales@gdvi.net- ewalker@gdvi.n	https://gdvi.net/contact	01.26.2026 - LEFT VM - LV - 02.17.2026 - LM - LV	Received - 02.17.20206 - LV
NEXT MOD	APRIL KERR	6361 BOX SPRINGS BLVD, RIVERSIDE, CA 92507	909-740-3120	april@nextmodinc.com	www.nextmodinc.com	02.25.2026 - SENT OUT RFP FROM EMAIL	

Date: March 17, 2026

Community Action Partnership of Kern (CAPK)
RFP OPS 2026-002
ATTN:
Liz G Vargas – Procurement | procurement@capk.org | 661.366.5236
1300 18th Street, Suite 200
Bakersfield, CA 93301

Dear Liz,

We appreciate the opportunity to present this proposal for the four (4) 12' x 40' buildings from NextMod. Our primary objective is to deliver a high-quality, efficient solution that addresses your facility needs while ensuring a smooth and reliable project process from inception to completion.

NextMod prioritizes thoughtful design, robust construction, and transparent communication. This proactive approach allows us to move each project forward efficiently, ensuring all stakeholders are aligned throughout the process.

As a certified women- and minority-owned business, we are committed to supporting diverse procurement goals. Our certifications—WMBE #22000769, WBENC #2301591, WOSB #230946, DBE #51294, SBE #9417, and SB #1795512—demonstrate our dedication to meeting supplier diversity requirements while consistently delivering dependable project outcomes.

In this proposal, you will find comprehensive specifications, scope details, and key information pertaining to the project. Each section is carefully structured to clarify what is included and how our team will contribute to the successful completion of the four-building configuration.

Thank you once again for considering NextMod for your project needs. We are eager to answer any questions you may have and to discuss how we can best support your goals.

Sincerely,

M Corona

Melina Corona, CEO
NextMod, Inc.
6361 Box Springs Blvd
Riverside, CA 92507
info@nextmodinc.com
909.740.3120

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Description of Services Offered by NextMod

NextMod is dedicated to providing a comprehensive suite of services tailored to meet the unique needs of modular construction projects. Here's what we offer:

1. **Modular Design and Stockpile Approval:** NextMod will lead the modular design process and secure all necessary stockpile approvals, ensuring your project complies with local regulations and specifications.
2. **DSA Approved Pit Set Concrete Foundation:** We specialize in creating Division of the State Architect (DSA) approved pit set concrete foundations, which are critical for the stability and longevity of modular buildings.
3. **Architectural Collaboration:** Our team will assist your Architect by providing design support and addressing any questions related to site configuration. This collaboration ensures a seamless integration of modular designs with the overall project requirements.
4. **Comprehensive Site Visits:** NextMod conducts thorough site visits to gather information. These visits allow us to write detailed scopes of work for both the modular building and the General Contractor (GC). This careful documentation helps eliminate any overlap in scope and ensures clarity, eliminates RFI's, reducing the risk of change orders.
5. **Manufacturing and Transportation:** We manage the entire manufacturing process of the modular building, followed by the transportation logistics to the site. Our experienced team ensures safe and timely delivery.
6. **Crane Installation:** Our services include the operation of cranes for the installation of modular units, ensuring that the process is carried out smoothly and efficiently.
7. **Finishes and Equipment Installation:** NextMod takes care of all indicated finishes and equipment installations, providing a complete package that is ready for use upon project completion.
8. **Industry-Leading Warranty:** As the only manufacturer in the industry to offer a 5-year building warranty and a 10-year roof warranty, we provide peace of mind for our clients. We guarantee no roof leaks; if they occur, we offer a $5,000 rebate for each instance. Additionally, our warranty includes a 1-year HVAC guarantee and 5 years on parts.
9. **Quality Assurance:** At NextMod, we prioritize quality in every project. We ensure that all specifications are detailed and clear, allowing clients to understand precisely what they are purchasing.
10. **Understanding End-User Needs:** Our commitment to quality is driven by an understanding of the end-users' needs. We take the time to craft detailed specifications that not only meet but exceed client expectations.

NextMod is dedicated to delivering high-quality modular solutions while ensuring client satisfaction through clear communication and meticulous planning. If you have any questions about our services or would like to discuss specific project needs, please feel free to ask.

STATE CERTIFICATIONS: **WMBE#** 22000769 | **DBE#** 51294 **| SBE#** 9417 | **SB#** 1795512
FEDERAL CERTIFICATIONS: **WBENC#** 2301591 | **WOSB#** 230946
CSLB Lic.# 992218-B | **Manufacturer Lic.#** MF1279666 | **Dealer Lic.#** DF1279666 | **DIR Reg.#** 1000012108

Detailed plan of action for all phases of the services

NextMod is committed to delivering a structured and thorough approach to modular construction projects. Below is a detailed plan of action that outlines each phase of our services, incorporating quality control processes to ensure the highest standards are met.

1. Modular Design and Stockpile Approval

- **Action Steps:**
  - Conduct an initial consultation with stakeholders to understand project requirements.
  - Lead the modular design process, creating detailed blueprints and specifications.
  - Submit designs for review and obtain necessary stockpile approvals.
- **Quality Control:**
  - Establish design review checkpoints to ensure compliance with local regulations during the design phase.
  - Review designs for feasibility and clarity, incorporating feedback from clients and stakeholders.

2. DSA Approved PC Pit Set Concrete Foundation Design

- **Action Steps:**
  - Develop foundation designs in compliance with Division of the State Architect (DSA) requirements.
  - Prepare and submit necessary documentation to Architect for DSA approval.
- **Quality Control:**
  - Conduct pre-installation checks of foundation materials and methods.
  - Schedule inspections during installation to verify alignment with approved plans.

3. Architectural Collaboration

- **Action Steps:**
  - Provide ongoing support to architects for design integration and site configuration.
  - Organize collaborative meetings to address questions or issues that arise.
- **Quality Control:**
  - Regularly review collaboration outputs for consistency and alignment with project objectives.

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4. Comprehensive Site Visits

- **Action Steps:**
  - Visit the project site to assess conditions and gather necessary data.
  - Collect information that will be used to write detailed scopes of work for both modular components and the General Contractor (GC).
- **Quality Control:**
  - Document findings from site visits and use them to update project plans accordingly.
  - Ensure that scopes of work are thoroughly reviewed and finalized to prevent overlap and misunderstandings.

5. Manufacturing and Transportation

- **Action Steps:**
  - Oversee the manufacturing process, ensuring adherence to design specifications and quality standards.
  - Manage logistics for the transportation of modular units to the project site.
- **Quality Control:**
  - Conduct inspections of all manufactured units before transportation.
  - Monitor transportation procedures to minimize risks during delivery.

6. Crane Installation

- **Action Steps:**
  - Coordinate with crane operators for the safe installation of modular units.
  - Supervise the installation process for accuracy and safety.
- **Quality Control:**
  - Implement safety checks before, during, and after installation to ensure structural integrity.
  - Document the installation process for accountability.

7. Finishes and Equipment Installation

- **Action Steps:**
  - Oversee the installation of any specified finishes and equipment within the modular units.
- **Quality Control:**
  - Perform quality checks after the installation of finishes and equipment to ensure they meet standards.
  - Address any discrepancies immediately to ensure client satisfaction.

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8. Industry-Leading Warranty Implementation

- **Action Steps:**
  - Clearly outline warranty coverage terms to clients, including the 5-year building warranty and 10-year roof warranty.
  - Establish procedures for clients to report issues covered under the warranty.
- **Quality Control:**
  - Monitor and track warranty claims for compliance and to identify any recurring issues.

9. Quality Assurance Throughout

- **Action Steps:**
  - Document all quality control processes and outcomes for transparency.
  - Engage in continuous feedback loops with the project team to identify areas for improvement.
- **Quality Control:**
  - Conduct post-project reviews to assess overall quality against client expectations and documented spec sheets.

10. Understanding End-User Needs

- **Action Steps:**
  - Gather comprehensive feedback from end-users during and after the project.
  - Regularly assess client satisfaction to ensure alignment with user needs.
- **Quality Control:**
  - Utilize client feedback to refine processes and improve service offerings in future projects.

If you have any questions about this plan or would like to explore specific components further, please don't hesitate to reach out.

TAX: All taxes are included for both projects.

Discounts: Accurate fair market pricing is provided on high-end spec quality modular building, with extended warranty for peace of mind, with guaranteed service within 24hrs should any service be requested.

STATE CERTIFICATIONS: **WMBE#** 22000769 | **DBE#** 51294 **| SBE#** 9417 | **SB#** 1795512
FEDERAL CERTIFICATIONS: **WBENC#** 2301591 | **WOSB#** 230946
CSLB Lic.# 992218-B | **Manufacturer Lic.#** MF1279666 | **Dealer Lic.#** DF1279666 | **DIR Reg.#** 1000012108

Conflict of Interest Statement

NextMod would like to clarify that we have no association with any employees, architects, or General Contractors (GC) associated with Community Action Partnership of Kern (CAPK) or the related projects. We have not engaged in any conversations or established any relationships that may imply a conflict of interest regarding the services we provide to CAPK.

NextMod is committed to adhering to all provisions outlined in Section 1090 et seq. and Section 87100 et seq. of the Government Code, which pertain to conflicts of interest for public officers and employees. We fully understand that no officer or employee of CAPK, or member of its governing body, shall possess any direct or indirect pecuniary interest in our contract or its proceeds.

By outlining this statement, we wish to ensure transparency and maintain the integrity of the working relationship with CAPK. Please feel free to reach out if you have any further questions or require additional information.

Appendix C: Terms and Conditions are fully accepted by NextMod, Inc.

NextMod's Contact Information:

Melina Corona, CEO
Melina@NextModinc.com
714.715.5993

Sean Khan, EVP
Sean@NextModinc.com
909.7003.0148

Laura Zamora, BDM
Laura@NextModinc.com
909.927.7530

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Proposal#NS0317-1

Date: March 17, 2026

Client:
Community Action Partnership of Kern (CAPK)
1300 18th Street, Suite 200
Bakersfield, CA 93301

Attn:
Liz G Vargas – Procurement | procurement@capk.org | 661.366.5236

RE: **RFP OPS 2026-002**

Greetings Liz!

Thank you for the opportunity to provide a quote for a new 48x40 (Consists of (4) 12x40 Modular Buildings; 1920sq.ft.) modular buildings at Browning Road Steam Academy 410 E Perkins Ave, McFarland, CA 93250 and Tompkins ES 1120 S. Curry St, Tehachapi, CA 93561. At NextMod, we specialize in designing and manufacturing advanced modular buildings that integrate innovative technology, sustainable practices, and superior quality. Our focus is on creating adaptable, efficient, and eco-friendly spaces that enhance educational environments while ensuring health and safety. Every module we build is crafted to deliver exceptional excellence and durability, ensuring they stand the test of time.

NextMod brings extensive expertise in designing and securing DSA Stockpile approval for both at Browning Road Steam Academy 410 E Perkins Ave, McFarland, CA 93250 and Tompkins ES 1120 S. Curry St, Tehachapi, CA 93561 modular buildings. We can complete this process swiftly—within just 3 to 4 weeks of receiving the Notice to Proceed (NTP). Our timeline is structured for efficiency, with 1 week dedicated to design, followed by 1 to 2 weeks for Structural Engineering (SE) and Mechanical, Electrical, and Plumbing (MEP) reviews. We are able to submit for same-day approval to the DSA Office at San Diego.

This will ensure that your modular units are locked in under the 2022 California Building Code (CBC), prior to the implementation of the 2025 CBC, which takes effect on July 1, 2026. The upcoming code changes involve structural modifications and other components that we need to address and increases costs.

Regarding inflation, our approach will be to obtain material proposals from current project Browning Road Steam Academy 410 E Perkins Ave, McFarland, CA 93250 and provide to you for future save keeping validation. When it is time for manufacturing Tompkins ES 1120 S. Curry St, Tehachapi, CA 93561 in 2027 or 2028, we can request updated quotes for the materials. Any cost differences will be captured in a Change Order, submitted with no markup.

This proposed approach could be seen as a cost-saving strategy under Education Code 4217. This code allows for more flexible procurement methods when it comes to projects that improve public school facilities, often prioritizing cost efficiency and timely completion.

By obtaining the stockpile approval based on the 2022 California Building Code, you aim to avoid potential costs associated with compliance changes that will come with the 2025 code. Additionally, by securing a fixed price for design and future materials with no markup, you are effectively managing costs and potentially saving money in the long run.

STATE CERTIFICATIONS: **WMBE#** 22000769 | **DBE#** 51294 **| SBE#** 9417 | **SB#** 1795512
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CSLB Lic.# 992218-B | **Manufacturer Lic.#** MF1279666 | **Dealer Lic.#** DF1279666 | **DIR Reg.#** 1000012108

Proposal#NS0317-1

NEXTMOD, INC. has been awarded a piggyback Contract No.: C9130 by LAUSD. This allows us to utilize its piggyback provisions to contract with other school districts. This allows us to utilize its piggyback provisions to contract with other school districts. This proposal is based on NEXTMOD, INC. DSA Approved PC drawing #04-122454 (2022 CBC). All terms and conditions shall be per NEXTMOD, INC. Sales Agreement.

Proposed Construction Schedule:
DSA approval, Manufacturing, Based on 2022CBC, Installation and Completion will be negotiated upon notice of award.
All concepts and/or files are to be considered instruments of services and intellectual property of NEXTMOD, INC..

Sample schedule will vary, depending on project. This is for a "range" reference only. However, it's imperative these durations are factored into your production schedule. Please note – any delay can affect your production date.

Firm Schedule:

- DSA approval package to submit by NextMod (Electronic Copies Only – No Hard Copies will be provided) ……...3 weeks from NTP/contract
- DSA Approval……Next OTC
- Submittals ……1-2 weeks
- Fabrication ……..……...3-4 wks. (2-6 wks. procurement ahead of fabrication needed)

(Fabrication pending NTP as stated herein NEXTMOD, INC. production line is available)

- Delivery……1 Day (Upon availability)
- Erection……5 days w/o any obstruction (Upon availability)
- Completion ……8-10 weeks

*****Guarantee No Roof Leaks*****
*****Any Occurrence on above $5,000 rebate*****

Warranty: 5 Years Building, 10 Year Roof, 1 Year HVAC w/5 Year HVAC Parts

Delivery as soon as June, 2026

Payment Schedule:
Per the NEXTMOD, INC. Sales Agreement per Approved Schedule of Values (Design, Submittals, Procurement, Weld Shop Fabrication, Production, DSA Close-Out w/Certification, Delivery, Installation) will be invoiced 30days advance.

Disclaimer:
This proposal is valid for 30 days. Due to the potential for tariff price fluctuations, we reserve the right to review this quote prior to the execution of a contract and request a change to the pricing and terms of this proposal with appropriate substantiation.

Public Health Emergency Disclaimer (COVID-19):
The contract price for this proposal has been calculated based on the current prices for the component building materials. However, the market for building materials may become volatile, and sudden price increases could occur as a result of the coronavirus outbreak. NEXTMOD, INC. agrees to use its best efforts to obtain the lowest possible prices from available building material suppliers, but should there be an increase in the prices of building materials or component equipment after the date this proposal is issued, client agrees to the increased cost. NEXTMOD, INC. may also experience delays in completing the project as a result of the coronavirus outbreak. The contract sum, time of completion or contract requirements affected by the coronavirus outbreak shall be equitably adjusted.

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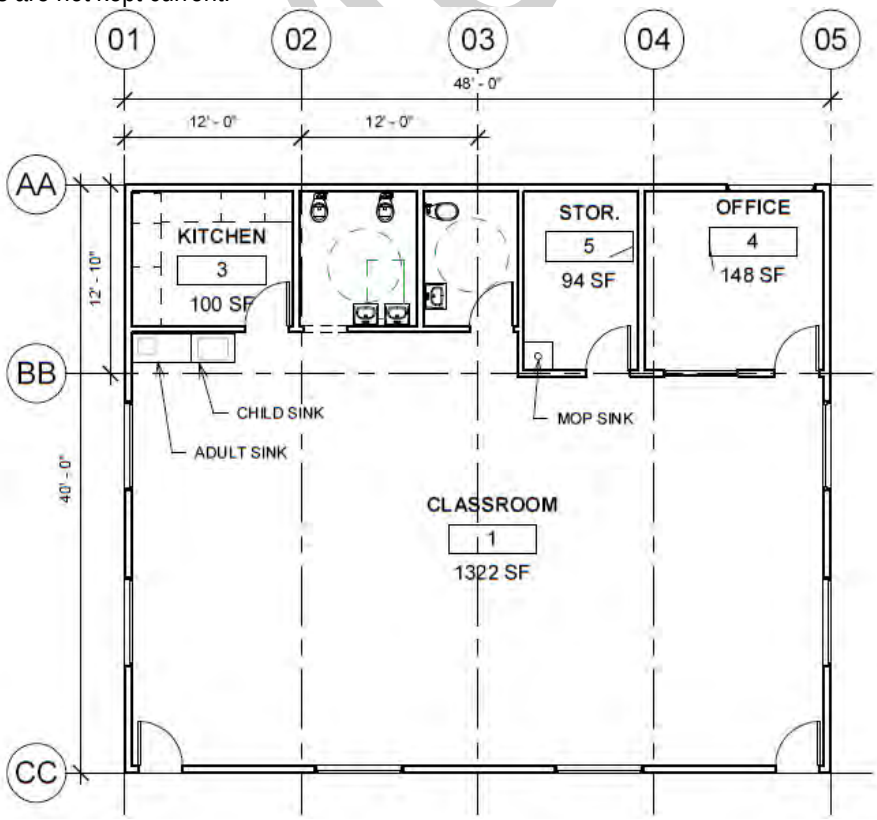
NextMod Inc.

Important Note: The actual dates may vary based upon the District's Architect receipt of DSA approval for the Building and the project site. Any non-standard changes by DSA may create additional charges. In addition, the availability of the project site to begin construction may vary the proposed schedule. Delays in the schedule may impact the project cost.

Important Note on Proposal Specifications

We would like to emphasize that NextMod's modular buildings are designed with unique specifications that set them apart from all other manufacturers. While price is an important factor, we urge you to pay close attention to the specifications outlined in our proposal. Our commitment to quality, safety, and innovative features ensures that our solutions provide exceptional value and meet the evolving needs of educational environments. Thank you for considering the distinct advantages of NextMod's offerings in your decision-making process.

Delayed Delivery – Storage Fees. If delivery of the Units is delayed more than thirty (30) calendar days after the original scheduled delivery date stated in the Proposal, Purchase Order or stated Request (the **"Scheduled Delivery Date"**), NextMod may assess a storage fee of **Two Hundred Fifty Dollars (US $250.00) per 12' x 32'/40' unit and (US $375.00) per 12'x60' unit (or fraction thereof) for each thirty (30) day period, or portion thereof, beginning** on day thirty-one (31) after the Scheduled Delivery Date and continuing until the Units are delivered or **removed from NextMod's facility.** The storage fee covers yard space only and does not include transportation (US $700 per 12x32'/40' Floor, $1,050 per 12'x60' Floor), loading/unloading, installation, protective coverings, weatherproofing, security, insurance, or any other measures necessary to protect or preserve the Units; such items will be billed separately at NextMod's then-current rates. Storage fees will be invoiced monthly and are due per the payment terms of the Agreement. NextMod reserves the right to suspend further performance or release of the Units if storage charges are not kept current.



Evaluation Criteria Proposal

Relevant Experience

Founders' Expertise in the Education Sector: NextMod is guided by founders with over 27 years of extensive experience specifically in the education sector. Throughout their careers, they have successfully navigated the complexities of modular building manufacturing, particularly in educational facilities. Their expertise encompasses various aspects of modular construction, ensuring that each project aligns with the unique needs of educational environments.

Manufacturing Modular Buildings: The founders have been directly involved in the manufacturing of modular buildings for two decades, acquiring a robust understanding of the technical and logistical challenges involved. This extensive experience allows NextMod to deliver high-quality, durable, and efficient modular solutions tailored for educational institutions.

E-Occupancy / Educational Facilities Experience: NextMod's leaders are well-versed in E-Occupancy and have a wealth of experience designing and executing projects for educational facilities. They understand regulations and requirements that educational structures must meet, ensuring that all projects comply with the highest standards of safety and functionality.

Slab-on-Grade and Pit-Set Modular Installations: The team has extensive hands-on experience with both slab-on-grade and pit-set installations. This knowledge guarantees effective site planning and execution, addressing the specific needs of each site condition. The founders will review project specifications in depth to ensure everything is catered to on-site.

DSA Approval and Site Preparation Support: NextMod offers comprehensive support in obtaining expedited Division of the State Architect (DSA) approval for your modular and site. The founders are ready to assist in drafting detailed scoped documents for General Contractors (GCs) to ensure all project aspects are covered, minimizing the need for change orders.

Foundation System Inspections: As part of our commitment to quality, NextMod will collaborate with its Structural Engineer to conduct thorough inspections of the foundation system before pouring concrete. This includes verifying that rebar setups, embeds, and formwork meet all necessary criteria, including levelness, to ensure a stable foundation for the modular buildings.

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Past Performance & References

Quality of Workmanship: At NextMod, we maintain a strict quality control process throughout all phases of our projects. Our experienced team conducts regular inspections and assessments to ensure that every aspect of the construction meets our high standards. This commitment to quality is not just a benchmark; it is embedded in our company culture, resulting in durable, compliant, and aesthetically pleasing modular buildings that exceed client expectations.

Schedule Adherence: Timeliness is a core principle at NextMod. We are dedicated to adhering to all project schedules, and what we commit to in our proposals is guaranteed. Our extensive experience in the industry allows us to understand and anticipate potential delays, enabling us to implement proactive measures to keep projects on track. We communicate clearly and effectively with all stakeholders to ensure everyone is informed throughout the project lifecycle.

Responsiveness & Issue Resolution: One of NextMod's standout features is our immediate responsiveness. Our team is always available to address queries or concerns, ensuring that any issues are resolved swiftly. Our expertise means we can provide prompt and effective solutions, with minimal disruption to the project. We encourage open communication and value collaboration, allowing us to tackle challenges as they arise efficiently.

In summary, NextMod prides itself on delivering high-quality workmanship, adhering strictly to schedules, and maintaining excellent responsiveness. We urge you to connect with us for references to highlight our strong track record in these areas. Should you have any questions or need further information, please feel free to reach out.

REFERENCES

tBP Architecture

Hung Cheng, Chairman/President

Cell: 949.573.6521 Email: hcheng@tbparchitecture.com

Arcadia USD

Tony Barrios, Director of Facilities

Phone: 626-821-1435 Email: tbarrios@ausd.net

Dos Palos -Oro Loma USD

Fred Parker, Project Manager

Ph: 424.333.2841 Email: fparker@dpol.net

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Firm Capacity & Size

Manufacturing Capacity and Workforce: NextMod has a robust manufacturing capacity of $45 million, allowing us to produce 20 units of 12x40 modular floors each week. Our dedicated workforce consists of 100 skilled employees who are committed to maintaining the highest standards of quality and efficiency.

Coordination Approach with GC and Utilities: NextMod takes a proactive approach to coordination with General Contractors (GC) and utility providers. Our design team works closely with all stakeholders to ensure that utility lines align perfectly with the specified dimensions, including inverts for waste lines. We mark all relevant dimensions within our foundation system to ensure precision and accuracy during installation. Should any errors occur from our side, NextMod is willing to take on the liability, demonstrating our commitment to accountability and quality.

Ability to Meet Schedule and Production Demands: We strictly adhere to all requested project schedules and only bid on projects that can be completed within the specified timelines. NextMod is committed to on-time delivery, providing confidence to our clients that we will meet their project deadlines. Additionally, we are open to accepting liquidated damages in case of delays, further reinforcing our guarantee for timely project completion.

In summary, NextMod combines strong manufacturing capacity with a skilled workforce and a clear coordination strategy, ensuring that we can meet production demands and adhere to schedules effectively. If you have any further questions or need additional information, please feel free to ask.

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Project Management & Schedule

Proposed Project Manager Experience: The project will be overseen by Sean Khan, a master expert in the modular industry with 27 years of experience. He will manage the entire project lifecycle—from initial design and fabrication through to delivery and close-out—ensuring that all phases are executed seamlessly.

Defined Roles and Responsibilities:

- **Sean Khan (Project Manager):** Oversees all aspects of project execution, ensuring alignment with project goals and client expectations.
- **Jeff Chan-Lugay (DSA Design Expert):** Responsible for navigating the Division of the State Architect (DSA) approval process. He guarantees project approval within three weeks from the Notice to Proceed (NTP).
- **John Bencher (Director of Operations):** Facilitates team meetings and ensures consistent communication among all stakeholders, keeping everyone on the same page throughout the project.
- **Isabel Flores (Site Superintendent):** Manages day-to-day site operations, overseeing construction activities and ensuring site safety and quality.
- **Laura Zamora (Business Development Manager):** Acts as the primary contact for the client, leveraging her extensive background in the education sector with 10 years at Long Beach USD and 12 years at Garden Grove USD.

Quality Control and Inspection Processes: NextMod's quality control and inspection processes are expertly crafted by the owners, ensuring that all projects are manufactured to the highest standards. This commitment to high-quality production is fundamental to our operations and is driven by a desire to ensure complete client satisfaction. Our systematic checks at critical phases of the project will guarantee that we continually meet safety and quality standards, with regular inspections throughout the construction process. Sean Khan will ensure that quality metrics are communicated transparently to all stakeholders.

Proposed Duration Project Schedule:

- **Week 0-1:** Project Kick-off & Initial Design Review
- **Week 2-3:** Final Design Approval & DSA Submission (led by Jeff Chan-Lugay)
- **Week 2-6:** Procurement of Materials
- **Week 6-8:** Fabrication of Modular Units
- **Week 9:** Transport and Installation
- **Week 9:** Installation of Modular Units
- **Week 10:** Final Inspections and Quality Control Checks
- **Week 10:** Project Close-Out and Handover

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This proposed schedule provides a clear timeline for project completion, ensuring that we meet timelines without compromising on quality. If you have any questions or would like further details, please feel free to reach out.

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Proposal#NS0317-1

SITE #1 (Funded): Browning Road Steam Academy 410 E Perkins Ave, McFarland, CA 93250

Item Description	Cost	Tax	# Quantity	Totals
48x40 Modular Building	$ 274,560.00	Y	1	$ 274,560.00
Unisex Single Restoom (Kiddie)	$ 26,500.00	Y	1	$ 26,500.00
Unisex Single Restoom (Adult)	$ 18,500.00	Y	1	$ 18,500.00
Mopsink w/Faucet	$ 2,500.00	Y	1	$ 2,500.00
40gallon Water Heater	$ 6,500.00	Y	1	$ 6,500.00
Classroom Casework w/Sink	$ 7,500.00	Y	1	$ 7,500.00
Kitchen Casework w/Sink etc.	$ 19,850.00	Y	1	$ 19,850.00
Panic Hardware	$ 2,500.00	Y	2	$ 5,000.00
Additional Exterior Doors	$ 2,500.00	Y	5	$ 12,500.00
Windows Exterior	$ 1,200.00	Y	7	$ 8,400.00
Window Interior	$ 650.00	Y	1	$ 650.00
Cat6a Lines and Drops	$ 12,500.00	Y	1	$ 12,500.00
Stand Alone Automatic FA System	$ 29,500.00	Y	1	$ 29,500.00
Delivery Standard 12x40 Floors	$ 4,500.00		4	$ 18,000.00
Crane	$ 9,500.00		1	$ 9,500.00
Building Installation	$ 20,000.00		1	$ 20,000.00
Project Supervision	$ 3,500.00		1	$ 3,500.00
Design, Structural & MEP	$ 6,500.00		1	$ 6,500.00
Dumpster	$ 1,000.00		1	$ 1,000.00
DSA Fee Stockpile	Paid by District		1	Paid by District
DSA LAB & Inplant Inspections	Paid by District		1	Paid by District
OPTIONAL				
Pit Set Modular	Included as standard			Included
PV Stubs	$ 1,850.00	Y	1	not required
Enhanced Acoustic Tiles	$ 2,000.00	Y	1	not required
EXCLUSIONS:				
Anything herein not Stated, DSA Fee, DSA Lab & In-Plant Inspections				
COST:	$ 482,960.00			$ 482,960.00
Site #1 Tax (8.25%):	$ 14,007.18			
BOND (1.7%):	$ 8,448.44			
GRAND TOTAL:	$ 505,415.62			

Not Binding

Proposal#NS0317-1

SITE #2 (AWAITING FUNDING): Tompkins ES 1120 S. Curry St, Tehachapi, CA 93561

Item Description	Cost	Tax	# Quantity	Totals
48x40 Modular Building	$ 274,560.00	Y	1	$ 274,560.00
Unisex Single Restoom (Kiddie)	$ 26,500.00	Y	1	$ 26,500.00
Unisex Single Restoom (Adult)	$ 18,500.00	Y	1	$ 18,500.00
Mopsink w/Faucet	$ 2,500.00	Y	1	$ 2,500.00
40gallon Water Heater	$ 6,500.00	Y	1	$ 6,500.00
Classroom Casework w/Sink	$ 7,500.00	Y	1	$ 7,500.00
Kitchen Casework w/Sink etc.	$ 19,850.00	Y	1	$ 19,850.00
Panic Hardware	$ 2,500.00	Y	2	$ 5,000.00
Additional Exterior Doors	$ 2,500.00	Y	5	$ 12,500.00
Windows Exterior	$ 1,200.00	Y	7	$ 8,400.00
Window Interior	$ 650.00	Y	1	$ 650.00
Cat6a Lines and Drops	$ 12,500.00	Y	1	$ 12,500.00
Stand Alone Automatic FA System	$ 29,500.00	Y	1	$ 29,500.00
Delivery Standard 12x40 Floors	$ 3,900.00		4	$ 15,600.00
Crane 90ton	$ 9,500.00		1	$ 9,500.00
Building Installation	$ 17,500.00		1	$ 17,500.00
Project Supervision	$ 3,000.00		1	$ 3,000.00
Design, Structural & MEP	$ 6,500.00		1	$ 6,500.00
Dumpster	$ 1,000.00		1	$ 1,000.00
DSA Fee Stockpile	Paid by District		1	Paid by District
DSA LAB & Inplant Inspections	Paid by District		1	Paid by District
OPTIONAL				
Pit Set Modular	Included as standard			Included
PV Stubs	$ 1,850.00	Y	1	not required
Enhanced Acoustic Tiles	$ 2,000.00	Y	1	not required
EXCLUSIONS:				
Anything herein not Stated, DSA Fee, DSA Lab & In-Plant Inspections				
COST:	$ 477,560.00			$ 477,560.00
Site #2 Tax (8.25%):	$ 14,007.18			
BOND (1.7%):	$ 8,356.64			
GRAND TOTAL:	$ 499,923.82			

Nextmod

Proposal#NS0317-1

Proposal Pricing Includes Per Each: 48**' x 40' NEW Modular** Building

1. 2022 CBC (APPROVAL PRIOR JUNE 30, 2026; 2025 CBC JULY 1, 2026)
2. 110 Wind Load
3. 20psf Snow Load
4. 100psf floor load, Floor Joist 24o.c.
5. Application
    a. Design, Structural, Mechanical, Electrical & Plumbing Engineering and Signature with Stamping by NextMod
    b. DSA Stockpile Submission for Modular Building by NextMod, Reimbursed by District at Cost
    c. DSA (Division of the State Architect) PC Concrete Foundation – Submitted as site adapt by District Architect
    d. DSA Submission and Fee's (Modular Building) – by NextMod, Reimbursed by District at Cost
    e. DSA LAB & In-Plant Inspections (Modular Building) – by NextMod, Reimbursed by District at Cost
    f. DSA Box Opening and Close-Out w/Certification by NextMod, Inc.
5. Structure
    a. 10ga Structure Steel (Roof/Floor Chanel)
    b. 12ga Roof Joist/Floor Joists
    c. Columns 5"x5"x3/8"
6. Framing Wood
    a. 2x6 Perimeter Walls
    b. 2x6 Plumbing Walls
    c. 2x4 Interior Walls (Full Height; Underside Roof)
    d. Blocking for Casework
7. Exterior Finish
    a. Full Wrap Hardie Panel (District to Select)
8. Roofing
    a. Monoslope Or Dual (District to Select)
    b. 5' Eave at Front,2'6" Eave at Rear
    c. .60mil TPO, Over 3" Rigid Foam, Over ½" Plywood
        1. Canopy .60mil TPO Over ½" Plywood
    b. 4" 24ga Perimeter TPO Flashing
    c. Color – White
    d. 20ga Gutters and Downspouts
9. **Ceiling System (8'6" Throughout)**
    1. Suspended Ceiling System (Armstrong/USG)
    2. USG Ceiling Tiles
    3. Mold, Mildew and Moisture Resistive
        1. Classroom/Office – Standard
        2. Kitchen/Restrooms/Storage – Washable
10. Mechanical
    a. (1) 5 Ton Wall Mount HVAC – Bard w/Economizer
        1. Plenum Wall (for return/supply duct)
        2. (1) Thermostat
        3. Galvanized Ducting
            i. Wrapped With Insulation
        4. (6) Air Supply Grills
        5. (4) Return Grills
    b. (3) Exhaust Vent @ Restrooms/Storage
    c. (1) Air Purifier

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11. Electrical/Low Voltage
    a. (16) 2x4 LED Lights
    b. (2) 2x4 LED Lights w/90min BackUp
    c. (2) Emergency Exit Lights w/90min BackUp
    d. (8) 20amp Dedicated Duplex
    e. (1) 30amp (water heater)
    f. (1) 60amp (HVAC)
    g. (2) Occupancy Sensor (Ceiling Mounted)
    h. (5) Occupancy Sensor Switch
    b. (2) Exterior Surface Mounted Lights w/Photo Cell w/90min BackUp
    c. (6) Standard Duplex – Tamper proof
    d. (1) 250amp 1-Phase Electrical Panel
    e. (9) ¾" Data Drops stubbed in attic + (1) Ceiling J-Box
        i. Cat6a Wiring
        ii. Patch Panel 24-Port included (Located in Storage Room)
    f. EMT Fire Alarm Pathway for Strobe, Horn, Heat & Smoke Detectors
        i. Standalone Fire Alarm System (Located in Storage Room)
        ii. (7) Heat Detectors
        iii. (7) Smoke Detectors
        iv. (1) Strobe
        v. (1) Horn
        vi. (FA Diagram provided by NextMod and Approved by District/Architect)
    g. (2) Exterior Weatherproof J-Box for FA and Data
    h. (2) Card Reader Access (pathway only for Exterior Doors)
12. Plumbing
    b. Copper Pipe for water lines
    c. ABS Pipe for Waste/Vent lines
    d. (1) Adult Height Toilet – American Standard (Floor Mount)
    e. (2) Kiddie 12" Height Toilet – American Standard (Floor Mount)
    f. (1) Adult Lavatory w/Faucet – American Standard (Wall Mount) (hot/cold)
    g. (2) Kiddie Lavatory w/Faucet – American Standard (Wall Mount) (cold only)
    h. (1) Mop Sink (Fiberglass) w/Faucet (hot/cold)
    i. (1) 40gallon Water Heater (Located in Storage)
    j. (1) Dual Stainless Steel Sink (kitchen) (hot/cold)
        i. w/Garbage Disposal
        ii. w/Dishwasher Connection
    k. (2) Classroom Stainless Steel (single) Sinks
        i. (1) Adult (hot/cold)
        ii. (1) Kiddie (cold only)
13. Accessories – (Restrooms)
    b. (3) toilet paper dispenser
    c. (3) toilet seat cover dispenser
    d. (3) soap dispenser
    e. (3) mirror
    f. (3) 42" Grab Bars
    g. (3) 36" Grab Bars
14. Flooring
    1. 1-1/8" Sturdi Plywood (Screwed Down, no shot pins)
        1. Classroom/Office Flooring Finish: LVT w/4" Rubber Base

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2. Kitchen/Restrooms/Janitor Flooring: Epoxy w/6" SelfCove

15. Insulation
    1. Roof r55 (r38 underside roof plus 3" Rigid Foam r17 over roof plywood)
    2. Perimeter Walls r19
    3. Interior Walls r13
    4. Floor r19 over Vapor Barrier
16. Drywall
    1. Gold Bond Standard & Soundbreak XP Gypsum
        i. 1/2"
        ii. Mold, Mildew, Moisture Resistive
        iii. Interior Walls STC 45 Rating
14. Wall Finishes
    a. Full Height ½" Vinyl TackBoard @ Classroom, Office
    b. Full Height FRP @ Kitchen, Restrooms, Storage
15. Windows
    a. (7) 4060 Aluminum (0X0) – Exterior, Tempered – Low-E, Anodized
    b. (1) 4060 Aluminum (Fixed) – Interior, Tempered
16. Marker Boards – Magnetic
    a. (1) 4x8
17. Other Accessories:
    a. (2) Semi-Recessed Fire Extinguisher Cabinets
        i. (2) 5lb. ABC Fire Extinguishers
18. Casework
    a. P-Lam (2) Color
        i. ADA 8' Casework w/Sink (Lower)
            1. Integrated Adult/Kiddie or Elementary
        ii. Upper/Lower Casework for Kitchen
        iii. 4" Backsplash
        iv. 4x4 w/a34 clips Blocking as required
19. Doors / Hardware / Jambs – (All Welded) (AII TO BE PER DISTRICT)
    a. (2) EXIT DOORS W/PANIC w/LATCH GUARDS
        i. 3'0" x 7'0" x 1-3/4" x HMD x HMF x NON-RTD
        ii. (1) 1 EA HOLLOW METAL FRAME C WELDED 3070 6-1/4" 16GA 345 RPS CR PRI CUR
        iii. (1) 1 EA HOLLOW METAL DOOR 507 3070 1-3/4 18GA 345 RIM CR FLUSH PRI CUR
        iv. (1) CONTINOUES HINGE
        v. (1) 1 EA RIM EXIT DEVICE AX-PA99L-2 996L-06_LHR 626 VON
        vi. (1) 1 EA RIM CYLINDER 20-022-C123 "1" BITTED 626 SCH
            1. To Be Compatible w/Electric Strike
        vii. (1) 1 EA SURFACE CLOSER SC81 DEL FC RW/PA 689 FAL
        viii. (1) 1 EA KICK PLATE 190S 10" X 34" 630 HAG
        ix. (1) 1 EA HEAD & JAMB SEAL 891S 36" X 84" VINYL MIL HAG
        x. (1) 1 EA DOOR SHOE 783S - 36" VINYL MIL HAG
    b. (2) INT OFFICE/STORAGE
        i. 3'0" x 7'0" x 1-3/4" x WD x HMF x NON-RTD
        ii. (1) 1 EA HOLLOW METAL FRAME WELDED 3070 6-5/8" 16GA 345 ASA CR PRI CUR
        iii. (1) 1 EA WOOD DOOR LEG WAL 3070 1-3/4 SC CUR 345 161 FLUSH ABS
        iv. (1) CONTINOUES HINGE
        v. (1) 1 EA ENTRY LOCK ND53LD RHO 2-3/4 ASA 626 SCH

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vi. (1) 1 EA ND SERIES CYLINDER 23-065-C123 1-BITED 626 SCH
vii. (1) 1 EA KICK PLATE 190S 10" X 34" 630 HAG

c. (1) INT RESTROOM DOOR - Adult
   i. 3'0" x 7'0" x 1-3/4" x HMD x HMF x NON-RTD
   ii. (1) 1 EA HOLLOW METAL FRAME C WELDED 3070 6-5/8" 16GA 345 ASA CR PRI CUR
   iii. (1) 1 EA SOLID CORE DOOR 507 3070 1-3/4 18GA 345 RIM CR FLUSH PRI CUR
   iv. (1) CONTINOUES HINGE
   v. (1) 1 EA PASSAGE ND10S RHO 2-3/4 ASA 626 SCH
   vi. (1) 1 EA KICK PLATE 190S 10" X 34" 630 HAG
   vii. (1) 1 EA THRESHOLD 413S - 36" MIL HAG
d. (1) INT RESTROOM DOOR – Kiddie/Elementary
   i. DUTCH DOOR specs Per District

14. Ramp/Deck System
    a. NONE
15. Foundation
    a. Concrete Foundation Design per DSA Approved PC
       i. Submitted by Architect w/Site Adapt Approval
16. Incidentals
    a. Delivery of (4) 12x40 Modular Sections
    b. Set up – on Concrete Foundation, bolt mods at modlines, connect electrical/low voltage FA crossovers at modlines, ground lags at modlines for bonding, install T-bar at modlines only, drop ceiling tile at modlines only, install 48 LF TPO Seam at modlines, caulk seam exterior modline face, Install Hardie Panels at Modline Seams, Weld Modular to Embeds, Install moisture barrier and counter flashing, install plumbing manifold and stub out including water line and power to be stubbed, pre-wired DATA lines, install Fire Alarm wiring and devices, install flooring finishes at modline. Pre-punchwalk prior to GC turn-over, return when unit is energized to power-on, test all components and adjust exterior doors to 5lb., final punch walk.
    c. Labor Included: Material Delivery, Labor to Unload, Set Up
    d. Supervision
    e. Any Punchlists
    f. Close Out – Project Manuals, Training etc.

NextMod, Inc.

STATE CERTIFICATIONS: **WMBE#** 22000769 | **DBE#** 51294 **| SBE#** 9417 | **SB#** 1795512
FEDERAL CERTIFICATIONS: **WBENC#** 2301591 | **WOSB#** 230946
CSLB Lic.# 992218-B | **Manufacturer Lic.#** MF1279666 | **Dealer Lic.#** DF1279666 | **DIR Reg.#** 1000012108

EXCLUSIONS:

- NextMod, Inc. assumes any unleveled sites which exceed DSA tolerances, will be graded or pads will be built up with asphalt to obtain a level surface for delivery and installation. If this is not the case, additional charge to the Lessee will be assessed for material and labor to level the buildings. NextMod, Inc. assumes Lessee will trim trees, remove fencing, fence posts, sign posts, bollards, utility lines, etc., in order to provide access to and from sites, where applicable. Site preparation is the responsibility of
- Standard, pre-approved and pre-fabricated ramps with zero clearance toe piece are not included, additional charge to occur (unless noted otherwise) custom section can be fabricated.
- The omission of any item(s) not specifically listed in the above scope of work shall not be construed on the pricing or scope
- All site work. Including but not limited to:
    - Site preparation and access
    - Spoils, asphalt or sod removal from site
    - Engineered pad
    - Connection of all utilities
    - Walkways, landscaping, and irrigation
    - Concrete curb and flatwork
- Dismantle and Removal of District's Existing Portable(s)
- Soil testing and reports.
- Survey and Staking
- Grading, excavating
- Backfill and compaction around buildings
- Special unloading or craning
- Fees for blocking streets
- Special transportation routing
- pilot cars, police escorts, if required
- Concrete stem wall or slab foundations
- Foundation vents and grates – Note: Installation of vents and grates by GC is followed after building installation
- Shop drawing, submittal, or plan review for contractors or consultants that are not NEXTMOD, INC.'s own subcontractors. This includes but is not limited to foundation and/or rebar shop drawings, civil and utility plans
- Special provisions required for foundation specifications when owner elects to install foundation
- Concrete slurry
- Weld plates
- Signage
- Installation of a wood foundation on a concrete slab
- Custom extended stem walls and footing, concrete ramps, landings, handrails, or walkways required due to poor or unleveled site conditions or soils reports requirements
- Under building drainage / drywells
- Site construction fences and gates
- Secure staging area
- Staging site damages due to unknown conditions
- In plant / on site DSA approved inspectors
- Any fire rating requirements due to building sighting

NextMod, Inc.

- Fire rated assemblies, unless noted.
- Fire sprinklers
- Water flow tests and rates (required for sprinkler design)
- Water system Chlorination testing/ certification
- Roof water testing/ Door flood test/ Flood test
- Condensation for roof mount units
- All permanent or temporary power, telephone, fencing, security, dust control, project trailer, and toilets
- All wire, controls, devices, equipment and connections for all low voltage systems including but not limited to energy management system, fire alarm, communication, signal, smoke and heat detector, and security systems
- Wire mold
- EMS system
- Exterior lighting other than standard door way lights
- Lighting control panel
- Motion sensors (exception: sensors for interior lighting controls)
- Utility meters, pressure regulators and shut-off valves
- Electrical transformers and main switch gear
- Architect fees
- All appliances, kitchen sinks and equipment
- Window shades- manual or operable
- No furniture or equipment included
- Professional cleaning – including waxing floors, stripping and sealing
- Elevator inspections – to be done by District
- Sump pumps
- Elevator maintenance contractor
- WUI Code
- Skilled and Trained Workforce Requirements
- Prevailing Wage in NEXTMOD, INC. Factory
- PSA/PLA Labor Union Agreements – all site labor will be non-union
- PSA/PLA Labor Union Agreements does not apply to NEXTMOD, INC. Factory or any other off-site manufacturing
- Working weekends and/or holidays is not included

NOTE: Any items(s) not listed in the assumed scope and exclusions shall not be construed to be included in this pricing

Thank you again for the opportunity to provide this proposal. Should you have any questions, concerns or require additional information, please do not hesitate to contact me on *my cell at (909) 927-7530*, the *office at (909)740-3120* or via email at laura@nextmodinc.com.

When this meets your acceptance, please sign the proposal below and return to me via email then our Contracts Specialist shall write up the Sale Agreement. Once a fully executed Agreement, District PO and any related Deposits are received, NextMod's engineering team will start the drawing package plus DSA Form 6 to confirm a project schedule.

Sincerely,

STATE CERTIFICATIONS: **WMBE#** 22000769 | **DBE#** 51294 **| SBE#** 9417 | **SB#** 1795512
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NextMod, Inc.

Proposal#NS0317-1

Laura Zamora
Business Development Manager

Acceptance of Proposal

Name: _____

Signature: _____

Date: _____

Structural / Foundation System Disclaimer:
This proposal has been prepared based upon the information provided to NEXTMOD, INC. by the client. In the event that documentation regarding the Structural Design Parameters and the Geotechnical features for the site have not been provided this proposal utilizes the following assumptions (unless otherwise noted within the proposal):

Site Class	=	D (Stiff Soil)
Ss	=	1.875 g (Non-Reduced Value)
Risk Category	=	II (Single Story Structures) III (Multi Story Structures)
Soil Bearing Pressure	=	1,000 psf (Wood Foundations) 1,500 psf (Concrete Foundations)
Continuous Footing Width	=	12" (minimum)
Isolated Footing Width	=	36" square (minimum)
Footing Depth	=	12" below lowest adjacent grade
Liquefaction Potential	=	None
Seismic Settlement	=	None
Differential Settlement	=	None
Soil Corrosivity	=	Low (No Special Measures / Protection Required)
Mapped Seismic Hazards	=	None
Wind Speed	=	110
Wind Exposure	=	C
Floor Live Load	=	50 psf (50+15 psf at partition locations)
Roof Live Load	=	20 psf
Roof Snow Load	=	None

In the event that additional information is provided to NEXTMOD, INC., following the preparation of the proposal, which conflicts with the values indicated above the client agrees to accept and approve a change order for any cost increases associated with the change in design parameters.

Fire / Life Safety and Energy Compliance Features Disclaimer:
This proposal has been prepared based upon the information provided to NEXTMOD, INC. by the client. This proposal reflects the relevant requirements of the California Code of Regulations (Title 24), any local amendments or modifications are excluded unless specifically noted other in this proposal. In the event that a partial set of design documentation was provided by the client NEXTMOD, INC. has prepared this proposal utilizing the following assumptions (unless otherwise noted within the proposal):

Type of Construction	=	V-B

STATE CERTIFICATIONS: **WMBE#** 22000769 | **DBE#** 51294 **| SBE#** 9417 | **SB#** 1795512
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CSLB Lic.# 992218-B | **Manufacturer Lic.#** MF1279666 | **Dealer Lic.#** DF1279666 | **DIR Reg.#** 1000012108

NextMod, Inc.

Proposal#NS0317-1

Unspecified Construction Materials	=	Any type of material permitted by code
Occupancy Group	=	E (Any School Structure)
	=	B (Any Non-school Structure)
Mixed Occupancies	=	Nonseparated
Automatic Fire Sprinkler System	=	None (Single Story Structure)
	=	Yes (Multi-story "E Occupancy" Structure)
	=	None (Multi-story "B Occupancy" Structure)
Fire Alarm System Pathways	=	Yes ("E Occupancy" Structure)
	=	None ("B Occupancy" Structure)
Fire Resistance Rated Construction:		
Exterior Walls	=	None
Interior Walls	=	None
Floors	=	None
Roofs	=	None
Structural Frame	=	None
Fire Separation Distance	=	10' Minimum
Fire Hazard Severity Zone	=	No
Wildland Urban Interface Fire Area	=	No
Electrical Service	=	120/208 1-Phase
Circuit Breaker AIC Rating	=	5k
Climate Zone	=	CZ 15
EMS Controls / Interface	=	None
Thermal Insulation	=	Per applicable PC or minimum required by code
Cool Roof	=	None
HVAC System Efficiency	=	Minimum required by code

In the event that additional information is provided to NEXTMOD, INC., following the preparation of the proposal, which conflicts with the values indicated above, the client agrees to accept and approve a change order for any cost increases associated with the change in design parameters.

We look forward to the opportunity to work with you on this project.

NextMod, Inc.

NEXTMOD
ELEVATE TODAY, DEFINE TOMORROW

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Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: March 17, 2026 Prepared By: Melina Corona

Official Business Name: NextMod, Inc.

DBA: _____

Location Address: 6361 Box Springs Blvd., Riverside CA 92507
Street City State Zip

Remit Address: PO Box 2008, Chino Hills CA 91709-0067
Street City State Zip

Contact Person: Melina Corona Title: CEO

Phone #: 909-740-3120 Accts. Receivable Phone #: 909-740-3120

Fax #: _____ Customer Service Phone #: 909-740-3120

CAPK Vendor #: _____ E-mail Address: info@nextmodinc.com

Federal ID # or SS#: 46-2703088 Type of Business: Modular Manufacturer

Contractor Lic #: 992118 Business Lic #: 12341506 City Issued: Riverside

General Liability Insurance Carrier & Policy #: Diana Trudeau Insurance Services #MGL0201231

Auto Liability Insurance Carrier & Policy #: Irvine - Alliant Insurance Services #01APM049937-02

Workers Compensation Insurance Carrier & Policy #: USI Insurance Services #C73847199

FEDERAL TAX CLASSIFICATION:
☐ Individual/Sole Proprietor ☐ C Corporation ■ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:
☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ■ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:
It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.
■ Minority-Owned ■ Small Business ☐ Veteran-Owned ■ Woman-Owned

Years in Business: 13 Accept Purchase Orders: ■ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: M Corona Print Name: Melina Corona

Title: Chief Executive Officer Date: March 17, 2026

REV. 012516

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

NextMod, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

PO Box 2008

Requester's name and address (optional)

6 City, state, and ZIP code

Chino Hills, CA 91709

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				

or

Employer identification number

4	6	-	2	7	0	3	0	8	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** M Corona | **Date** 3/17/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

APPENDIX C

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Contract is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Contract except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.

12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.

13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Contract, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled “Protest by Vendor.”

16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

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

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

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

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

17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

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

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

    "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which

may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

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

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

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

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

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

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

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

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

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

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



March 17, 2026

Signature **Date**

Sean Khan, Executive Vice President

Print Name

NextMod, Inc.

Company Name

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

RFI Response
ID: 001
Date Sent: March 2nd, 2026

Project: Modular Build
Subject: Questions Regarding RFP OPS-2026-002
Sent Via: Email

Questions and Responses:

1. **Can I get a copy of any addenda that have been released to date?**
   a. **No addenda have been issued.**

2. **What is the estimated construction budget?**
   a. **Construction budget not avalable.**

3. **Can I get a copy of the plan holders list?**
   a. **Please see below:**

NAME
JT'S CONSTRUCTION
ULRICH LIFESTYLE STRUCTURES
MANUFACTURED HOUSING SPECIALISTS
PLANT PREFABS
MOBILE MODULAR
PACIFIC MOBILE STRUCTURES
WILLSCOT
UNITED MODULAR CORP
US MODULAR, INC.
Imodular
PREFERRED MODULAR STRUCTURES
UTOPIA MODULAR
ALAN PRE-FAB BUILDING CORP
GLOBAL MODULAR, INC.
NEXT MOD

4. **Do you have Union Requirements?**

a. **No union requirements. Any work performed on site will require prevailing wage, the higher of the two, Davis Bacon or California Prevailing Wage.**

5. **What is the location of the site where the building is going?**
   a. **Funded: 410 E Perkins, McFarland**
   b. **Funding Pending: 1120 S Curry St., Tehachapi**

6. **Please confirm solar panels are not part of this scope.**
   a. **For the purposes of this bid response please do not quote solar or battery storage. These requirements are currently under research with our architect. If any changes are required after bid, they will be handled as change orders.**

7. **Can you provide product data for the food warmer that is going to be installed by CapK?**
   a. **Metro C535-HLFS-U, please see attached data sheet.**

8. **Can you provide product data for the refrigerator that is going to be installed by CapK?**
   a. **Residential style Whirlpool WRT311FZDW or equal.**

9. **Is 200A, 240V, single phase power the maximum power provided to the building, or can that be increased?**
   a. **This can be increased if necessary.**

10. **Will the card reader access control be supplied and installed by the building manufacturer? Section 5 shows them in the manufacturer scope and Section 9 shows rough in. If manufacturer supplied and installed, is there a specification for the card readers?**
    a. **CAPK will supply card readers. Building manufacture is required to supply a path to the door strike.**

11. **Is the building manufacturer supplying and installing the addressable fire alarm system?**
    a. **Yes, if service is available.**

12. **Is the building manufacturer supplying and installing the CAT6 cabling, RJ45 ports, and patch panel?**
    a. **Yes, all runs shall be pulled to the storage room to a minimum 24 port patch panel.**

Acknowledgment/Receipt of RFI Response

March 17, 2026

Signature | Sean Khan | Executive VP | NextMod, Inc. Date

SIGNED ACKNOWLEDGEMENT OF RFI MUST BE SUBMITTED WITH PROPOSAL

2026



Silver Creek

LIC. #1106686

capk
Community Action Partnership of Kern

2830 BARRETT AVENUE, PERRIS, CA 92571 | WWW.SILVERCREEKMODULAR.COM

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03 **Key Team Members**
3.01 Resumes

04 **Contact**

01: STATEMENT OF QUALIFICATIONS

1.01 Company Information

Company Name: Silver Creek Modular, LLC.
Address: 2830 Barrett Avenue, Perris, CA 92571
Office: 951-943-5393 Fax: 951-943-2211
Website: www.silvercreekmodular.com

Silver Creek Modular(SCM) has been in business since 2005 and is known as an industry leader in offsite factory-built construction of modular/relocatable buildings. Specializing in the architectural design, engineering, fabrication, manufacturing, delivery, site installation, and commissioning of these buildings has provided us with extensive experience in the modular marketplace. We have utilized this experience to complete thousands of projects for the multi-family housing, commercial, medical, residential, and educational markets throughout California and neighboring states.

SCM Holds a Class B General Contractor's license and is fully staffed with over 400 employees to construct turnkey projects from inception to completion. The company has structural engineers, LEED accredited professionals and a full design team on staff as well as an estimating department, quality control staff, and a project management team that offer a "one stop shop" that reduces additional fees that often arise from outsourcing projects.

SCM is committed to finding building solutions that will meet the customer's requirements, and the team members strive for integrity and sincerity in every aspect of our work. SCM is dedicated to the motto "When Quality and Integrity Count."

SCM's projects include but are not limited to public school classroom buildings and restrooms, science laboratories, administrative offices, libraries, locker rooms and athletics facilities, medical clinics, cafeteria buildings, TKs, day care centers, private schools, assisted living facilities, hospital buildings, and military buildings.

01: STATEMENT OF QUALIFICATIONS

Precision & Efficiency
SCM continually invests in equipment and systems, such as robotic welding, to ensure we are at the forefront of maintaining high tolerances in the least amount of time.

In-House Transportation SCM owns and operates its own fleet of specialist transportation vehicles and trailer equipment to safely and efficiently deliver our modules to the jobsite. By not relying on third party trucking companies, we are able to ensure our modules are delivered in the required timeframes.

Local & Experienced Logistics Team Our local logistics team work closely with the general contractor to review all aspects of the project at the earliest possible stage to greatly reduce logistics challenges. Our team will visit the jobsite at inception and work with the general contractor to plan craning logistics. With cast knowledge of delivering modules throughout California, our team will map out the most appropriate transportation routes and provide valuable input on permits, staging areas and allowable delivery times in downtown Los Angeles. The SCM logistics team help minimize project risk and impacts to costs and schedule!



01: STATEMENT OF QUALIFICATIONS

1.02 Silver Creek by the Numbers

1,600+
projects completed

$200M+
bonding capacity

250+
numbers of employees

200+
years management team modular experience

12,000+
number of modules built

19
years in business

350+
clients served

250,000
sq ft of manufacturing space with 4 production lines

20
acres of storage

02: RELEVANT EXPERIENCE

2.01 Project Experience



MCFADDEN ELEMENTARY SCHOOL







Architectural Excellence

The project consists of a single structure which houses four Pre- Kindergarten classrooms. Each classroom contains student restroom facilities, ample classroom equipment storage and an additional storage room for outdoor learning and play equipment. The building's exterior is covered with a mixture of fiber cement siding panels and multi-color vertical metal siding panels to create a striking architectural presence.

Technical Innovations

The building interior features large windows, and clerestory windows, to provide abundant natural light in every educational space. The classrooms utilize a curved roof and ceiling which provide ceilings as high at 14'-0". The module widths vary from 10'-0" to 12'-0" and the module lengths vary from 32'-0" to 43'-0". The curved roof portion of the building utilizes modules that are approximately 16'-0" tall.

Sustainability

High efficiency space conditioning systems were utilized along with highly insulated assemblies which resulted in a compliance margin of 19% better than California's stringent energy code. Low-VOC materials were used throughout the project to provide a healthy learning environment. Low-flow plumbing fixtures were used throughout the project.

Cost Effective

Based on previous successful modular projects the project owner determined early in their planning process that modular construction was the most cost-effective construction method for their project. By utilizing off-site construction, they were also able to realize significant schedule advantages as compared to traditional construction methods. During the design process the interior spaces were carefully planned to maximize the work that could be performed in the factory wherever possible.

- # of modules: 16
- # of stories: 1
- Total GSF: 5,904
- Year completed: 2021

03: KEY TEAM MEMBERS

3.01 Resumes

1. *Steve PonTell, CEO*
2. *Dennis Mattos, General Manager*
3. *Ryan McIntosh, Director of Design + Engineering*
4. *Frank Carrillo, Business Development Manager*



STEVE PONTELL

CEO

EXECUTIVE SUMMARY

Steve has a long track record in community and economic development. Having spent the last ten years as the President and CEO of National Community Renaissance (National CORE), Steve has been a leader and innovator in introducing new solutions to our communities.

Since leaving National CORE, Steve has joined the Webb Family to address the critical role economic development plays in creating opportunities for wealth creation in underserved communities.

In 2023, Steve and The Webbs acquired Silver Creek Modular, of which Steve is currently the CEO.

PROJECT ROLE

High level project & financial oversight
Stake-holder management
High level risk management & compliance

EDUCATION

MBA, Claremont Graduate School, Drucker Center

BS, City & Regional Planning, California Polytechnic State University, Pomona

EXPERIENCE

Years in the industry: 12+ years
Years with Silver Creek: 1 year



DENNIS MATTOS

GENERAL MANAGER

EXECUTIVE SUMMARY

Dennis Mattos brings nearly four decades of construction industry experience. He is a leading expert in modular construction, having spent his entire career in this field. Dennis has special expertise in DSA-approved, K-12 education projects. Starting his early career years as a Foreman/Assistant Production Manager with Fleetwood Homes, he quickly moved up as a Production Manager/VP of Operations with Aurora Modular Industries. Prior to joining Silver Creek Industries in 2000, Dennis was the General Manager for Modular Structures International. With his extensive experience, Dennis is continually at the forefront of exemplary quality and aesthetics of modular buildings.

PROJECT ROLE

- Overseeing the production of projects and purchasing.
- Collaboration with site/modular Director of Field Operations and all Project Management staff.
- Ensure smooth transition between the factory and site completion.

EXPERIENCE

Years in the industry: 39 years
Years with Silver Creek: 11 years

SELECTED PROJECT EXPERIENCE

Mission Middle School (2017)

Design-bid-build of an 18,046 sf DSA-approved two-story custom modular school building for Escondido Union School District.

Antonio Maria Lugo Academy (2015)

Production/manufacturing coordination of 37,248 sf DSA-approved two-story modular school building for Aspire Public Schools.

Walnut Valley HS Band Room Bldg (2012)

Construction of 10,140 sf band room bldg for Walnut Valley USD.

Santa Ana School District Elementary Schools (2012)

Consecutive construction of DSA-approved new facilities at three elementary schools, including design, fabrication, and installation of 15 permanent modular buildings.

Parkridge School for the Arts (2011)

Construction of DSA-approved two-story modular classroom buildings for Corona Norco Unified School District.

Design-Build Hart High School Modernization (2010)

Design, fabrication and installation of two DSA-approved modular science laboratory buildings with numerous green features - housing labs, offices, and restrooms.

Zela Davis Elementary (2009)

Design, fabrication and installation of a DSA-approved two-story classroom building for the Hawthorne School District.

Ardenwood Elementary School (2009)

Design, fabrication, installation of three DSA-approved buildings, including two-story classroom building for Fremont Unified School District.

LICENSE/CERTIFICATION

Licensed Contractor, General Construction, Class B
(inactive)

OSHA 10-hr Certification
First Aid Certification
"One Minute Manager" Situational Leadership Training



RYAN MCINTOSH

LEED®AP, BD+C, CSI, ICC
DIRECTOR OF ENGINEERING

EXECUTIVE SUMMARY

Ryan McIntosh brings more than 16 years of experience in the architecture, engineering and construction industry with 11 years experience with K-12 facilities design and construction. Ryan's project management portfolio includes more than 2.5 MIL square feet of built environment with a total project valuation of nearly $500 MIL. Prior to joining Silver Creek Ryan was a Project Manager and Studio Leader with SH Architecture where he concurrently managed a project portfolio valued in excess of $200 MIL with a combined square footage exceeding 700,000. In addition, Ryan has developed CHPS- preapproved modular classroom prototype designs and managed LEED® certified projects.

PROJECT ROLE

- Day to day long-term management of the design process.
- Works closely with design team to ensure seamless and cohesive effort.
- Provides expertise in potential attainment of certification of the Collaborative for High Performance Schools (CHPS) or USGBC LEED.

EXPERIENCE

Years in the industry: 19 years
Years with Silver Creek: 9 years

SELECTED PROJECT EXPERIENCE

Mission Middle School (2017)

Design-bid-build of an 18,046 sf DSA-approved two-story custom modular school building for Escondido Union School District.

Antonio Maria Lugo Academy (2015)

Production/manufacturing coordination of 37,248 sf DSA-approved two-story modular school building for Aspire Public Schools.

Crean Lutheran High School (2010)

Management of the design and fabrication of a two-story, 35,000 square feet private high school constructed of modular building units housing a two-story atrium/lobby, interior corridors, lecture classrooms, laboratory classrooms and administration facilities.

East Career & Technical High School (2008)

Management of architectural services during the construction phase of this project which consisted of more than 230,000 square feet of new, site-built construction and featured lecture classrooms, automotive repair shop, wood shop, gymnasium, multipurpose room, food-preparation kitchen, commercial quality teaching kitchen, daycare facility and administrative space.

Walter J. Porter (North and South Campuses) (2005-2006)

Management of the design, fabrication and installation of two identical campuses consisting of DSA-approved modular structures with each campus consisting of a two-story classroom building, a single-story classroom building, a library, a multipurpose room, warming kitchen and an administrative building for a total square footage of 90,000 square feet.

Cashman Caterpillar Corporate Campus (2008)

Management of architectural services across all project phases through completion. Project consisted of over 325,000 SF of new site built construction on a 54 acre site. Project featured nearly 200,000 SF of LEED Gold certified, Class A corporate office space.

LICENSE/CERTIFICATION

LEED® Accredited Professional

Zweigwhite AEC Project Management Training Zweigwhite AEC Leadership Training
Crestcom Bullet Proof Management Training

04: CONTACT

We thank you for taking time in reviewing Silver Creek's Statement of Qualifications.

Contact

Frank Carrillo, Business Development Manager
2830 Barrett Avenue, Perris, CA 92571
Cell: 951-850-0093
fcarrillo@silvercreekmodular.com

Silver Creek
Contractor License #1106686

Date: 03/16/2026

Document Revision:

Community Action Partnership of Kern
1300 18th St, Ste 200
Bakersfield, CA 93301

Project Name: Community Action Partnership of Kern (CAPK)
Site Address: 410 E Perkins, McFarland, CA 93250

RE: Proposal for (1 ea.) 48'x 40' Classroom Building

- PC 04-121999 (2022) - 40' Standard

Thank you for the opportunity to provide an estimated cost for (1) 48'x 40' classroom building at McFarland Family Resource Center within the McFarland Unified School District.

This cost estimate is based upon the RFP floor plan and specifications including SCM PC drawings as well as the inclusions, exclusions, design assumptions and material/product standards as indicated within this document.

Building Information:

The following data is required for each building type:

Building quantity: 1
Building size, length and width (48'x 40')
Square footage: 1920 sq. ft
Floor live load: 50+15 psf
Wind load: 94 mph
Roof Live load: 20 psf,
Occupancy group: E-Classroom
Construction type: V-B
Seismic parameter (Ss): 0.88
Snow load: 0 psf
Flood zone: YES
Climate zone: 13 (McFarland)
Geotechnical report provided by client: None provided
PV System: Not within SCM scope (if required)

(1) Building Base Price: ..... $ 591,678.82

Options for each Building Type

Sales Tax	$41,284.49
Building Installation on Foundation	$63,492.16
Lightweight Concrete Floors	$ 38,378.74
PV conduit stub-outs	$ 420.05
#1943 Acoustical Ceiling Tiles	$ 2,033.80

Proposed Construction Schedule:

DSA approval, manufacturing, based on 2022 California Building Code, installation, and completion will be negotiated upon notice of award. All concepts and/or files are to be considered instruments of services and intellectual property of Silver Creek Modular.

The actual dates may vary based upon the District's Architect receipt of DSA approval for the building(s) and the project site. Any changes by DSA may create additional charges. In addition, the availability of the project site to begin construction may vary the proposed schedule. Delays in the schedule may impact on the project cost and will be addressed as a change order.

The sample schedule will vary depending on the project. This is for a "range" reference only. However, it's imperative that these durations are factored into your project schedule. Please note that any delay can affect your production date.

Sample Schedule: See attached Appendix 2 for Schedule

Long Lead items:

Item Description	Lead Time
HVAC Units	14 to 16 Weeks
Windows	4 to 8 Weeks
Doors/Jambs and Door Hardware	4 to 5 Weeks

Payment schedule:

Monthly progress billings (from Notice to Proceed) and payments are based on an

approved schedule of values and will include a 5% retention rate.

This proposal is valid for 30 days from the date of issuance. Due to the potential for significant price fluctuations, we reserve the right to review this quote before executing a contract and request a change to the pricing and terms of this proposal with appropriate substantiation.

Due to current market volatility, especially concerning extraordinary governmental actions including, but not limited to, imposition of new or increased tariffs, if any materials or components directly used in the production of the modular buildings delineated in this proposal are subject to such actions or volatility, Silver Creek Modular LLC shall have the right to immediately adjust the total price upward by an amount equal to the percentage increase in the cost of such materials or components as verified by appropriate supporting substantiation.

Sales tax is calculated when our proposal was estimated. If the state, county, or city makes a supplemental increase, the deduction or increase will be addressed as a change order.

Cost Estimate Inclusions:

General:

- Delivery and installation without any obstructions
- Craning without any obstructions: Included
- Engineering and design
- Project management and supervision
- Payment and performance bonds
- Age group: 3-4
- Fire rating: None
- Fire sprinklers: None
- WUI and/or high fire hazard severity zone compliant construction: No

Workforce:

- Skilled and trained workforce: No
- Prevailing wages on school premises: Yes
- Prevailing wage in SCM factory: No
- PSA/PLA Labor Union Agreements: No
- PSA/PLA Labor Union Agreements at SCM factory or any other off-site factory: No

Foundations:

- Concrete foundation design – per PC

Floors:

- Wood floor: 50+15#

Interior Floor Finish:

- LVT flooring: SCM Standard (at classroom, storge and office)
- SCM standard vinyl sheet flooring with self-cove (at kitchen and restrooms)
- 4" Top set base (at classroom, storage and office)

Exterior Walls:

- Exterior wall wood framing – per PC
- Wall insulation – Per PC
- Smooth cementitious lap siding over sheathing (7" lap exposure)
- Cementitious building trims at corners, doors, windows and transitions

Interior Walls:

- Interior wall wood framing – Installed floor deck to underside of roof structure
- SCM standard ½" vinyl wall tack board over ½" gypsum board with full panel close-up
- SCM standard FRP interior wall panels at wet areas with full panel close-up (ceiling height at kitchen, storage and restrooms)

Ceilings:

- Suspended ceiling grid with 2'x4' 755B fissured lay in panels (at classroom, storage and office) 8'-6" ceiling height
- Suspended ceiling grid with 2'x4' 2910 lay in fiberglass panels (at kitchen and restrooms) 8'-6" ceiling height at kitchen and 8'-0" at restrooms

Exterior Doors:

- (2 ea.) SCM standard 3070 18ga hollow metal exterior doors with 16ga KD HM frame

Exterior Door Hardware:

- (2 ea.) SCM standard Panic hardware
- (2 ea.) SCM standard closure 90 degree swing
- (6 ea.) SCM standard 4.1/2" hinges
- (2 ea.) SCM standard door bottom

- (2 ea.) SCM standard thresholds
- (2 ea.) SCM standard weatherstrip
- Prep for card reader access and electronic strike

Interior Doors:

- (4 ea.) 3070 Solid Core legacy walnut doors with KD metal frames
- (1 ea.) 3070 Solid Core legacy walnut Dutch door with KD metal frame (at Child restroom)

Interior Door Hardware:

- (1 ea.) SCM standard office lever set
- (1 ea.) SCM standard passage lever set
- (1 ea.) SCM standard storage lever set
- (1 ea.) SCM standard single use restroom - lockable lever set
- (1 ea.) SCM standard single use restroom – (3-4 age range) lever set
- (1 ea.) SCM standard closure 90 degree swing at adult restroom
- (16 ea.) SCM standard 4.1/2" hinges

Exterior Roof:

- 22-gauge SCM standard profile (galvanized) standing seam metal roof
- Roof slope: Standard ¼" to 12 single slope
- Roof insulation- per PC
- 5'-0" front overhang. 2'-6" rear overhang
- SCM standard cementitious enclosed soffits
- SCM standard painted metal gutters, 2"x3" metal downspouts

Window (Exterior or Interior):

- (6 ea.) Exterior 6040 tempered dual glaze low-E, fixed, clear anodized (nail on flange) frame

Electrical:

- (1 ea.) 200amp 120/240v single phase electrical load center panel with push-on breakers, stubbed to crawlspace (bottom feed)
- (4 ea.) 2x4 LED interior light with emergency
- (13 ea.) 2x4 LED interior light without emergency
- SCM Standard wireless lighting control system- per PC
- (16 ea.) 20amp duplex tamper proof receptacle with plastic cover plate – color white

- (1 ea.) 20amp dedicated duplex receptacle with plastic cover plate for food warmer – color white
- (1 ea.) 20amp dedicated duplex receptacle with plastic cover plate for refrigerator – color white
- (1 ea.) 20amp dedicated duplex receptacle with plastic cover plate for microwave – color white
- (1 ea.) 20amp dedicated duplex receptacle with plastic cover plate for dishwasher – color white
- (2 ea.) 20amp Duplex GFCI receptacle with plastic cover plate – color white
- (1 ea.) 20amp Duplex WP GFCI receptacle with cover wall mounted
- (2 ea.) Illuminated exit sign (green letters) battery back-up ceiling mounted
- (2 ea.) Exterior LED Wallpack with photocell controlled
- (2 ea.) 4x4 J-box with power (no device) for fire alarm system by others
- (8 ea.) 4x4 J-Box with ¾" conduit and pull string for fire alarm system by others
- (9 ea.) 4x4 J-Box (data), single gang ring with 1.1/4" conduit stub to attic
- (2 ea.) Single recessed clock receptacle, SCM standard clock
- (1 ea.) 6x6 NEMA 3R data inlet box with (1 each) 1.1/2" Conduit Stubbed to Attic (Base Line)
- (9 ea.) RJ45 ports with CAT6 cabling run to Storage
- (1 ea.) 24 port patch panel located at Storage
- Addressable stand-alone fire alarm system (horn/strobes, smoke detectors and pull stations)

Mechanical:

- (2 ea.) Wall mounted 5-ton with gas/electric HP HVAC system - single phase
  - HVAC brand: BARD
- SCM standard ducted 24"x24" supply registers
- (2 ea.) Programmable T-stat controls with CO2 sensor in each classroom
- (2 ea.) 100 cfm exhaust fan – ceiling mounted (at restrooms)

Plumbing:

- (1 ea.) SCM standard floor mounted flush valve toilet restrooms (Age group: Adult)
- (2 ea.) SCM standard floor mounted flush valve toilet restrooms (Age group: 3-4)
- (1 ea.) SCM standard lavatory and faucet in restrooms (Age group: Adult)
- (2 ea.) SCM standard lavatory and faucet in restrooms (Age group: 3-4)
- (2 ea.) Classroom sink with faucet with bubbler
- (1 ea.) Two compartment kitchen sink with garbage disposal and DW

connection
- (1 ea.) 40gal Electric heat pump water heater at Storage (hot/cold water at Kitchen and Adult restroom)
- (1 ea.) Service/Mop sink – floor mounted
- (2 ea.) Floor drain with trap primer at Children's restroom and Storage
- Water supply material: Copper
- Waste line material: ABS
- (1 ea.) Ice maker box for refrigerator
- Plumbing manifold (by SCM) manifold to extend out past face of building/foundation: 5'-0"
- Toilet accessories: ADA grab bars, single recessed TP holder, and mirrors
- (NOTE: All other accessories not listed here are to be supplied and installed by others, not SCM).

Casework:
- Plastic laminate (17' Linear ft.) base cabinets, upper cabinets at Kitchen with SCM Standard plastic laminate counter tops with 4" backsplash, per attached drawing
- Plastic laminate (8' Linear ft.) base cabinets at Classroom and SCM Standard plastic laminate counter tops with 4" backsplash, per attached drawing. Age Group: 3-4 (5' adult heigh and 3' child height)

Miscellaneous Items:
- (2 ea.) Semi-recessed fire extinguisher cabinets with 5# ABC Fire Extinguisher

Cost Estimate Exclusions:

Site Work:
All site work, including but not limited to:
- Concrete foundation and/or embeds
- Site preparation
- Access to site
- Low power lines
- Tree/Landscaping
- Storage and staging on site
- Storage more than 30 calendar days at SCM
- Spoils, spoils management, asphalt, or sod removal from site
- Engineered pad
- Extension of utilities beyond face of building

- Final connection of utilities
- Damage to walkways, landscaping, irrigation, concrete curb and flatwork
- Walkways, landscaping, irrigation, concrete curb and flatwork
- Soil testing and reports
- Survey, staking grading, and excavating
    - Backfill and compaction around buildings (to occur after utility installation by site GC and after module installation)
    - All permanent or temporary power, telephone, fencing, security, project trailer, toilets and dust control
- Special unloading or craning
- Shop drawings, submittal, or plan review for contractors or consultants that are not SCM's subcontractors
    - Including but not limited to foundation and/or rebar shop drawings, civil and utility plans
- Special provisions for foundation specifications when the owner elects to install the foundation
- Custom extended stem walls and footing, concrete ramps, landings, handrails, or walkways required due to poor or unleveled site conditions or soil reports
- Underbuilding drainage/drywell
- Site construction, fences, and gates

Fire:

- Any fire rating requirements due to building location
- Fire-rated assemblies, unless noted.
- Fire sprinklers, unless noted
- Fire sprinkler underground fire line
- Fire sprinkler system below 12" above finish floor
- Water flow tests and rates (required for sprinkler design)
- Water system chlorination testing/certification
- Final connection of fire line

Plumbing:

- Water system chlorination testing/certification
- Waste stack test
- Flush out of site plumbing connection lines
- Utility meters, pressure regulators and shut-off valves

Electrical:

- All wire, controls, devices, equipment and connections for all low voltage systems including but not limited to energy management system (EMS), communication, signal, and security systems
- Low voltage sleeves at walls and foundation from building to building
- Patch panel rack and labeling
- Special back boxes for phone system and intercom system
- Conduit, raceways, boxes, cable trays above ceiling
- Conduit pathway for PV system
- PV systems and components (panels, racking & battery storage)
- Roofing repairs and/or modifications required for PV installation
- Electrical grounding system or components
- Exterior lighting other than standard doorway lights and lighting control panel
- Motion sensors (exception: sensors for interior lighting controls)
- Electrical transformers and main switch gear
- Electrical utility meter

HVAC:

- Finished exposed ducting
- Hard ducting at mod-line crossovers
- Screens/Enclosures

Workforce:
(the following are excluded unless noted in the workforce section above)

- Skilled and trained workforce
- Prevailing wage in SCM factory
- PSA/PLA Labor Union agreements
- PSA/PLA Labor Union agreements at SCM Factory or any other off-site factory
- Federal Davis Bacon wage requirements
- Weekend and holiday hours

Other:

- Cubicles, filing cabinets and appliances
- Window treatments
- Seamless gutters
- Final door hardware cores
- Access control systems, including locksets FOBS, control panel, Software License, all other required sub systems and all other access control system Infrastructure

- Signage inclusive of restroom door
- Toilet accessories (unless otherwise noted)
- Identification signage
- Furniture and/or any equipment
- Secure staging area and any site damages due to unknown conditions
- In plant/ onsite DSA approved inspectors
- Architect fees
- Full time superintendent
- Professional cleaning - including waxing floors, stripping and sealing
- Reinstalling ceiling tiles removed by other than SCM
- Personnel and/or fees for blocking streets or road closures
- Special transportation routing and local permits, pilot cars, police escorts
- LEED or CHPS requirements/certification
- WUI code compliance
- Roof water testing, door flood test and flood test
- STC Ratings

Any items(s) not listed in the assumed scope shall not be construed to be included in this pricing.

Unless specifically noted otherwise, all materials, finishes, systems, products, and equipment are assumed to be SCM's standard selection.

Thank you again for the opportunity to provide this proposal. Should you have any questions, concerns or require additional information, please do not hesitate to contact at (951) 850-0093, or via email at fcarrillo@silvercreekmodular.com

If this meets your acceptance, please sign this proposal and return to SCM via email so that our Engineering Department can start on the drawings.

Sincerely,
Frank Carrillo
Business Development Manager
Silver Creek Modular

Approval:
Customer Name: _____ Signature: _____
School District: _____

Silver Creek
Contractor License #1106686

Appendix 1 – Terms & Conditions

Allowable CPI:

In addition to other allowable increases herein, Contractor may adjust the prices for the personal property and associated incidental services specified in the Proposal at an amount not to exceed the percentage change in the Consumer Price Index (CPI-U) for the area in which the project is located for each subsequent one-year period after the date of this Proposal . Any such increases must be in writing and will be processed as a change order.

Price Escalation:

The contract price for this Project has been calculated based on the current prices for the component building materials. However, the market for the building materials reflected herein is considered to be unusually volatile, especially concerning extraordinary governmental actions including, but not limited to, imposition of new or increased tariffs, and sudden price increases could occur. Contractor agrees to use their best efforts to obtain the lowest possible prices from available building material suppliers, but should there be an increase in the prices of these specified materials that are purchased after execution of the contract for use in this Project, the District agrees to pay that cost increase to Contractor. Any claim by Contractor for payment of a cost increase, as provided above, shall require written notice delivered by Contractor to the District stating the increased cost, the building material or materials in question, and the source of supply, supported by invoices, purchase orders, or bills of sale.

Should there be a rise in the cost of any specified building material or materials used in the construction of modular buildings as denoted in the Contract Documents, exclusive of any other price changes, that would cause the total contract price to increase by more than (5%), Contractor shall, before making any additional purchases of specified material or materials, provide the District a written statement expressing the percentage increase of the contract price, the building material or materials in question, and the dollar amount of the price increase to be incurred. Within ten (10) days of such written statement, Contractor may then purchase the specified material or materials at the increased price and issue a change order to the District to pay the increased cost incurred.

Silver Creek
Contractor License #1106686

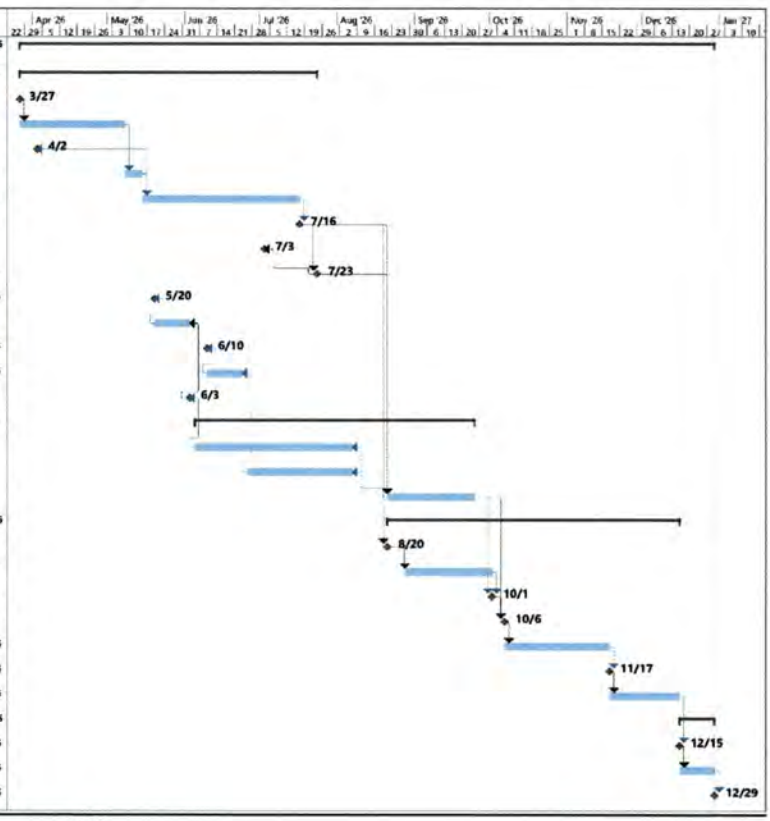
Code Cycle Increase:

This proposal is based on 2022 CBC California Building Code. If the project must be resubmitted due to DSA expiration or other reasons and becomes subject to a new code cycle, resulting in design or scope revisions and associated costs (e.g. structural changes, energy compliance updates, accessibility changes) shall be treated as a change in scope and repriced accordingly.

All pricing is based on plan submission in 2025 and substantial completion by end of year 2026. Building delivery beyond 2026 may result in price escalation contingent upon construction material costs. To ensure a timely building delivery please coordinate a project milestone schedule with SCM within 15 days upon acceptance of this proposal.

Appendix 2 – Sample Construction Schedule

ID	Responsible Party	Task Name	Duration	Start	Finish
1		**Conceptual Schedule**	**198 days**	**Fri 3/27/26**	**Tue 12/29/26**
2		**PRECONSTRUCTION**	**85 days**	**Fri 3/27/26**	**Thu 7/23/26**
3	Client	NTP / Executed Agreement	0 days	Fri 3/27/26	Fri 3/27/26
4	SCM	Prepare Modular DSA submittal package	6 wks	Fri 3/27/26	Thu 5/7/26
5	AOR	Register Project With DSA	0 days	Thu 4/2/26	Thu 4/2/26
6	AOR	Submission to DSA	5 days	Fri 5/8/26	Thu 5/14/26
7		DSA Review + Backcheck	9 wks	Fri 5/15/26	Thu 7/16/26
8		DSA Approval	0 days	Thu 7/16/26	Thu 7/16/26
9	Client	District Hires In-Plant IOR & Lab	0 days	Fri 7/3/26	Fri 7/3/26
10	AOR	Submit 102-IC for Modular Scope	0 days	Thu 7/23/26	Thu 7/23/26
11	SCM	Provide Long Lead Submittals	0 days	Wed 5/20/26	Wed 5/20/26
12	Client/AOR	Long Lead Submittal Review + Approval	10 days	Wed 5/20/26	Wed 6/3/26
13	SCM	Provide Submittals (Non-Long Lead)	0 days	Wed 6/10/26	Wed 6/10/26
14	AOR	Submittal Review + Approval (Non-Long Lead)	10 days	Wed 6/10/26	Wed 6/24/26
15	Client	Client Releases SCM to Purchase Long Leads	0 days	Wed 6/3/26	Wed 6/3/26
16		**PRODUCTION**	**80 days**	**Fri 6/5/26**	**Thu 9/24/26**
17	SCM	Procure Long Lead Materials	9 wks	Fri 6/5/26	Fri 8/7/26
18	SCM	Procurement of Materials (Excluding long lead)	6 wks	Fri 6/26/26	Fri 8/7/26
19	SCM	Production In-Plant	5 wks	Fri 8/21/26	Thu 9/24/26
20		**SITEWORK**	**83 days**	**Thu 8/20/26**	**Tue 12/15/26**
21	GC	Building Pad Ready	0 days	Thu 8/20/26	Thu 8/20/26
22	GC	Construct Foundation	5 wks	Fri 8/28/26	Thu 10/1/26
23	GC	Foundation Ready for Building Installation	0 days	Thu 10/1/26	Thu 10/1/26
24	SCM	Module Delivery To Site	3 days	Fri 10/2/26	Tue 10/6/26
25	SCM	Install Modules and Make Connections	6 wks	Wed 10/7/26	Tue 11/17/26
26	GC	Permanent Power to Modular Bldgs	0 days	Tue 11/17/26	Tue 11/17/26
27	SCM	Finish Modules	4 wks	Wed 11/18/26	Tue 12/15/26
28		**CLOSEOUT**	**10 days**	**Tue 12/15/26**	**Tue 12/29/26**
29	Client/AOR	Client / AOR Provide Punchlist	0 days	Tue 12/15/26	Tue 12/15/26
30	SCM	Address Punchlist Items	10 days	Wed 12/16/26	Tue 12/29/26
31	SCM/Client/AOR	Final Walk & Sign Off Punchlist	0 days	Tue 12/29/26	Tue 12/29/26



Page 1

APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

Type text here

VENDOR INFORMATION SHEET

Date: 3/17/2026 Prepared By: Valerie De Leon

Official Business Name: Silvercreek Modular LLC

DBA: N/A

Location Address: 2830 Barrett Ave (Street) Perris (City) CA (State) 92571 (Zip)

Remit Address: 2830 Barrett Ave (Street) Perris (City) CA (State) 92571 (Zip)

Contact Person: Francisco Carrillo Title: Business Development Manager

Phone #: (951)943-2211 ext: 175 Accts. Receivable Phone #: (951)943-5393 ext: 106

Fax #: (951) 943-2211 Customer Service Phone #: (951)943-5393

CAPK Vendor #: N/A E-mail Address: sales@silvercreekmodular.com

Federal ID # or SS#: 92 3730178 Type of Business: Modular Manufacture

Contractor Lic #: 1106686 Business Lic #: 08607008 City Issued: Perris

General Liability Insurance Carrier & Policy #: Travelers Property Casualty Company of America 630A9427911

Auto Liability Insurance Carrier & Policy #: The Travelers Indemnity Company of America 810A9427892

Workers Compensation Insurance Carrier & Policy #: StarStone National Insurance Company T10251554

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☑ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION: N/A

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: 21 Accept Purchase Orders: ☑ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

REV. 012516

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Silver Creek Modular, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2830 Barrett Avenue

Requester's name and address (optional)

6 City, state, and ZIP code

Perris, CA 92571

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				

or

Employer identification number

9	2	-	3	7	3	0	1	7	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Jeanne St James **Date** 01/06/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under *"By signing the filled-out form"* above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.
- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.
- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.
- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

APPENDIX C

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Contract is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Contract except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.

12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.

13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Contract, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."

16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

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

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

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

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

17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

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

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

    "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which

may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

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

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

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

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

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

    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

    e. Provide Contractual Liability coverage for the terms of the Contract.

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

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

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

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

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

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

_____

Signature **Date**

_____

Print Name

_____

Company Name

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Signature: Steve Pontell (Mar 17, 2026 13:03:44 PDT)

Email: steve@paritydevelopment.com

REQUEST FOR PROPOSALS (RFP)
FOR
MODULAR CLASSROOM BUILD

Request for Proposal Number: OPS 2026-002
02/17/2026



Community Action Partnership *of* Kern
1300 18th St, Ste 200
Bakersfield, California 93301
661.336.5236

Proposals Due by 2:00 p.m. March 17th, 2026

REQUEST FOR PROPOSALS (RFP):
MODULAR CLASSROOM BUILD
GENERAL CONDITIONS

I. PURPOSE

Community Action Partnership of Kern (CAPK) is soliciting proposals to find a qualified vendor with

A. Proposal Submission Information

1. **Closing Date:** Proposals must be submitted no later than **2:00 p.m. March 17, 2026**
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.
3. **Costs of Proposal Preparation:** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CAPK.

B. Proposal Submission Instruction to Vendors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP OPS 2026-002
ATTN: Liz G Vargas - Procurement
1300 18th Street, Ste 200
Bakersfield, CA 93301
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. L**ate proposals will not be considered**. **Confirmation of receipt is the sole responsibility of Vendor.** Each Vendor must submit its proposal using the enclosed format in Section III below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Vendor from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

Expected Timelines:

	Date(s)	Event
1	February 17th, 2026	RFP Released to public
3	February 24th, 2026	Due date for Vendor Questions - Please email to Procurement@capk.org
4	March 3rd, 2026	Responses to Vendor questions emailed to Vendors
5	**March 17th, 2026, by 2:00pm**	**DUE DATE FOR PROPOSALS FROM VENDORS**
6	Approx. March 27th, 2026	Notification of Award

C. Right to Reject: CAPK reserves the right to reject any and all proposals received in response to this RFP. The Contract for the accepted proposal will be based upon the factors described in this RFP.

CAPK reserves the right to waive any and all informalities or irregularities in any proposal.

D. Confidentiality: The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to CAPK, the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor's possession, to those employees on the Vendor's staff who must have the information on a "need-to-know" basis. The Vendor agrees to immediately notify, in writing, CAPK's authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.

E. Notification of Award: CAPK anticipates but does not guarantee that the Contract will be awarded by approximately **March 27th, 2026.**

Award will be made to the most responsible Vendor whose service, experience and approach to the project are most compatible with the CAPK's needs. CAPK will be the sole judge in making this determination.

F. Small, Women and/or Minority-Owned Business: Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.

A Vendor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

G. Price: All prices and quotations must be typed or written in ink utilizing attached bid form. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal.

BID FORMS ARE ATTACHED AND MUST BE SUBMITTED WITH PROPOSAL

II. SCOPE OF WORK –

1. General Overview

Community Action Partnership of Kern (CAPK) intends to procure a DSA approved modular building consisting of four 12'x40' sections (approx. 1,920 SF). The modular vendor shall fabricate, transport, and install the modular structure on a prepared foundation. A separate General Contractor (GC) will perform all site work, utilities, grading, concrete foundation, and flatwork.

Two foundation mounting options shall be priced (vendor may bid one or the other or both):

- Base Bid: Slab-on-Grade modular installation
- Alternate #1: Pit-Set installation using concrete stem wall foundation (flush entry, no ramps required)

Occupancy Group: E (Educational)
Sprinklers: Not required
Fire Alarm: Automatic fire alarm system required.
Prevailing Wage: For work completed on site.
Building must comply with:

- California Building Code (CBC)
- DSA requirements for public school facilities

2. Division of Responsibility

Task	Modular Building Manufacturer	General Contractor
Fabrication of modules, framing, finishes	✓	
Transport and craning/set of modular	✓	
Transport and craning/set of modular	✓	
Foundation (slab or pit-set)		✓
Site grading, utilities (water, sewer, electric, data conduit)		✓
Final utility tie-in to modular		✓
Final finish connections, touch-up, and testing	✓	✓

3. General Exterior Requirements

- The modular building shall be designed and constructed to visually and functionally integrate with existing campus buildings. Exterior materials shall be durable, low-maintenance, and suitable for long-term institutional use.
- Siding Type:
  - Provide fiber cement lap siding, such as James Hardie Hardie® siding or approved equal.
- Finish:
  - Factory-primed or factory-finished siding; final color to be selected by CAPK.
- Trim:
  - Fiber cement trim boards at corners, windows, doors, and horizontal transitions.
- Roof Type:
  - Sloped roof design to match existing modular building to South.
- Roof Structure:
  - Engineered roof framing is integral to modular design, capable of meeting DSA seismic and wind load requirements.
- Roof Covering:
  - Standing seam metal roofing system
- Roof Pitch:
  - Minimum slope to be sufficient for positive drainage and consistent with surrounding campus structures.

- Continuous metal gutters and downspouts to be provided.

- Downspouts to discharge away from foundation and path of travel or to designated drainage locations coordinated with GC site work.

3. Foundation and Site Work
   - Base Bid (Slab-on-Grade): GC to form, reinforce, and pour monolithic slab per structural drawings. Include perimeter thickening and anchor bolts as required by modular manufacturers.
   - Alternate #1 (Pit-Set): GC to construct concrete stem wall foundation with perimeter footing and interior piers per modular engineering.
   - No ramps required, elevation flush with adjacent grade.

4. Building Layout and Rooms
   - Please see attached proposed layout
   - Classroom (approx. 1,342 SF)
   - Office (approx. 162 SF)
   - Kitchen (approx. 100 SF) – light-duty warming only
   - Storage (approx. 65 SF)
   - Adult Restroom and Children's Restroom with appropriate fixtures and ventilation.

5. Architectural / Interior Finishes
   - Flooring: Commercial-grade LVT throughout, with exception of restrooms and kitchen where Amstrong Connection Corlon or equal shall be used with coved base. All other spaces will be a 4" rubber top set base.
   - Walls: Classroom & Office – tackable wall board; Kitchen, Storage, Restrooms – FRP full height.
   - Ceilings:
     - Classroom – 2x4 acoustical panels;
     - Kitchen, Storage, Restrooms – 2x4 washable panels.
   - Cabinetry: Laminate base and wall cabinets with solid-surface countertops and 4" backsplash.
   - Doors & Hardware:
     - Exterior doors: Metal frame, hollow metal door, ADA compliant; include card reader access with electronic strike.
     - Interior doors: Metal frame, stained slab wood doors, Child restroom Dutch door.
   - Signage: Contractor provides all required occupancy signage.

6. Mechanical (HVAC)
   - Wall-mounted dual-pack HVAC unit sized for load and ventilation.
   - Exhaust fans in both restrooms.
   - Programmable thermostat and ducted supply/return per modular manufacturer.

7. Plumbing
   - 40-gallon electric water heater serving kitchen and adult restroom.
   - Adult restroom: lavatory, toilet (hot/cold water).
   - Children's restroom: lavatory, toilet (cold only).

- Kitchen: two compartment sink, with garbage disposal and dishwasher connection.
- Classroom: single bay sink with hand wash and bubbler (cold only).
- PEX or copper piping; stub-outs to GC connection points within 5’.

8. Electrical
   - Service: 200A, 240V, single phase.
   - LED lighting with occupancy sensors and emergency egress lights.
   - GFCI protection in wet areas; dedicated circuits for kitchen appliances.
   - Fire Alarm: Addressable automatic system per E occupancy.

9. Low Voltage / IT
   - Office: 5 Cat6 drops.
   - Classroom: 1 Cat6 per wall (4 total) + ceiling AP in center.
   - Patch panel (24-port), rack, labeling by contractor.
   - Owner Furnished: CAPK to provide switch and AP hardware.
   - Access Control: Rough-in for card readers at both exterior doors.

10. Kitchen Equipment & Appliances
    - Light-duty warming only; no grease-producing equipment.
    - Provide accommodations for refrigerator, microwave, toaster, under-counter dishwasher, and CAPK-provided food warmer.
    - Hood/suppression not required unless mandated by environmental health.

11. Fire & Life Safety
    - Automatic fire alarm with smoke detectors, horn/strobes, and pull stations.
    - ABC extinguishers with wall cabinets.
    - Illuminated exit signs and emergency lighting per code.

12. Alternates
    - Pit-set modular installation (concrete stem wall foundation)
    - Photovoltaic conduit stub-outs (future solar)
    - Enhanced acoustic ceiling tiles (optional)

13. Owner Furnished / Contractor Installed Items

Item	Provided By	Installed By
IT Equipment (Switch & Access Point)	CAPK	CAPK
Appliances (refrigerator, microwave, toaster, food warmer, dishwasher)	CAPK	CAPK
Furniture	CAPK	N/A
Room/occupancy Signage	Contractor	Contractor

14. Deliverables

- Submittals: Shop drawings, MEP layouts, material data.
- Inspections: Modular, electrical, plumbing, fire alarm, and occupancy.
- Closeout: As-builts, O&M manuals, warranties, and testing reports.

15. Schedule

Final schedule to be determined in coordination with CAPK. Vendor to include fabrication, delivery, and installation durations in proposal.

16. Evaluation Criteria

- Please structure your proposal as follows to align with evaluation scoring matrix:
    a. Relevant experience
        i. Years of experience manufacturing modular buildings
        ii. Experience with E-Occupancy / educational facilities
        iii. Experience with slab-on-grade and pit-set modular installations
    b. Past Performance & References
        i. Quality of workmanship
        ii. Schedule adherence
        iii. Responsiveness & issue resolution
        iv. Minimum three (3) references from projects completed within the last five (5) years for similar educational projects
    c. Firm Capacity & Size
        i. Manufacturing capacity and workforce
        ii. Coordination approach with GC and utilities
        iii. Ability to meet schedule and production demands
    d. Project Management & Schedule
        i. Proposed project manager experience
        ii. Defined roles and responsibilities.
        iii. Quality control and inspection processes
        iv. Draft a proposed duration project schedule
    e. Cost Proposal
        i. Lowest responsive and responsible bid receives full points.
        ii. All other bids scored proportionally using the following formula:
        iii. Price Score = (Lowest Bid ÷ Proposer's Bid) × Available Points
    f. Affirmative Consideration of Minority, Small Business, Women Owned, Veteran Owned, Local Business and Labor Surplus Areas
        i. Consideration will be given to dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, veteran-owned businesses, local businesses, and labor surplus area firms.

III. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

A. Cover Letter: A one-page cover letter with the name and contact information of the proposed Vendor.

B. Description of services to be provided, including informative sheets on services.

C. Detailed plan of action for all phases of the services requested.

D. CAPK is not a tax-exempt entity; all appropriate taxes will apply. All applied taxes must be listed as a line item.

E. Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.

F. Conflict of Interest: Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

Vendor shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

G. **Vendor Information Sheet:** Appendix A.

H. **W-9:** Appendix B.

I. **Additional Terms and Conditions:** Appendix C.

IV. VENDOR REQUIREMENTS

A. All responsive proposals shall be reviewed and evaluated by CAPK to determine which proposal best meets CAPK's needs for this project by demonstrating the competency and professional qualifications necessary for the satisfactory performance of the required services.

V. PROPOSAL SUBMITTAL PROCESS

A. The submission of a proposal shall be an indication that the Vendor has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of CAPK.

B. All proposals received by CAPK will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to CAPK in a separate envelope and must be clearly marked as a trade secret. CAPK will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and CAPK shall in no way be liable or responsible for any such disclosure. Vendors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secrets unless necessary. The Vendor's qualification package, and any other supporting materials submitted to CAPK in response to the request, will not be returned and will become the property of CAPK.

VI. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor

submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include Appendix C, signed on behalf of the Vendor.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in Section B. below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: "The Non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals,** except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference." The selection process is designed to ensure that the Vendor's services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK.

A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, related experience and professional qualifications of Vendor.

B. The evaluation and selection of the successful Vendor shall be based upon the factors listed below with corresponding point evaluation. Total points available are **100**.

Evaluation of each proposal will be scored on the following factors:

RELEVANT EXPERIENCE: • Years of experience manufacturing modular buildings • Experience with E-Occupancy / educational facilities • Experience with slab-on-grade and pit-set modular installations	Points = 20
PAST PERFORMANCE & REFERENCES: • Quality of workmanship • Schedule adherence • Responsiveness & issue resolution • Minimum three (3) references from projects completed within the last five (5) years for similar educational projects	Points = 20
FIRM CAPACITY & SIZE: • Manufacturing capacity and workforce • Coordination approach with GC and utilities • Ability to meet schedule and production demands	Points = 10
PROJECT MANAGEMENT & SCHEDULE	Points = 10

• Proposed project manager experience • Defined roles and responsibilities. • Quality control and inspection processes • Draft a proposed duration project schedule	
COST PROPOSAL • Lowest responsive and responsible bid receives full points. • All other bids scored proportionally using the following formula: Price Score = (Lowest Bid ÷ Proposer's Bid) × Available Points	Points = 30
AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMAN OWNED, LOCAL BUSINESS AND LABOR SURPLUS AREAS • Consideration will be given to dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, veteran-owned businesses, local businesses, and labor surplus area firms.	Points = 10
Total	**Points =100**

C. CAPK may, at its discretion, request presentations by or meetings with any or all Vendors to clarify the Vendors' proposals.

However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor can propose.

CAPK contemplates award of the Contract to the responsible Vendor with the highest total points awarded by CAPK's proposal evaluation team.

D. Upon final selection, the Contract will be processed by CAPK for award of the Contract.

VII. CONDITIONS TO AWARD

A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

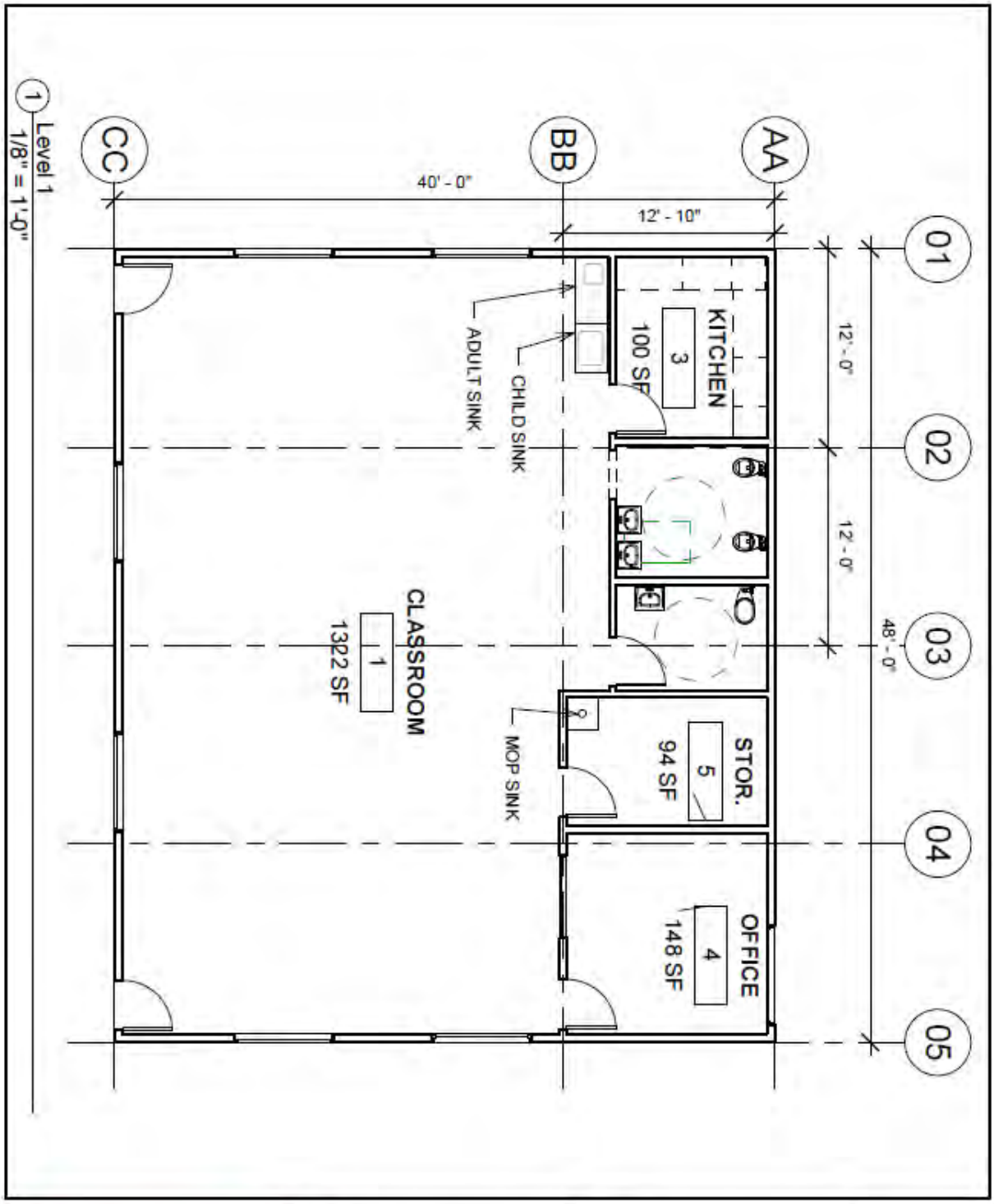
B. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a submittal.

VIII. TIMELINE

Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.

VIII. PROHIBITED ACTIVITY

Vendors or their agents shall not make any personal contacts with any member of CAPK's Board of Directors or program personnel prior to selection and award of a Contract for this work.



capk Community Action Partnership of Kern	Project: MFARLAND/TEHACHAPI Project Address: MULTIPLE	Sheet Name: PROPOSED DESIGN Scale: 1/8" = 1'-0" / Revision Date: Date/Time Stamp: 08/02/23 / Drawn By: EGW	Sheet: A102

APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: _____ Prepared By: _____

Official Business Name: _____

DBA: _____

Location Address: _____
Street City State Zip

Remit Address: _____
Street City State Zip

Contact Person: _____ Title: _____

Phone #: _____ Accts. Receivable Phone #: _____

Fax #: _____ Customer Service Phone #: _____

CAPK Vendor #: _____ E-mail Address: _____

Federal ID # or SS#: _____ Type of Business: _____

Contractor Lic #: _____ Business Lic #: _____ City Issued: _____

General Liability Insurance Carrier & Policy #: _____

Auto Liability Insurance Carrier & Policy #: _____

Workers Compensation Insurance Carrier & Policy #: _____

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☐ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: _____ Accept Purchase Orders: ☐ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

REV. 012516

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
☐☐ - ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X — Form **W-9** (Rev. 12-2014)

APPENDIX C

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Contract is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Contract except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.

12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.

13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Contract, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled “Protest by Vendor.”

16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

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

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

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

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

17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

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

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

    "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which

may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

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

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

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

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

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

    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

    e. Provide Contractual Liability coverage for the terms of the Contract.

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

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

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

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

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

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

_____

Signature **Date**

_____

Print Name

_____

Company Name

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

Community Action Partnership of Kern
Scoring Matrix Summary - RFP OPS-2026-002

OPERATIONS - MODULAR CLASSROOM BUILD

Proposals Due: 03/17/2026

	VENDOR:	JTS MODULAR, INC.	NEXTMOD INC.	SILVER CREEK MODULAR, LLC.
Factors:	**Possible Points**	**Awarded Points**	**Awarded Points**	**Awarded Points**
1) RELEVANT EXPERIENCE: • Years of experience manufacturing modular buildings • Experience with E-Occupancy / educational facilities • Experience with slab-on-grade and pit-set modular installations	20	20	19.33	20
2) PAST PERFORMANCE & REFERENCES: • Quality of workmanship • Schedule adherence • Responsiveness & issue resolution • Minimum three (3) references from projects completed within the last five (5) years for similar educational projects	20	19.67	15.67	17
3) FIRM CAPACITY & SIZE: • Manufacturing capacity and workforce • Coordination approach with GC and utilities • Ability to meet schedule and production demands	10	8.33	9.33	10
4) PROJECT MANAGEMENT & SCHEDULE: • Proposed project manager experience • Defined roles and responsibilities. • Quality control and inspection processes • Draft a proposed duration project schedule	10	9	10	8.67
5) COST PROPOSAL • Lowest responsive and responsible bid receives full points. • All other bids scored proportionally using the following formula: Price Score = (Lowest Bid ÷ Proposer's Bid) × Available Points	30	30	NA	21.77
6) AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMAN OWNED, LOCAL BUSINESS AND LABOR SURPLUS AREAS • Consideration will be given to dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, veteran-owned businesses, local businesses, and labor surplus area firms.	10	2	6	0
Total	**100**	**89**	**NA**	**77.44**

Community Action Partnership of Kern
Scoring Matrix - Cost Formula - RFP OPS-2026-002

5) COST PROPOSAL

Where:
L = Price of the supplier's response with the lowest cost.
R = Total cost of the Proposal being ranked.
P = Total points available for cost scoring.
Z = Assigned points.

Formula:
L/R x P = Z

	P	L	R	Z
JTS Modular	30	535,000.00	535,000.00	30
NEXTMOD	Un-responsive			
SIVER CREEK MODULAR	30	535,000.00	737,288.06	21.77

6) AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMAN OWNED, LOCAL BUSINESS AND LABOR SURPLUS AREAS

	JTS Modular	NEXTMOD	SIVER CREEK MODULAR
Minority Owned	0	2	0
Small Business	0	2	0
Women Owned	0	2	0
Veteran Owned	0	0	0
Local	2	0	0
Total	**2**	**6**	**0**

2 points for each category

Skarphol / Frank
Associates
ARCHITECTURE. PLANNING. INTERIORS.
Paul Skarphol, Architect • Gregory Frank, Architect

April 8, 2026

Mr. Emilio Wagner
COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)
1300 18th Street, Suite 200
Bakersfield, California 93301

Subject: Proposal for Architectural Services
CAPK Head Start Program
410 E. Perkins Avenue | McFarland, CA | 93250

Dear Mr. Wagner,
Thank you for allowing us the opportunity to offer this proposal for Architectural and Engineering Services. We have provided below a general description of the project scope and our proposed fees.

PROJECT DESCRIPTION

The proposed project generally consists of the placement of a new modular building for COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) Head Start program. The existing modular building along with adjacent landscaping and play equipment shall be demolished. The new modular building will be placed on raised earth with a concrete pad to reach the minimum 18" above grade to satisfy Floodplain requirements. All utilities shall be routed and stubbed up prior to modular building placement. Once building has been placed on slab and attached, the remaining exterior ramps and amenities shall be installed.

DESCRIPTION OF SERVICES

Pre-Design Phase: Prior to beginning the initial design, Skarphol Frank Associates will need to obtain reliable site information such as legal and physical descriptions of the property. This will provide us with the appropriate information needed to proceed to the next phase.

Schematic Design Phase: This phase will provide a general design concept for the project outlined above. During this time, we will meet as needed to complete the overall design idea. At the end of this phase you can expect to have the following:

- Site Plan showing the building location, vehicular parking , outdoor spaces, landscaping and gated boundaries

Site Plan Review Submittal: Excluded.

Design Development Phase: Upon your approval of the Schematic Design Phase, we will continue to develop the plans in a more detailed manner. We will work closely with you and the modular building contractor to identify specific equipment locations and requirements. Close coordination will be made with the civil, structural, mechanical, plumbing, electrical and landscape systems to ensure proper integration into the final design. Any miscellaneous details will be developed in the construction document phase.

Construction Document Phase: Beginning with the approval of the design development phase, we will prepare construction documents for the project. The drawings prepared by Skarphol/Frank Associates will be detailed plans for construction, including: site plan, means of egress, exterior areas immediately surrounding building and details; and structural framing plans and calculations.

Following your approval of the construction document phase, Skarphol Frank Associates will submit the plans to the Division of the State Architect (DSA) for review and approval. Any agency fees have been excluded from this proposal. When those fees are determined by the agencies reviewing, we will forward those to you for payment.

Construction Administration Phase: During construction, Skarphol Frank Associates will provide site observations, attend construction meetings and answer any contractor requested clarifications and questions regarding the construction document drawings.

FEE PROPOSAL

We propose a fixed fee based on the following categories:

Architectural	
Schematic Design / Concept:	**$2,000.00**
Construction Documents:	**$16,000.00**
Permitting:	**$4,500.00**
Bidding & Cotract Negotiation:	**$2,500.00**
Construction Administration:	**$5,000.00**
Geotechnical Engineering	
Soils Testing (foundations):	**$7,925.00**
Geologic Hazards Evaluation:	**$4,475.00**
Civil Engineering	
Topographic Survey:	**$8,625.00**
Grading / Drainage Plan:	**$17,825.00**
Site Utility Plan (Water & Sewer):	**$7,475.00**
BMP Plan:	**$1,725.00**
FEMA Elevation Cert:	**$1,725.00**
Construction Administration:	**$4,025.00**
Landscape Architeture	
On-Site Analysis (Pre-Design):	**$1,375.00**
Schematic Design / Concept:	**$2,075.00**
Design Development / Construction Documents:	**$8,975.00**
Construction Administration:	**$2,075.00**
Total Proposed Fees:	**$98,300.00**

The Civil Engineering fee includes (2) Site Visits/ Meetings Erosion Control Plan, Best Management Plan, details and a FEMA Elevation Certificate. Items excluded but not limited to; public entity fees, mapping, off-site plans (street, utility, signal), easements, soils report, SWPPP (Under 1 acre), septic plan, street light plans, Title Report (Est $750), flood study, drainage study, DSA meetings, construction staking, wall plans, SWPPP QSP Monitoring, a Dust Control Plan (DCP), Notice of Intent (NOI), Fire Sprinkler Plans, Off –Site Street Improvement Plans, Lot Line Adjustment, utility applications/coordination and/or title reports have been excluded.

Any revisions to the scope of work outlined above or changes requested by the owner after the start of construction documents will be considered extra services. If this occurs, Skarphol/Frank Associates will bill all additional work on an hourly basis per the attached Fee/Reimbursable Expense Schedule. Remittance of revision fees will be required to be submitted prior to commencement of requested revisions.

EXCLUSIONS / REIMBURSABLE EXPENSES / EXTRA SERVICES

The following services have been excluded from the scope of work for this project. If any of these services are requested a separate proposal will be provided for your review and approval.

- CASp Survey
- Site and Building Accessibility Improvements (not directly related to the area of improvements)
- Soil Investigations
- Site Utilities Design
- Planning Required Entitlements
- Landscape Design
- 3D Computer Modeling/Renderings
- Contractor Bidding
- Travel
- All Reviewing Agency(s) Fee
- CalGreen Commissioning
- T24 Requirements
- Plumbing & Mechanical Engineering
- Electrical Engineering
- Structural Engineering
- Fire Sprinkler Design
- Fire Alarm Design

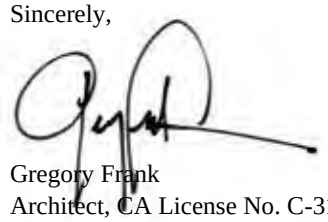
Reimbursable expenses, such as printing, delivery, etc., are not included in this fee proposal and will be billed per the attached Fee/Reimbursable Expenses Schedule.

CONTRACT EXECUTION

Termination of this contract, by either party, must be provided in writing. Fees for work completed prior to the contract termination will be submitted for payment.

We appreciate the opportunity to make this proposal and look forward to working with you on this project. Your signature below will authorize us to proceed with the work described within this proposal. Please contact our office if you have any questions or comments regarding our services.

Sincerely,



Gregory Frank
Architect, CA License No. C-31980
CASp-595, NCARB, LEED AP

Authorized Signature Date

Cc: Fee/Reimbursable Expenses Schedule

Skarphol / Frank Associates
ARCHITECTURE. PLANNING. INTERIORS.
Paul Skarphol, Architect • Gregory Frank, Architect

FEE REIMBURSABLE EXPENSES SCHEDULE
Effective August 15, 2025

Principal Architect:	$245.00 per hour
Architect – CASp:	$230.00 per hour
Project Architect:	$195.00 per hour
Senior Graphic Manager:	$165.00 per hour
Senior Project Manager:	$165.00 per hour
Project Manager:	$145.00 per hour
Assistant Project Manager:	$140.00 per hour
Graphic Technician:	$140.00 per hour
Senior CADD Technician:	$125.00 per hour
CADD Technician:	$115.00 per hour
Administrative Support Services:	$60.00 per hour

REIMBURSABLE EXPENSES:

Consulting Engineers:	1.15 x Direct Cost
Renderings, Models, and Photographs:	1.15 x Direct Cost
Application / Permit Fees:	1.15 x Direct Cost
Printing:	1.15 x Direct Cost
Travel Expenses:	1.15 x Direct Cost
Postage and Overnight Courier:	1.15 x Direct Cost
Local Delivery and Courier Services:	1.15 x Direct Cost
Mileage (Beyond City Limits):	$0.70 Per Mile

Statements are due and payable upon receipt. Any amounts unpaid after 30 days will accrue interest from the date of the statement at the rate of 1.5% per month (18% per Annum) or the maximum allowable rate.

Community Action Partnership of Kern

Project Budget

Project: McFarland Head Start

Date: 07/11/2024

SITE ACQUISITION	Total	
Property Purchase	$	-
Total Site Acquisition	$	-
HARD COSTS		
General Contractor		
Demolition	$	43,000
Site Utilities		45,000.00
Grading		75,000.00
Foundation		130,000.00
Fencing		45,000.00
Landscaping		52,500.00
Modular Building		403,200.00
Flatwork		59,081.00
Plumbing Connections		18,000.00
Fire Alarm		12,500.00
Design Contingency		28,179.00
Construction Contingency		126,355.00
General Conditions		179,900.00
Overhead & Profit		162,376.00
Liability Insurance		10,665.00
E&O Insurance		5,333.00
Total Hard Costs	**$**	**1,396,089**
SOFT COSTS		
Professional Services		
Architect/Engineer	$	166,789.00
Environmental		3,500.00
Building Permits		45,000.00
Testing		25,000.00
Inspections		30,000.00
Insurance		15,000.00
Utilities - Electrical		15,000.00
Appraisal		3,500.00
Total Soft Costs	**$**	**303,789.00**
START-UP COSTS	$	-
Furnishings		-
Moving Costs		-
Other		-
Total Start-Up Costs	$	-
TOTAL CAPITAL COSTS	$	1,699,878.00

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Assistant Director - Program

Date: April 22, 2026

Subject: *Agenda Item 4e:* SJCOE Annual HS Preschool Contract Retroactive Renewal – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to renew our contract with the San Joaquin County Office of Education (SJCOE) for Head Start Preschool funds. This funding supports services for 153 preschool-age children in the cities of Lathrop, Manteca, and Stockton in San Joaquin County. This funding provides center-based services for children of families needing childcare for up to 10 hours so that they can work, attend school, or participate in job training. The original HS contract and partnership with SJCOE began on February 1, 2025.

This renewed agreement between the San Joaquin County Office of Education and Community Action Partnership of Kern is to conduct of Head Start program activities will be effective from **February 1, 2026, to January 31, 2027.** The funding amount is **$1,998,719**. With the retroactive approval from the board, contract development will continue at the amount identified above. It is important to note that CAPK received the contract from SJCOE April 16, 2026. Head Start leadership had received an incorrect version earlier in April, which was subsequently revised to the corrected version submitted for approval. SJCOE recognized their delayed release of the renewal contract and have not delayed any payment of invoices since the beginning of the contract period.

This initiative aligns with CAPK's Strategic Priority A as our continued partnership foster pathways out of poverty by promoting community led investments through expanding access to quality education.

Recommendation

Staff recommends that the Board of Directors retroactively approve the renewal of the 2026-27 San Joaquin County Office of Education Head Start Preschool contract and authorize the Chief Executive Officer to execute the contract and any amendments.

Attachment:

SJCOE 2026-27 Head Start Preschool Contract

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

TIERED COOPERATIVE AGREEMENT

This agreement, by and between the **San Joaquin County Office of Education**, hereinafter referred to as OFFICE, and **Community Action Partnership of Kern** headquartered at **1300 18th St., Ste. 200, Bakersfield, CA 93301** hereinafter referred to as PARTNER, is to conduct activities of the Head Start Program from **February 1, 2026 through January 31, 2027**. Funding to OFFICE is provided by the Department of Health and Human Services, Administration for Children and Families, Office of Head Start, hereinafter referred to as ACF. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Federal Agreement Information
Information required as per 2 CFR Part 200.322:

1.1.	*Federal Award Identification*	Funds provided through this agreement are from federal sources.
1.2.	*PARTNER Name*	Community Action Partnership of Kern
1.3.	*PARTNER Unique Identifier*	94-2497046
1.4.	*Federal Award Identification Number*	09CH013533/01
1.5.	*Federal Award Date*	1/27/2026
1.6.	*Subaward Period of Performance*	February 1, 2026 - January 31, 2027
1.7.	*Amount of Federal Funds Obligated by This Action*	$1,998,719
1.8.	*Total Amount of Federal Funds Obligated to This PARTNER*	This amount differs from year to year and is unknown at the time of agreement.
1.9.	*Total Amount of Federal Award*	$1,998,719
1.10.	*Federal Award Project Description*	Head Start Preschool and Early Head Start Program
1.11.	*Name of HHS Awarding Agency*	ACF/OHS/Region West
1.12.	*Name of Pass-Through Entity*	San Joaquin County Office of Education
1.13.	*Awarding Official Name and Contact Information*	Troy A. Brown, Ed.D., County Superintendent of Schools 209.468.4802 / lbryant@sjcoe.net
1.14.	*CFDA Name and Number*	Head Start / 93.600
1.15.	*Research and Development Award*	N/A
1.16.	*Indirect Cost Rate*	N/A

2. Grant Amount

PARTNER agrees to carry out those responsibilities assigned to it by this agreement for a maximum of $1,998,719 of federal funds allocated as follows:

2.1.	Head Start Preschool (HS) Basic Funds:	$1,998,719
2.2.	Early Head Start (EHS) Basic Funds:	$0

In addition, a minimum of $767,601 nonfederal share match is required in accordance with the approved budget and program concept and conditions that are incorporated in this agreement.

The maximum administrative rate is **10.0%** of allowable expenditures.

3. Maximum Dollar Allocations

All dollar and per-child allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets or for failure to perform or meet standards or regulations, including, but not limited to, patterns of low enrollment and/or attendance.

4. Request for Additional Funds and/or Budget Revisions

4.1. A request for additional funds may be presented in writing to OFFICE by PARTNER for consideration. OFFICE shall be under no obligation to approve these requests. Written approval of such requests by OFFICE and ACF is required before PARTNER may consider such requests approved. Any expenditure by PARTNER without written OFFICE approval shall be considered non-reimbursable. The deadline for requesting additional funds is October 15. Requests must be made utilizing the OFFICE-designated budget revision process with a detailed narrative explaining the reason for the additional funds, what other resources have been explored and utilized before the request, and the plan should the request be denied.

4.2. A budget revision from one federal category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the federal category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in out-of-area travel (6c), equipment (6d) if $5,000 or more, or construction/renovation (6g) requires prior written approval from OFFICE. Any request for equipment (6d) must include 3 quotes used to determine the amount requested. *Please note that all requests for revisions to Equipment and Construction/Renovation also require ACF approval.* (Refer to Equipment Purchases Costing $5,000 or More Fiscal Procedure)

All budget revisions must be submitted in writing to and approved by OFFICE in writing prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions, which ACF must approve, will not be accepted from PARTNER after October 15 of the contract term. Budget revisions, which OFFICE may approve, may not be accepted from PARTNER after December 1 of the contract term (Refer to Partner Agency Budget Revision Request Procedure)

This section also applies to federal nonfederal share match funds and the administrative cost budgets.

5. Budget and Narrative

All funds to be awarded under this agreement shall be requested by PARTNER and approved by OFFICE in writing prior to the commitment of expenditures using the required formats for budgets, approved Planned Program Approach Proposal, and supporting narratives supplied by OFFICE.

6. Service Requirements

6.1. PARTNER is funded to provide services to:

6.1.1. **153 HS** age-eligible children;
6.1.2. **0 EHS** age-eligible children/pregnant individuals; and
6.1.3. Totaling **153** children/pregnant individuals.

As specified in Attachment A, the approved Planned Program Approach Proposal, which is attached and by reference made part of this agreement. PARTNER is funded to serve the total number of children for the dates and number of days of operation and sites stated therein, conduct the number of home visits and parent conferences, and provide the program options stated therein.

6.2. PARTNER must submit a written request to OFFICE for approval to change any program service and/or program service delivery option stated therein. Such requests must follow the established process set up by OFFICE. OFFICE shall be under no obligation to approve such requests. During the time period of OFFICE's review of PARTNER's request, PARTNER shall remain obligated to comply with all requirements of this Agreement. Changes to Planned Program Approach Proposals shall not be implemented unless approved in writing by OFFICE. In the event OFFICE does not approve a request pursuant to this Section, PARTNER shall remain obligated to comply with the requirements set forth in this Agreement despite the disapproval.

6.3. PARTNER Service Area is defined as the area where the PARTNER contracts with OFFICE to provide services to children and families.

7. Program Earnings

7.1. PARTNER may earn all of its approved ACF basic funds up to its approved budget if it maintains enrollment of 100% and no less than 97%, if it maintains at least 85% of monthly average daily attendance (ADA), enrolls and serves at least 10% of the number of children listed in 6.1.3 as children with identified disabilities, and generates 100% of said nonfederal share match. For nonfederal share match valued at less than the amount specified in Section 2.0, PARTNER earnings may be reduced on a prorated basis.

Basic funds will be reduced for maintained child/pregnant individual enrollment of less than the total number stated in Section 6.1. The amount of reduction will be determined by dividing the total amount of Basic funds from Section 2.0 by the total number of children in Section 6.1.

If PARTNER enrolls less than 97% of the total number stated in Section 6.1 by September 30 or fails to maintain through the program year will implement the High- Risk Review support, OFFICE may implement the following requirements:

- PARTNER will be required to accept and incorporate OFFICE's monthly technical assistance (assistance provided to improve systems, coaching, systems-based and targeted training, mentoring, etc.) to management and staff in the area(s) identified as needing improvement. Technical assistance will be included in the Continuous Quality Improvement (CQI) Plan. CQI Plans will identify areas of improvement, responsibilities of the educational partner and Early Education Support (EES) managers, timelines, and documentation requirements
- Monitoring by EES and Educational Partner manager(s) will be conducted monthly in the review area(s) that was identified as needing improvement.
- Meet every month with EES directors and identified EES manager(s) to check on the progress of technical assistance identified on the CQI plan.
- Receive budget revision approval from SJCOE prior to spending above currently approved budget levels.
- Not eligible to apply for LDO waiver
- If failure to address and/or correct Risk Management or Program Quality indicators within twelve months, SJCOE may issue a re-designation or re-allocation of terms.

For under-enrollment of children with identified disabilities, future enrollment and funding may be reduced. For such situations, PARTNER and OFFICE will develop plans to be jointly implemented to improve the enrollment level of identified children and maintain the minimum enrollment upon reaching the required level.

7.2. PARTNER shall monitor ADA for each classroom weekly and must take action to improve attendance and reduce chronic absenteeism continually. If the monthly ADA for the classroom falls below the minimum 85% requirement, PARTNER must provide OFFICE with written identified strategies for improving attendance for the classroom via a classroom attendance support plan. PARTNER must also have a systematic process for supporting individual children/families when a concern with attendance is identified. If ADA for the overall agency falls below the 85% requirement for three consecutive months, PARTNER must provide OFFICE with written identified focused strategies for improving agency attendance via the Self-Assessment Agency Profile process. Repeated failure of PARTNER to meet the minimum 85% ADA requirement may result in the reduction of agreement funds in proportion to the actual ADA and the number of enrollment vacancies.

OFFICE reserves the right to waive any reduction in earnings when unusual circumstances exist that prohibit PARTNER from serving the number of children required, maintaining the required 85% ADA, serving a minimum of 10% of the actual enrollment of children with identified disabilities, or generating the required nonfederal share match. PARTNER must request any such waiver in writing using OFFICE's established procedure. Non-Federal share waiver requests must be submitted to OFFICE no later than October 15. Disabilities waiver requests must be submitted by October 15. The granting of such a waiver shall be at the sole discretion of OFFICE and may also be contingent upon approval by ACF. (Refer to Disabilities and Non-Federal Share Waiver Request Procedures)

8. Compliance

PARTNER shall conduct all phases of program operation in accordance with OFFICE and ACF regulations and consistent with RECIPIENT program goals and objectives. OFFICE retains authority to determine whether PARTNER meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits at any time. Serious violations of the requirements as determined by OFFICE can result in suspension or termination of the agreement with or without advanced notice, depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or PARTNER's requirements, the most stringent provision(s) take precedence. OFFICE expects PARTNER to achieve the greatest outcomes for all enrolled children and families by providing high-quality, comprehensive services by well-trained and supported staff.

PARTNER shall appropriate actions necessary to meet the following requirements and provide documentation establishing its efforts to meet the following assurances upon OFFICE's request:
(1) PARTNER adopted enrollment system shall not impede timely enrollment of children referred by OFFICE as "Accepted". "Timely Enrollment" is defined as less than seven calendar days during program operations;
(2) PARTNER shall provide and/or maintain utilization of content area expertise for the program service areas of early childhood education, disabilities, early mental health, health, family services, and engagement, and caregiver-child interaction quality (Classroom Assessment Scoring System (CLASS));
(3) staff providing services to program children and families will meet qualifications as established by the HS Act, HS performance standards, and state and local requirements and will be afforded opportunities for professional development;
(4) PARTNER shall provide a written plan for staff vacancies to ensure staff vacancies are filled in an efficient timeline, with no impact on services to children
(5) parent engagement, parent education, and father/male involvement programs are implemented, as per the OHS Parent, Family, and Community Engagement (PFCE) Framework and strategies identified in the OFFICE's School Readiness Plan;

(6) community resources are identified and utilized to the fullest extent possible and documented

as evidence to support PARTNER program effectiveness in meeting child and family-identified needs;
(7) program parents/caregivers are included in the PARTNER's established Parent Advisory Committee (PAC) and provide representation to the OFFICE Program Policy Council. The function of the Parent Advisory Committee (PAC) is to inform and provide the parent(s)/caregiver(s) information about the PARTNER's services provided to children and families through the program;
(8) official documents and records must be in English, with other language translations as appropriate, and be readily accessible for review or audit; and
(9) there is participation in the OFFICE'S Health Mental Health Services Advisory Committee.
All activities authorized by this agreement shall be performed in accordance with the approved OFFICE Planned Program Approach Proposal, the approved budgets, agreement terms and conditions, and all relevant OFFICE and ACF directives.

8.1 Tiered Cooperative Review Status Requirements
OFFICE expects PARTNER to achieve the greatest outcomes for all enrolled children and families by providing high-quality, comprehensive services by well- trained and supported staff. PARTNER will:

- Participate in Monthly Agency Collaboration Meetings
- Develop and follow up on CQI Plan activities and timeframes
- Participate in Annual Self-Assessment
- Conduct and collaborate in annual Program Self Evaluation (CCTR/CSPP Contracts)

OFFICE used the Tiered Cooperative Agreement Process to review PARTNER's Risk Management and Program Quality indicators as listed in the table below:

	Risk Management	**Program Quality**
Low Risk	Evidence of compliance with the San Joaquin County Office of Education Tiered Cooperative Agreement and all fiscal indicators are met.	Evidence of compliance with contractual requirements and effective systems to show results for quality program services. Effective and well-defined systems are basic expectations/structural, professional development, school readiness/ early intervention, and program operations.
Moderate Risk	Evidence of compliance with most sections of the San Joaquin County Office of Education Tiered Cooperative Agreement and *lack evidence/or practice in one* of the fiscal indicators.	Evidence of compliance with contractual requirements and *lack of evidence and/or practice in one* of the following systems: basic expectations/structural, professional development, school readiness/ early intervention, and program operations.
High Risk	Evidence of *findings in one or more of the* sections of the San Joaquin County Office of Education Tiered Cooperative Agreement and *lack evidence and/or practice in more than one* of the fiscal indicators.	Evidence of findings in contractual requirements and *lack of evidence and/or practice in more than one of t*he following systems: basic expectations/structural, professional development, school readiness/ early intervention, and program operations.

OFFICE will assign an Interim Tiered Cooperative Agreement Review Status for all new PARTNERS and existing PARTNERS in the first year of the Tiered Cooperative Agreement Implementation (See Tiered Cooperative Agreement Procedure Item 3)

It is at the discretion of the OFFICE to impose a High-Risk Review status to PARTNER who remains in a Moderate Risk Review for two years and has shown a lack of maintaining and improving capacity to sustain systems and meet contractual agreements.

9. Waivers

PARTNER may request a waiver of the following requirements utilizing OFFICE-designated procedures and timelines:

- Non-Federal Share requirement noted in Section 2 (must be requested by October 15);
- 10% Disabilities enrollment requirement noted in section 7.1 (Due by October 31);
- Class-size Waiver using the Locally Designed Option (LDO) process. (Due as part of the refunding application September 15)
- Teacher Qualifications Waiver (Due to OFFICE before start date)

10. Quality

OFFICE expects PARTNERS to achieve the greatest outcomes for all enrolled children and families by providing high-quality, comprehensive services by well-trained and supported staff.

OFFICE will use a Tiered Cooperative Agreement Process to review PARTNER contractual agreements at a minimum every year in the following quality areas (refer to attachment D– Tiered Contract Risk Management and Quality Review Indicator Matrix):

- Basic Expectations/Structural Systems
- Professional Development Systems
- School Readiness/Early Intervention Systems
- Program Systems-Effective Systems To Show Results For Quality Program Services

OFFICE will assign an Interim Tiered Cooperative Agreement Review Status for all NEW PARTNERS and PARTNERS in the first year of Tiered Contract Implementation. The first year Implementation will consist of a review on Basic Expectations/Structural Systems and Risk Review/Fiscal Indicators. All indicators will be reviewed thereafter during the yearly scheduled Tiered Cooperative Agreement Review Process.

11. School Readiness/Early Intervention Services

PARTNER shall follow Head Start Program Performance Standard (HSPPS) 1302.102(b), OFFICE established Goals and Objectives related to School Readiness, and the HS Early Learning Outcomes Framework: Ages Birth to Five (ELOF) for children from birth to compulsory school age.

PARTNER shall use the OFFICE - adopted child assessment and screening interval timelines for child assessments/screenings as appropriate for program days of service.

PARTNER will utilize the systems, forms, and processes developed by the OFFICE, or an approved alternate, for reporting on School Readiness aggregated and disaggregated data to support data-based decision-making for continuous program improvement.

PARTNER will utilize the systems, forms, and processes developed by the OFFICE, or utilize an alternate system that identifies/supports the social-emotional needs and behavioral concerns, including community partnerships that provide children and families access to mental health resources/services. PARTNER will ensure that such systems also limit the use of expulsion and suspension of children.

12. Food Program

PARTNER assures that all children shall be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly PARTNER Agency Claim as it is received by PARTNER. The final PARTNER Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by PARTNER.

PARTNER shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within ten calendar days of receipt of the report or correspondence.

PARTNER shall notify OFFICE by telephone within 24 hours and provide a copy within ten calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

13. Facility Licenses and Standards

PARTNER shall ensure that all children enrolled in the Center Based option as indicated on the approved Planned Program Approach Proposal shall receive services in centers licensed through the California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in PARTNER's centers. Copies of all current center licenses shall be on file at the PARTNER office. Copies shall be submitted to OFFICE prior to the first- day children are present.

PARTNER shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

PARTNER shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

PARTNER shall notify OFFICE by telephone and/or email within 24 hours of any Unusual Incident Report (UIR) filed, Type A and/or Type B Violation and annual Community Care Licensing visits received for either directly operated or Center Based facility. PARTNER shall also provide copies of any written documents related to the incident within one business day. For UIRs, PARTNER shall also provide supporting documentation that the report was submitted to Community Care Licensing.

PARTNER shall notify OFFICE by telephone and email within 2*4 hours* of receipt and provide a copy of any report when cited by any regulatory agency when citations may result in the assessment of a fine or serious non-compliance designation, including any deficiency or revocation of license, contract, or agreement. PARTNER shall provide copies of any written documents related to each incident within one business day of the citation or receipt of additional documentation after the original citation.

Federal funds may not be used to pay fines resulting from CCLD violations or other regulatory agency citations.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for termination of this agreement.

14. Insurance/Incorporation Requirements

14.1. PARTNER shall have on file evidence of incorporation (if applicable), all pertinent insurance policies (including but not limited to the insurance policies set forth below), fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

14.2. PARTNER shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

14.3. PARTNER shall ensure that contracts with third-party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Education Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement, with a minimum of $1,000,000. Should such subcontractor fail to provide the required cyber insurance, PARTNER is responsible for procuring and maintaining such policy.

14.4. PARTNER shall list OFFICE as additionally insured on all required insurance policies and shall require any third-party entity holding required insurance to list OFFICE as additionally insured as well.

14.5. PARTNER shall purchase and maintain child accident insurance coverage for all enrolled children.

14.6. PARTNER shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14.7. On each policy of insurance, the insurer shall agree to waive all rights of subrogation against OFFICE.

14.8. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, reduced or canceled except after thirty days prior written notice has been given to OFFICE by the carrier. Qualified statements such as carrier “will endeavor” or that “failure to mail such notice shall impose no obligation and liability upon the company” shall not be acceptable.

14.9. The insurance shall apply separately to each insured against whom the claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

14.10. General Insurance Matters: All insurance coverage required under this Agreement:

14.10.1. Be issued by insurance companies admitted to do business in the State of California, with a financial rating of at least an A:VII as rated in the most recent edition of Best’s Insurance Reports..

14.10.2. All insurance required by this Article shall contain standard separation of insured’s provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to OFFICE.

14.10.3. PARTNER shall promptly notify OFFICE in writing of any materials change in the coverage, scope, or amount of any policy.

14.10.4. All such insurance shall be primary insurance. Any insurance of the OFFICE shall be excess coverage for benefit of OFFICE only and non-contributory.

15. Out-of-Area Travel

PARTNER will only be reimbursed for travel outside the OFFICE service delivery area, for OFFICE sponsored events, and events with prior written approval of OFFICE. Approval of a budget with specified travel included will constitute prior written approval (Refer to Request for Out of County Travel Procedure).

16. Required Reports/Documents

PARTNER **must use** identified forms, policies, and procedures agreed upon by OFFICE.PARTNER agrees to submit to OFFICE or have on file such reports and other program data as may be required by ACF or OFFICE, as per Attachment B.

17. Internal Controls

PARTNER shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties, as required in 2 CFR Part 200.302(4).

PARTNER shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

PARTNER shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

The purchase of gift cards with agreement funds is not allowable.

Transportation vouchers may be included in budgets that are approved by OFFICE. PARTNER must establish and follow a system to guarantee the security of the physical vouchers, the procedure for the provision of vouchers to the eligible program families, and an inventory tracking system to document the purchase and the awarding of the vouchers. This system is subject to audit by OFFICE.

18. Meeting with PARTNER Directors and Site Visits

Meetings of all PARTNER Directors shall be held by OFFICE and attended by PARTNER. Such meetings may be one-to-one and/or group meetings in person and/or virtual.

OFFICE shall also conduct such site visits as deemed necessary to implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

19. Annual Program Self-Assessment

19.1. OFFICE and PARTNER shall conduct a Program Self-Assessment process to assess program compliance and quality. OFFICE shall designate the documents and procedures to be used.

19.2. Training shall be provided by OFFICE to key PARTNER staff, parents, and community partners who will participate as part of the Program Self-Assessment process.

19.3. PARTNER understands and agrees that PARTNER shall be responsible for collaborating with the OFFICE on the development of a written plan outlining strategies for corrective actions for each focus area of noncompliance, and that failure to prepare or implement such a plan may result in OFFICE not offering an agreement to PARTNER in ensuing years.

20. Participation in OFFICE functions

PARTNER agrees to participate in OFFICE coordinated functions that are consistent with the goals of the program and necessary for the OFFICE to discharge its responsibility to ACF. OFFICE shall guide PARTNER in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

OFFICE-level functions include, but are not limited to:

20.1. Policy Council (PC) through representatives and alternates from the PARTNER.

20.2. Combined staff professional development activities

20.3. Fiscal training

20.4. ERSEA training

21. Maintenance of Records

21.1. PARTNER shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

21.2. PARTNER shall maintain all financial records according to generally accepted accounting principles for public agencies and/or non-profit organizations.

21.3. PARTNER shall permit OFFICE and/or agents of ACF to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

21.4. All records shall be maintained for a minimum of five years after completion of the agreement period.

22. Property Management

22.1. Title to facilities, both modular (portable) or structural buildings, purchased or renovated with Head Start funds vests with OFFICE as per 45 CFR 75.318(a).

22.2. Title to equipment and/or supplies purchased with OFFICE funds vests with the PARTNER only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for ACF.

22.3. Property, equipment, and/or supplies purchased on behalf of PARTNER by OFFICE that would be subject to inventory provisions if purchased by PARTNER must be included in PARTNER inventory records with notation of any items purchased by OFFICE.

22.4. A written control system must be developed and maintained by PARTNER to ensure adequate safeguards to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

22.5. A perpetual property inventory shall be maintained by PARTNER containing the following minimum information for all equipment purchased with ACF funds:

- Description of the property, including intended use and estimated useful life
- Manufacturer's serial number or identification number
- Source of funding for the property (including FAIN)
- Titleholder name
- Asset number

- Acquisition date
- Original cost
- Vendor name and address
- Percent of ACF funds used to purchase item
- Location of item
- Condition
- Ultimate disposition data

22.6. A physical written inventory must be completed annually by PARTNER. Discrepancies between physical inventory and property records shall be noted, and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

22.7. The ACF definition of equipment purchased with ACF funds shall apply to all property. Any unit of equipment with a purchase cost of $10,000 or more, including all costs associated with purchase, and having a useful life of one year or more and purchased with ACF funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of $10,000 or more shall include three price quotes.

22.8. Written approval must be given by OFFICE for PARTNER to dispose of any item with a current per unit fair market value of $500 or more and having a useful life of more than one year. Items with a current per unit fair market value of $5,000 or more also require ACF approval. Proceeds from the sale of such equipment must be spent on allowable program activities within the program year of sale or returned to the OFFICE or disbursed as directed by ACF.

23. PARTNER Payment

Funds shall be disbursed to PARTNER according to the following schedule, subject to the receipt of funds by OFFICE and ACF.

PARTNER shall file a monthly Agency Claim with required supporting documentation of actual expenditures with OFFICE no later than the 15th of the month following the activities reported.

Reimbursement will not be made for the purchase of gift cards - gift cards are not an allowable expense or expenditure.

23.1. PARTNER shall maintain an accounting system that tracks cash and transactions by agreement and the separate subaccounts listed in Section 2.

23.2. PARTNER shall maintain all advanced agreement funds in an interest-bearing account unless approved in advance by OFFICE. All interest earned on advanced agreement funds shall be remitted to OFFICE at least annually with the final claim for reimbursement. Advances are provided as approved by ACF.

23.3. Upon full execution of this agreement, PARTNER shall submit to OFFICE an invoice for 20% of agreement funds, excluding any Cost Per Maximum Reimbursement amounts from Sections 2.1 and 2.2, to initiate payment of a working capital advance.

23.4. Recoupment of the working capital advance shall be made by deducting 20% from each non-Cost Per claim submitted for February through November and deducting any remaining working capital advanced amount from the December claim. Claims for January and the final period shall be presented without working capital advance deduction.

23.5. Upon receipt and approval of each monthly claim submitted by PARTNER, the OFFICE shall reimburse PARTNER claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.

23.6. OFFICE reserves the right to refuse payment of any claim, or any final payment due PARTNER, until OFFICE is satisfied PARTNER has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld, and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.

23.7. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to PARTNER shall be refunded to OFFICE within 15 calendar days of notification by OFFICE.

23.8. PARTNER shall report all food program reimbursements received and shall reduce the actual expenditures reported on the Agency Invoices by the amounts received from CACFP/NSLBP. (This is reporting "Net".)

23.9. PARTNER shall submit all final invoices as required in Attachment B.

23.10. PARTNER shall have and adhere to a written board- adopted policy prohibiting inter-fund loans using Head Start funds which shall be provided to OFFICE upon request.

23.11. The consideration paid to PARTNER, as provided in this agreement, is the full compensation for all PARTNER's expenses incurred in the performance of this agreement.

PARTNER will be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement to be determined at the sole discretion of OFFICE.

24. CalPERS/CalSTRS Retirement Reporting

PARTNER shall determine if any employee, subcontractor, or contractor of PARTNER is a retiree of either California Public Employees' Retirement System (CalPERS) or California State Teachers' Retirement System (CalSTRS) and report the earning of any such person as per the requirements of California Education Code 22461 and California Government Code 21220. The reporting shall be monthly to OFFICE utilizing OFFICE- designated reporting forms.

25. Changes in Key Personnel and Salaries

PARTNER's approved budget is to be considered approval of the personnel contained therein. Any subsequent change in the number of management positions from the approved budget must be approved in writing by OFFICE. PARTNER must provide a revised organizational chart with request. Written notification must be made to OFFICE by PARTNER within five days when there are any changes to the PARTNER Executive Director, Head Start Program Director, Human Resources Director, or Chief Financial Officer.

Head Start funds shall not be used to pay the compensation of an individual, either as direct cost or any proration as an indirect or de minimis cost, at a rate in excess of federal employee Executive Level II, which as of January 1, 2026 is $228,000 (and as adjusted over time) exclusive of statutorily required fringe and other benefits, as detailed in Section 653 of the Head Start Act. PARTNER may compensate staff at rates that exceed Executive Level II, but no Head Start funds can be used to compensate such staff when such compensation is in excess of this statutorily mandated cap.

26. Staff/Child Ratios

PARTNER assures that staff/child ratios shall be maintained per applicable regulations. Applicable regulations are determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

Source of Program Funds	Applicable Regulations
ACF Funds Only	Title 22 and HSPPS
ACF and California Department of Education or California Department of Social Services	Title 5, Title 22, and HSPPS

27. Vehicle Use Agreement

Included as part of this PARTNER Agreement, OFFICE provides usage of the following vehicle(s):

27.1. **NA**

Title shall vest with PARTNER so long as PARTNER provides Head Start services as specified in this and subsequent agreements. Upon termination of the agreement, vehicles shall be transferred back to OFFICE.

The costs of maintenance and repair necessary to operate the program in the OFFICE- provided vehicle is the responsibility of the PARTNER. Such costs may be included in PARTNER budget.

PARTNER agrees to maintain all vehicles provided by OFFICE in their original condition; normal wear and tear is expected. PARTNER agrees to provide maintenance to vehicles and understands that costs for said maintenance may be included in PARTNER budget.

28. Facility Use Agreement

Included as part of this PARTNER Agreement, OFFICE provides usage of the following modular building(s):

28.1. **NA**

The costs of utilities necessary to operate the program in the OFFICE provided buildings are the responsibility of the PARTNER. PARTNER is responsible for all costs associated with operating the Head Start program. For the McFall, McKinley, and BFA sites, the utility (electricity, gas, water, garbage, and sewage), building and fire alarms, pest control, and janitorial costs for each will be billed to PARTNER by OFFICE on a monthly basis. PARTNER is responsible for all other costs of operating the HS program at McFall, McKinley, and BFA. For the other sites, all allowable costs noted in this paragraph may be included in PARTNER budget. See the following section for insurance requirements.

PARTNER agrees to maintain all portable buildings provided by OFFICE in their original condition, normal wear and tear is expected. PARTNER agrees to provide minor maintenance to buildings and understands that costs for said maintenance may be included in PARTNER budget.

29. Facility Management

29.1. A Notice of Federal Interest in Property must be posted in all facilities purchased in whole, or in part with Federal Head Start funds, whether purchased by OFFICE or PARTNER. Such facilities may only be used for Head Start purposes. PARTNER may request such notice from OFFICE.

29.2. Subject to ACF approval when required, OFFICE may agree to repair or provide funding to PARTNER to repair any necessary maintenance item costing more than $5,000 for Federal Head Start purchased portable buildings, whether purchased by OFFICE or PARTNER. PARTNER is responsible for the first $5,000 of cost and may be included in HS/EHS budgets, as appropriate. Requests must be submitted in writing to OFFICE and shall be

granted at OFFICE's sole discretion.

29.3. OFFICE must give prior written authorization for repairs costing more than $5,000.

29.4. PARTNER understands that Head Start renovations or repairs of $2,000 or more are subject to the Davis-Bacon Act (40 USC 276a et seq and Department of Labor 29 CFR Part
5) as per 45 CFR 1303.11 and will include the appropriate language in all agreements as required.

29.5. OFFICE is responsible for maintaining appropriate insurance coverage for the building and structures of any facilities it provides.

29.6. PARTNER is responsible for ensuring the building and structure of any facilities purchased by PARTNER with Federal Head Start funds.

29.7. PARTNER is responsible for ensuring the contents of all facilities used for the operation of programs funded by this agreement.

30. Audit Requirements

30.1. PARTNER's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by PARTNER. Such audit costs may be included in PARTNER budget.

30.2. PARTNER agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with PARTNER, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to PARTNER or non-renewal of this agreement.

30.3. PARTNER shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, PARTNER's lack of performance as required by this agreement.

30.4. PARTNER shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 10 days of receipt and acceptance of said report from auditors.

31. Sub delegation

31.1. No portion of the program operations or of program funds shall be subdelegated, used to jointly operate a different program with another agency, or otherwise contracted by PARTNER without prior written authorization from OFFICE.

31.2. All subcontracts are subject to audit as required by OFFICE.

31.3. PARTNER, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE.

31.4. In addition to and in conjunction with the Hold Harmless clause in Section 35 below, PARTNER agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the PARTNER in the performance of this agreement.

31.5. PARTNER, and the agents and employees of the subcontractor, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

31.6. PARTNER shall incorporate the requirements of this Agreement in all subcontracts to perform work under this agreement, including, but not limited to, the nondiscrimination provision of Section 36 and the Hold Harmless provision of Section 35 of this agreement.

32. Annual Agreement Renewal

The completion of an agreement by PARTNER does not grant vested rights to subsequent agreements. PARTNER shall be notified of renewal criteria during the annual contract review process.

If at any time during the agreement period, the PARTNER demonstrates High Risk Review indicators in *Risk Management* the Continuous Quality Improvement plan will be updated to include High Risk indicators within 30 days of incident(s). PARTNER shall accept and incorporate technical assistance provided by OFFICE within thirty days of the CQI plan update.

OFFICE will determine the level of oversite and support and PARTNER will be required to accept, based on the indicator data presented. Data considered may include but is not

limited to, Enrollment/Attendance, Community Care Licensing (CCL) Site Visit Reports, Type A violations, educational partner self-monitoring results, Care and Supervision Site Visit data, Health and Safety data, Classroom Assessment Scoring System (CLASS) data, and any corrective action plan follow up.

33. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

34. Termination of the Agreement

34.1. Termination for Convenience

a. PARTNER or OFFICE may terminate this agreement for any reason during the agreement term. The PARTNER or OFFICE shall notify the other of its intent to terminate the contract at least 120 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the PARTNER notifies the OFFICE of its intent to terminate the agreement, the PARTNER shall submit: (1) a current inventory of equipment and supplies purchased in whole or in part with agreement funds; and (2) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate PARTNER for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the PARTNER. The OFFICE shall offset any monies the PARTNER owes OFFICE against any monies the OFFICE owes PARTNER under this agreement.

34.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the PARTNER if PARTNER fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of PARTNER under this agreement is not satisfactory. OFFICE may reduce or eliminate the 30 day notice if it determines that immediate termination is necessary to protect the rights, safety of any person or entity, or continuance of the program. Performance may be considered unsatisfactory if:

a. PARTNER has been determined to have two or more unresolved areas of non-compliance in a monitoring review conducted by OFFICE;

b. PARTNER has been determined by OFFICE based on the same review as Section 33.2.a not to have:

1. Implemented OFFICE program goals for improving the school readiness of children participating in PARTNER's program in accordance with the requirements of Head Start Act Section 641A(g)(2) and demonstrated that such goals appropriately reflect the ages of children participating in the program; align with HSPPS 45 CFR 1302.102(b); and were established in consultation with the parents of the children participating in the program;

c. Taken steps to achieve the school readiness goals described above demonstrated by aggregating and analyzing aggregate child-level assessment data as required in OFFICE's School Readiness Plan;

d. PARTNER has not achieved average CLASS scores across all classrooms above the competitive thresholds on any of the three Domains as determined by OHS on an annual basis - CLASS scores as noted in HSPPS 45 CFR 1304.11(c)(1) and ACF-PI-HS-24-07;

e. PARTNER has had one or more CCLD license revocation of operated child care centers;

f. PARTNER has been suspended or terminated from any Head Start program by ACF or other Head Start Recipient;

g. PARTNER, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135;

h. PARTNER has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement and/or has two or more audit findings of material weakness or questioned costs related to their HS funds in audit reports for a financial period within the current project period.

In the event of such termination, the OFFICE may take any action in any manner deemed proper by the OFFICE to terminate this Agreement and ensure continued compliance with any applicable rule or regulation. All costs due to the OFFICE shall be deducted from any sum due to the PARTNER under this agreement and the balance, if any, shall be paid to the PARTNER upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

34.3. Breach of Contract

If PARTNER materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the PARTNER. OFFICE may reduce or eliminate the 30 day notice if it determines that immediate termination is necessary to protect the rights, safety of any person or entity or continuance of the program Any one of the following specific actions by PARTNER shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.

d. Administrative mismanagement.
e. Denial of access to authorized representatives of the OFFICE, ACF, or any of their agents to all program-related or fiscal records during normal business hours.
f. Lack of fiscal accountability.
g. Unsatisfactory performance under the terms and conditions of this agreement.
h. Failure to complete a timely audit of the prior year agreement.

34.4. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of ACF funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. PARTNER is operating in violation of regulations creating imminent danger to the health and welfare of children.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children or their families.

34.5 Re-Designation or Re-Allocation of Fiscal Terms

OFFICE may issue a re-designation or re-allocation of fiscal terms if PARTNER in a High-Risk Review fails to address and or correct *Risk Management* or *Program Quality* indicators as requested or if the PARTNER has triggered any items as indicated in this contract 34.2-34.5 at any time:

- A denial to parents to exercise their full roles and responsibilities related to program operations.
- A failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management.
- Failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct after notice, within the corrective action time period specified.
- Systemic or material failure of an agency to fully exercise its legal and fiduciary responsibilities; or
- An unresolved area of non-compliance.

34.6 Tiered Cooperative Agreement Transition Plan

Should the PARTNER be subject to termination of agreement, failure to perform, breach of contract, re-designation or re-allocation of fiscal terms, OFFICE will develop a transition plan with involvement and participation of PARTNER. This transition plan will be developed within the first two weeks of notification from OFFICE to PARTNER and will be in place for no more than six months.

Transition Plan will include, but not be limited to, the coordination of:

- Continuity of child and family services
- Internal and external communication
- Scheduling and attending transition meetings
- Inventory and equipment
- Facilities (Federal Interest)
- Staffing
- Closing budgets and expenditures
- Invoicing requirements
- Child/Family records

OFFICE and PARTNER will coordinate efforts to minimize the disruption of services to families, children, and staff.
OFFICE may request additional program and or fiscal documents at any time during the transition process.

PARTNER subjected to re-designation or re-allocation of fiscal terms are not prohibited from submitting future funding applications. The submission of an application does not guarantee reinstatement

34.7 Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with PARTNER, OFFICE may terminate this agreement upon 30 calendar day's written notice to PARTNER.

35. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

PARTNER agrees to hold harmless and to indemnify OFFICE for any injury to person or property sustained by PARTNER or by any person, firm, or corporation employed directly or indirectly by the PARTNER or by any of the individuals participating in or associated with PARTNER, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of PARTNER or any person, firm, or corporation directly or indirectly employed by PARTNER upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and PARTNER, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require PARTNER to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence of OFFICE or its officers, agents, or employees.

36. Nondiscrimination Requirements

36.1. During the performance of this agreement, PARTNER shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

36.2. PARTNER shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

36.3. PARTNER shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

36.4. PARTNER shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

37. Nepotism Prohibition

PARTNER shall not employ, hire, or otherwise compensate, directly or through contract, any member of the Board of Directors or any immediate family member of any member of the Board of Directors. Nor shall any PARTNER employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the PARTNER's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family including wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

38. Drug-Free Workplace Act

PARTNER certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

39. Americans with Disabilities Act

PARTNER certifies that it shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

40. Child Support Compliance

PARTNER acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

41. Trafficking Victims Protection Act

This agreement is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

42. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671q) and Federal Water Pollution Control Act as amended (33USC 1251-1387).

43. Amendment/Alteration of Agreement

43.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over the program and Funding (collectively, “Mandated Changes”). No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto except for any Mandated Changes, which may be implemented unilaterally by OFFICE through written notice. No oral understanding or agreement not incorporated in this agreement shall be binding on either party.

43.2. If PARTNER makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or ACF.

44. PARTNER Certifications

By signing this agreement, PARTNER certifies compliance with the following attachments that by reference are made part of this agreement: Certification Regarding Drug-Free Workplace Requirements and Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions.

45. Contact Person

All required notifications or written statements provided in this Agreement shall be provided to the following "Contact Person" for both the OFFICE and the PARTNER. Unless otherwise explicitly indicated herein, all required notifications shall be provided in writing via email and through mail as follows:

A. OFFICE Contact

Jemima Villalobos, Director
PO Box 213030
Stockton, CA 95213
jvillalobos@sjcoe.net

B. PARTNER Contact

[insert name, address, and email]

Gloria Barbero
1145 N Huntr St.
Stockton, CA 95203
gbarbero@capk.org

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof; OFFICE and PARTNER have executed this Tiered Cooperative agreement this 1st day of February 2026.

COMMUNITY ACTION PARTNERSHIP OF KERN:

JEREMY TOBIAS
CHIEF EXECUTIVE OFFICER

SAN JOAQUIN COUNTY OFFICE OF EDUCATION:

TROY A. BROWN, Ed.D.
COUNTY SUPERINTENDENT OF SCHOOLS

By: Anthony Flores, Division Director
Operations and Support Services

Signature

Anthony Flores
Signature

Date

04/16/2026
Date

GB

• Project Manager Authorization •

Total Contract Amount: $ 1,998,719

	FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJECT	SITE	MGMT	
Budget Account Number:	12	5210	0	8500	1000	5809	700	6956	**$25,000**
Budget Account Number:	12	5210	0	8500	1000	5100	700	6956	**$1,973,719**
Budget Account Number:	12	5211	0	8500	1000	5100	700	6959	**$0**

LD

Jane Chamberlain
Project Manager's Signature

04/16/2026
Date

• Fingerprinting Certification •

I hereby certify that the **PARTNER** for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Jane Chamberlain
Project Manager's Signature

04/16/2026
Date

• San Joaquin County Office of Education •

Anthony Flores
Contract Manager's Signature

04/16/2026
Date

Contractor Certification of Criminal Background Check

Community Action Partnership of Kern certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated **February 1, 2026** and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

2/1/2026
Date of Agreement

Community Action Partnership of Kern
Name of Business

_____
Signature of Contractor/Consultant

_____
Title of Person Signing Certification

ATTACHMENTS:

1. Certification Regarding Drug-Free Workplace Requirements - PARTNER Agencies
2. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions - PARTNER Agencies
3. Attachment A - Approved Planned Program Approach Proposal
4. Attachment B - Required Reports/Documents
5. Attachment C - Health and Safety Screener
6. Attachment D – Tiered Contract Risk Review Indicator Table

DRUG-FREE WORKPLACE REQUIREMENTS
PARTNER AGENCIES

By signing and submitting this agreement, the PARTNER is verifying the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in January 31, 1989, **Federal Register**, require certification by PARTNER, that it will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when OFFICE determines to award the agreement. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of agreements, or government-wide suspension or debarment.

The PARTNER certifies that it will provide a drug-free awareness program to inform employees about:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the PARTNER's workplace and specifying the actions that will be taken against the employees for violation of such prohibition;

b. Establishing an ongoing drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The PARTNER's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs; and,
    4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph a;

d. Notifying the employee in the statement required in paragraph a that, as a condition of employment under the agreement, the employee will:
    1. Abide by the terms of the statement; and,
    2. Notify the PARTNER in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the OFFICE within ten calendar days after receiving notice under paragraph d 2 from an employee or other receiving actual notice of such conviction;

f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph d 2, with respect to any employee is so convicted:
    1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS
(To Be Supplied To Lower Tier Participants)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions" without modification in all lower tier cover transactions and in all solicitations for lower tier covered transactions.

A lower tier covered transaction is:

a. Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
b. Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently **$250,000**) under a primary covered transaction.
c. Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are:
    1. Principal investigators.
    2. Providers of federally-required auditservices.
    3. Exceptions. The following transactions are not covered:
        i Statutory entitlements or mandatory awards (but not sub tier awards thereunder which are not themselves mandatory), including deposited funds insured by the Federal Government;
        ii Direct awards to foreign governments or public international organizations, or transactions with foreign governments or foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, entities consisting wholly or partially of foreign governments or foreign governmental entities;
        iii Benefits to an individual as a personal entitlement without regard to the individual's present responsibility (but benefits received in an individual's business capacity are not excepted);
        iv Federal employment;
        v Transactions pursuant to national or agency-recognized emergencies or disasters;
        vi Incidental benefits derived from ordinary governmental operations; and
        vii Other transactions where the application of these regulations would be prohibited by law.

Head Start San Joaquin

PLANNED PROGRAM APPROACH PROPOSAL

2025-26 Program Year

Agency: CAPK

Please list only one class per line (am class separate from pm class).

Number of Slots	
HS	EHS
153	0

Site	Classroom	Program Slots		Multi-funded				Class Length Program Option			Daily Operations						Home Visits		Program Year	
				CSPP		CCTR														
		HS	EHS	SJCOE	Agency	SJCOE	Agency	Other	Part Day	Duration length	Full Day	Hours per Day	Start Time	End Time	Days per Week	Days per Year	Hours per Year	Number Per Year	Length Per Visit	Start Date	End Date
MARCI MASSEI CHILD DEVELOPMENT CENTER	A	17		X							X	10	7:30	5:30	5	244	2,440.00	2	60 MIN	7/1/2026	6/30/2027
LATHROP EHS CHILD DEVELOPMENT CENTER	A	17		X							X	10	7:30	5:30	5	244	2,440.00	2	60 MIN	7/1/2026	6/30/2027
TINY POWERS CHILD DEVELOPMENT CENTER	A	17		X							X	10	7:30	5:30	5	244	2,440.00	2	60 MIN	7/1/2026	6/30/2027
TINY POWERS CHILD DEVELOPMENT CENTER	B	17		X							X	10	7:30	5:30	5	244	2,440.00	2	60 MIN	7/1/2026	6/30/2027
KENNEDY	A	17		X							X	10	7:30	5:30	5	244	2,440.00	2	60 MIN	7/1/2026	6/30/2027
LA PLAZA	A	12		X							X	10	7:30	5:30	5	224	2,240.00	2	60 Min	7/1/2026	6/30/2027
LA PLAZA	B	12		X							X	10	7:30	5:30	5	224	2,240.00	2	60 MIN	7/1/2026	6/30/2027
UNIVERSITY PARK	A	11		X							X	10	7:30	5:30	5	224	2,240.00	2	60 MIN	7/1/2026	6/30/2027
UNIVERSITY PARK	B	17		X							X	10	7:30	5:30	5	224	2,240.00	2	60 MIN	7/1/2026	6/30/2027
UNIVERSITY PARK	C	16		X							X	10	7:30	5:30	5	224	2,240.00	2	60 MIN	7/1/2026	6/30/2027
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Key Points to Remember:

* **Site Name** as listed on the Department of Social Services Community Care License.
* **Classroom** should indicate a room number if there is a room number/letter assigned to the classroom (e.g. Classroom #1 or Classroom A or B) and if it is an AM or PM (if applicable)
* **Daily Operations Start and End Times** reflect times when services are provided and children can be present and can vary by site.
* **Program Year Start and End Dates** can vary by site.
* If any changes are made to any column, a revised PPAP needs to be submitted for approval.

Head Start San Joaquin

PLANNED PROGRAM APPROACH

2026-27

Narrative/Change Information

Agency: CAPK

The following changes are proposed from the currently approved Planned Program Approach:

We propose relocating 17 slots from La Plaza to Kennedy due to insufficient square footage at La Plaza. At La Plaza, we will be utilizing two preschool rooms to serve 12 children each, with one Teacher and one Assistant Teacher for each group. Kennedy Center is a facility located on 2800 South D Street in Stockton, CA. 952026. At this location, we will provide services for 17 preschool children for families needing full-day/year-round services. We will be relocating the two toddler classes currently being served at Kennedy to La Plaza Center. Additionally we are proposing to reduce the number of children served at University Park due to the layout of the rooms. We will operate three rooms for 44 children.

The following data/information supports the changes proposed:

The Community Needs Assessment indicates that full-day, year-round services are needed in San Joaquin County for low-income children and their families. The Kennedy center is located next to one of the eight Community Centers of San Joaquin County. The center is in a low-income community with a higher concentration of poverty, less education, and federally designated as "target Areas" where 70% of families who live there earn an income that is 80% less than the statewide median. The age distribution of poverty reveals that nearly half of the children in the Kennedy neighborhood are living in poverty. (Source SJC HSA 2026-27 Community Action Plan for Public Comments). Reducing the number of children being served at University Park and La Plaza will facilitate child supervision. The smaller group size will strengthen teacher-child interactions and increase the quality of care.

Gloria Barbero

Partner Head Start Director Signature

Date: 04/08/2026

CV

● Requested Changes Approved

○ Requested Changes Not Approved

Reason change was not approved:

Head Start San Joaquin Director Signature

Date: 04/14/2026

Lauren Dietrich

Early Education & Support Director

Date: 04/14/2026

26-27 Attachment B: Required Documentation and Submission Timelines

Fiscal (F)/ Program (P)		Description	On File Partner (PA) ChildPlus (CP) Google Drive (G)	Submit via email to	Submission Dates
Fiscal					
F	1	Documentation of insurance policies and Contracts: facilities, providers, consultant services, and health/disabilities services or others as needed	PA		Prior to the first day of the program start, within 5 days of changes
F	2	Current non-profit status, as applicable (990 form)	PA		Prior to the first day of the grant year
F	3	Facility Maintenance Matrix		hs-ece-Fiscal@sjcoe.net	Integrated, Head Start (HS) By August 1st
F	4	Budget Revisions due upon request for changes in contract amounts		hs-ece-Fiscal@sjcoe.net	HS By October 15th * Provisions Apply - see 4.1 & 4.2 Integrated By October 15th * Provisions Apply - see 4.1 & 4.2 By April 15th * Provisions Apply - see section 7 CCTR, CSPP By April 15th * Provisions Apply - see section 7
F	5	CalPERS/CalSTRS Retirement Reporting (if applicable)		SJCOE-AP@sjcoe.net	By the 5th day of every month

F	6	Copies of all Inter-Agency Partnership Agreements		Head Start Director/ hs-ece-Fiscal@sjcoe.net	Integrated Within 10 days of entering into the agreement
F	7	Copy of CACFP/NSLBP reimbursement claims.	PA		By the 10th day of every month for the month prior
F	8	Copy of CACFP/NSLBP review/audit reports, proposed corrective action plans if applicable, and any correspondence.		hs-ece-Fiscal@sjcoe.net	Within 10 days of receipt
F	9	Non-Federal Share Monthly Summary Report		hs-ece-Fiscal@sjcoe.net	Integrated, HS By the 15th of every month for the month prior
F	10	Agency Claim/Invoice and supporting documentation for expenditures (Revenue - CCTR/CSPP) (Separate HS and EHS Basic and any other type of one-time funding amounts identified in this or amendments to this agreement - HS)		hs-ece-Fiscal@sjcoe.net	By the 15th of every month
F	11	Inventory Report: (purchase cost of $5,000 or more) and (purchase cost of $500-$4,999)		hs-ece-Fiscal@sjcoe.net	Integrated, HS By March 15th and August 15th CCTR, CSPP By August 15th
F	12	Fiscal Year Agency-Wide Audit and Management Letter		hs-ece-Fiscal@sjcoe.net	Within 5 days of receipt
F	13	Final Agency Invoice		hs-ece-Fiscal@sjcoe.net	Integrated, HS By March 15th for the prior fiscal year CCTR, CSPP By September 15th for the prior fiscal year
F	14	Enrollment and Attendance Reporting	PA CP	hs-ece-Fiscal@sjcoe.net	Sign-in/out on file at Partner

		(confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 Report)			Attendance and Enrollment on file in ChildPlus CCTR, CSPP CD 9500 Report due by the 3rd day of the month for the prior month
F	15	Credit Card charges report and supporting documentation		hs-ece-Fiscal@sjcoe.net	Quarterly Submission for the three months prior February, May, August, November
Program					
P	1	Personnel Files: all documents required by CCLD, ACF/Head Start Act, HSPPS, and/or funding agencies	PA		Upon hire of employee and updated as changes occur
P	2	Personnel information is entered and maintained in the database (general, employment, education, requirements)	CP		Prior to the first day of the program start date Upon the hiring of new staff
P	3	Written notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, have the potential to create negative publicity or press, or give rise to the need to submit an Unusual Incident or Accident Report (LIC 624), a Suspected Child Abuse Report or any other mandated report		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours
P	4	Written notification of any review, investigation, or visit by a regulatory agency or any situation possibly triggering punitive action such as, but not limited to CCLD revocation of any child care center license; suspension or revocation of contract, services or funding by CDE or other federal or state agency; debarment of staff governing board member, program agency, or contract representative by CACFP or NSLBP or		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours

		other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or other misuses of funds, service, or conflict of interest complaint or investigation			
P	5	Child and Family Participant Record and File: registration and eligibility documentation	PA CP		Upon completion of registration and eligibility determination
P	6	Documentation of agency Professional Development Plan that reflects the use of monitoring results and completed Program Self Evaluation (PSE) documents/activities and other components as applicable/requested.	G		By May 1st for the subsequent program year
P	7	Copies of the Program Year Calendar that includes open/closed days, instructional days, and minimum days.	G		By May 1st for the subsequent program year
P	8	Copies of Staff and Parent Handbooks	G		By May 1st for the subsequent program year Within 5 days of any changes or updates
P	9	Governing Board Approved Personnel and Program Policies	PA		Available for review prior to the first day of the program start
P	10	Current Employee/Personnel Roster funded through the contract (in part or fully), including titles, pay rate, and assigned location.	G		Prior to the first day of the program start Within 5 days of changes or updates
P	11	Staffing Patterns for each classroom demonstrating classroom coverage including employee name and position, start/end times, and break/lunch times.	G		Prior to the first day of the program start Within 5 days of changes or updates
P	12	Emergency Preparedness Plan for the agency, including each funded site and a LIC 610 Form for each funded site	G		Prior to the first day of the program start

					Within 5 days of changes or updates
P	13	Copy of new and updated Center Licenses	G		New licenses- upon receipt and prior to the facility serving enrolled children Updated licenses- Prior to the first day of providing services to children
P	14	Completed Health and Safety Screeners for each funded site/classroom	G		Integrated, HS Prior to the first day of providing services to children
P	15	Written procedures and policies for self-monitoring of program and fiscal operations including but not limited to monitoring indicators, schedule, documentation of completed monitoring, tracking, follow-up on monitoring results	G		Prior to the first day of the program start
P	16	Evidence of professional development and site-level supervisory activities (ex. team meetings, reflective supervision support, or onboarding of new staff) such as communication plan, sign-in sheets, agendas, handouts	PA CP		Available for review by the 5th of each month for the prior month
P	17	Daily sign-in and out sheets are completed (i.g., parents/guardians signed child(ren) in and out with full signature and exact time of arrival and departure), and attendance is entered into Child Plus using approved codes	PA		Daily
P	18	Personnel Report (LIC 500) forms that include all facility personnel assigned to the location and those who provide backup and support for the facility.	G		By the 25th of each month
P	19	Notification of personnel changes of all management staff, including site-level supervisors		Division Director - EES Director - ECE Director - HSSJ	Within 2 days of the change

P	20	Active Supervision Plan, Zoning Maps with staff location, napping maps, and Daily Classroom Schedules for each classroom	G		Within 30 days of the start of the program and within 5 days of any changes
P	21	Documentation of agency-level meetings Board, Parent Advisory Committee (PAC), Policy Council (as applicable), including agendas, minutes, sign-in sheets, handouts (when applicable), and calendar showing dates, times, and locations	G		Meeting calendar showing scheduled events within 30 days of the program start Agendas, sign-in sheets, and handouts within 5 days of meeting dates
P	22	Family Language Instrument and Family Interest Interview completed during enrollment and stored in child's file.	PA		Available for review within 30 days of the child's enrollment date
P	23	Program Self-Evaluation system that builds on the prior year's plan and details relevant activities and timelines throughout the current year	G		By August 2nd Within 5 days of any changes or updates
P	24	Family Support and Engagement Plan that details the services and strategies used to engage and support parents and families, and Evidence of Implementation of the Plan, including agency/site schedules, agendas showing topics of discussion, sign-in sheets, and handouts	PA G		By August 2nd Within 5 days of any changes or updates Evidence is available for review by the 5th of each month following the event
P	25	CDSS-CDMIS CDD-801A Electronic Transfer Status Report	G		CCTR Due date as stated by the CDSS-CDMIS for the prior month
P	26	Desired Results Developmental Profile (DRDP) including anecdotal notes documenting mastery over time and in different settings for each enrolled child, Parent Conferences schedule and forms, and Goal Planning documentation (individually/classroom level)	CP		Based on identified collection periods

P	27	Evidence of a minimum of 2 educational home visits completed per family in compliance with established procedures and timelines	CP		Integrated, HS By the 5th business day of completion
P	28	Plan of Action for EESD Monitoring Reports requiring correction, including the plan detailing specific steps, responsible party, timeline, and evidence of completion in compliance with established procedures and timelines	CP G		Based on timelines on each report and action plan
P	29	CDMIS Spreadsheet	G		Integrated, CSPP, CCTR By the 10th day of August, November, February, and May
P	30	Reconciliation of Program Information Report (PIR) Data	CP		Integrated, HS, EHS Quarterly Final reconciliation by June 30th of the program year
P	31	Child Health and Disability Prevention (CHDP) Program/Bright Futures History	CP		Integrated, HS, EHS Upon completion
P	32	Participation in the development and/or updating of the Annual Community Assessment upon request	G		Integrated, HS, EHS Based on the annual community assessment schedule
P	33	Procedures for all component areas available upon request	PA		Available for review prior to the first day of the program start
P	34	Submit California Preschool Data Collection (CAPSDAC) spreadsheets and ChildPlus reports 2215, 2115	G		Integrated, CSPP By the 8th of the month for the prior month

Continued Funding - Supporting Documentation					
F	1	Head Start: Planned Program Approach Plan (PPAP) CCTR and CSPP: Projection Worksheets		hs-ece-Fiscal@sjcoe.net	Integrated, HS, EHS Preliminary PPAP October 15th for the subsequent program year Final PPAP - December 4th for the subsequent program year Integrated, CCTR, CSPP Preliminary Projection Worksheet April 1st for the subsequent fiscal year Final Projection Worksheet May 1st for the subsequent fiscal year
F/P	2	Supporting documents for continued refunding applications, including but not limited to: -timely responses to information requests from SJCOE -organizational chart -budgets for the next program year -calendar for the next program year -program narrative	G		Integrated, CCTR, CSPP September 30th CCTR, CSPP Two weeks before the submission date to the CDE or CDSS
P	3	Copies of all Job Descriptions for positions funded (in part and fully) through the SJCOE Cooperative Agreements	G		August 2nd of the program year Within 5 days of changes or updates

Health and Safety Screener

Introduction

Organizations that serve young children have an obligation to assure that children in their care are in a healthy and safe environment. This Health and Safety Screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.

Dates of Screenings:	Partner Self-Monitoring Validation
Educational Partner:	
Location Name:	
Program Option(s) and Variati on(s) provided at this site:	
Health and Safety Screener Co mpleted by: **Educational Partner Staff Name:**	 Date
Head Start San Joaquin Staff Name:	 Date

Instructions for Use

1. Designated staff will complete a Health and Safety Screener for each classroom where children receive services prior to occupancy. Designated HSSJ Staff will complete a Health and Safety Screener for each classroom where children receive services within 30 days of children occupying.
   a. Mark "yes," "no" or "na" for each number. Items marked "no" will have specific notes describing what was identified.
2. Identified items will be corrected by the deadline/address by date.
3. HSSJ will provide Governing Board and Policy Council Health and Safety information.

This screening does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each agency's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Items included in this tool have been taken from the Office of Head Start Health and Safety Screener/Environmental Health and safety Protocol and includes a supplement to reflect California Community Care Licensing Requirements.

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
1) Center license is posted in a highly visible area. [1302.47 (b) (1) (i), T22]							
2) The following are posted in a highly visible area: • Licensing Visit Documents • Parent's Rights • Personal Rights • Rapid response-choking, asthma and seizure • Emergency Disaster Plan with current staffing (Lic. 610) [1302.47 (b) (1) (i), T22]							
3) The following phone numbers are posted in a highly visible area: • Child Protective Services • Poison Center • Police and Fire department (CCB 3.4.9.1, 5.2.9.2)							
4) Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, following the most stringent. [1302.47(5)(iii), T22, T5]							
5) Plans are posted to protect children in emergencies (e.g., natural disasters, community violence, intruders, attempted removal of child by unauthorized adult or adult who appears intoxicated). [1302.47 (b) (1) (vi), T22]							
6) Infectious disease policies and procedures are posted and include contacting parents and communicating with the local health department as necessary. [1302.47(b)(7)]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
7) Visitor sign-in/sign-out will be used to track who (other than children) enters and exits the facility. It will include name, contact number, purpose of visit (e.g., parent/guardian, vendor guest consult) and time in and out. Every visitor is asked to sign in by staff. (CCB 9.2.4.7)							
8) Staff have current Emergency Cards for all children easily accessible and the cards follow the children to all locations: outdoor, indoor, cafeteria, field trips, etc. [1302.47(b)(1)(vi), T22]							
9) A daily or weekly child's sign-in/sign-out sheet that includes time child was dropped off/picked up and full signature of adult (18 and over) dropping off/ picking up; adult must be authorized to take child from center/classroom. (Note: Staff will request to any new adult picking up child to show ID to confirm adult is authorized to release child by the parent/guardian as stated in the Emergency card). [1302.47(b)(5)(iv), 1302.47(7)(v), T22]							
10) Indoor and outdoor premises are inspected prior to each use by children. Premises are kept free of undesirable and/or hazardous materials and conditions. [1302.47(b)(1)(v-vii), T22, CCB 5.7.04, 6.2.4.4, 5.2.8.1, 3.3.0.1]							
11) There is a sanitizing schedule and process to document when toys and surfaces are sanitized. [1302.47(b)(1)(ix), 1302.47(b)(2)(i-v)]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
12) Sanitizing agents are appropriately labeled with contents and date filled, stored in a locked area, and separate from food preparation areas and children. [1302.47(b)(1)(ix), 1302.47(b)(2)(i-v), CCB 3.2.3.4, 5.2.8.1, 5.2.9.1, Appendix J]							
13) Infant toys are cleaned and sanitized as needed between each use by individual children. [1302.47(b)(1)(ix), 1302.47(b)(2)(i-v)]							
14) Garbage is stored in a safe and sanitary manner to prevent contamination. (Note: Garbage receptacles are covered at all times to prevent children contact) [1302.47(b)(1)(ii-iv, vii)]							
15) Staff, children, and anyone in the classroom environment must use proper hand-washing techniques, soap and running water, at the appropriate times. [1302.47(6)(i)]							
16) Fall zone surfaces and equipment meet Customer Product Safety Commission requirement (e.g., adequately secured to the ground, free of sharp edges and/or splinters, soft falling surface). Fall zones extend at least 6 feet beyond the perimeter of stationary climbing equipment or structure. Play structures are in good condition [1302.47(b)(2), CCB 6.2.3.1]							
17) Outdoor play areas are enclosed with a fence or natural barriers that allow teaching staff to see children. Fence is in good condition. (CCB 6.1.0.8)							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
18) Indoor and outdoor space used by mobile infants and toddlers is separated from general walkways and from area used by preschoolers. [1302.47(b)(1)(v-vii), T22]							
19) Environments are free from potential Injury or concerns: • Water concerns (unsupervised/unattended bodies of water) • Choking (small items which can cause blockage in a child's throat; including food items) • Strangulation (strings, cords, ribbons, ties and straps) • Pets • Glass or windows • Heating and cooling systems • Electrical • Concrete/Flooring/Walkways • Bodily injury (scrapes, falls, snags, finger/head entrapments) • Plumbing, Sinks and Faucets • Chemicals and cleaning materials • Paint • Personal belongings (purses, backpacks, drinks, food, medications, etc.) [1302.47(b)(1)(v-vii), 1302.47(b)(1)(ix), 1302.47 (b)(2)(i-v), T22, CCB 2.2.04, 3.4.6.1, 4.5.0.9, 5.3.1.1, 6.2.1.9, 6.3.1.1, 6.3.5.2]							
20) Lighting is sufficient and adequate for all classroom activities, materials, and pathways. [1302.47(b)(1)(v-vii), T22]							
21) Toileting and diapering areas are separated from areas used for food preparation/service/eating, equipped with sanitizing supplies for exclusive use in the area, accessible to sinks for handwashing. [1302.47(b)(1)(ii-iv, vii)]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
22) Toilets and hand-washing facilities are clean, in good repair, easily accessible for children's use, and there is a sufficient number of toilets per children enrolled in the classroom. 1 toilet for every 15 children. [1302.47(b)(1)(ii-iv)(vii)]							
23) Supplies including toilet paper, hand soap, and towels are available and accessible.							
24) Diapering or Toileting procedure is posted in the designated area and implemented. The Diapering or Toileting log is maintained confidential [1302.47(6)(I, iii)]							
25) Sleeping arrangements for infants are free of soft materials/fabric. Crib slats are spaced no more than 2 3/8 inches apart. No drop side cribs are in use. Cribs are placed away from window, blinds or draperies. [1302.47(5)(i); CCB 5.4.5.2]							
26) Infants/Toddlers: Cribs and cots are at least 3 feet apart to avoid spreading contagious illness and to allow for easy access. [1302.47(b)(1)(v-vii), T22]							
27) Preschoolers: Napping equipment shall be arranged so that each child has access to a walkway without having to walk on or over the cots or mats of other children. [1302.47(b)(1)(v-vii), T22]							
28) Interactions with children support children's emotional, social and behavioral development are evident in the classroom.							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
29) Children, including sleeping children, are supervised by staff at all times. [1302.47(5)(iii), T22]							
30) A teacher / teacher assistant actively supervises all children during mealtimes. For EHS, the teachers are within arm's reach of the child's high chair or feeding table or are seated at the same table. Infants are being bottle fed in an upright position. [1302.47(5)(iii), T22]							
31) The Active Supervision Plan is completed, visibly posted, easily accessible, current with all required signatures, and implementation is evident. [1302.47(5)(iii), T22]							
32) Zoning Map is completed, visibly posted, current, and labeled with staff's designated zone of supervision.							
33) Tooth brushing is occurring in accordance with the agency's procedure and daily schedule. The toothbrushing log is posted and demonstrates replacement of toothbrushes. (1302.43, 1302.44, T22, CCB 3.1.5.1)							
34) Toothbrushes: • Clearly labeled with the child's name in permanent marker • Rinsed and placed in an upright position to air dry • Stored in a manner that prevents cross contamination • Replaced in 3 months or sooner if bristles become splayed, worn, or child is absent due to illness. (1302.44, CCB 3.1.5.1)							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
35) Fire extinguishers are available and easily accessible to staff. The service date on the fire extinguisher indicates that it has been inspected at least once a year, and a monthly check has been performed and documented. [1302.47(b)(1)(vi), CCB 5.1.1.3]							
36) Smoke, carbon monoxide, and as necessary, radon detectors are operational and tested annually. [1302.47(b)(1)(vi), CCB 5.2.5.1]							
37) Exits are clearly marked, and emergency evacuation maps are posted by each exit, with only the designated evacuation route for the specified exit highlighted. Reflective exit signs are posted at each exit. Emergency drills have been conducted [1302.47(b)(1)(vi), T22]							
38) Emergency supplies: • parent and emergency contact information • First Aid Kit • emergency lighting (flashlight) [1302.47(b)(1)(vi), T22]							
39) A well-stocked first aid kit is stored out of children's reach, readily available for staff in each location where children spend time, and with the ability to take along when they leave the facility (e.g., when going on a walk, field trip or to another location). [1302.47(b)(1), CCB 5.6.0.1]							
40) Medications are stored appropriately: • Rescue Medications are out of reach of children but easily accessible to staff • Non-Rescue medications are locked • Medication needed to be refrigerated are in locked box in the refrigerator							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
41) Care Plan, Consent to Administer Medication and Medication Administration documents are current and kept with the medication.							
42) Over the counter medications are in the original containers. They are labeled with the child's name. Clear written instructions from the child's health care providers are with medication. [1302.47(7)(iv), T22, CCB 3.6.3.1, 3.6.3.2]							
43) Prescription medications are in the original, child resistant container, labeled with child's name, date filled, prescribing health care provider's name, pharmacy name and phone number, dosage, instructions, and warnings. [1302.47(7)(iv), T22, CCB 3.6.3.1, 3.6.3.2]							
44) Medications are accessible for rapid access to staff in case of evacuation. This includes prescribed medication instructions and physician information. [1302.47(7)(iv)]							
45) Child Epi-pens are stored in an unlocked location out of the reach of children that is easily and quickly accessible to staff in case of allergic reaction. [1302.47(7)(iv), T22]							
46) Staff can articulate the name(s) of child (ren) enrolled that require medication/care plan and there is documentation of staff being training on the administration of medication. [1302.47(7)(iv), T22]							
47) Agency policies and procedures protect children with allergies from known allergens. [1302.47(b)(7)(vi), CCB 4.2.10] [1302.47 (b)(7)]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
48) Child's food allergy is clearly posted in a confidential manner in the food preparation area and where children eat. [1302.47(b)(7)(vi), CCB 4.2.10] [1302.47 (b)(7)]							
49) Necessary accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities. 1302.61(a)							
50) Special dietary needs are met for each child. [1304.23 (a)(2), 1302.43, 102.44]							
51) For Programs serving infants and toddlers, Educational Partner ensures that facilities are available for the proper refrigerated storage and handling of breast milk and formula. (1302.43, 1302.44, T22, CCB 4.3.1.3)							
52) Breast milk is properly refrigerated, all containers labeled with the child's full name, date and time the breast milk was collected, frozen breast milk was defrosted in the refrigerator. (1302.44, T22, CCB 4.3.1.3							
53) The prepared formula is labeled with the child's name, date, and time of preparation. The original container is dated when item is open. (1302.44, CCB 4.3.1.5)							
54) Foods that pose a high risk of choking for infants and toddlers are not served. (1304.23, 1302.43, 1302.44, t22, CCB 4.5.0.10)							

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
February 1, 2026 to January 31, 2027

Agency: CAPK

| | | |

HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
February 1, 2026 to January 31, 2027

1.0	Site Supervisor II (Filipino Plaza)	$279.84	/day	x	260	days	x	41.00%	29,831	10,354	19,477
1.0	Family Service Worker	$208.88	/day	x	260	days	x	41.00%	22,267	15,457	6,810
4.0	HS Teacher	$241.52	/day	x	260	days	x	100.00%	251,181	80,327	170,854
2.0	HS Assistant	$149.12	/day	x	260	days	x	100.00%	77,542	24,798	52,744
1.0	Food Service Worker	$139.20	/day	x	260	days	x	41.00%	14,839	5,150	9,689
1.0	Custodian	$134.00	/day	x	260	days	x	41.00%	14,284	4,958	9,326
1.0	Classroom Aides	$134.00	/day	x	260	days	x	100.00%	34,840	5,571	29,269
1.0	Content Area Specialist - Health	$258.80	/day	x	260	days	x	41.00%	27,588	27,588	-
1.0	Family Engagement Content Area Specialist	$258.80	/day	x	260	days	x	41.00%	27,588	27,588	-
1.0	Enrollment Coordinator	$220.56	/day	x	260	days	x	41.00%	23,512	23,512	-
1.0	Attendance Technician	$167.20	/day	x	260	day	x	41.00%	17,824	17,824	-
1.0	Enrollment & Attendance Manager	$312.16	/day	x	260	day	x	0.00%	-	-	-
1.0	Director of Head Start/State Child Development	$595.20	/day	x	260	day	x	6.40%	9,904	9,904	-
1.0	Chief Program Officer	$667.84	/day	x	260	day	x	0.00%	-	-	-
1.0	Assistant Director ~ SJC	$423.12	/day	x	260	day	x	7.60%	8,361	8,361	-
1.0	Assistant Director - Program	$449.55	/day	x	260	day	x	6.40%	7,481	7,481	-
1.0	Program Design & Management Administrator	$365.04	/day	x	260	day	x	7.60%	7,213	7,213	-
1.0	Quality Assurance Administrator	$375.84	/day	x	260	day	x	7.60%	7,427	7,427	-
1.0	Administrative Coordinator	$159.04	/day	x	260	days	x	7.60%	3,143	3,143	-
1.0	Administrative Coordinator-HS Director	$252.96	/day	x	260	days	x	6.40%	4,209	4,209	-
1.0	Assistant to the Director - CPO	$255.04	/day	x	260	day	x	0.00%	-	-	-
2.0	Enrollment Technician	$164.96	/day	x	260	day	x	41.00%	35,169	35,169	-
1.0	Program Assistant	$162.32	/day	x	260	days	x	7.60%	3,207	3,207	-
1.0	Finance Administrator	$348.96	/day	x	260	days	x	6.40%	5,807	5,807	-
1.0	Accountant	$260.72	/day	x	260	days	x	6.40%	4,338	4,338	-
2.0	Fiscal Technician	$194.56	/day	x	260	days	x	5.70%	5,767	5,767	-
1.0	Data Supervisor	$228.32	/day	x	260	days	x	7.60%	4,512	4,512	-
1.0	Quality Assurance Specialist	$258.80	/day	x	260	days	x	7.60%	5,114	5,114	-
1.0	Maintenance Manager	$269.60	/day	x	260	days	x	41.00%	28,739	4,595	24,144
2.0	Maintenance Technician II	$171.20	/day	x	260	days	x	41.00%	36,500	5,836	30,664
			/day	x		days	x		-	-	-
			/day	x		days	x		-	-	-
			/day	x		days	x		-	-	-
			/day	x		days	x		-	-	-
			/day	x		days	x		-	-	-
			/day	x		days	x		-	-	-
			/day	x		days	x		-	-	-

*6hrs; **6.5hrs; ***7.0hrs; ****7.5hrs.

6b Fringe Benefits ***$ 752,313 $ 224,492 $ 527,821***

HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
February 1, 2026 to January 31, 2027

			%					
Retirement	$2,647,616	x	5.00%		132,381	39,503	92,878
FICA	$2,647,616	x	6.200%		164,152	48,983	115,169
Medicare	$2,647,616	x	1.45%		38,390	11,456	26,934
SUI	$2,647,616	x	0.05%		1,324	395	929
Workers' Compensation	$2,647,616	x	3.10%		82,076	24,492	57,584
Post Employment Health Insurance	$0	x	14.35	**FTE**	-	-	-
Life Insurance	$172.57	x	14.35		2,477	739	1,738
Health, Dental & Vision Insurance (Including LTD)	$23,100	x	14.35		331,513	98,924	232,589
					-	-	-

6c Travel									***$ -***	***$ -***	***$ -***
	# of Staff										
Event #1	0	staff	x	$0.00	/person	x	100%		-	-	0
Event #2	0	staff	x	$0.00	/person	x	100%		-	-	0
Event #3	0	staff	x	$0.00	/person	x	100%		-	-	0

6d Equipment (Over $5,000/Unit)									***$ -***	***$ -***	***$ -***
		each	x			x	100%		-	-	-
		each	x			x	100%		-	-	-

6e *Supplies and Equipment Under $5,000/Unit*									***$ 133,960***	***$ 55,174***	***$ 78,786***
	Amt/Site										
Office Supplies	$ 23,750.00	Estimate					100.00%		23,750	22,000	1,750
Child & Family Services Supplies	$ 77,036.00	Estimate					100.00%		77,036	-	77,036
Other Supplies	$ 33,174.00	Estimate					100.00%		33,174	33,174	-
		Estimate					100.00%		-	-	-
		Estimate					100.00%		-	-	-
		Estimate					100.00%		-	-	-

6f *Contracts*									***$ -***	***$ -***	***$ -***
							100.00%			-	-
							100.00%			-	-

HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
February 1, 2026 to January 31, 2027

6g	***Construction, Repairs/Renovations ($250,000 or greater only)***										***$ -***	***$ -***	***$ -***
												-	-
6h	***Other***										***$ 966,286***	***$ 681,573***	***$ 284,713***
	Mileage Reimbursement	$0.700	/mile	x		14,286	miles	x	100.00%		10,000	10,000	-
	Vehicle Gasoline	$10,000.00	/annual	x	1		annual	x	100.00%		10,000	10,000	-
	Local Conferences/Training		/annual	x			annual	x	100.00%		-	-	-
	Program Consultants		Estimated	x			annual	x	100.00%		-	-	-
	Translation Services		Estimated	x			annual	x	100.00%		-	-	-
	Child Plus Software		Estimated	x			annual	x	100.00%		-	-	-
	Software Licenses		/annual	x			annual	x	100.00%		-	-	-
	Web Hosting & maintenance		/annual	x			annual	x	100.00%		-	-	-
	Site Rents	$39,916.42	/month	x	12		months	x	100.00%		478,997	266,866	212,131
	Phones/Cell Phones		/month	x			months	x	100.00%		-	-	-
	Utilities water/sewage, pest control, gas/electricity, disposal	$14,950.00	/month	x	12		months	x	100.00%		179,400	179,400	-
	Utilities Pest Control		/month	x			months	x	100.00%		-	-	-
	Utilities Gas/Electricity		/month	x			months	x	100.00%		-	-	-
	Utilities disposal		/month	x			months	x	100.00%		-	-	-
	Maintenance & Repair	$131,173.00	/annual	x	1		annual	x	100.00%		131,173	58,591	72,582
	Misc building expenses		/month	x			months	x	100.00%		-	-	-
	Copier/Printer (maintenance agreement)	$4,500.000	/annual	x	1		annual	x	100.00%		4,500	4,500	-
	Printing Costs	$680.000	/month	x	12		months	x	100.00%		8,160	8,160	-
	Property & Liability Insurance	$14,960.00	/annual	x			annual	x	100.00%		14,960	14,960	-
	Membership and subscription fees		/annual	x			annual	x	100.00%		-	-	-
	Family Engagement Activities	$765.00	/annual	x	1		annual	x	100.00%		765	765	-
	Child Services Consultants	$8,463.00	/annual	x	1		annual	x	100.00%		8,463	8,463	-
	Nutrition Services	$89,438.00	/annual	x	1		annual	x	100.00%		89,438	89,438	-
	Audit Services		/annual	x			annual	x	100.00%		-	-	-
	Legal services	$10,000	/annual	x	1		annual	x	100.00%		10,000	10,000	-
	Hiring Costs	$7,250	/annual		1		annual	x	100.00%		7,250	7,250	-
	Employee Costs	$500	/annual		1		annual	x	100.00%		500	500	-
	First Aid	$1,500	/annual		1		annual	x	100.00%		1,500	1,500	-
	TB Testing		/annual				annual	x	100.00%		-	-	-
	Fingerprinting		/annual				annual	x	100.00%		-	-	-
	Licensing	$2,000	/annual				annual	x	100.00%		2,000	2,000	-
	Marketing, Advertising & Publications	$765	/month		12		months	x	100.00%		9,180	9,180	-

HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
February 1, 2026 to January 31, 2027

6i	***Direct Costs***			***$ 4,330,565***	***$ 1,842,137***	***$ 2,488,428***
6j	***Indirect***			***$ 368,098***	***$ 156,582***	***$ 211,516***
		$ 4,330,565 x	8.50%	$ 368,098	156,582	211,516
			Total Budget Amount	$ 4,698,663	$ 1,998,719	$ 2,699,944
			(Over) / Under Budget:	$ -	$ -	$ -



SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Non - Federal Share Match
February 1, 2026 to January 31, 2027

Agency:

										Total Budget
										$ 767,601
6e	***Supplies***									***$ -***
	Donated Supplies	Estimate								
6g	***Contractual***									***$ -***
6h	***Personnel***	Rate								***$ 767,601***
	Parent Volunteers	$32.71	/hour	x	23,467	hours				767,601
	Community Volunteers	$32.71	/hour	x		hours				-
6h	***Non-Personnel***									***$ -***
	Donated Services		Estimate							
6h	***Indirect Costs***		rate	x	$ -		-			***$ -***
Funded Number of Children			153	x	$ 5,017	NFS Required			$	767,601
						(Over)/Under			$	-

BOARD OF DIRECTORS

2026 BOARD & STANDING COMMITTEE MEETING CALENDAR

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

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

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

Notes:

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

- For the October Meetings, the Budget & Finance Committee meeting has been moved to Thursday, October 15th and the Board Meeting on Wednesday, October 21st, to accommodate staff and Board members traveling/attending the CalCAPA Annual Conference.

- For the November Committee meetings, with 3 holidays, there will be 2 committee meetings in one week for the 2nd and 3rd week of the month and the Board Meeting will be on the Monday before Thanksgiving.

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

Revised: _____

BUDGET AND FINANCE COMMITTEE

APRIL 22, 2026

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/25 - 02/28/26	501000	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/25 - 02/28/26	502000	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/25 - 02/28/26	504000	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/25 - 02/28/26	505000	DONATIONS
ENERGY			NOT APPLICABLE	03/01/25 - 02/28/26	524000	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	527000	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/25 - 02/28/26	531000	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	533000	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	534000	DONATIONS
211			NOT APPLICABLE	03/01/25 - 02/28/26	536000	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	541000	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/25 - 02/28/26	545000	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/25 - 02/28/26	595000	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	40,091,425	93.600	09CH012489-02	03/01/25 - 02/28/26	108000/109000/117000	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042305	08/01/24 - 07/31/25	160024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	375,000	21.009	25VITA0313	10/01/24 - 09/30/25 10/01/25 - 09/30/26	149024 149025	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	25F - 6015	01/01/25 - 12/31/25 01/01/26 - 12/31/26	103025 103026	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	11,322,591	93.568	25B-3012	11/1/24 - 6/30/26	122025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	325,163	93.568	24Q-2561	05/01/24 - 05/31/25	122095	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	23J-5716	04/1523 - 05/31/25	122093	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123022	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	799,779 1,184,616	93.575	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	117,038 105,401	93.596	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	2,138,716	10.561	23-10317	10/01/24 - 09/30/25	145024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	476,918	10.568/.569	15 - MOU - 00118	10/01/24 - 09/30/25	105000/111000	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105023-2105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1, 2, and 3	190,056	10.187	15 - MOU - 00118	00/00/00 - 06/30/25	105023-2106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CITY OF BAKERSFIELD HOME REPAIR SLFRF	839,548	21.027	2024-304	11/20/24-12/31/26	128024	US DEPT OF TREASURY, CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, CITY OF BAKERSFIELD
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	996,918	10.182		04/01/25 - 03/31/26	131023	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218		2/20/25 - 03/31/26	138024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824 1,275,824	21.027		07/01/24 - 06/30/25 07/01/25 - 06/30/26	142024 142025	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	535,242	10.565	MOU-20-6003	10/01/24 - 09/30/25	147024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/24 - 09/30/25 10/01/25 - 09/30/26	112024/139024 112025/139025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,760 4,671,207	10.557	22 - 10236	10/01/24 - 09/30/25 10/01/25 - 09/30/26	115024 115025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
HOME ARP - CITY OF BAKERSFIELD	248,852	14.239	2024-308	12/01/24 - 11/30/25	162024	US DEPT OF HOUSING AND URBAN DEVELOPMENT - CITY OF BAKERSFIELD
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH 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

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	TBD	84.412	N/A	07/01/25 - 06/30/26	117000-1005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191023	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
SJCOE HEADSTART	1,998,719	93.600	N/A	02/01/25 - 01/31/26	157025	U S DEPT OF HEALTH & HUMAN SERVICES , SAN JOAQUIN COUNTY OFFICE OF EDUCATION
KCCD CERF REGIONAL CONVENER	160,000 93,993	N/A		03/06/23 - 10/31/24 11/14/24 - 10/31/25	208023 208024	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209023	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218024	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
CITY OF BAKERSFIELD - RAMKABIR HHAP 4	500,000	N/A	2025-048	03/26/25 - 02/28/26	230025	STATE OF CALIFORNIA, DEPARTMENT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231022	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CALIFORNIA SGC - COMMUNITY RESILENCE CENTER (CRC)	988,752	N/A	0650-SGC24126	01/31/25 - 01/30/27	233025	STATE OF CALIFORNIA, GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION (LCI)
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243023	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247022	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/24 - 06/30/25	248024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	TBD		N/A	07/01/25 - 06/30/26	258025-1005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528 255,528		N/A	07/01/24 - 06/30/25 07/01/25 - 06/30/26	259024 259025	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
MIGRANT ALTERNATIVE PAYMENT	31,802,685 31,802,685		CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,083,653 2,706,453		CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,198,002		CSPP - 4122	07/01/24 - 06/30/25	258024	STATE OF CALIFORNIA, DEPT OF EDUCATION
	7,612,170		CSPP-5118	07/01/25 - 06/30/26	258025	
MIGRANT CHILD CARE	291,239		CMIG - 4004	07/01/24 - 06/30/25	250024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	293,823		CMIG - 5004	07/01/25 - 06/30/26	250025	
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 4004	07/01/24 - 06/30/25	252024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	44,073		CMSS - 5004	07/01/25 - 06/30/26	252025	
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,723,682		21T-1015	12/01/21 - 09/30/25	234023 234024	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND
HOME VISIT INITIATIVE (COUNTY OF KERN)	3,598,400		494-2024	07/01/24 - 06/30/25 07/01/25 - 06/30/26	270024 270025	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	102,384		333-2024	07/01/24 - 06/30/25	271024	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
	102,384		267-2025	07/01/25 - 06/30/26	271025	
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/24 - 06/30/25	275024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
	2,715,812			07/01/25 - 06/30/26	275025	
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276001	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
	200,000		2022-017	08/01/22 - 01/31/24	276002	
	300,000		2023-302	05/01/23 - 06/30/26	276003	
	200,000		645-2023	12/01/23 - 12/31/25	276013	
	150,000		2023-313	06/01/24 - 10/01/26	276023	
	150,000		2023-320	11/01/24 - 06/30/27	276004	
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/24 - 06/30/25	216024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	10,209			07/01/25 - 06/30/25	216025	
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	261,778		MOU-22-00118	07/01/24 - 05/30/25	216024-2087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/25	216024-2088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 04/30/25	216022-2102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/25	216023-2104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CA FARM TO SCHOOL INCUBATOR GRANT PROGRAM	199,243		24-0888-000-SG	01/01/25 - 12/31/26	267025	STATE OF CALIFORNIA, DEPT OF FOOD AND AGRICULTURE (CDFA)
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277024	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/24 - 06/30/25	288024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799 145,000		2020.2.06 2025.2.02	07/01/24 - 06/30/25 07/01/25 - 06/30/26	281024 281025	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/24 - 06/30/25	284024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165 155,000		2020.2.18 2025.2.03	07/01/24 - 06/30/25 07/01/25 - 06/30/26	286024 286025	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293023	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN HELPLINE 211	45,000			07/01/24 - 06/30/25	389024	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/24 - 06/30/25	366000	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410023	DAY ONE FAMILIES FUND
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE
FEEDING AMERICA - LOCAL CONSULTING	20,000		GR-1622	02/01/25 - 01/31/26	423025	FEEDING AMERICA
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482024	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536000-4230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536000-4231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536000-4232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536000-4234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536000-4235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536000-4235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/23 - 11/30/24	467025	THE WONDERFUL COMPANY FOUNDATION
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550000	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553000	KERN FAMILY HEALTH SYSTEMS

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND FISCAL YEAR 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				
12/31/25	n/a				
01/31/26	n/a				
02/28/26	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 FEBRUARY 28, 2026

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(194,118.12)
HEAD START/EARLY HEAD START	3,582,150.84
SJCOE Head Start	(312,638.19)
SUBTOTAL	**3,075,394.53**
CACFP - San Joaquin	(27,733.99)
SAN JOAQUIN COE GENERAL CHILD CARE	(294,719.00)
MIGRANT CHILD CARE	193,887.42
MIGRANT SPECIALIZED SERVICES	(8,763.15)
GENERAL CHILD CARE	(1,126,658.33)
STATE PRESCHOOL	1,027,818.02
SJCOE State Preschool (CSPP)	(87,862.64)
Child Care Facilities	114,084.67
MIGRANT A/P	5,600,898.78
Child Development Reserve Fund No. 1	478,952.89
Child Development Reserve Fund No. 2	90,349.36
SUBTOTAL	**5,960,254.03**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(70,459.18)
EF&S	0.00
EFAP	(74,868.62)
USDA Commodities	(991.94)
County of Kern Food Distribution	(59,484.49)
FOOD BANK	(394,772.10)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	0.00
FOOD BANK - STATE	1,065,237.71
WONDERFUL FOOD BANK EXPANSION	0.00
WONDERFUL FOUNDATION	35,444.99
CDFA Healthy Refrigeration Grant Program (HRGP)	(64,083.29)
SUBTOTAL	**385,453.51**
ENERGY	(160,785.51)
LIHEAP	(48,445.02)
DOE	(193,269.87)
LIWHAP	0.00
PG&E	(15,720.99)
PG&E Arrears Case Management Program	645,204.62
TRANSFER NEGATIVE BALANCE	(226,983.23)
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	(328,462.24)
CSBG Discretionary 2025	0.00
WIC	(626,167.19)
City of Bakersfield Home Repair SLFRF	(430,739.47)
Local Purchase Assistance (LFPA) USDA	(29,907.53)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(29,983.44)
NEOPB CAL FRESH HEALTHY LIVING	(214,466.39)
IRS - VITA	(55,505.28)
SSVF 2025-26	(221,120.47)
Grant Per Diem	28,173.01
HUD-COORDINATED ENTRY SYSTEM	(37,233.55)
HOME ARP - City of Bakersfield	(16,138.92)
CAL FRESH	(22,095.95)
CalCAPA-Diaper Distribution Pilot	(19,704.56)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	75.16
KCCD CERF REGIONAL CONVENOR	(22,639.77)
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	(153,799.53)
CALEITC	(90,811.49)
TCC Low Income Energy Efficiency Program	(59,693.16)
City of Bkfd-Cal VIP Outreach	(28,962.93)
Youth Centers Nature and Culture Program 2025-2027	(59,253.17)
CITY OF BAKERSFIELD CAL VIP	(69,717.59)
CA Farm to School Incubator Grant	(8,033.72)
HOME VISIT INITIATIVE (CO OF KERN)	(131,381.50)
POSITIVE YOUTH DEV SVC	(10,720.03)
POSITIVE YOUTH M	(1,319.65)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(175,460.65)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(110,428.53)
ARG III - Warm Handoff	(195,478.84)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(19,620.85)
FIRST 5 HELP ME GROW	761.92
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(25,224.50)
FIRST 5 KERN 211	0.00
BKRHC-Encampment Resolution	(635.32)
City of Bakersfield HHAP	(135,798.42)
BKRHC HHAP Youth Services (VSS)	(60,570.93)
Day 1 Families Housing Support	5,216,392.97
Kaiser	60,724.90
Kaiser 211 Kern	1,636.47
FEEDING AMERICA SERVICE INSIGHTS	20,000.00
Kaiser - Food Locker Pilot	0.00
UNITED WAY 211	0.00
Sustain Our Future - East Kern	64,954.88
SCE - 211 Access PSPS	(46,907.69)
California Veterans Assistance Foundation	(11,623.45)
GENERAL FUND	236,874.70
DISCRETIONARY FUND	2,739,121.61
SHAFTER YOUTH CENTER	31,971.66
FRIENDSHIP HOUSE	581.80
EAST KERN FAMILY RESOURCE CENTER	17,701.68
OASIS FAMILY RESOURCE CENTER	32,607.28
211	(120,374.31)
M ST NAVIGATION CENTER	5,033.22
TAX ASSISTANCE	39,262.86
CALAIM HOMELESS PREVENTION SERVICES	457,442.86
CalAIM Enhanced Case Management	(230,552.26)
CalAIM Asthma	(165.00)
CalAIM East Kern Family Resource Center	398,916.89
Veterans Services	15,789.06
CAPK FOUNDATION	(28,824.73)
GAAP FUND	0.22
INDIRECT FUND	133,056.04
COST POOLS	972,983.26
Facilities Cost Pools	41,409.37
LESS: ENERGY NEGATIVE BALANCE	226,983.23
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**6,781,875.02**
TOTAL OPERATING CASH	16,202,977.09

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

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
February 28, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X5933

BANK BALANCE AT 02/28/26		8,871,790.89
LESS: OUTSTANDING CHECKS	668,485.71	
ADJUSTED BANK BALANCE AT 02/28/26		8,203,305.18
GENERAL LEDGER BALANCE AT 01/31/26		12,323,232.10
ADD: DEPOSITS	1,322,423.28	
US TREAS DRAWDOWNS	1,955,320.67	
FUNDS FROM OTHER GRANTS	3,565,078.69	
TRANSFERS FROM WELLS FARGO	-	
ADP /HEALTH EQUITY REFUND	6,637.02	
REIMBURSEMENT OF ALTERED PAYEE	116.20	
LOAN	-	
LESS: CHECKS	1,224,334.00	
ADP PAYROLL 02/06/26	2,192,495.28	
ADP PAYROLL 02/20/26	2,115,009.72	
ADP PAYROLL	-	
EFTS FOR HRA/HSA/ STD/403B	583,961.59	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS 0	-	
CREDIT CARD	59,062.99	
BANK FEES		
ACH VOUCHERS	4,794,639.20	
GENERAL LEDGER BALANCE AT 02/28/26		8,203,305.18
	DIFFERENCE:	0.00

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant DATE: 03/24/2026

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 03/25/2026

Naomi Abarca 03/25/2026

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**02/28/26**		**1,975,301.65**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/28/26**		**1,975,301.65**

BALANCE PER G/L	**01/31/26**		**1,975,271.34**
ADD: DEPOSITS		0.00	
INTEREST		30.31	
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	**02/28/26**		**1,975,301.65**

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: 03/23/26

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 03/25/2026

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**02/28/26**		**487,886.77**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/28/26**		**487,886.77**

BALANCE PER G/L	**01/31/26**		**968,210.88**
ADD: DEPOSITS		0.00	
INTEREST/WAIVE FEE		11.82	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		480,335.93	
BALANCE PER G/L	**02/28/26**		**487,886.77**

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 03/23/26

APPROVED BY: Tracy Webster
Tracy Webster (Mar 24, 2026 16:06:19 PDT) TITLE: Chief Financial Officer DATE: 03/24/2026

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

BANK BALANCE ENDING:	**02/28/26**		**25,118.14**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/28/26**		**25,118.14**
BALANCE PER GENERAL LEDGER	**01/31/26**		**25,117.75**
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:	**02/28/26**		**25,118.14**

Difference: **0.00**

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 03/23/26

APPROVED BY: Tracy Webster (Tracy Webster (Mar 24, 2026 16:05:57 PDT)) TITLE: Chief Financial Officer DATE: 03/24/2026

Community Action Partnership of Kern
Journal Entries
02/28/2026

Initiated By Yolanda Nunez 3/23/2026

Approved By Naomi Abarca 3/23/2026

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	2/28/2026	1125-410023-4000-100-400-100	0.39	
Interest Income	2/28/2026	4310-410023-4000-100-400-100		0.39
Client Analysis Charge	2/28/2026	6695-410023-4000-100-400-100	885.24	
Restricted Bank Account	2/28/2026	1155-410023-4000-100-400-100		885.24
Restricted Bank Account	2/28/2026	1155-410023-4000-100-400-100	15,887.96	
Donation	2/28/2026	4310-410023-4000-100-400-100		15,887.96
TO REC DAY 1 FAMILIES, INT, & FEES FOR February 2026			16,773.59	16,773.59

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**02/28/26**		**244,035.05**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/28/26**		**244,035.05**

BALANCE PER G/L	**01/31/26**		**244,031.31**
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	**02/28/26**		**244,035.05**

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 03/23/26

APPROVED BY: Tracy Webster Tracy Webster (Mar 24, 2026 16:08:11 PDT) TITLE: Chief Financial Officer DATE: 03/24/2026

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

BANK BALANCE ENDING:	**02/28/26**		**55,271.91**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/28/26**		**55,271.91**

BALANCE PER G/L		**01/31/26**	**55,271.06**
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		**02/28/26**	**55,271.91**

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 03/23/26

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 03/24/2026
Tracy Webster (Mar 24, 2026 16:07:44 PDT)

COMMUNITY ACTION PARTNERSHIP OF KERN
ELAN (CBB) VISA SUMMARY
STATEMENTS DATED February 1, 2026 - February 28, 2026

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	1,870.00
Gloria Barbero	Administrator - EHS San Joaquin	1,006.92
Yolanda Gonzales	Director of Head Start/State Child Development Programs	7,270.62
Freddy Hernandez	Director of Youth and Community Services	8,115.82
Lisa McGranahan	Director of Human Resources	2,315.80
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	(1,158.78)
Pritika Ram	Chief Business Development Officer	2,735.91
Jeremy Tobias	Chief Executive Officer	790.82
Emilio Wagner	Chief Facilities and Technology Officer	3,599.62
Tracy Webster	Chief Financial Officer	15,598.50
Rebecca Moreno	Director of Housing Support Services	11,038.78
Susana Magana	Director of Nutrition Services	2,285.11
Sabrina Jones	Administrator - 211	-
Veterans (VSS)	Veterans - Food Service	2,558.20
Veterans (VSS)	Veterans - Fuel Card	701.04
Energy	Energy - Team 1	14.06
Energy	Energy - Team 2	-
Energy	Energy - Team 3	320.57
	Total	$ 59,062.99

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 02/25/2026

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:** _____

407

Cardholder Activity

Name: CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/22/2026 01/26/2026	GHILADOLCI BAKERY BAKERSFIELD, CA	**$114.00** $114.00	USD	114.00	Cookies for Foundation Board Meeting
01/23/2026 01/26/2026	SMART AND FINAL 326 BAKERSFIELD, CA	**$9.48** $9.48	USD	9.48	Drink for Lunch and Learn Event
01/23/2026 01/26/2026	RESTO RUNN* RESTO RUNN WWW.RESTAURAN, CA	**$417.54** $417.54	USD	417.54	Food for Lunch and Learn Event
01/27/2026 01/28/2026	SMART AND FINAL 344 BAKERSFIELD, CA	**$24.23** $24.23	USD	24.23	Sodas for Foundation Board Meeting
01/27/2026 01/28/2026	RESTO RUNN* RESTO RUNN WWW.RESTAURAN, CA	**$431.94** $431.94	USD	431.94	Food for the Foundation Board Meeting
01/29/2026 01/30/2026	MOO CREAMERY BAKERSFIELD, CA	**$120.67** $120.67	USD	120.67	Meeting with Maritza Jimenez, Kern Family Health Care
02/11/2026 02/12/2026	BAGELS AND BLENDERZ BAKERSFIELD, CA	**$106.85** $106.85	USD	106.85	Food for the Ad Hoc Foundation Committee Meeting
02/18/2026 02/19/2026	TARGET 00013847 BAKERSFIELD, CA	**$37.79** $37.79	USD	37.79	Cups and Plates for the Ad Hoc Foundation Committee Meeting

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
02/18/2026 02/20/2026	B W R 661-3330889, CA	**$607.50** $607.50	USD	607.50	Tickets to Networking Event- Cioppino Feed 2026

Activity Totals	Purchases	Payments
$1,870.00	$1,870.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
02/17/2026 02/19/2026	KONA KAI RESORT & SPA 6192218000, CA	**$1,006.92** $1,006.92	USD	1,006.92	Hotel Stay for Gloria Barbero attending the West Ed PITC Conference in san Diego CA 2/2/26-2/4/26

Activity Totals	Purchases	Payments
$1,006.92	$1,006.92	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
02/05/2026 02/09/2026	KONA KAI RESORT & SPA SAN DIEGO, CA	**$1,410.40** $1,410.40	USD	1,410.40	108000@31%/109000@56%/117000@13% Lodging for 2026 PITC Anniversary Conference in San Diego,CA on 2/2/26-2/5/26 for Yolanda G.
02/05/2026 02/09/2026	KONA KAI RESORT & SPA SAN DIEGO, CA	**$1,006.92** $1,006.92	USD	1,006.92	108000@36%/109000@64% Lodging for 2026 PITC Anniversary Conference in San Diego,CA on 2/2/26-2/5/26 for Elsa N.
02/10/2026 02/12/2026	DT ONTARIO AIRPORT SERTIF 561-2306000, CA	**$457.71** $457.71	USD	457.71	108000@100% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for SS Estefany A.
02/10/2026 02/12/2026	DT ONTARIO AIRPORT SERTIF 561-2306000, CA	**$457.71** $457.71	USD	457.71	108000@36%/109000@64% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Rebecca Rocha
02/10/2026 02/12/2026	DT ONTARIO AIRPORT SERTIF 561-2306000, CA	**$457.71** $457.71	USD	457.71	108000@35%/109000@65% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Charlette M.
02/10/2026 02/12/2026	DT ONTARIO AIRPORT SERTIF 561-2306000, CA	**$457.71** $457.71	USD	457.71	108000@36%/109000@64% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Cynthia R.
02/10/2026 02/12/2026	DT ONTARIO AIRPORT SERTIF 561-2306000, CA	**$686.55** $686.55	USD	686.55	117000@100% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Rashi S.
02/10/2026 02/12/2026	DOUBLETREE AIRPORT 909-9370900, CA	**$686.55** $686.55	USD	686.55	108000@36%/109000@64% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Cynthia R.

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
02/10/2026 02/12/2026	DOUBLETREE AIRPORT 909-9370900, CA	**$686.55** $686.55	USD	686.55	108000@100% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for SS Estefany A.
02/10/2026 02/12/2026	DOUBLETREE AIRPORT 909-9370900, CA	**$686.55** $686.55	USD	686.55	117000@100% Duplicate Charge: Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Rashi S.
02/10/2026 02/12/2026	DOUBLETREE AIRPORT 909-9370900, CA	**$686.55** $686.55	USD	686.55	108000@36%/109000@64% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Rebecca R.
02/10/2026 02/12/2026	DOUBLETREE AIRPORT 909-9370900, CA	**$686.55** $686.55	USD	686.55	108000@35%/109000@65% Lodging for Head Start California Annual Conference in Ontario, CA on 2/10-2/13/26 for Charlette McRae
02/10/2026 02/12/2026	HOLIDAY INN ONTARIO AIRP 9092128000, CA	**$365.60** $365.60	USD	365.60	108000@32%/109000@68% Lodging for Head Start California Annual Conference in Ontario, CA on 2/8/26-2/10/26 for Frances Torres
02/10/2026 02/12/2026	HOLIDAY INN ONTARIO AIRP 9092128000, CA	**$365.60** $365.60	USD	365.60	108000@36%/109000@64% Lodging for Head Start California Annual Conference in Ontario, CA on 2/8/26-2/10/26 for Monica C.
02/11/2026 02/12/2026	MOO CREAMERY BAKERSFIELD, CA	**$231.64** $231.64	USD	231.64	108000@36%/109000@64% Lunch provided during 3rd Annual Fatherhood Conference Defrief Meeting on 2/10/26
02/13/2026 02/18/2026	DOUBLETREE AIRPORT 909-9370900, CA	**($457.71)** ($457.71)	USD	(457.71)	108000@100% Refund for Lodging for Head Start CA Annual Conference in Ontario, CA on 2/10-2/13/26 for Estefany A.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
02/13/2026 02/18/2026	DOUBLETREE AIRPORT 909-9370900, CA	**($457.71)** ($457.71)	USD	(457.71)	108000@36%/109000@64% Refund for Lodging for Head Start CA Annual Conference in Ontario, CA on 2/10-2/13/26 for Rebecca R.
02/13/2026 02/18/2026	DOUBLETREE AIRPORT 909-9370900, CA	**($686.55)** ($686.55)	USD	(686.55)	117000@100% Refund for Lodging for Head Start CA Annual Conference in Ontario, CA on 2/10-2/13/26 for Rashi R.
02/13/2026 02/18/2026	DOUBLETREE AIRPORT 909-9370900, CA	**($457.71)** ($457.71)	USD	(457.71)	108000@35%/109000@65% Refund for Lodging for Head Start CA Annual Conference in Ontario, CA on 2/10-2/13/26 for Charlette M.

Activity Totals	Purchases	Payments
$7,270.62	$7,270.62	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/23/2026 01/26/2026	SQ *LARRY PARTELLO MOJAVE, CA	**$170.00** $170.00	USD	170.00	EKFRC Vehicle Maintenance
01/25/2026 01/27/2026	SOUTHWES 5262125160113 800-435-9792, TX	**$878.41** $878.41	USD	878.41	NCAP Conference- Freddy Hernandez- 1/26-1/30/2026- Out of town travel Staff
01/30/2026 02/02/2026	AMERICAN AI 0012303963629 800-433-7300, TX	**($1,012.00)** ($1,012.00)	USD	(1,012.00)	NCAP Conference- Orlando, Florida- Fredy Hernandez- 1/26/-1/30/2026- Refund
01/30/2026 02/02/2026	SQ *TOO FAT SANDWICHES-18 GOSQ.COM, CA	**$200.04** $200.04	USD	200.04	Adult Meals- VITA Program
01/30/2026 02/02/2026	SHERATON ORL LAKE FD ORLANDO, FL	**$107.80** $107.80	USD	107.80	NCAP Conference, Orlando, Fl.- Freddy Hernandez
01/31/2026 02/02/2026	HILTON DISNEY WORLD ORLANDO, FL	**$184.52** $184.52	USD	184.52	NCAP Conference- Orlando, Florida- Laurie Hughey- 1/27/-1/31/2026
01/31/2026 02/02/2026	HILTON DISNEY WORLD ORLANDO, FL	**$2,531.30** $2,531.30	USD	2,531.30	NCAP MLTC Conference- Orlando, Florida- Savannah Oates- 1/26-1/31/2026
01/31/2026 02/02/2026	HILTON DISNEY WORLD ORLANDO, FL	**$184.52** $184.52	USD	184.52	NCAP Conference- Orlando, Florida- Joseph Aguilar-1/27-1/31/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
01/31/2026 02/02/2026	HILTON DISNEY WORLD ORLANDO, FL	**$184.52** $184.52	USD	184.52	NCAP Conference- Veronica Ramos- Orlando, Florida- 1/27/-1/31/2026
01/31/2026 02/02/2026	HILTON DISNEY WORLD ORLANDO, FL	**$184.52** $184.52	USD	184.52	NCAP Conference- Orlando, Florida- Sandra Houselog- 1/27/-1/31/2026
02/03/2026 WORLDWIDE 02/05/2026	SAFE KIDS 202-6620600, DC	**$95.00** $95.00	USD	95.00	National Child Passenger Safety Certification Training- Diana Rico- Bakersfield, Ca. 2/23-2/22026
02/05/2026 02/09/2026	DON PEPES BAR & GRILL 661-7466183, CA	**$321.75** $321.75	USD	321.75	SGC CRC Colaborative Town Hall Meeting
02/07/2026 02/09/2026	MOUNTAIN MIKES PIZZA 661-5888818, CA	**$262.89** $262.89	USD	262.89	Volunteer Cost- VITA
02/11/2026 02/13/2026	OFFICEMAX/DEPOT 6235 800-463-3768, CA	**$753.57** $753.57	USD	753.57	office supplies- VITA
02/12/2026 02/16/2026	OFFICE DEPOT #5125 800-463-3768, CA	**$399.09** $399.09	USD	399.09	office supplies- vita
02/13/2026 02/16/2026	SQ *LARRY PARTELLO MOJAVE, CA	**$50.00** $50.00	USD	50.00	vehicle maintenance- EKFRC

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
02/14/2026 02/16/2026	PANDA EXPRESS #1245 P OLO.COM, CA	**$211.18** $211.18	USD	211.18	Volunteer Cost- VITA
02/17/2026 02/19/2026	OFFICEMAX/DEPOT 6235 800-463-3768, CA	**$374.07** $374.07	USD	374.07	Office supplies- VITA
02/18/2026 02/20/2026	OFFICE DEPOT #5125 800-463-3768, CA	**$974.03** $974.03	USD	974.03	Office supplies- VITA
02/20/2026 02/23/2026	TRIMANA 213-7481226, CA	**$628.87** $628.87	USD	628.87	Field trip lunches for SYC and FHCC kids
02/21/2026 02/23/2026	MOUNTAIN MIKES PIZZA 661-5888818, CA	**$431.74** $431.74	USD	431.74	Volunteer Cost- VITA

Activity Totals	Purchases	Payments
$8,115.82	$8,115.82	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: LISA MC GRANAHAN **Account Number: **7461**

Cycle End Date: 2/25/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
02/02/26	Ezcater	**$196.81**	Personnel Committee Lunch 1/4/2026
02/10/2026	Biometrics4All	**$20.00**	Relay Fees for New Hire Fingerprints
02/15/2026	Safety Holdings	**1,138.99**	Driving Monitoring Service
02/15/2026	Biometrics4All	**960.00**	Repair-Maintenance
		$2,315.80	**Total Expenses for Cycle with End Date of 2/25/2026**

Account Number : 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
Lisa Mcgranahan
Statement Date : 02-25-2026

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$2,315.80
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$2,315.80**
Disputed Amount	$0.00

General Information

Total Activity $2,315.80

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
02-05	02-04	24036296035716928635442	EZCATER*ROUND TABLE PI 800-488-1803 MA	196.81
02-11	02-10	247554260412804174507 67	BIOMETRICS4ALL 714-5689888 CA	20.00
02-16	02-15	24755426046280462350255	BIOMETRICS4ALL 714-5689888 CA	960.00
02-16	02-15	24906416046250579716788	SAFETY HOLDINGS 888-9472622 NM	1,138.99

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

106481753984014 S

LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: JERRY MEADE **Account Number:** **9143 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/25/2026 01/30/2026	HILTON CAPITAL 202-3931000, DC	**($259.00)** ($259.00)	USD	(259.00)	Hotel Accommodations - NHSA Winter Leadership Institute in Washington DC - Program Governance Coordinator
01/25/2026 01/30/2026	HILTON CAPITAL 202-3931000, DC	**($259.00)** ($259.00)	USD	(259.00)	Hotel Accommodations - NHSA Winter Leadership Institute in Washington DC - Policy Council Parent
01/26/2026 01/28/2026	AMERICAN AI 0010641911805 800-433-7300, TX	**($28.38)** ($28.38)	USD	(28.38)	Original flight had to be changed due to severe weather. An additional coast of 28.38 was charged to the card.
01/30/2026 02/02/2026	AMERICAN AI 0012298287612 800-433-7300, TX	**($713.47)** ($713.47)	USD	(713.47)	Flight canceled due to severe weather conditions - NHSA Leadership Institute Washington DC - Program Governance
01/30/2026 02/02/2026	AMERICAN AI 0012301149550 800-433-7300, TX	**($840.97)** ($840.97)	USD	(840.97)	Flight canceled due to Severe weather conditions - NHSA Leadership Institute Washington DC - Policy Council Parent.
01/30/2026 02/02/2026	AMERICAN AI 0012308834324 800-433-7300, TX	**($0.20)** ($0.20)	USD	(0.20)	Fee refund, flight canceled due to severe weather conditions - NHSA Leadership Institute - Policy Council Parent.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
01/30/2026 02/02/2026	HILTON CAPITAL 202-3931000, DC	**$942.24** $942.24	USD	942.24	Hotel Accommodations - NHSA Winter Leadership Institute in Washington DC - Assistant Director

Activity Totals	Purchases	Payments
($1,158.78)	($1,158.78)	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/24/2026 01/26/2026	JAKES ORIGINAL TEX-MEX CA BAKERSFIELD, CA	**$554.14** $554.14	USD	554.14	Board of Directors Strategic Plan Retreat Lunch
01/25/2026 01/27/2026	SOUTHWES 5262125131150 800-435-9792, TX	**$439.20** $439.20	USD	439.20	Flight to Orlando, Florida for Savannah Oates. MLTC Conference
02/02/2026 02/04/2026	AMERICAN AI 0012303457392 800-433-7300, TX	**($551.99)** ($551.99)	USD	(551.99)	Refund from the 1st flight to Orlando, Florida cancelled due to weather (S.O.)
02/03/2026 02/04/2026	UNLIMITED-ELEMENT S-FOR FREEMIUS.COM, DE	**$74.25** $74.25	USD	74.25	Annual free for Elementor subscription for marketing dept.
02/11/2026 02/12/2026	EZCATER*FRESCO MEXICAN 800-488-1803, MA	**$228.95** $228.95	USD	228.95	PRE Committee Lunch for board and speakers on 2/11/26
02/12/2026 02/13/2026	FACEBK *7LHWJEMEM2 650-5434800, DE	**$500.00** $500.00	USD	500.00	Social media boosts for Energy and KCCD Grant
02/20/2026 02/23/2026	FACEBK *NM6RRDVEM2 650-5434800, DE	**$53.06** $53.06	USD	53.06	Social Media boosts for Energy and KCCD Grant

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
02/25/2026 02/25/2026	AMERICAN AIR0012319787104 FORT WORTH, TX	**$1,438.30** $1,438.30	USD	1,438.30	Flight to Washington D.C. for Karen Vazquez for the housing policy forum conference

Activity Totals	Purchases	Payments
$2,735.91	$2,735.91	$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 : 02-25-2026

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$4,635.63
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$3,844.81 CR
Payments	$0.00 PY
Total Activity	**$790.82**
Disputed Amount	$0.00

General Information

Total Activity $790.82

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
01-27	01-26	24492166026100061251684	RESTO RUNN* RESTO RUNN WWW.RESTAURAN CA	451.43
01-27	01-26	2471705602787027225 0029	DELTA AIR 0062399497005 800-2211212 CA	951.97
			PLANE/FRED ALAN DEPARTURE01-27-26	
			LAX DL S MCO DL U LAX	
01-27	01-26	24717056027870272250037	DELTA AIR 0062399497006 800-2211212 CA	951.97
			PLANE/SHEILA KA DEPARTURE01-27-26	
			LAX DL S MCO DL U LAX	
01-29	01-28	24053456029369021051228	AMERICAN AIR0012311530330 FORT WORTH TX	505.90
			JIMENEZ/MARITZA DEPARTURE01-31-26	
			MCO AA G DFW AA G BFL	
01-29	01-28	24053456029369038024507	AMERICAN AIR0012311542928 FORT WORTH TX	505.90
			VIGIL/ANA DEPARTURE01-31-26	
			MCO AA G DFW AA G BFL	
02-02	01-29	74717056030870302153847	AMERICAN AI 0012311530330 800-433-7300 TX	505.90 CR
			JIMENEZ/MARITZA DEPARTURE01-30-26	
			XAA AA X XAO	
02-02	01-29	74717056030870302154522	AMERICAN AI 0012311542928 800-433-7300 TX	505.90 CR
			VIGIL/ANA DEPARTURE01-30-26	
			XAA AA X XAO	

(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

106481753986255 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 : 02-25-2026

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-02	01-31	74717056032870323122589	AMERICAN AI 0012304704653 800-433-7300 TX	610.99	CR
			JIMENEZ/MARITZA DEPARTURE02-01-26 XAA AA X XAO		
02-02	01-30	24000776030100036362892	CALCAPA* CALCAPA WWW.CALCAPA.O CA	199.00	
02-03	02-02	24071056033939161654526	MISTER CAR WASH #1006 866-2543229 CA	32.99	
02-06	02-04	74717056036870363788733	AMERICAN AI 0012304414660 800-433-7300 TX	530.00	CR
			VIGIL/ANA DEPARTURE02-05-26 XAA AA X XAO		
02-06	02-05	24053456036373387385395	AMERICAN AIR0012314032222 FORT WORTH TX	910.80	
			TOBIAS/JEREMY DEPARTURE03-17-26 BFL AA V PHX AA V DCA AA M PHX		
02-06	02-05	2469216603610274926291 5	CHEVRON 0380243 BAKERSFIELD CA	78.85	
02-10	02-04	74755426040160367238139	HLT ORLNDO BUENA VISTA 407-8274000 FL	1,178.96	CR
02-10	02-04	74755426040160367238204	HLT ORLNDO BUENA VISTA 407-8274000 FL	299.96	CR
02-10	02-05	74755426040160379966768	HLT ORLNDO BUENA VISTA 407-8274000 FL	213.10	CR
02-23	02-20	24692166051404533809442	EXXON GOLDEN STATE FOO BAKERSFIELD CA	46.82	

Cardholder Activity

Name: JEREMY T TOBIAS **Account Number: **8558**

Statement Date: 2/25/2026

Transaction Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
01/27/26	Restaurant Runner	**$451.43**	Board Lunch for meeting on 1/26/26
01/27/2026	Delta Airlines	**$951.97**	Airline Ticket for Board Member Fred Plane. Purchased night befor flight due to cancellation of previously purchased ticket.
01/27/2026	Delta Airlines	**$951.97**	Airline Ticket for Board Member Fred Plane's wife Sheila. Purchased night befor flight due to cancellation of previously purchased ticket. (Amount of ticket to be reimbursed by F. Plane upon liquidation)
01/29/2026	American Airlines	**$505.90**	One-Way Airline Ticket for Board Member A. Vigil to return from Orlando Fl. directly to Bakersfield, CA from NCAP MLTC (later cancelled and refunded)
01/29/2026	American Airlines	**$505.90**	One-Way Airline Ticket for Board Member M. Jimenez to return from Orlando Fl. directly to Bakersfield, CA from NCAP MLTC (later cancelled and refunded)
02/02/2026	American Airlines	**-$505.90**	Refund of One-Way Airline Ticket for Board Member M. Jimenez, returning to Bakersfield from Orlando Fl. Ticket purchased in error, later re-booked on United Airlines.
02/02/2026	American Airlines	**-$505.90**	Refund of One-Way Airline Ticket for Board Member A. Vigil, returning to Bakersfield from Orlando Fl. Ticket purchased in error, later re-booked on United Airlines.
02/02/2026	American Airlines	**-$610.99**	Refund for Airline Ticket issued to Board Member M. Jimenez. Original Flight cancelled due to weather, rebooked on United Flight out of LAX. Refund received for original flight.
02/02/2026	CalCAPA	**$199.00**	Registration fee for J. Tobias to attend the CalCAPA Advocacy Day in Sacramento on 5/13/26
02/03/2026	Mister Car Wash	**$32.99**	Monthly Car Wash Fee for CEO's Agency Vehicle
02/06/2026	American Airlines	**-$530.00**	Refund issued to credit card for cancelled flight for Board Member Ana Vigil on 1/27/26. Weather issues caused flight cancellations. A refund was issued to the card, but no receipt. See attachments and comments.
02/06/2026	American Airlines	**$910.80**	Airline Ticket for J. Tobias to attend NCAF Annual Conference in Washington, DC
02/06/2026	Chevron	**$78.85**	Gasoline for CEO's Agency Vehicle
01/10/2026	Hilton Orlando Buena Vista Hotel	**-$1178.96**	Refund issued for overpayment of advance hotel fee for Board Member A. Vigil for the NCAP MLTC in Orlando, FL
02/10/2026	Hilton Orlando Buena Vista Hotel	**-$299.96**	Refund for advance payment of hotel incidental charges that were pre-paid for Board Member Maritza Jimenez - NCAP MLTC in Orlando, FL
02/10/2026	Hilton Orlando Buena Vista Hotel	**-$213.10**	Refund issued for pre-paid hotel incidental charges for Board Member Fred Plane - NCAP MLTC in Orlando, FL
02/23/2026	Exxon	**$46.82**	Gasoline for CEO's Agency Vehicle
		$790.82	**Total Expenses for Statement Date of 2/25/2026**

Account Number : 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
Emilio Wagner
Statement Date : 02-25-2026

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$3,599.62
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$3,599.62**
Disputed Amount	$0.00

General Information

Total Activity $3,599.62

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	
02-02	02-01	24011346032100017542899	MSFT * E0200YB91R MICROSOFT.COM WA	136.80	Power Automate Annual Subscription
02-09	02-09	24204296040000803365220	MICROSOFT-G139308794 800-6427676 WA	1,781.71	MIcrosoft Azure Standard monthly
02-18	02-17	24036296048716065951839	SAGE*SAGEFUTURE26 385-309-0377 UT	695.00	SageFuture Conf EWagner 4/28-4/30
02-19	02-19	24011346050100075223876	MINDBODY, INC. WWW.MINDBODYO CA	578.65	Monthly Subscription
02-23	02-21	24011346052100024743618	MSFT * E0400YJTKK MICROSOFT.COM WA	407.46	Microsoft Azure Monthly

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

106481753984210 S

EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 02/25/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
01/27/2026 01/28/2026	INTUIT *QBOOKS 1099 CL.INTUIT.COM, CA	**$671.42** $671.42	USD	671.42	Annula Charge for End of Year Tax Returns
01/28/2026 01/29/2026	TAXBANDITS.COM 704-684-4751, SC	**$2,343.58** $2,343.58	USD	2,343.58	Annual Year End 1099 Tax Returns
02/04/2026 02/05/2026	CTC-VIS 279-842-9957, CA	**$314.65** $314.65	USD	314.65	Food Bank Annual Clean Air Resources Board
02/04/2026 02/05/2026	CTC-VIS *SVC 279-842-9957, MD	**$9.41** $9.41	USD	9.41	Food Bank Annual Clean Air Resources Board
02/04/2026 02/06/2026	WIPFLI LLP MADISON, WI	**$1,175.00** $1,175.00	USD	1,175.00	Online Course for Martin Goni / Accounting Manager
02/10/2026 02/11/2026	INTUIT *QBOOKS ONLINE CL.INTUIT.COM, CA	**$275.00** $275.00	USD	275.00	Monthly Quickbooks for VSS
02/13/2026 02/13/2026	SAGE*SAGEFUTURE 26 385-309-0377, UT	**$6,475.00** $6,475.00	USD	6,475.00	Group/Early Bird Rage for 5 People SAGE Conference
02/13/2026 02/13/2026	SAGE*SAGEFUTURE 26 385-309-0377, UT	**$695.00** $695.00	USD	695.00	PreConference Training for SAGE
02/17/2026 02/18/2026	SAGE*SAGEFUTURE 26 385-309-0377, UT	**$695.00** $695.00	USD	695.00	PreConference Training for SAGE

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
02/17/2026 02/18/2026	SAGE*SAGEFUTURE 26 385-309-0377, UT	**$695.00** $695.00	USD	695.00	PreConference Training for SAGE
02/18/2026 02/19/2026	DD *DOORDASH PANDAEXPR 855-973-1040, CA	**$207.84** $207.84	USD	207.84	Lunch for Budget & Finance Committee that wasn't received. Expecting Refund.
02/18/2026 02/19/2026	SAGE*SAGEFUTURE 26 385-309-0377, UT	**$695.00** $695.00	USD	695.00	PreConference Training for SAGE
02/18/2026 02/19/2026	SQ *SEQUOIA SANDWICH COMP GOSQ.COM, CA	**$150.30** $150.30	USD	150.30	Budget & Finance Lunch
02/18/2026 02/19/2026	TRAVEL RESERVATION 877-283-5585, WA	**$1,164.28** $1,164.28	USD	1,164.28	Hotel for Y.Pompa for SAGE Conference paid in full for discount.
02/20/2026 02/23/2026	DD *DOORDASH COLDSTONE DOORDASH.COM, CA	**$32.02** $32.02	USD	32.02	Accidental Charge, CAPK will be reimbursed

Activity Totals	Purchases	Payments
$15,598.50	$15,598.50	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/23/2026 01/26/2026	NTLREST SERVSAFE 312-7151010, IL	**$11.99** $11.99	USD	11.99	Purchase of CA Foodhandler's Course/ Certificate for Amber Jackson.
01/23/2026 01/26/2026	NTLREST SERVSAFE 312-7151010, IL	**$11.99** $11.99	USD	11.99	Purchase of CA Foodhandler's Course/ Certificate for Monica Olguin.
01/23/2026 01/26/2026	NTLREST SERVSAFE 312-7151010, IL	**$11.99** $11.99	USD	11.99	Purchase of CA Foodhandler's Course/ Certificate for Ismael P. Valencia.
01/23/2026 01/26/2026	NTLREST SERVSAFE 312-7151010, IL	**$11.99** $11.99	USD	11.99	Purchase of CA Foodhandler's Course/ Certificate for William Wooton.
01/23/2026 01/28/2026	TRAVELODGE 661-3250772, CA	**($604.80)** ($604.80)	USD	(604.80)	Refund for client M.M. motel room
01/26/2026 01/28/2026	UNITED 0162368746715 UNITED.COM, TX	**$840.96** $840.96	USD	840.96	Flight for Maritza Jimenez to attend NCAP MLTC in Orlando, FL (American Airlines flight was canceled
01/26/2026 01/28/2026	UNITED 0162368747789 UNITED.COM, TX	**$840.96** $840.96	USD	840.96	Flight for Ana Vigil to attend NCAP MLTC in Orlando, FL (American Airlines flight was canceled
01/26/2026 01/28/2026	UNITED 0162368749192 UNITED.COM, TX	**$840.96** $840.96	USD	840.96	Flight for Joseph Aguilar to attend NCAP MLTC in Orlando, FL; (American Airlines flight was canceled
01/26/2026 01/28/2026	UNITED 0162368750062 UNITED.COM, TX	**$840.96** $840.96	USD	840.96	Flight for Veronica Ramos to attend NCAP MLTC in Orlando, FL (American Airlines flight was canceled

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
01/26/2026 01/28/2026	UNITED 0162368752189 UNITED.COM, TX	**$840.96** $840.96	USD	840.96	Flight for Laurie Hughey to attend NCAP MLTC in Orlando, FL; (American Airlines flight was canceled
01/26/2026 01/28/2026	UNITED 0162368753160 UNITED.COM, TX	**$840.96** $840.96	USD	840.96	Flight for S. Houselog, (American Airline flight was canceled) to attend NCAP MLTC in Orlando, FL
01/26/2026 01/28/2026	UNITED 0162368755165 UNITED.COM, TX	**$417.48** $417.48	USD	417.48	Flight for R. Moreno to NCAP MLTC in Orlando, FL (partial cost of flight, personal card was used due to temporary issues with agency cc)
01/26/2026 01/28/2026	UNITED 0164365250545 UNITED.COM, TX	**$102.12** $102.12	USD	102.12	Seat upgrade initiated by United Airlines for Maritza Jimenez Previous flight was canceled due to inclement weather. Seat was upgraded by airlines due to lack of seats in economy section.
01/27/2026 01/27/2026	AMERICAN AIR0012310639568 FORT WORTH, TX	**$925.74** $925.74	USD	925.74	Flight for S. Houselog to NCAP MLTC in Orlando, FL (flight was canceled, trip credit issued)
01/27/2026 01/27/2026	AMERICAN AIR0012310642337 FORT WORTH, TX	**$423.47** $423.47	USD	423.47	Flight cost for L. Hughey to attend NCAP MLTC in Orlando, FL
01/27/2026 01/27/2026	AMERICAN AIR0012310635409 FORT WORTH, TX	**$547.27** $547.27	USD	547.27	Flight cost for L. Hughey to attend NCAP MLTC in Orlando, FL
01/27/2026 01/28/2026	ENTERPRISE RENT-A-CAR BAKERSFIELD, CA	**$173.43** $173.43	USD	173.43	Vehicle rental one way to LAX for NCAP MLTC travelers to connect with United Airlines Flights

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
01/27/2026 01/29/2026	TRAVELODGE 661-3250772, CA	**$250.00** $250.00	USD	250.00	Cost for damage to motel room by client M.M. while staying at Travelodge
01/28/2026 01/29/2026	THE BOATHOUSE 312-4985551, FL	**$465.32** $465.32	USD	465.32	Group dinner for attendees of NCAP MLTC in Orlando
01/28/2026 01/30/2026	AMERICAN AI 0012310642337 800-433-7300, TX	**($423.47)** ($423.47)	USD	(423.47)	Refund of canceled flight for Laurie Hughey to attend NCAP MLTC
01/30/2026 02/02/2026	BITFOCUS.COM WWW.BITFOCUS., NV	**$2,122.06** $2,122.06	USD	2,122.06	Cost of conference registration for Clarity Connect for R. Moreno and J. Aguilar
01/31/2026 02/02/2026	AMERICAN AI 0012304378251 800-433-7300, TX	**($498.00)** ($498.00)	USD	(498.00)	Refund for canceled flight for J. Aguilar to attend NCAP MLTC in Orlando, FL
01/31/2026 02/02/2026	AMERICAN AI 0012304568979 800-433-7300, TX	**($498.00)** ($498.00)	USD	(498.00)	Refund of flight cancellation for S. Houselog to attend NCAP MLTC in Orlando, FL
01/31/2026 02/02/2026	AMERICAN AI 0012304573864 800-433-7300, TX	**($498.00)** ($498.00)	USD	(498.00)	Refund for flight cancellation for L. Hughey to attend NCAP MLTC in Orlando, FL
01/31/2026 02/02/2026	PARK/THE RESERVE FDESK LAS VEGAS, NV	**$112.25** $112.25	USD	112.25	Deposit for hotel room for Clarity Connect R. Moreno
01/31/2026 02/02/2026	PARK/THE RESERVE FDESK LAS VEGAS, NV	**$112.25** $112.25	USD	112.25	Deposit for hotel room for Clarity Connect J. Aguilar

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
01/31/2026 02/02/2026	HILTON DISNEY WORLD ORLANDO, FL	**$184.52** $184.52	USD	184.52	Room tax and resort fees for R. Moreno while attending NCAP MLTC in Orlando, FL (room was pre-paid, except tax and resort fees)
02/02/2026 02/03/2026	PAYPAL *UPCSINSPECT 402-935-7733, TX	**$450.00** $450.00	USD	450.00	Cost for NSPIRE Training for Gloria Nevel
02/04/2026 02/06/2026	COURTYARD SACRAMENTO A SACRAMENTO, CA	**$393.02** $393.02	USD	393.02	Hotel Cost for for R. Moreno while attending CAL Aim in Sacramento, CA
02/06/2026 02/09/2026	U-HAULBRUNDAGE SELF STORA BAKERSFIELD, CA	**$158.16** $158.16	USD	158.16	U-Haul Rental to pick-up IKEA furniture donation
02/09/2026 02/11/2026	SECURCARE SELF STORAGE 661-3227834, CA	**$337.00** $337.00	USD	337.00	Storage fees for Housing and Supportive Services
02/18/2026 02/18/2026	AMERICAN AIR0012317487759 FORT WORTH, TX	**$1,232.80** $1,232.80	USD	1,232.80	Flight for R. Moreno to NLICH Conference in Washington DC

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
02/24/2026 02/25/2026	VARNER BROS INC 661-3992944, CA	**$60.44** $60.44	USD	60.44	One time cost for trash bin for 727 Decatur St. to remove damaged furniture

Activity Totals	Purchases	Payments
$11,038.78	$11,038.78	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/23/2026 01/26/2026	THE HOME DEPOT #1050 BAKERSFIELD, CA	**$75.71** $75.71	USD	75.71	Cleaning supplies - Mop Bucket and head replacement
01/26/2026 01/27/2026	EZCATER*PANERA BREAD 800-488-1803, MA	**$382.42** $382.42	USD	382.42	Lunch for Family Services Dept. Training in Visalia, CA
01/29/2026 01/30/2026	TEXTEDLY TEXTEDLY.COM, CA	**$317.00** $317.00	USD	317.00	Monthly Text Service Subscription for CSFP
01/29/2026 02/02/2026	KERN CO PARKS AND REC 661-868-7000, CA	**$30.00** $30.00	USD	30.00	Reservations for Commodity Sites for 2026
01/31/2026 02/02/2026	WALMART.COM 8009256278 800-966-6546, AR	**$105.85** $105.85	USD	105.85	Urgent Purchase of 2026 calendars needed for calculation, reference, and tracking
02/02/2026 02/04/2026	BCD MEETINGS & INCENTI 312-705-2203, GA	**$645.00** $645.00	USD	645.00	Conference Registration fee for K. Lowery to attend Feeding America Leadership Conf
02/06/2026 02/09/2026	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$49.90** $49.90	USD	49.90	Purchase of Special Diet Foods/Milk
02/10/2026 02/12/2026	KERN ENVIRONMENTAL HEALTH BAKERSFIELD, CA	**$150.00** $150.00	USD	150.00	Purchase of Health Permit Application Fee

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
02/12/2026 02/13/2026	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$63.48** $63.48	USD	63.48	Purchase of Special Diet Foods/Milk
02/17/2026 02/19/2026	AWHONN 800-354-2268, DC	**$465.75** $465.75	USD	465.75	Kern County Perinatal Symposium - Gold Sponsor

Activity Totals	Purchases	Payments
$2,285.11	$2,285.11	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SABRINA JONES-ROBERTS **Account Number:** **6725 **Cycle End Date:** 02/25/2026

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: VETERANS A FOOD SERVICES **Account Number:** **2152 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/27/2026 01/28/2026	IC* INSTACART 888-246-7822, CA	**$468.88** $468.88	USD	468.88	weekly food charge for GPD program (FoodsCo)
02/03/2026 02/04/2026	IC* INSTACART INSTACART.COM, CA	**$472.27** $472.27	USD	472.27	weekly food charge for GPD program (FoodsCo)
02/05/2026 02/06/2026	IC* INSTACART 8882467822, CA	**($1.91)** ($1.91)	USD	(1.91)	"Refund for Order Issue" ($1.91)
02/11/2026 02/12/2026	IC* INSTACART 888-246-7822, CA	**$612.59** $612.59	USD	612.59	weekly food Charge for GPD program (FoodsCo)
02/13/2026 02/16/2026	IC* INSTACART 888-246-7822, CA	**$559.89** $559.89	USD	559.89	Weekly food charge for GPD program (FoodsCo)
02/13/2026 02/16/2026	IC* INSTACART 888-246-7822, CA	**$446.48** $446.48	USD	446.48	Weekly foodcharge for GPD program (foodMaxx)

Activity Totals	Purchases	Payments
$2,558.20	$2,558.20	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: VETERANS SVC FUEL CARD **Account Number:** **2335 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/29/2026 01/30/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$69.00** $69.00	USD	69.00	fuel Charge for "youth services program" (ford transit)
01/29/2026 02/02/2026	ARCO 911938 BAKERSFIELD, CA	**$65.20** $65.20	USD	65.20	fuel charge for GPD program (Dodge Caravan)
01/30/2026 02/02/2026	UBER *TRIP HELP.UBER.COM, CA	**$13.96** $13.96	USD	13.96	Uber ride for client (GPD)
01/31/2026 02/02/2026	UBER *TRIP HELP.UBER.COM, CA	**$14.94** $14.94	USD	14.94	Uber ride for client (GPD)
02/02/2026 02/03/2026	UBER *TRIP HELP.UBER.COM, CA	**$13.94** $13.94	USD	13.94	Uber ride for client (GPD)
02/02/2026 02/04/2026	ARCO 911938 BAKERSFIELD, CA	**$59.50** $59.50	USD	59.50	fuel charge for GPD program (Dodge caravan)
02/03/2026 02/03/2026	UBER *TRIP HELP.UBER.COM, CA	**$13.96** $13.96	USD	13.96	Uber ride for client (GPD)
02/07/2026 02/09/2026	UBER *TRIP HELP.UBER.COM, CA	**$14.95** $14.95	USD	14.95	Uber ride for client (GPD)
02/09/2026 02/10/2026	UBER *TRIP HELP.UBER.COM, CA	**$12.94** $12.94	USD	12.94	Uber ride for client (GPD)

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
02/10/2026 02/10/2026	UBER *TRIP HELP.UBER.COM 800-5928996, CA	**$12.94** $12.94	USD	12.94	Uber charge for client (GPD)
02/10/2026 02/11/2026	UBER *TRIP HELP.UBER.COM, CA	**$17.95** $17.95	USD	17.95	Uber charge for client (GPD)
02/10/2026 02/11/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$68.13** $68.13	USD	68.13	fuel charge for GPD Vehicle (Pacifica)
02/10/2026 02/11/2026	EXXON OAK STREET MOBIL BAKERSFIELD, CA	**$29.03** $29.03	USD	29.03	fuel charge for GPD vehicle (Pacifica 2)
02/11/2026 02/12/2026	UBER *TRIP HELP.UBER.COM, CA	**$10.94** $10.94	USD	10.94	Uber charge for client (GPD)
02/11/2026 02/13/2026	ARCO 911938 BAKERSFIELD, CA	**$60.00** $60.00	USD	60.00	fuel charge for GPD / Dodge caravan
02/12/2026 02/12/2026	UBER *TRIP HELP.UBER.COM, CA	**$5.37** $5.37	USD	5.37	Uber trip for GPD client
02/19/2026 02/20/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$47.60** $47.60	USD	47.60	fuel charge for SSVF vehicle (Rogue)
02/19/2026 02/20/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$55.57** $55.57	USD	55.57	fuel charge for SSVF vehicle (Rogue 2)
02/19/2026 02/23/2026	ARCO 911938 BAKERSFIELD, CA	**$65.36** $65.36	USD	65.36	fuel charge for GPD vehicle (Dodge caravan)

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
02/21/2026 02/23/2026	UBER TRIP* TRIP WWW.UBER.COM, CA	**$8.88** $8.88	USD	8.88	Uber charge for GPD client
02/23/2026 02/24/2026	UBER *TRIP HELP.UBER.COM, CA	**$12.93** $12.93	USD	12.93	Uber charge for GPD client
02/23/2026 02/24/2026	UBER *TRIP HELP.UBER.COM, CA	**$5.00** $5.00	USD	5.00	Uber charge for GPD client
02/24/2026 02/24/2026	UBER *TRIP HELP.UBER.COM, CA	**$8.01** $8.01	USD	8.01	Uber charge for GPD client
02/24/2026 02/24/2026	UBER *TRIP HELP.UBER.COM, CA	**$14.94** $14.94	USD	14.94	Uber charge for GPD client

Activity Totals	Purchases	Payments
$701.04	$701.04	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: TEAM 1 ENERGY **Account Number:** **7425 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
01/26/2026 01/27/2026	FLOYDS GEN HARDWARE 106 BAKERSFIELD, CA	**$14.06** $14.06	USD	14.06	WX-Emergency Liheap purchase for client L25-051 correction 2/26/2026

Activity Totals	Purchases	Payments
$14.06	$14.06	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: TEAM 2 ENERGY **Account Number:** **7433 **Cycle End Date:** 02/25/2026

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:** _____

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Cardholder Activity

Name: TEAM 3 ENERGY **Account Number:** **7441 **Cycle End Date:** 02/25/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
02/04/2026 02/05/2026	LOWES #01708* BAKERSFIELD, CA	**$83.50** $83.50	USD	83.50	WX- Emergency supply purchase 2/04/2026
02/24/2026 02/25/2026	LOWES #02424* BAKERSFIELD, CA	**$237.07** $237.07	USD	237.07	WX-Emergency Inventory purchase for client DOEIIJA22-127 2/24/2026

Activity Totals	Purchases	Payments
$320.57	$320.57	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025 (12 OF 12 MONTHS OR 100.0%)

Line Item	2025/26 Budget	3/1/25 - 2/28/26 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	1,502,729	92.2%	127,456
Head Start Subsidy	1,405,385	1,640,568	116.7%	(235,183)
Total Revenue	3,035,570	889,300	29.3%	2,146,270
Expenditures (Note B)				
Salaries	923,953	889,300	96.2%	34,653
Benefits	319,677	296,734	92.8%	22,943
Vehicle Gasoline, Repair/Maintenance	51,300	57,000	111.1%	(5,700)
Space Costs	121,700	185,321	152.3%	(63,621)
Supplies - Office & Food Service	156,000	79,313	50.8%	76,687
Equipment Repair/Maintenance & Lease	11,000	6,141	55.8%	4,859
Communication	13,000	8,177	62.9%	4,823
Risk Insurance	12,700	35,388	278.6%	(22,688)
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	1,245,038	108.5%	(97,391)
Sub Total	2,758,577	2,802,806	101.6%	(44,229)
Adult Meals Prepared	128,794	195,637	151.9%	(66,843)
Indirect	148,199	144,854	97.7%	3,345
Total Expenditures	3,035,570	3,143,296	103.5%	(107,726)

	Prior Period	FEBRUARY 2026	Cumulative
Total Meals Prepared and Vended (Note C)	655,015	59,155	714,170
Total Meals Claimed	439,017	42,366	481,383
Difference	215,998	16,789	232,787

Percentage Claimed to Prepared/Vended		71.6%	67.4%

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 (8 OF 12 MONTHS = 66.67%)

	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	9,833	9,395	8,441	-	-	-	-	78,075	
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	$ 487,144	$ 484,315	$ 435,119	$ -	$ -	$ -	$ -	$ 4,005,023	**100.21%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.09%	99.54%	99.49%	99.32%	98.90%	98.90%	99.12%	98.86%	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%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5118)														
Adjusted Days of Enrollment - Certified	7,003	9,193	12,691	16,025	13,503	15,233	17,446	16,474	-	-	-	-	107,568	
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	$ 387,046	$ 508,094	$ 701,455	$ 885,716	$ 746,285	$ 841,915	$ 964,226	$ 910,533	$ -	$ -	$ -	$ -	$ 5,945,269	**78.10%**
Maximum Reimburseable Amount (MRA)													**$7,612,170**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.35%	99.07%	98.95%	98.82%	99.18%	99.09%	98.60%	99.10%	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%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%		100.00%
MIGRANT CHILD CARE (CMIG-5004)														
Adjusted Days of Enrollment - Certified	-	-	-	-	19	42	44	36	-	-	-	-	141	
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	$ 2,155	$ 2,268	$ 1,856	$ -	$ -	$ -	$ -	$ 7,243	**2.47%**
Maximum Reimburseable Amount (MRA)													**$293,823**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	100.00%	36.00%	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%	100.00%	100.00%	41.00%	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.

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 (8 OF 12 MONTHS = 66.67%)

	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	4,403	4,318	3,976	-	-	-	-	36,417	
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	$ 215,036	$ 210,902	$ 194,175	$ -	$ -	$ -	$ -	$ 1,778,601	**59.12%**
Maximum Reimburseable Amount (MRA)													**$3,008,544**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.58%	99.18%	99.38%	98.90%	99.76%	99.71%	99.31%	99.73%	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%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5XXX)														
Adjusted Days of Enrollment - Certified	-	52	384	749	784	1,202	1,361	1,333	-				5,864	
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	$ 59,072	$ 66,869	$ 65,480	$ -	$ -	$ -	$ -	$ 288,166	**12.80%**
Maximum Reimburseable Amount (MRA)													**$2,250,612**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	0.00%	86.11%	93.95%	96.87%	99.34%	99.71%	99.48%	100.00%	0.00%	0.00%	0.00%	0.00%		
Five Percent Flexibility, Maximum = 100 Percent	5.00%	91.11%	98.95%	100.00%	100.00%	100.00%	100.00%	100.00%	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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/25 - 6/30/26 (8 OF 12 MONTHS = 66.67%)

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	$ 1,954,154	$ 2,083,251	$ 2,247,432	$ 2,119,415	$ 2,393,347	$ 2,392,157	$ 2,309,340	$ -	$ -	$ -	$ -	$ 17,298,471		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 1,799,376	$ 1,954,154	$ 2,083,251	$ 2,247,432	$ 2,119,415	$ 2,393,347	$ 2,392,157	$ 2,309,340	$ -	$ -	$ -	$ -	$ 17,298,471	79.80%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**58.84%**
Administration & Support Services Revenue															
Provider Payments	$ 1,799,376	$ 1,954,154	$ 2,083,251	$ 2,247,432	$ 2,119,415	$ 2,393,347	$ 2,392,157	$ 2,309,340	$ -	$ -	$ -	$ -	$ 17,298,471		
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	$ 519,459	$ 553,776	$ 597,419	$ 563,389	$ 636,207	$ 635,890	$ 613,876	$ -	$ -	$ -	$ -	$ 4,598,331		
Program Administration/Support Services Costs	211,659	256,121	402,034	268,598	312,793	279,138	318,485	378,644	-	-	-	-	2,427,473	11.20%	
Indirect (10% x MTDC) Costs	198,873	218,903	246,368	249,516	240,305	263,915	267,931	265,918	-	-	-	-	1,951,729	9.00%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 410,533	$ 475,024	$ 648,402	$ 518,115	$ 553,098	$ 543,054	$ 586,415	$ 644,562	$ -	$ -	$ -	$ -	4,379,202	20.20%	
Revenue Earned Over/(Under) Costs	$ 67,783	$ 44,435	$ (94,626)	$ 79,305	$ 10,291	$ 93,153	$ 49,475	$ (30,687)	$ -	$ -	$ -	$ -	219,129		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,209,908	$ 2,429,178	$ 2,731,653	$ 2,765,546	$ 2,672,512	$ 2,936,401	$ 2,978,572	$ 2,953,902	$ -	$ -	$ -	$ -	21,677,673	100.00%	

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

Provider payments	17,298,471
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	4,598,331

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

Provider Payments	29,398,811	79.00%			
Administration	6,642,643	17.85%			
Support Services	1,172,231	3.15%			
Maximum Reimbursable Amount (MRA)	37,213,685	100.00%		9,584,682	388%

Division/CFO: Tracy Webster, CFO
Month/Year: February-2026
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	February 2026		Year to Date 03/1/25 - 02/28/26	
Description	**Number**	**Amount**		**Amount**
Bank/Wire Deposits	77	6,849,576	869	114,738,167
Vendor Checks Issued	1,691	6,079,991	21,465	83,293,983
Payroll Disbursed		4,307,505		54,904,593
Grant Reports Prepared	39		477	
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	760	76	684	3,790
Contracts	52	5	47	254
Leases	11	1	10	10
Requests for Proposals	22	2	20	104

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 FEBRUARY 28, 2026

ASSETS	
Cash in Bank	14,412,471
Cash - Vacation Reserve	1,975,302
Petty Cash	-
Accounts Receivable	4,775,704
Travel Advance	16,005
Prepaid Expense	634,664
Inventory	4,659,689
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	38,422,420
Operating lease ROU	4,493,179
Total Assets	78,496,048
LIABILITES AND NET ASSETS	
Accounts Payable	3,931,392
Accrued Expenses	2,463,513
Accrued Vacation	1,836,155
Line of Credit	-
Note Payable	7,277,075
Advance Payable	1,011,304
Deferred Revenue	4,601,509
Operating Lease Liability	4,511,411
Total Liabilites	25,632,360
Total Net Assets	52,863,689
Total Liabilities and Net Assets	78,496,049

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026

REVENUE	
Grant Revenue	137,432,626
Donations	2,692,357
Other Revenue	13,673,372
In-Kind	19,106,619
Total Revenue	172,904,975
EXPENDITURES	
Salaries	54,916,182
Benefits	19,006,278
Travel	977,912
Space Costs	12,669,464
Supplies	4,309,129
Consultant/Contract Services	5,191,458
Other Costs	4,621,713
Program Costs	36,930,470
Capital Expenditures	0
Indirect	12,096,253
In-Kind	20,961,778
Total Expenditures	171,680,639
Net Change in Assets	1,224,336
Net Assets, beginning	51,639,353
Net Assets, ending	52,863,689

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 02-28-26 (100.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,325,239	49,551,518	2,773,721	95%
BENEFITS	16,459,186	17,237,183	(777,997)	105%
TRAVEL	1,181,859	837,870	343,989	71%
SPACE COST	8,591,279	6,237,091	2,354,188	73%
SUPPLIES	2,432,574	3,592,091	(1,159,517)	148%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	4,755,587	3,377,699	1,377,888	71%
OTHER COSTS	3,614,494	3,417,331	197,163	95%
PROGRAM COSTS	37,507,431	36,545,241	962,190	97%
INDIRECT	12,221,752	12,096,253	125,499	99%
TOTAL	139,089,401	132,892,277	6,197,124	96%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 02-28-26 (100.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,389,346	36,738,548	1,650,798	96%
BENEFITS	11,999,284	12,848,949	(849,665)	107%
TRAVEL	836,996	438,660	398,336	52%
SPACE COST	3,967,011	3,519,628	447,383	89%
SUPPLIES	1,821,094	2,307,152	(486,058)	127%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,484,740	1,602,967	(118,227)	108%
OTHER COSTS	1,793,356	1,388,945	404,411	77%
PROGRAM COSTS	33,084,683	32,090,281	994,402	97%
INDIRECT	9,258,133	9,291,351	(33,218)	100%
TOTAL	102,634,643	100,226,481	2,408,162	98%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 02-28-26 (100.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,086,849	3,915,589	1,171,260	77%
BENEFITS	1,666,602	1,383,304	283,298	83%
TRAVEL	115,667	214,323	(98,656)	185%
SPACE COST	733,727	563,801	169,926	77%
SUPPLIES	199,399	626,928	(427,529)	314%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	952,904	637,599	315,305	67%
OTHER COSTS	614,558	638,132	(23,574)	104%
PROGRAM COSTS	3,061,030	3,279,510	(218,480)	107%
INDIRECT	1,067,671	1,047,664	20,007	98%
TOTAL	13,498,407	12,306,850	1,191,557	91%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 02-28-26 (100.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,026,630	2,512,053	514,577	83%
BENEFITS	966,559	858,137	108,422	89%
TRAVEL	80,650	45,081	35,569	56%
SPACE COST	253,000	247,486	5,514	98%
SUPPLIES	136,000	91,018	44,982	67%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,078,131	751,624	1,326,507	36%
OTHER COSTS	563,693	545,235	18,458	97%
PROGRAM COSTS	302,662	321,787	(19,125)	106%
INDIRECT	740,732	546,167	194,565	74%
TOTAL	8,148,057	5,918,590	2,229,467	73%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 02-28-26 (100.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,568,941	5,350,295	(781,354)	117%
BENEFITS	1,440,418	1,783,638	(343,220)	124%
TRAVEL	79,395	112,744	(33,349)	142%
SPACE COST	3,386,860	1,736,179	1,650,681	51%
SUPPLIES	225,400	536,631	(311,231)	238%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	234,062	361,146	(127,084)	154%
OTHER COSTS	475,747	510,177	(34,430)	107%
PROGRAM COSTS	1,056,056	841,512	214,544	80%
INDIRECT	934,783	994,106	(59,323)	106%
TOTAL	12,401,662	12,226,427	175,235	99%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 02-28-26 (100.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	950,312	711,760	238,552	75%
BENEFITS	282,380	286,186	(3,806)	101%
TRAVEL	43,851	21,114	22,737	48%
SPACE COST	253,681	152,336	101,345	60%
SUPPLIES	31,831	13,185	18,646	41%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,750	2,770	2,980	48%
OTHER COSTS	51,480	56,896	(5,416)	111%
PROGRAM COSTS	3,000	11,217	(8,217)	374%
INDIRECT	169,042	139,558	29,484	83%
TOTAL	1,791,327	1,395,022	396,305	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 02-28-26 (100.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	303,161	323,273	(20,112)	107%
BENEFITS	103,943	76,969	26,975	74%
TRAVEL	25,300	5,948	19,352	24%
SPACE COST	(3,000)	17,661	(20,661)	-589%
SUPPLIES	18,850	17,177	1,673	91%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	21,592	(21,592)	Not budgeted
OTHER COSTS	115,660	277,945	(162,285)	240%
PROGRAM COSTS	-	934	(934)	0%
INDIRECT	51,391	77,408	(26,017)	151%
TOTAL	615,305	818,906	(203,601)	133%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2025/26
BUDGET TO ACTUAL - 3/1/25 TO 2/28/26 (12 OF 12 MONTHS = 100.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 12,221,752**	**$ 12,096,253**	**99.0%**	**$ 125,499**
Expenditures				
Salaries	6,185,191	5,304,044	85.8%	881,147
Benefits @ 23.6% actual	1,946,896	1,633,526	83.9%	313,370
Total Personnel Costs	8,132,087	6,937,570	85.3%	1,194,517
Operating Costs				
Travel	135,050	133,015	98.5%	2,035
Space Costs	827,045	535,784	64.8%	291,261
Supplies	342,486	359,388	104.9%	(16,902)
Equipment	16,120	-	0.0%	16,120
Consultant/Contract	1,263,700	1,725,632	136.6%	(461,932)
Other Operating Costs	753,935	832,307	110.4%	(78,372)
Total Operating Costs	3,338,336	3,586,127	107.4%	(247,791)
Total Expenditures	**$ 11,470,423**	**$ 10,523,697**	**91.7%**	**$ 946,726**
Excess (Deficit) Indirect Revenue	**$ 751,329**	**$ 1,572,556**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,663,641	$ 1,229,907	73.9%	$ 433,734
Operations	4,147,850	3,848,609	92.8%	299,241
Executive	796,234	806,394	101.3%	(10,160)
Finance	3,423,008	3,404,543	99.5%	18,465
Community Development	1,439,690	1,232,761	85.6%	206,929
	$ 11,470,423	$ 10,523,697	91.7%	$ 946,726

Prepared Date: 04/15/26

Company name: Community Action Partnership of Kern (CAPK)

Report name: Check register

Created on: 4/15/2026

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank				
	2/2/2026	V05108--LETICIA CASTILLO	307839	3,816.97
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307948	388.00
	2/3/2026	V00919--SPECTRUM	307949	206.25
	2/3/2026	V02092--SPRINGWOOD COURT APARTMENTS	307935	1,003.00
	2/3/2026	V05014--FRANCES TORRES	307894	175.75
	2/3/2026	V03358--REBECCA ROCHA	307918	256.00
	2/3/2026	V04254--CHARLETTE R MCRAE	307854	256.00
	2/3/2026	V04115--ESTEFANY AVITIA	307891	256.00
	2/3/2026	V03356--CYNTHIA RODRIGUEZ	307865	256.00
	2/3/2026	V04569--RIDGECREST HOUSING INVESTORS, LP	307920	700.00
	2/3/2026	V05003--PAPERCUT PROPERTIES L.P.	307912	455.00
	2/3/2026	V04963--LYNDA WILSON	307905	750.00
	2/3/2026	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	307945	1,029.46
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307886	283.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307885	283.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307884	283.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307883	283.00
	2/3/2026	V04136--MARIA OJEDA	307906	17.40
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307882	201.00
	2/3/2026	V00801--PRODUCERS DAIRY FOODS INC	307916	144.28
	2/3/2026	V04602--SEQUOIA PEST SOLUTIONS	307925	120.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307881	15.00
	2/3/2026	V00357--EVERYCHILD CALFORNIA	307892	702.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307880	677.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307879	561.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307878	560.00
	2/3/2026	V03157--KERN ISLAND INVESTORS, GP	307903	490.54
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307877	449.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307876	397.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307875	396.00
	2/3/2026	V00192--CHARLIE'S DAY & NITE, INC.	307857	390.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307874	388.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307873	378.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307872	369.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307871	367.00
	2/3/2026	V00192--CHARLIE'S DAY & NITE, INC.	307856	325.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307870	201.00
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307869	1,362.00
	2/3/2026	V00207--CINTAS CORPORATION #668	307859	286.58
	2/3/2026	V00014--Accrue Solutions Holding Co, LLC	307841	870.00
	2/3/2026	V00307--DLT SOLUTIONS LLC	307887	6,783.58
	2/3/2026	V03192--ROBERT D. STANE - AMERICAN TERMITE SOLUTIONS INC.	307921	550.00
	2/3/2026	V00919--SPECTRUM	307930	166.25
	2/3/2026	V03152--PAYROLLORG	307913	312.00
	2/3/2026	V04824--A-1 PLUMBING SERVICE, INC.	307840	2,250.00
	2/3/2026	V05019--MARIA REYES	307907	26.65
	2/3/2026	V00370--FEDEX	307893	106.66
	2/3/2026	V00206--CHRISTOPHER PERCIVAL	307858	349.13
	2/3/2026	V00593--LAMAR COMPANIES	307904	1,500.00
	2/3/2026	V03430--SPECTRUM/CHARTER	307934	170.00
	2/3/2026	V00919--SPECTRUM	307929	346.25
	2/3/2026	V04938--PINNACLE RECRUITING SERVICES LLC	307915	3,358.03
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307868	195.00
	2/3/2026	V00854--SAFEWAY INC VONS DIVISION	307924	247.35

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	2/3/2026	V01009--ULINE	307941	748.97
	2/3/2026	V00829--RIDGECREST CHAMBER OF COMMERCE	307919	250.00
	2/3/2026	V03203--BUILDING HEALTHY COMMUNITIES	307850	22.80
	2/3/2026	V00787--PG&E	307914	14,536.87
	2/3/2026	V04972--BIOMEDICAL WASTE DISPOSAL INC.	307849	60.00
	2/3/2026	V05097--RUDY SANDOVAL	307923	200.00
	2/3/2026	V03172--OFFICE1 LEASING	307911	851.84
	2/3/2026	V01027--VARNER BROS INC	307943	236.32
	2/3/2026	V03059--T-MOBILE USA INC	307938	8,636.82
	2/3/2026	V05018--JOANNA ROSALES BAUTISTA	307902	28.57
	2/3/2026	V05024--ZULEMA GARCIA	307947	6.09
	2/3/2026	V00173--THRIVING FAMILIES CA FOUNDATION	307939	75.00
	2/3/2026	V02479--RONALD SHELAN	307922	439.12
	2/3/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	307867	330.00
	2/3/2026	V01003--TRES HOMBRES FENCE COMPANY	307940	3,500.00
	2/3/2026	V00917--SOUTHWEST GAS CORPORATION	307928	41.36
	2/3/2026	V00914--SOUTHERN CALIFORNIA EDISON	307927	236.64
	2/3/2026	V00907--SOCALGAS	307926	1,222.68
	2/3/2026	V03172--OFFICE1 LEASING	307910	1,264.93
	2/3/2026	V00212--CITY OF DELANO	307861	115.67
	2/3/2026	V00948--SUPERIOR SANITATION SERVICE INC	307937	893.06
	2/3/2026	V03172--OFFICE1 LEASING	307909	455.65
	2/3/2026	V00114--BERKSHIRE HATHAWAY HOMESTATE CO	307847	117,463.16
	2/3/2026	V00192--CHARLIE'S DAY & NITE, INC.	307855	8.18
	2/3/2026	V00213--CITY OF MANTECA	307862	278.34
	2/3/2026	V00255--COVERALL NORTH AMERICA INC	307864	1,025.00
	2/3/2026	V00094--AT&T	307844	2,455.76
	2/3/2026	V03314--VESTIS GROUP, INC	307944	75.38
	2/3/2026	V00169--CALIFORNIA WATER SERVICE	307852	1,378.06
	2/3/2026	V03351--DOUBLE TREE HOTEL BAKERSFIELD	307888	5,557.12
	2/3/2026	V00254--COUNTY OF SAN JOAQUIN	307863	77.00
	2/3/2026	V03172--OFFICE1 LEASING	307908	824.56
	2/3/2026	V03430--SPECTRUM/CHARTER	307933	170.00
	2/3/2026	V04859--BETA PROPERTY INVESTMENTS, LLC	307848	674.50
	2/3/2026	V03280--JEREMY MARRS	307901	1,610.00
	2/3/2026	V05038--CENTRAL VALLEY PROPERTY ADVISORS	307853	1,075.00
	2/3/2026	V04868--ELBA J HERNANDEZ	307890	1,100.00
	2/3/2026	V03117--IGNACIO VALDOVINOS OCHOA	307899	525.00
	2/3/2026	V04960--ISAAC IRELAND	307900	500.00
	2/3/2026	V04956--BENNY BANKSTER	307846	1,600.00
	2/3/2026	V03114--FS FORTIETH STREET LP	307895	570.50
	2/3/2026	V01022--VALLEY PROPANE SERVICE	307942	303.19
	2/3/2026	V04866--EAST HILLS ASSOCIATES LP	307889	452.00
	2/3/2026	V00092--AT&T	307843	2,300.68
	2/3/2026	V00209--CITY OF BAKERSFIELD	307860	112.94
	2/3/2026	V02996--DEPARTMENT OF HUMAN RESOURCES	307866	15,278.09
	2/3/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	307896	526.00
	2/3/2026	V03377--ALEJANDRA BAHENA	307842	24.50
	2/3/2026	V04901--ICOS GARDENING & LANDSCAPE	307898	1,191.00
	2/3/2026	V04658--BEAR MOUNTAIN ROOFING INC.	307845	10,400.00
	2/3/2026	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	307946	1,522.58
	2/3/2026	V00806--PROTECTION 1/ADT	307917	272.69
	2/3/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	307897	5,217.01
	2/3/2026	V03444--ST. MICHAEL'S EPISACOPAL CHURCH	307936	300.00
	2/3/2026	V03430--SPECTRUM/CHARTER	307932	170.00
	2/3/2026	V03430--SPECTRUM/CHARTER	307931	136.00
	2/3/2026	V05001--BURTCH TRUCKING, INC.	307851	9,699.84
	2/3/2026	V04755--CITIGUARD, INC	122234140015040	1,224.30

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	2/3/2026	V03832--MONICA CASTANEDA	122234140015039	175.75
	2/3/2026	V03879--RASHI STROTHER	122234140015038	256.00
	2/3/2026	V03096--PUBLIC AGENCY COALITION ENTERPRISE	122234140015037	976,131.28
	2/3/2026	V04761--MIJOY STEPHENS	122234140015036	750.00
	2/3/2026	V03848--NAYELI ARAMBULA	122234140015035	97.88
	2/3/2026	V00967--THE BAKERSFIELD CALIFORNIAN	122234140015034	783.66
	2/3/2026	V00087--ARVIN COMMUNITY SERVICE DISTRICT	122234140015033	399.17
	2/3/2026	V05094--JEANETTE HERNANDEZ	122234140015032	163.85
	2/3/2026	V00937--STINSON STATIONERS	122234140015031	665.58
	2/3/2026	V00057--AMERICAN REFUSE, INC.	122234140015030	631.39
	2/3/2026	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140015029	20,523.51
	2/3/2026	V03159--JOHN REY	122234140015028	123.21
	2/3/2026	V00992--TOKAY PRESS INC	122234140015027	533.60
	2/3/2026	V03188--ACCO ENGINEERED SYSTEMS, INC.	122234140015026	600.00
	2/3/2026	V04051--NFP EXECUTIVE BENEFITS	122234140015025	1,882.50
	2/3/2026	V04749--PHONTHIP PADICHITH	122234140015024	30.96
	2/3/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015023	565.52
	2/3/2026	V00937--STINSON STATIONERS	122234140015022	54.11
	2/3/2026	V00937--STINSON STATIONERS	122234140015021	804.58
	2/3/2026	V00226--RLH FIRE PROTECTION, INC.	122234140015020	1,023.00
	2/3/2026	V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CO	122234140015019	5,322.40
	2/3/2026	V03080--AZUGA, INC.	122234140015018	495.00
	2/3/2026	V00937--STINSON STATIONERS	122234140015017	887.43
	2/3/2026	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140015016	17.77
	2/3/2026	V00874--SAVE MART SUPERMARKETS	122234140015015	1,480.27
	2/3/2026	V00711--MOLLY & BRUCE BUSACCA INC	122234140015014	57.00
	2/3/2026	V00704--MISSION LINEN SUPPLY	122234140015013	1,455.85
	2/3/2026	V00704--MISSION LINEN SUPPLY	122234140015012	814.97
	2/3/2026	V00704--MISSION LINEN SUPPLY	122234140015011	68.38
	2/3/2026	V00697--MICROSOFT CORPORATION	122234140015010	720.00
	2/3/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015009	69.99
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140015008	51.02
	2/3/2026	V00231--COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	122234140015007	97.00
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140015006	123.10
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140015005	102.58
	2/3/2026	V00312--DONAHUE TRUCK CENTERS	122234140015004	7,424.64
	2/3/2026	V03084--SUNRISE GARDENING SERVICE, LLC	122234140015003	7,080.00
	2/3/2026	V00937--STINSON STATIONERS	122234140015002	236.20
	2/3/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015001	1,232.10
	2/3/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015000	224.77
	2/3/2026	V00423--GOTO TECHNOLOGIES USA, INC	122234140014999	2,628.00
	2/3/2026	V00592--LAKESHORE PARENT, LLC	122234140014998	772.39
	2/3/2026	V02324--JAQUELINE GUERRA	122234140014997	50.85
	2/3/2026	V00029--ADVANCED DATA STORAGE, INC	122234140014996	124.61
	2/3/2026	V00559--KAPLAN EARLY LEARNING CO	122234140014995	40.94
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014994	13.66
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140014993	238.44
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140014992	216.92
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140014991	154.73
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140014990	121.92
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140014989	118.05
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140014988	109.80
	2/3/2026	V03174--OFFICE IMAGING, INC	122234140014987	30.76
	2/3/2026	V01040--VILLATORO POWER WASHING	122234140014986	325.00
	2/3/2026	V00683--MCWILLIAMS & WALDEN INC	122234140014985	1,273.07
	2/3/2026	V04776--DATAFLOW BUSINESS SYSTEMS, INC.	122234140014984	155.77
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014983	82.25
	2/3/2026	V04034--RINGCENTRAL INC.	122234140014982	17,226.02

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	2/3/2026	V00997--TRAFFIC MANAGEMENT, INC.	122234140014981	152.57
	2/3/2026	V00937--STINSON STATIONERS	122234140014980	170.52
	2/3/2026	V00683--MCWILLIAMS & WALDEN INC	122234140014979	119.99
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014978	32.89
	2/3/2026	V00452--HEWLETT-PACKARD COMPANY	122234140014977	553.14
	2/3/2026	V03641--GLORIA BARBERO	122234140014976	102.65
	2/3/2026	V03260--DR MARIA CHURCH INTERNATIONAL LLC	122234140014975	5,000.00
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014974	37.88
	2/3/2026	V00423--GOTO TECHNOLOGIES USA, INC	122234140014973	1,051.20
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014972	107.36
	2/3/2026	V03191--VAL-PRO, INC	122234140014971	2,504.05
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014970	145.45
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014969	128.48
	2/3/2026	V00182--CDW LLC	122234140014968	4,155.79
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014967	33.87
	2/3/2026	V03294--R&S ERECTION TRI-COUNTY	122234140014966	16,754.00
	2/3/2026	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140014965	1,539.46
	2/3/2026	V04575--LOWE'S COMPANIES, INC.	122234140014964	82.23
	2/3/2026	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140014963	26,620.00
	2/3/2026	V03392--Unum Insurance Company	122234140014962	35,026.54
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014961	41.12
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014960	9.73
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014959	5.40
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014958	5.40
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014957	4.32
	2/3/2026	V00794--PLC SYSTEM SERVICES LLC	122234140014956	300.00
	2/3/2026	V00794--PLC SYSTEM SERVICES LLC	122234140014955	180.00
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014954	178.52
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014953	91.78
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014952	84.20
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014951	78.80
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014950	72.31
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014949	66.91
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014948	60.43
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014947	59.41
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014946	53.13
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014945	53.13
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014944	52.35
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014943	49.76
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014942	47.44
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014941	42.07
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014940	45.45
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014939	45.45
	2/3/2026	V00146--CA ASSOCIATION OF FOOD BANKS	122234140014938	700.00
	2/3/2026	V03186--BLUETRITON BRANDS INC	122234140014937	40.74
	2/3/2026	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140014936	2,069.38
	2/3/2026	V02330--JEREMY T TOBIAS	122234140014935	75.00
	2/3/2026	V03248--ALVAREZ & GUINILING, LLC	122234140014934	235.93
	2/3/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140014933	10.32
	2/3/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140014932	566.59
	2/3/2026	V00794--PLC SYSTEM SERVICES LLC	122234140014931	780.00
	2/3/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140014930	146.28
	2/3/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140014929	196.88
	2/3/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140014928	359.78
	2/3/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140014927	538.00
	2/3/2026	V00559--KAPLAN EARLY LEARNING CO	122234140014926	1,026.72
	2/3/2026	V04180--DIESEL DIRECT LLC	122234140014925	824.03
	2/3/2026	V00770--KERN PRINT SERVICES, INC	122234140014924	1,314.83

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	2/3/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140014923	392.34
	2/3/2026	V00559--KAPLAN EARLY LEARNING CO	122234140014922	3,572.33
	2/3/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140014921	270.56
	2/3/2026	V00905--SMART & FINAL	122234140014920	1,717.85
	2/3/2026	V04865--CHRISTIAN F. VARGAS	122234140014919	700.00
	2/3/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140014918	3,761.21
	2/3/2026	V04980--SCHULMAN INDUSTRIES LLC	122234140014917	337.50
	2/3/2026	V04820--RUPINDER GILL	122234140014916	1,721.00
	2/3/2026	V04799--SIXTH AND UNION LLC	122234140014915	400.00
	2/3/2026	P02345--GENOVEVA LOPEZ	122234140014914	1,593.24
	2/3/2026	P03015--ANA MARIA NUNEZ ZEPEDA	122234140014913	1,030.24
	2/3/2026	V03234--TEACHSTONE, INC	122234140014912	750.00
	2/3/2026	P02206--CECILIA ALONSO DE RODRIGUEZ	122234140014911	3,086.58
	2/3/2026	V03339--ANGELICA NELSON	122234140014910	93.10
	2/3/2026	V00883--SEIU LOCAL 521	122234140014909	19,122.62
	2/3/2026	V00306--DISCOUNT SCHOOL SUPPLY	122234140014908	940.36
	2/3/2026	V00049--AMAZON CAPITAL SERVICES, INC	122234140014907	13,494.92
	2/3/2026	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140014906	786.38
	2/4/2026	V05116--FAVIOLA PELAYO	307951	1,523.31
	2/4/2026	V05115--NATHAN ROBERT DAMELL SMITH	307952	2,483.55
	2/4/2026	V03539--CARLA VALDIVIA	307950	825.53
	2/6/2026	V00787--PG&E	307953	4,139.05
	2/11/2026	V05126--STEPHANIE NERIO-NELSON	308055	7,478.73
	2/11/2026	V05126--STEPHANIE NERIO-NELSON	308054	1,824.89
	2/11/2026	V05098--MIGUEL ANGEL HUERTA MADRIGAL	308021	4,024.00
	2/11/2026	V01859--EQUITY MANAGEMENT SERVICES INC.	307985	3,580.00
	2/11/2026	V03430--SPECTRUM/CHARTER	308052	45.00
	2/11/2026	V00055--AMERICAN INCORPORATED	307957	190.00
	2/11/2026	V00429--GRIMMWAY ENTERPRISES, INC.	307995	2,000.00
	2/11/2026	V00330--EL CONCILIO CALIFORNIA	307983	562.50
	2/11/2026	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	308006	9,629.75
	2/11/2026	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	308061	850.23
	2/11/2026	V00919--SPECTRUM	308049	206.25
	2/11/2026	V00207--CINTAS CORPORATION #668	307964	448.80
	2/11/2026	V00952--THOMAS D. DRULIAS	308056	3,050.00
	2/11/2026	V00370--FEDEX	307989	196.35
	2/11/2026	V04234--ARACELI MADRIGAL NUÑEZ	307959	179.00
	2/11/2026	V05114--CLAUDIA LOZA	307970	95.00
	2/11/2026	V01009--ULINE	308057	555.96
	2/11/2026	V02935--COUNTRY CLUB SERVICE (DBA BOB'S LUBE & OIL, TIRES & M	307973	74.23
	2/11/2026	V00801--PRODUCERS DAIRY FOODS INC	308038	5,143.44
	2/11/2026	V00252--COUNTY OF KERN PUBLIC WORKS	307975	132.68
	2/11/2026	V00596--LAMONT PUBLIC UTILITY DISTRICT	308007	741.20
	2/11/2026	V04828--CLAUDIA HUERTA	307969	31.18
	2/11/2026	V01026--VARNER & SON INC	308060	691.69
	2/11/2026	V00799--PRICE DISPOSAL	308037	539.76
	2/11/2026	V00220--CITY OF WASCO	307968	571.68
	2/11/2026	V04160--MOUNTAINSIDE DISPOSAL, INC.	308022	392.55
	2/11/2026	V00597--LAMONT SANITATION INC	308008	1,597.61
	2/11/2026	V04777--OILDALE MUTUAL WATER COMPANY	308031	456.95
	2/11/2026	V03886--RIGOBERTO REYES	308040	74.68
	2/11/2026	V03745--LISA MORENO	308011	68.15
	2/11/2026	V02786--MARIA LAURA GONZALEZ	308014	63.80
	2/11/2026	V03396--MICHELLE OLIVEROS	308020	56.55
	2/11/2026	V05110--NATALIE FUENTES	308024	53.65
	2/11/2026	V03870--PAULINO CRUZ	308033	49.30
	2/11/2026	V03379--CITLALY MARQUEZ	307965	35.53
	2/11/2026	V03564--CLAUDIA VALENCIA PRECIADO	307971	34.80

Bank	Date	Vendor	Document no.	Amount
	2/11/2026	V03391--MARISELA GONZALEZ	308016	33.35
	2/11/2026	V03426--MAYRA GARCIA	308019	29.00
	2/11/2026	V03368--KENDRA COBB	308004	11.60
	2/11/2026	V03377--ALEJANDRA BAHENA	307956	10.15
	2/11/2026	V04104--LUZ YOUNG	308013	170.38
	2/11/2026	V03614--ERIKA SALAZAR	307986	166.75
	2/11/2026	V04103--GABRIELA MORENO	307993	163.85
	2/11/2026	V03840--NALLELY SANCHEZ	308023	158.78
	2/11/2026	V03862--OSCAR W MARTINEZ	308032	148.63
	2/11/2026	V03383--ESTHER REYES-GARZA	307988	132.68
	2/11/2026	V02549--AMY A JIMENEZ	307958	123.98
	2/11/2026	V04102--IRIS LOPEZ	307998	111.65
	2/11/2026	V04002--RUBEN RIVERA	308042	78.30
	2/11/2026	V03386--JAZMIN LEON	307999	76.13
	2/11/2026	V03367--VALERIE CAMACHO	308058	543.03
	2/11/2026	V03453--ADILENE NAVA	307954	261.73
	2/11/2026	V04396--SANDRA MEJIA ESPARZA	308044	220.40
	2/11/2026	V00599--LANGUAGE LINE SERVICES INC	308009	212.66
	2/11/2026	V00389--FLYERS ENERGY LLC	307992	206.44
	2/11/2026	V04095--KATERINA GONZALEZ-ROSARIO	308003	197.93
	2/11/2026	V03740--Liliana Altamirano	308010	189.95
	2/11/2026	V04173--MARIA MARTINEZ	308015	189.95
	2/11/2026	V04602--SEQUOIA PEST SOLUTIONS	308045	140.00
	2/11/2026	V03172--OFFICE1 LEASING	308030	361.93
	2/11/2026	V03172--OFFICE1 LEASING	308029	285.14
	2/11/2026	V03172--OFFICE1 LEASING	308028	186.82
	2/11/2026	V00302--RESTAURANT RUNNER INC	307978	734.88
	2/11/2026	V04886--MARLIN LEASING CORPORATION	308017	119.00
	2/11/2026	V04093--AT&T	307961	92.77
	2/11/2026	V03599--EDNA QUINONEZ	307982	333.50
	2/11/2026	V02687--GUADALUPE A VILLASANA	307996	55.10
	2/11/2026	V04159--Estela Corrales	307987	158.78
	2/11/2026	V03894--ROSA CALLEJAS	308041	157.33
	2/11/2026	V03810--MARTHA ORDUNA	308018	120.35
	2/11/2026	TN00002--JOHN NAJERA	308002	100.00
	2/11/2026	V00215--CITY OF SHAFTER	307967	618.03
	2/11/2026	V03459--AIDE AVELAR	307955	287.83
	2/11/2026	V00787--PG&E	308034	12,697.15
	2/11/2026	V03172--OFFICE1 LEASING	308027	216.05
	2/11/2026	V00206--CHRISTOPHER PERCIVAL	307963	237.37
	2/11/2026	V03172--OFFICE1 LEASING	308026	395.61
	2/11/2026	V03280--JEREMY MARRS	308000	360.00
	2/11/2026	V00092--AT&T	307960	1,008.11
	2/11/2026	V04938--PINNACLE RECRUITING SERVICES LLC	308035	6,753.21
	2/11/2026	V00914--SOUTHERN CALIFORNIA EDISON	308047	755.69
	2/11/2026	V03172--OFFICE1 LEASING	308025	273.57
	2/11/2026	V05054--COMPUTERWILD, INC.	307972	299.75
	2/11/2026	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	307974	170,578.96
	2/11/2026	V04052--DIABLO FENCE COMPANY	307977	225.00
	2/11/2026	V04992--FINANCIAL SERVICING LLC	307991	483.97
	2/11/2026	V00919--SPECTRUM	308048	206.25
	2/11/2026	V00374--FERGUSON ENTERPRISES INC #1350	307990	121.61
	2/11/2026	V00511--JIM'S TOWING SERVICE, INC	308001	900.00
	2/11/2026	V00854--SAFEWAY INC VONS DIVISION	308043	84.50
	2/11/2026	V00565--KERN COMMUNITY COLLEGE DISTRICT	308005	18,506.00
	2/11/2026	V04925--EMTS, INC	307984	6,782.02
	2/11/2026	V00169--CALIFORNIA WATER SERVICE	307962	1,579.01
	2/11/2026	V00806--PROTECTION 1/ADT	308039	379.33

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	2/11/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	308053	156.25
	2/11/2026	V03351--DOUBLE TREE HOTEL BAKERSFIELD	307979	30,476.92
	2/11/2026	V03760--LUCIA ALVARADO	308012	327.00
	2/11/2026	V03644--GLORIA VERGARA	307994	102.65
	2/11/2026	V03430--SPECTRUM/CHARTER	308051	45.00
	2/11/2026	V03568--CRISEL AVELAR	307976	102.65
	2/11/2026	V04866--EAST HILLS ASSOCIATES LP	307981	660.00
	2/11/2026	V01022--VALLEY PROPANE SERVICE	308059	619.51
	2/11/2026	V04795--PITNEY BOWES GLOBAL FINANCIAL SVC LLC (LEASING)	308036	190.57
	2/11/2026	V00314--DOWNTOWN BUSINESS ASSOCIATION	307980	190.00
	2/11/2026	V00209--CITY OF BAKERSFIELD	307966	569.72
	2/11/2026	V03430--SPECTRUM/CHARTER	308050	45.00
	2/11/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	307997	2,483.98
	2/11/2026	V00902--SIERRA SANDS UNIFIED SCHOOL DIST	308046	4,855.50
	2/11/2026	V00286--DELL TECHNOLOGIES, INC.	122234140015213	1,362.84
	2/11/2026	V04755--CITIGUARD, INC	122234140015212	2,774.70
	2/11/2026	V04063--ROCIO GARCIA	122234140015211	560.00
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015210	996.76
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015209	1,220.65
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015208	1,000.94
	2/11/2026	V05069--NATIONAL LOW INCOME HOUSING COALITION	122234140015207	650.00
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015206	170.79
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015205	73.37
	2/11/2026	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140015204	104,139.82
	2/11/2026	V00475--INDEPENDENT FIRE AND SAFETY, INC.	122234140015203	812.75
	2/11/2026	V00478--INDOFF INCORPORATED	122234140015202	4,877.86
	2/11/2026	V04589--HOMECARE SOFTWARE SOLUTIONS LLC	122234140015201	65.84
	2/11/2026	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140015200	220.16
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015199	608.12
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015198	467.22
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015197	393.42
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015196	262.44
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015195	89.05
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015194	84.62
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015193	74.92
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015192	50.00
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015191	49.66
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015190	34.57
	2/11/2026	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140015189	229.20
	2/11/2026	V00580--KERNVILLE UNION SCHOOL DISTRICT	122234140015188	5,227.45
	2/11/2026	V00478--INDOFF INCORPORATED	122234140015187	4,997.85
	2/11/2026	V04718--HARC, INC.	122234140015186	12,261.95
	2/11/2026	V00478--INDOFF INCORPORATED	122234140015185	4,601.37
	2/11/2026	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE	122234140015184	6,000.00
	2/11/2026	V03295--RANCHO DE STINE LLC	122234140015183	1,251.78
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015182	192.12
	2/11/2026	V03174--OFFICE IMAGING, INC	122234140015181	48.75
	2/11/2026	V00226--RLH FIRE PROTECTION, INC.	122234140015180	151.00
	2/11/2026	V04459--SPECIALTY TRIM AND AWNING INC	122234140015179	25.00
	2/11/2026	V03328--Hometown Plumbing	122234140015178	135.00
	2/11/2026	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140015177	274.94
	2/11/2026	V00874--SAVE MART SUPERMARKETS	122234140015176	2,052.02
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015175	1,552.55
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015174	1,014.69
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015173	981.46
	2/11/2026	V00704--MISSION LINEN SUPPLY	122234140015172	70.88
	2/11/2026	V00452--HEWLETT-PACKARD COMPANY	122234140015171	939.55
	2/11/2026	V03174--OFFICE IMAGING, INC	122234140015170	127.04

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	2/11/2026	V03328--Hometown Plumbing	122234140015168	135.00
	2/11/2026	V03246--YESENIA SALAZAR PENA dba BABIES BLOOM LLC	122234140015167	7,500.00
	2/11/2026	V03174--OFFICE IMAGING, INC	122234140015166	2,947.20
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015165	56.52
	2/11/2026	V03174--OFFICE IMAGING, INC	122234140015164	105.33
	2/11/2026	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	122234140015163	1,860.79
	2/11/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140015162	83.21
	2/11/2026	V02955--LOANA LUGO	122234140015161	166.03
	2/11/2026	V03239--AMAROK, LLC	122234140015160	6,031.76
	2/11/2026	V00349--ERIE CUSTOM COMPUTER APPLICATIONS	122234140015159	2,940.00
	2/11/2026	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140015158	270.64
	2/11/2026	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	122234140015157	197.94
	2/11/2026	V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING	122234140015156	1,190.00
	2/11/2026	V04727--ALEXIS SAVEDRA	122234140015155	5,250.00
	2/11/2026	V04631--Arnoldo Galindo Castro	122234140015154	31.90
	2/11/2026	V04525--BRENDA ORTIZ	122234140015153	56.55
	2/11/2026	V04096--JUANA CAMACHO	122234140015152	201.55
	2/11/2026	V03925--SAVANNAH FLORES	122234140015151	332.78
	2/11/2026	V03867--PATRICIA ROBLES WESLEY	122234140015150	80.48
	2/11/2026	V03866--PATRICIA MEXICANO	122234140015149	134.85
	2/11/2026	V03822--MELISSA DELA GARZA	122234140015148	100.78
	2/11/2026	V03723--KEVIN GOUDGE	122234140015147	15.95
	2/11/2026	V03530--BRENDA AMAYA	122234140015146	79.75
	2/11/2026	V03493--ANDREA MARQUEZ	122234140015145	181.25
	2/11/2026	V03441--JANEY FELSOCI	122234140015144	154.43
	2/11/2026	V03438--LIZETTE BRAVO	122234140015143	183.43
	2/11/2026	V03414--ALMA SANCHEZ	122234140015142	4.35
	2/11/2026	V03402--VERLINDA DENWITTY	122234140015141	113.83
	2/11/2026	V03398--OLGA CASTRO	122234140015140	137.75
	2/11/2026	V03397--MAEGAN ROUSE	122234140015139	441.53
	2/11/2026	V03387--JAZMYN REDICK	122234140015138	99.33
	2/11/2026	V03385--GABRIELA PADILLA	122234140015137	158.05
	2/11/2026	V03384--GLORIA GONZALEZ	122234140015136	206.63
	2/11/2026	V03382--DENA WALKER	122234140015135	70.33
	2/11/2026	V03380--CARITINA PEREZ	122234140015134	172.55
	2/11/2026	V03376--ANGELICA PALMA	122234140015133	56.55
	2/11/2026	V03375--ANDREA LOPEZ	122234140015132	81.93
	2/11/2026	V03374--ADRIANA LOPEZ	122234140015131	127.60
	2/11/2026	V03369--MARIA LIEVANOS	122234140015130	47.13
	2/11/2026	V03366--RHINA PEREZ	122234140015129	44.23
	2/11/2026	V03353--Cynthia Magdaleno	122234140015128	87.00
	2/11/2026	V03255--CYNTHIA BORJON-COSBY	122234140015127	3,750.00
	2/11/2026	V02958--MARIA D FLORES TORRES	122234140015126	231.28
	2/11/2026	V02778--MARIA C VARELA	122234140015125	151.53
	2/11/2026	V02699--IRIS M GONZALEZ	122234140015124	39.15
	2/11/2026	V02324--JAQUELINE GUERRA	122234140015123	106.62
	2/11/2026	V00937--STINSON STATIONERS	122234140015122	716.40
	2/11/2026	V00937--STINSON STATIONERS	122234140015121	88.74
	2/11/2026	P02051--ANA MARTINEZ	122234140015120	115.28
	2/11/2026	V00182--CDW LLC	122234140015119	1,694.33
	2/11/2026	V00285--DELL FINANCIAL SERVICES LLC	122234140015118	247.55
	2/11/2026	V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	122234140015117	16,011.19
	2/11/2026	V00312--DONAHUE TRUCK CENTERS	122234140015116	7,388.75
	2/11/2026	V00053--AMERICAN BUSINESS MACHINES	122234140015115	222.37
	2/11/2026	V03301--COLLETTE ROYAL	122234140015114	8,250.00
	2/11/2026	V03174--OFFICE IMAGING, INC	122234140015113	1,933.40
	2/11/2026	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140015112	275.34

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	2/11/2026	V00285--DELL FINANCIAL SERVICES LLC	122234140015111	846.81
	2/11/2026	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140015110	11,245.58
	2/11/2026	V00905--SMART & FINAL	122234140015109	157.30
	2/11/2026	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140015108	19,300.17
	2/11/2026	V00997--TRAFFIC MANAGEMENT, INC.	122234140015107	16.24
	2/11/2026	V01033--VERNON SORENSON MD INC	122234140015106	130.00
	2/11/2026	V02411--MARISELA P. GONZALEZ	122234140015105	95.70
	2/11/2026	V03084--SUNRISE GARDENING SERVICE, LLC	122234140015104	900.00
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015103	48.12
	2/11/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015102	74.06
	2/11/2026	V03601--ELENA GARCIA	122234140015101	71.78
	2/11/2026	V00937--STINSON STATIONERS	122234140015100	539.12
	2/11/2026	V00937--STINSON STATIONERS	122234140015099	686.80
	2/11/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140015098	93.19
	2/11/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140015097	327.37
	2/11/2026	V03645--GLORIANA TEIXEIRA	122234140015096	441.53
	2/11/2026	V02868--SAFIYA PRICE	122234140015095	34.08
	2/11/2026	V03849--NELLY MENDOZA	122234140015094	151.53
	2/11/2026	V03852--NICOLE NINO	122234140015093	116.73
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015092	126.47
	2/11/2026	V04647--TRISHA LOR	122234140015091	42.05
	2/11/2026	V00812--QUADIENT FINANCE USA INC	122234140015090	2,000.00
	2/11/2026	V03893--ROONECIA MORADO	122234140015089	39.88
	2/11/2026	V03584--DENISE COOPER	122234140015088	110.20
	2/11/2026	V03331--TINA MOUA	122234140015087	36.25
	2/11/2026	V03095--AMERITAS LIFE INSURANCE CORP.	122234140015086	6,480.06
	2/11/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015085	866.85
	2/11/2026	V03328--Hometown Plumbing	122234140015084	1,661.00
	2/11/2026	V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CO	122234140015083	5,188.54
	2/11/2026	V03095--AMERITAS LIFE INSURANCE CORP.	122234140015082	41,982.41
	2/11/2026	V03328--Hometown Plumbing	122234140015081	1,837.00
	2/11/2026	V03191--VAL-PRO, INC	122234140015080	1,445.05
	2/11/2026	V00358--EXACT STAFF, INC	122234140015079	1,120.00
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015078	178.91
	2/11/2026	V03175--RACE TELECOMMUNICATIONS INC	122234140015077	238.69
	2/11/2026	V03328--Hometown Plumbing	122234140015076	135.00
	2/11/2026	V00559--KAPLAN EARLY LEARNING CO	122234140015075	34.92
	2/11/2026	V00794--PLC SYSTEM SERVICES LLC	122234140015074	260.00
	2/11/2026	V02330--JEREMY T TOBIAS	122234140015073	150.00
	2/11/2026	V03416--PAULA DAOUTIS	122234140015072	40.00
	2/11/2026	V03290--PLANTS FOR YOUR SOLIE	122234140015071	200.00
	2/11/2026	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140015070	418.66
	2/11/2026	V03861--ORVILLE ABELLO	122234140015069	59.45
	2/11/2026	V00711--MOLLY & BRUCE BUSACCA INC	122234140015068	89.00
	2/11/2026	V00049--AMAZON CAPITAL SERVICES, INC	122234140015067	14,109.11
	2/11/2026	V04690--SAGASER WATKINS & WIELAND PC	122234140015066	371.00
	2/11/2026	V00961--TEL TEC SECURITY SYSTEMS INC	122234140015065	6,827.44
	2/11/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140015064	4,496.89
	2/11/2026	V05000--AFFORDABLE COMMUNITY LIVING CORPORATION	122234140015063	4,773.10
	2/11/2026	V01044--W W GRAINGER INC	122234140015062	800.30
	2/11/2026	V04180--DIESEL DIRECT LLC	122234140015061	2,685.00
	2/11/2026	V03316--YESENIA MONTOYA	122234140015060	7,500.00
	2/11/2026	V04918--JAVIER ARREOLA	122234140015059	186.40
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015058	18.45
	2/11/2026	V00260--CROWN EQUIPMENT CORPORATION	122234140015057	2,440.35
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015056	52.28
	2/11/2026	V04575--LOWE'S COMPANIES, INC.	122234140015055	15.40
	2/11/2026	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140015054	6,819.26

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	2/11/2026	V00017--ACTION GLASS INC	122234140015053	836.60
	2/11/2026	V03328--Hometown Plumbing	122234140015052	515.00
	2/11/2026	V03328--Hometown Plumbing	122234140015051	325.00
	2/11/2026	V03328--Hometown Plumbing	122234140015050	135.00
	2/11/2026	V04980--SCHULMAN INDUSTRIES LLC	122234140015049	1,047.00
	2/11/2026	V01062--WESTED	122234140015048	1,575.00
	2/11/2026	V03765--Magaly Witz	122234140015047	180.53
	2/11/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015046	804.31
	2/11/2026	V00029--ADVANCED DATA STORAGE, INC	122234140015045	877.86
	2/11/2026	V04776--DATAFLOW BUSINESS SYSTEMS, INC.	122234140015044	158.15
	2/11/2026	V04800--ENGELSON AND ASSOCIATES, LTD.	122234140015043	8,000.00
	2/11/2026	V00592--LAKESHORE PARENT, LLC	122234140015042	1,787.00
	2/11/2026	V04699--FYLE, INC.	122234140015041	305.83
	2/13/2026	V04996--HENRY HERNANDEZ ROSA	308062	2,015.67
	2/13/2026	V04191--JESSICA SALGADO	308063	67.59
	2/18/2026	V05133--ANGELA JENNIFER CUBIAS	308110	861.63
	2/18/2026	V04923--SALVADOR AGUILAR	308232	3,000.00
	2/18/2026	V04631--Arnoldo Galindo Castro	308111	3,746.47
	2/18/2026	V01859--EQUITY MANAGEMENT SERVICES INC.	308161	2,850.00
	2/18/2026	V00161--CALIFORNIA HEAD START ASSOCIATION	308133	357.00
	2/18/2026	V03964--VANESSA MUNOZ	308266	27.55
	2/18/2026	V00282--DELANO UNION SCHOOL DISTRICT	308152	4,590.00
	2/18/2026	V00659--MARIA ORNELAS	308200	1,500.00
	2/18/2026	V04824--A-1 PLUMBING SERVICE, INC.	308112	175.00
	2/18/2026	V00320--EAST NILES COMMUNITY SERVICES DIST	308158	70.37
	2/18/2026	V01909--INTERCONTINENTAL REALTY INC	308175	5,175.00
	2/18/2026	V00801--PRODUCERS DAIRY FOODS INC	308228	233.00
	2/18/2026	V00320--EAST NILES COMMUNITY SERVICES DIST	308157	1,423.29
	2/18/2026	V00187--CERTIFIX INC	308139	104.00
	2/18/2026	V01012--UNITED RENTALS INC	308263	434.23
	2/18/2026	V00374--FERGUSON ENTERPRISES INC #1350	308165	199.76
	2/18/2026	V03430--SPECTRUM/CHARTER	308252	180.00
	2/18/2026	V00682--MCKESSON MEDICAL SURGICAL INC	308209	151.37
	2/18/2026	V03824--MELISSA STOWELL	308211	147.90
	2/18/2026	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	308272	14,770.36
	2/18/2026	V00565--KERN COMMUNITY COLLEGE DISTRICT	308184	22,207.20
	2/18/2026	V00207--CINTAS CORPORATION #668	308144	552.94
	2/18/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	308255	166.66
	2/18/2026	V03430--SPECTRUM/CHARTER	308251	499.00
	2/18/2026	V03430--SPECTRUM/CHARTER	308250	320.25
	2/18/2026	V03430--SPECTRUM/CHARTER	308249	229.99
	2/18/2026	V03430--SPECTRUM/CHARTER	308248	229.99
	2/18/2026	V03430--SPECTRUM/CHARTER	308247	200.00
	2/18/2026	V03430--SPECTRUM/CHARTER	308246	170.00
	2/18/2026	V01009--ULINE	308262	577.54
	2/18/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	308254	166.64
	2/18/2026	V05120--LIZETT MORENO	308193	70.00
	2/18/2026	V00202--CHILD CARE RESULTS, INC.	308142	2,547.52
	2/18/2026	V03172--OFFICE1 LEASING	308223	824.56
	2/18/2026	V03200--KENNETH BARRON	308183	587.00
	2/18/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	308253	236.25
	2/18/2026	V00907--SOCALGAS	308237	195.95
	2/18/2026	V00206--CHRISTOPHER PERCIVAL	308143	232.53
	2/18/2026	V05125--KIMBERLY D NOLAN-MOLINA	308186	65.00
	2/18/2026	V00288--DELTA BAY BUILDERS & ROOFING	308154	1,750.00
	2/18/2026	V00601--LASTAND, INC	308188	22.00
	2/18/2026	V00617--LODI MEMORIAL HOSPITAL ASSOCIATION, INC.	308194	1,645.64
	2/18/2026	V01027--VARNER BROS INC	308267	8.00

Bank	Date	Vendor	Document no.	Amount
	2/18/2026	V03430--SPECTRUM/CHARTER	308245	214.00
	2/18/2026	V03430--SPECTRUM/CHARTER	308244	1,219.00
	2/18/2026	V04765--COMCAST CORPORATION	308148	1,029.04
	2/18/2026	V00912--SOUTH TULARE RICHGROVE REFUSE INC	308238	455.77
	2/18/2026	V03430--SPECTRUM/CHARTER	308243	214.00
	2/18/2026	V00787--PG&E	308227	11,741.12
	2/18/2026	V03430--SPECTRUM/CHARTER	308242	214.00
	2/18/2026	V03430--SPECTRUM/CHARTER	308241	214.00
	2/18/2026	V00091--AT&T	308129	26.74
	2/18/2026	V00091--AT&T	308128	15.73
	2/18/2026	V00914--SOUTHERN CALIFORNIA EDISON	308239	1,651.07
	2/18/2026	V02777--MARIA ALICIA HUIZAR	308197	363.95
	2/18/2026	V05107--YVONNE FARIS	308276	350.18
	2/18/2026	V03496--ANDREW CHAVEZ	308122	268.25
	2/18/2026	V00896--SHEVADA DOVE-WILLIAMS	308236	245.78
	2/18/2026	V03950--TINA NUNEZ	308260	210.98
	2/18/2026	V05077--WENDY COWART	308271	174.00
	2/18/2026	V03607--Elvia Hamblen	308159	163.85
	2/18/2026	V03628--FRANCIS VEGA	308168	153.70
	2/18/2026	V03442--JEREMIN EASTER	308178	152.98
	2/18/2026	V03712--KATHY VALDIVIA	308182	149.35
	2/18/2026	V03726--KRISTINE WALP	308187	146.45
	2/18/2026	V03823--MELISSA DEWITT	308210	133.40
	2/18/2026	V03513--ASELIDA DEL TORO	308125	116.00
	2/18/2026	V03573--CYNTHIA MONTERROSO	308150	106.58
	2/18/2026	V03770--MANUELA CASTILLO	308195	105.85
	2/18/2026	V03656--HEIDY ESPINOZA	308172	104.40
	2/18/2026	V04831--KATHERINE GAMA MIRANDA	308181	100.05
	2/18/2026	V03624--EVA RODRIGUEZ	308164	92.80
	2/18/2026	V03629--GABRIELA MCCAULEY	308169	89.90
	2/18/2026	V00431--GUADALUPE CANCHOLA CASTELLANO	308170	88.45
	2/18/2026	V04130--ANA HERNANDEZ ZARATE	308120	74.68
	2/18/2026	V04115--ESTEFANY AVITIA	308163	73.95
	2/18/2026	V03358--REBECCA ROCHA	308230	72.50
	2/18/2026	V03355--CHANTAL QUINO	308140	67.43
	2/18/2026	V05117--TERRY ZAMORA	308259	65.25
	2/18/2026	V02742--KIMBERLY D FREIBERG	308185	60.18
	2/18/2026	V00197--CHELSEY M NIELSEN	308141	60.18
	2/18/2026	V03785--MARIA MORENO GOMEZ	308199	59.45
	2/18/2026	V04112--MARISOL HERNANDEZ	308203	52.20
	2/18/2026	V04024--MARIA CERVANTES	308198	52.20
	2/18/2026	V03435--JOVANNA DURAN	308179	52.20
	2/18/2026	V04912--JUAN RAMIREZ CALDERON	308180	50.75
	2/18/2026	V02946--ICELA GUTIERREZ CUEVAS	308174	50.75
	2/18/2026	V03538--CARELI LEYVA	308135	50.75
	2/18/2026	V03928--SHERI PHILLIPS	308235	50.75
	2/18/2026	V02178--ANGELICA HERALDEZ	308123	50.75
	2/18/2026	V04362--MELIZA PEREZ VERDUSCO	308212	47.85
	2/18/2026	V04384--RAUL GONZALEZ	308229	47.85
	2/18/2026	V03610--ENEDINA MARTINEZ	308160	150.50
	2/18/2026	V03615--ERIKA VENTURA	308162	43.50
	2/18/2026	V04018--LAURA MUNOZ	308189	42.05
	2/18/2026	V03486--ANA CARRENO	308119	39.88
	2/18/2026	V05061--NORMA HERNANDEZ	308220	38.43
	2/18/2026	V03568--CRISEL AVELAR	308149	37.70
	2/18/2026	V04133--MARIA VILLANUEVA	308201	36.98
	2/18/2026	V03833--MONICA LOPEZ	308215	34.80
	2/18/2026	V04000--MARI BARRIENTOS	308196	33.35

Bank	Date	Vendor	Document no.	Amount
	2/18/2026	V03491--ANDREA ARCEO	308121	26.10
	2/18/2026	V02573--ARLEEN N ORNELAS	308124	25.38
	2/18/2026	V04419--YOLANDA HINOJOSA	308274	24.65
	2/18/2026	V04122--YESENIA RUBIRA	308273	22.48
	2/18/2026	V04285--FLORENTINA ARANA	308167	22.48
	2/18/2026	V04413--VIOLETA SWANSON	308269	21.75
	2/18/2026	V05122--AIDETH MARTINA	308113	18.12
	2/18/2026	V03859--OLIVIA OTANEZ	308224	18.12
	2/18/2026	V03989--YVONNE SALDANA	308277	18.12
	2/18/2026	V03988--YOSHIRA PEREZ	308275	17.40
	2/18/2026	V03520--AURORA GALLEGOS ORDONEZ	308130	16.68
	2/18/2026	V03546--CAROLINA MORALES	308136	16.68
	2/18/2026	V04132--MARTHA HUERTA	308208	16.68
	2/18/2026	V03651--GUADALUPE LEYVA	308171	16.68
	2/18/2026	V04106--NILZA HERNANDEZ	308219	13.05
	2/18/2026	V04216--ALYSSA HERRERA	308118	10.88
	2/18/2026	V04141--BEATRIZ PLASENCIA	308132	10.88
	2/18/2026	V04378--OBDULIA Z AGUILAR	308221	10.88
	2/18/2026	V05113--Alejandra Day	308115	10.88
	2/18/2026	V04142--VANESSA ALVAREZ	308264	10.88
	2/18/2026	V04101--CAROLINA RUIZ	308137	10.88
	2/18/2026	V04105--LETICIA MORENO	308191	10.88
	2/18/2026	V04350--MARICELA PEREZ	308202	10.88
	2/18/2026	V03662--IVETTE GONZALEZ MEZA	308176	10.88
	2/18/2026	V04261--CLAUDIA ZUNIGA	308146	10.88
	2/18/2026	V05118--LETICIA ADAMS	308190	9.43
	2/18/2026	V04775--NANCY LAZO	308216	7.98
	2/18/2026	V04991--TARA JONES	308256	5.08
	2/18/2026	V04121--VERONICA FUENTES	308268	4.35
	2/18/2026	V05112--Astrid Monsalve	308126	4.35
	2/18/2026	V03172--OFFICE1 LEASING	308222	651.95
	2/18/2026	V04978--WASH MULTIFAMILY ACQUISITION INC.	308270	238.44
	2/18/2026	V00035--ALAMO ALARM CO INC	308114	203.50
	2/18/2026	V03522--AVERY COX	308131	117.45
	2/18/2026	P01069--HERLINDA NOLASCO DE GONZALEZ	308082	1,015.23
	2/18/2026	P03002--FRANCISCO GONZALEZ MIRANDA	308077	947.61
	2/18/2026	P02171--IRMA DIAZ ALVAREZ	308084	901.11
	2/18/2026	P01706--PETRA HERNANDEZ DE ESTEVES	308101	889.45
	2/18/2026	P02932--SILVIA ELENA ACOSTA RODRIGUEZ	308105	883.86
	2/18/2026	P01805--CONSUELO RAMIREZ DE MAGDALENO	308075	743.69
	2/18/2026	P02954A--CLAUDIA ALEJANDRA MONTES GUDINO	308074	591.97
	2/18/2026	P02819--JAQUILINA GARCIA OSORIO	308085	584.48
	2/18/2026	P02986--BRENDA ALCAZAR MAGANA	308071	574.37
	2/18/2026	V00229--COMCAST CORPORATION	308147	345.47
	2/18/2026	P02820--ROCIO GARDUNO MAGO	308102	1,820.50
	2/18/2026	P02777--BELEN IZAZAGA MERCADO	308069	1,740.36
	2/18/2026	P02617--SONIA C LOPEZ DE JUAREZ	308106	1,653.97
	2/18/2026	P00705--AMPARO MAGANA	308066	1,604.15
	2/18/2026	P02831--CINDY G CORONA	308073	1,598.60
	2/18/2026	P02709--ANA MARIA ACOSTA DE ARIZAGA	308067	1,432.51
	2/18/2026	P02643--MARIA V SOSA	308098	1,310.98
	2/18/2026	P02614--TOMASA MARISOL RODRIGUEZ ORELLANA	308099	1,262.76
	2/18/2026	P02528--MARIA SOFIA MENDOZA DE ORTIZ	308097	1,261.60
	2/18/2026	P02961--ALEJANDRA AGUILAR TOLEDO	308065	1,245.83
	2/18/2026	P02938--ANGELICA IBARRA DE ALVAREZ	308068	1,126.66
	2/18/2026	P02953--LAURA CELENE DIAZ RAMOS	308086	1,050.00
	2/18/2026	P01884--BLANCA NELLY VERA	308070	2,656.67
	2/18/2026	P00039--GUILLERMINA ORNELAS DE RAMIREZ	308081	2,643.11

Bank	Date	Vendor	Document no.	Amount
	2/18/2026	P01775--CECILIA GAYTAN DE ZARATE	308072	2,552.54
	2/18/2026	P02989--YERALTDIN CUEVAS MEDINA	308107	2,443.00
	2/18/2026	P03014--AIDE IBARRA LEMUS	308064	2,314.16
	2/18/2026	P03000--LOURDES MARTEL	308088	2,078.56
	2/18/2026	P00823--MARIA EUGENIA GARCIA DE VEGA	308095	2,074.75
	2/18/2026	P02226--LILIA ESQUIVEL MONROY	308087	2,003.28
	2/18/2026	P03025--SAMANTHA MAGANA MAGANA	308103	1,903.83
	2/18/2026	P01229--MARIA PICOS DE GARCIA	308096	1,842.19
	2/18/2026	P02945--GABRIELA FRANCO DE ALCANTAR	308078	3,572.55
	2/18/2026	P02180--SANDRA ELIZABETH SAMAYOA	308104	3,486.90
	2/18/2026	P01593--MANUELA P MEDINA	308090	3,410.47
	2/18/2026	P02943--YOLANDA GARCIA SABINO	308108	3,067.64
	2/18/2026	P01663--MARCELA CHAVEZ OSEGUERA	308091	2,893.86
	2/18/2026	P02982--MARIA DEL SOCORRO PADILLA MONTES	308094	5,554.69
	2/18/2026	P02626--YULISA OROZCO LEMUS	308109	5,436.96
	2/18/2026	P00383--PATRICIA H MARTINEZ	308100	4,948.51
	2/18/2026	V00209--CITY OF BAKERSFIELD	308145	12,513.74
	2/18/2026	P02985--CRYSTAL MARIE REYES	308076	8,348.74
	2/18/2026	P02951--IRENE FUENTES-TAPIA	308083	6,604.75
	2/18/2026	P02770--GUADALUPE AYON DE MENDOZA	308080	5,924.72
	2/18/2026	P01870--MARCELA G NUNEZ DE GUTIERREZ	308092	14,217.61
	2/18/2026	P01544--MARIA B CRUZ DE PULIDO	308093	12,026.58
	2/18/2026	P00053--GLORIA GARCIA DE MADERA	308079	11,355.06
	2/18/2026	P00444--LUZ E VENEGAS	308089	10,111.88
	2/18/2026	V04653--MARITZA CAMACHO	308205	77.58
	2/18/2026	TN00003--DAVID SPANGLER	308151	50.00
	2/18/2026	V02597--CATHARYN LAURIE SPROULE	308138	48.58
	2/18/2026	V03799--MARISSA ORTIZ-CORTEZ	308204	159.50
	2/18/2026	V00728--NEEDLES PUBLIC UTILITY AUTHORITY	308217	75.51
	2/18/2026	V04949--ALLY FINANCIAL	308117	998.89
	2/18/2026	V04586--DFT HOTELS, INC.	308155	2,855.88
	2/18/2026	V00169--CALIFORNIA WATER SERVICE	308134	301.53
	2/18/2026	V04602--SEQUOIA PEST SOLUTIONS	308234	230.00
	2/18/2026	V04757--JAIME VALLES DBA DWARE PROPERTY	308177	425.00
	2/18/2026	V03963--VANESSA MOLINA	308265	381.25
	2/18/2026	V03354--TOMASA JARA	308261	142.10
	2/18/2026	V04939--MARLENE VERDUZCO	308207	81.20
	2/18/2026	V05127--MIKAELA RAMOS	308214	51.48
	2/18/2026	V05128--LILIA D CASTANEDA	308192	29.73
	2/18/2026	V03474--ALICIA GAMINO	308116	28.28
	2/18/2026	V03360--TERESA LARA	308258	20.30
	2/18/2026	V04151--MICHELLE AVALOS	308213	9.43
	2/18/2026	V03882--REGINA HINES	308231	258.83
	2/18/2026	V04150--SAVUTHY YOU	308233	176.00
	2/18/2026	V03582--DELIA SANCHEZ	308153	100.00
	2/18/2026	V04268--DIANA RICO	308156	276.00
	2/18/2026	V00092--AT&T	308127	2,109.15
	2/18/2026	V05003--PAPERCUT PROPERTIES L.P.	308226	80.00
	2/18/2026	V03405--NICOLE CALLAHAN	308218	89.90
	2/18/2026	V02977--SOUTHERN KERN UNIFIED SCHOOL DISTRICT	308240	2,317.00
	2/18/2026	V03404--MARITZA LARA MARTINEZ	308206	163.85
	2/18/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	308173	423.44
	2/18/2026	V00960--TEHACHAPI UNIFIED SCHOOL DISTRICT	308257	3,196.00
	2/18/2026	V00049--AMAZON CAPITAL SERVICES, INC	122234140015703	8,031.59
	2/18/2026	V00286--DELL TECHNOLOGIES, INC.	122234140015702	1,931.11
	2/18/2026	V03186--BLUETRITON BRANDS INC	122234140015701	85.74
	2/18/2026	V00286--DELL TECHNOLOGIES, INC.	122234140015700	19,624.97
	2/18/2026	V00785--PERFECT GIFT LLC	122234140015699	2,017.20

Bank	Date	Vendor	Document no.	Amount
	2/18/2026	V00704--MISSION LINEN SUPPLY	122234140015698	70.49
	2/18/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140015697	4,394.15
	2/18/2026	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140015696	48,798.54
	2/18/2026	V05056--CAL OAK HOSPITALITY L.L.C.	122234140015695	3,763.20
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015694	38.40
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015693	55.72
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015692	121.97
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015691	278.10
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015690	1,186.47
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015689	407.72
	2/18/2026	V00820--RAYMOND'S TROPHY AWARDS	122234140015688	38.16
	2/18/2026	V03416--PAULA DAOUTIS	122234140015687	12.75
	2/18/2026	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140015686	192.38
	2/18/2026	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	122234140015685	3,721.58
	2/18/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140015684	349.01
	2/18/2026	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140015683	691.62
	2/18/2026	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140015682	544.14
	2/18/2026	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140015681	63.32
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015680	205.72
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015679	43.21
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015678	26.00
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015677	25.72
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015676	25.72
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015675	23.38
	2/18/2026	V03006--GRACE COMMUNITY CHURCH	122234140015674	1,617.59
	2/18/2026	V04768--ORQUIDIA FRAUSTO	122234140015673	11,000.00
	2/18/2026	V00224--CLASSIC CHARTER INC	122234140015672	2,484.00
	2/18/2026	V00937--STINSON STATIONERS	122234140015671	572.64
	2/18/2026	V00812--QUADIENT FINANCE USA INC	122234140015670	4,000.00
	2/18/2026	V00937--STINSON STATIONERS	122234140015669	1,125.74
	2/18/2026	V04575--LOWE'S COMPANIES, INC.	122234140015668	1,369.83
	2/18/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140015667	4,560.85
	2/18/2026	V00358--EXACT STAFF, INC	122234140015666	1,400.00
	2/18/2026	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140015665	614.66
	2/18/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015664	714.91
	2/18/2026	V00029--ADVANCED DATA STORAGE, INC	122234140015663	220.00
	2/18/2026	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140015662	8,926.28
	2/18/2026	V00874--SAVE MART SUPERMARKETS	122234140015661	368.42
	2/18/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015660	355.08
	2/18/2026	V00227--COFER & OBERLIES INC	122234140015659	675.58
	2/18/2026	V00937--STINSON STATIONERS	122234140015658	900.12
	2/18/2026	V00182--CDW LLC	122234140015657	2,786.77
	2/18/2026	V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CO	122234140015656	6,157.09
	2/18/2026	V01033--VERNON SORENSON MD INC	122234140015655	1,043.00
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015654	519.00
	2/18/2026	V00017--ACTION GLASS INC	122234140015653	740.24
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015652	1,060.85
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015651	864.95
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015650	841.23
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015649	629.68
	2/18/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015648	322.08
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015647	276.85
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015646	261.40
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015645	105.28
	2/18/2026	V00997--TRAFFIC MANAGEMENT, INC.	122234140015644	26.23
	2/18/2026	V04575--LOWE'S COMPANIES, INC.	122234140015643	41.11
	2/18/2026	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140015642	872.61
	2/18/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140015641	895.44

Bank	Date	Vendor	Document no.	Amount
	2/18/2026	V03186--BLUETRITON BRANDS INC	122234140015640	78.39
	2/18/2026	V03186--BLUETRITON BRANDS INC	122234140015639	234.27
	2/18/2026	V03174--OFFICE IMAGING, INC	122234140015638	1,920.67
	2/18/2026	V01044--W W GRAINGER INC	122234140015637	583.96
	2/18/2026	V00358--EXACT STAFF, INC	122234140015636	1,400.00
	2/18/2026	V00813--QUADIENT LEASING USA, INC	122234140015635	1,541.10
	2/18/2026	V03191--VAL-PRO, INC	122234140015634	1,717.90
	2/18/2026	V02888--SUSIE E MARTINEZ	122234140015633	21.75
	2/18/2026	V00407--GARDEN PATHWAYS INC	122234140015632	9,207.62
	2/18/2026	V04363--MICHELLE A. RUIZ	122234140015631	55.10
	2/18/2026	V04240--ASHLEY MCALLISTER	122234140015630	134.13
	2/18/2026	V04123--AYLEEN CERNAS	122234140015629	13.78
	2/18/2026	V04062--SOPHIN LOCK	122234140015628	9.43
	2/18/2026	V04060--HELEN VILLARINO-WRIGHT	122234140015627	387.15
	2/18/2026	V04041--STEPHANIE CORONEL	122234140015626	30.45
	2/18/2026	V04023--SILVIA HULSEY	122234140015625	18.85
	2/18/2026	V03987--YOLANDA LOPEZ	122234140015624	205.18
	2/18/2026	V03927--SHARON BRIGGS	122234140015623	58.00
	2/18/2026	V03898--ROSA RABAGO	122234140015622	153.70
	2/18/2026	V03836--MONICA ZAMUDIO	122234140015621	114.55
	2/18/2026	V03788--MARIA RAMOS	122234140015620	85.55
	2/18/2026	V03641--GLORIA BARBERO	122234140015619	63.08
	2/18/2026	V03637--GIRLHENE SORIANO	122234140015618	99.33
	2/18/2026	V03636--GIOVANNI ARAGON	122234140015617	50.75
	2/18/2026	V03603--ELIZABETH CISNEROS	122234140015616	40.60
	2/18/2026	V03540--CARLEEN BENCOMA	122234140015615	295.80
	2/18/2026	V03490--ANABEL JIMENEZ	122234140015614	27.55
	2/18/2026	V03484--AMBER PUMPHREY	122234140015613	18.85
	2/18/2026	V03439--MARY ANN MOONEY	122234140015612	188.50
	2/18/2026	V03437--LETISHA BROOKS	122234140015611	41.33
	2/18/2026	V03415--STACY MERRIFIELD	122234140015610	5.80
	2/18/2026	V03407--CINDY RUIZ	122234140015609	158.05
	2/18/2026	V03365--MANUEL BALTIER	122234140015608	92.08
	2/18/2026	V03359--RACHEL LECKKIRK	122234140015607	71.05
	2/18/2026	V03332--Mariana Rios	122234140015606	123.98
	2/18/2026	V03057--CSG-NAM, LLC	122234140015605	1,183.38
	2/18/2026	V00753--ORKIN PEST CONTROL	122234140015604	4,739.02
	2/18/2026	V05109--APRIL URIBE	122234140015603	21.03
	2/18/2026	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140015602	584.92
	2/18/2026	V04699--FYLE, INC.	122234140015601	611.66
	2/18/2026	V03586--DESIREE JACKSON	122234140015600	84.83
	2/18/2026	V03583--DELORES PATRICIO	122234140015599	145.73
	2/18/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015598	358.15
	2/18/2026	V00938--STOCKTON COMMUNITY KITCHEN	122234140015597	37,279.45
	2/18/2026	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140015596	242.14
	2/18/2026	P03039--AIDE MORAMAY RODRIGUEZ-AMBRIZ	122234140015595	827.41
	2/18/2026	P03035--JEANNETTE ESCOBAR	122234140015594	503.68
	2/18/2026	P03034--DULCE LUCERO VIRGEN VIRGEN	122234140015593	2,023.02
	2/18/2026	P03030--ANA B CEJA CISNEROS	122234140015592	762.09
	2/18/2026	P03028--ASHLEY VERA	122234140015591	2,561.32
	2/18/2026	P03027--GABRIELA ECHEVARRIA	122234140015590	3,477.17
	2/18/2026	P03024--ANGELICA MARIA SISNEROS	122234140015589	1,599.00
	2/18/2026	P03018--OLIVIA DE LOS SANTOS GARCIA	122234140015588	5,966.68
	2/18/2026	P03016--EMILY TOPETE	122234140015587	2,045.17
	2/18/2026	P03012--GUADALUPE DOMINGUEZ	122234140015586	2,090.00
	2/18/2026	P03011--ERIKA RUBYK NARVAEZ	122234140015585	2,008.61
	2/18/2026	P03010--YOLANDA IBARRA LEMUS	122234140015584	2,668.82
	2/18/2026	P03007--BERENISE LEMUS	122234140015583	3,872.15

Bank	Date	Vendor	Document no.	Amount
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	2/18/2026	P03003--KARLA MARILIN BUSTILLO RIVERA	122234140015581	5,968.18
	2/18/2026	P03001--BERTHA MENDOZA HERNANDEZ	122234140015580	2,733.14
	2/18/2026	P02998--SAMANTHA TRIGUEROS	122234140015579	1,059.44
	2/18/2026	P02997--ADRIANA CHAVEZ OROZCO	122234140015578	1,917.22
	2/18/2026	P02994--MARTHA ELENA MARTINEZ PRADO	122234140015577	1,917.22
	2/18/2026	P02993--MARIA DEL CARMEN SEGURA	122234140015576	3,539.90
	2/18/2026	P02992--MARIA SANTOS MEDRANO	122234140015575	3,303.56
	2/18/2026	P02988--EULOGIA LEON MENDOZA	122234140015574	2,750.04
	2/18/2026	P02984--JULIETA GONZALEZ GONZALEZ	122234140015573	2,101.62
	2/18/2026	P02983--ALEJANDRA PELAYO MACIAS	122234140015572	1,291.06
	2/18/2026	P02981--ANA M PORTILLO DE SERRANO	122234140015571	5,345.54
	2/18/2026	P02978--MARIA DE JESUS LEON	122234140015570	1,984.36
	2/18/2026	P02972--MARIA GUADALUPE RAMIREZ DE MENDOZA	122234140015569	1,164.15
	2/18/2026	P02970--TEODORA LANDEROS RAMIREZ	122234140015568	6,660.78
	2/18/2026	P02969--MARIA ELENA CASTANEDA	122234140015567	5,915.98
	2/18/2026	P02967--YOLANDA CASTRO	122234140015566	779.83
	2/18/2026	P02966--BRENDA CERVANTES GARCIA	122234140015565	779.32
	2/18/2026	P02963--NEREIDA PONCE	122234140015564	1,495.84
	2/18/2026	P02958--LESLIE ESPINOZA MOSQUEDA	122234140015563	2,008.61
	2/18/2026	P02955--CELIA MARTINEZ	122234140015562	4,837.63
	2/18/2026	P02949--ANDREA MEDRANO MANDUJANO	122234140015561	3,009.57
	2/18/2026	P02947--JOSE MANUEL MORALES	122234140015560	163.34
	2/18/2026	P02946--GLADY RABANALES MORALES	122234140015559	502.60
	2/18/2026	P02944--ELEAZAR VALENZUELA	122234140015558	3,709.89
	2/18/2026	P02941--NANCY M GUILLEN CORTES	122234140015557	3,067.64
	2/18/2026	P02939--GRISELDA PALMERIN	122234140015556	1,050.00
	2/18/2026	P02937--MAGDALENA MAGANA	122234140015555	5,851.14
	2/18/2026	P02934--ESTELA CHAVEZ ANTONIO	122234140015554	2,598.68
	2/18/2026	P02929--ELOISA E RAMIREZ GARCIA	122234140015553	4,365.60
	2/18/2026	P02928--JOCELYN MARTEL	122234140015552	1,800.46
	2/18/2026	P02926--ELIA AYALA	122234140015551	1,917.22
	2/18/2026	P02922--ROSAURA MARTINEZ GARCIA	122234140015550	2,733.34
	2/18/2026	P02918A--LITTLE DREAMERS CHILD CARE LLC	122234140015549	3,228.09
	2/18/2026	P02913--ANA MARIA RODRIGUEZ	122234140015548	6,273.18
	2/18/2026	P02912--ELENA GONZALEZ	122234140015547	6,045.99
	2/18/2026	P02904--MAYRA ESTHER MENDOZA	122234140015546	775.29
	2/18/2026	P02901--MARIA D REYES-SOTO	122234140015545	8,498.44
	2/18/2026	P02898--JASMIN HERRERA	122234140015544	5,660.31
	2/18/2026	P02894--MARIBEL GARCIA RAMIREZ	122234140015543	1,859.88
	2/18/2026	P02893--GABRIELA OLIVA LOPEZ	122234140015542	5,161.49
	2/18/2026	P02892--SANDRA GABRIELA ARMENDARIZ	122234140015541	7,166.04
	2/18/2026	P02885--ANA RIOS	122234140015540	5,001.38
	2/18/2026	P02884--ALONDRA SESILIA MEZA ZUNIGA	122234140015539	2,095.89
	2/18/2026	P02877--GRISELDA FERNANDEZ SALGADO	122234140015538	4,154.85
	2/18/2026	P02874--DELMA CERVANTES CORTES	122234140015537	3,003.31
	2/18/2026	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140015536	2,820.96
	2/18/2026	P02871--MIRIAM ELIZABETH JAIME	122234140015535	8,445.11
	2/18/2026	P02870--ANA MARIA MARTINEZ	122234140015534	1,368.65
	2/18/2026	P02865--JENNIFER REYES	122234140015533	1,059.10
	2/18/2026	P02863--LAURA ANDRADE	122234140015532	4,532.89
	2/18/2026	P02859--DEISY GUADALUPE FERNANDEZ ARCEO	122234140015531	1,842.24
	2/18/2026	P02851--MARIA A ROMERO DE CRUZ	122234140015530	1,843.90
	2/18/2026	P02849--LUCERO AMAIRANI VILLASENOR BOTELLO	122234140015529	1,407.23
	2/18/2026	P02848--ANA LAURA RODRIGUEZ	122234140015528	4,482.94
	2/18/2026	P02847--ELSA LARREYNAGA BATRES	122234140015527	11,798.42
	2/18/2026	P02845--CARLOS ESTEVAN GARCIA	122234140015526	4,159.08
	2/18/2026	P02843--ESMERALDA OSEGUERA HERRERA	122234140015525	3,971.61

Bank	Date	Vendor	Document no.	Amount
	2/18/2026	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140015524	7,058.21
	2/18/2026	P02839--CARLAANGELA RUIZ	122234140015523	1,767.26
	2/18/2026	P02837A--ADELINA BELTRAN MOLINA	122234140015522	2,570.92
	2/18/2026	P02835--LORENA QUINTERO	122234140015521	8,106.21
	2/18/2026	P02828--MARIA FERNANDA GARIBAY	122234140015520	2,721.71
	2/18/2026	P02825--DORA ALICIA ALAPIZCO BARRON	122234140015519	2,266.56
	2/18/2026	P02824--ODILIA ELIZABETH VALENCIA	122234140015518	4,660.92
	2/18/2026	P02815--VICTORIA GOMEZ CRUZ	122234140015517	3,926.47
	2/18/2026	P02813--YESENIA CAYETANO HERNANDEZ	122234140015516	5,524.61
	2/18/2026	P02812--ALISHA A GARCIA	122234140015515	2,760.02
	2/18/2026	P02802--GUADALUPE DURAN	122234140015514	7,894.87
	2/18/2026	P02798--MARGARITA VALENCIA AVILA	122234140015513	12,396.23
	2/18/2026	P02796--NEREYDA LIRA LOPEZ	122234140015512	13,695.83
	2/18/2026	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140015511	1,894.77
	2/18/2026	P02788--SILVIA MAGALLON DE REYES	122234140015510	1,034.39
	2/18/2026	P02786--MARISOL PEREZ	122234140015509	2,026.39
	2/18/2026	P02783A--CELENY FLORES	122234140015508	6,527.70
	2/18/2026	P02781--YESENIA GUADALUPE QUINTERO TAPIA	122234140015507	779.83
	2/18/2026	P02779--REBECCA MENDOZA VAZQUEZ	122234140015506	1,641.24
	2/18/2026	P02776--BRENDA BENAVIDEZ	122234140015505	958.61
	2/18/2026	P02775--NORA E LEMUS	122234140015504	8,396.67
	2/18/2026	P02771--MARIA TERESA HERNANDEZ	122234140015503	2,800.85
	2/18/2026	P02769--BEATRIZ BUENO	122234140015502	4,244.99
	2/18/2026	P02768--ALICIA MONTEJANO PENA	122234140015501	4,621.08
	2/18/2026	P02766A--MIREYA GUZMAN CRISTOBAL	122234140015500	7,445.64
	2/18/2026	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	122234140015499	8,797.09
	2/18/2026	P02764--MARGARITA GARIBAY CORTES	122234140015498	9,951.45
	2/18/2026	P02760--JUANA INEZ SALGADO RENTERIA	122234140015497	1,770.96
	2/18/2026	P02759--VIANEY VILLANUEVA MAGALLON	122234140015496	1,952.16
	2/18/2026	P02754A--ANTONIO PERALTA DUQUE	122234140015495	2,892.75
	2/18/2026	P02753--MAYRA ALEJANDRA RIOS	122234140015494	3,101.49
	2/18/2026	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140015493	1,718.37
	2/18/2026	P02736--CLAUDIA ZAVALA CISNEROS	122234140015492	2,766.09
	2/18/2026	P02728--AMALIA BUENROSTRO	122234140015491	7,999.66
	2/18/2026	P02727--MARIBEL MAGANA	122234140015490	1,680.96
	2/18/2026	P02721--OLGA LIRA DE GALLARDO	122234140015489	4,034.68
	2/18/2026	P02717--JOSELINE ARREDONDO	122234140015488	2,337.92
	2/18/2026	P02716--ESPERANZA RESENDEZ	122234140015487	1,809.12
	2/18/2026	P02713--MARIA ESTHER GONZALEZ AVALOS	122234140015486	4,395.01
	2/18/2026	P02711--MARIA ELIZABETH MARIN	122234140015485	1,807.62
	2/18/2026	P02704--JANETH G SARABIA	122234140015484	13,617.71
	2/18/2026	P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ	122234140015483	3,252.85
	2/18/2026	P02692--KASANDRA LOPEZ-CORDERO	122234140015482	513.50
	2/18/2026	P02690--STEPHANIE VERDUGO	122234140015481	1,119.93
	2/18/2026	P02689--GUADALUPE OLAZABAL	122234140015480	1,035.21
	2/18/2026	P02687--ELIM RODRIGUEZ	122234140015479	4,626.41
	2/18/2026	P02683--MARIA GUADALUPE GONZALEZ	122234140015478	9,303.24
	2/18/2026	P02673--NANCY GARIBAY HERNANDEZ	122234140015477	1,699.68
	2/18/2026	P02670--GUADALUPE AVILA DE SEGOVIA	122234140015476	6,972.52
	2/18/2026	P02666--LUCERO MILLAN GARCIA	122234140015475	1,817.86
	2/18/2026	P02663--DIANE LOMELI	122234140015474	6,934.65
	2/18/2026	P02662--SILVIA MENDEZ URIBE	122234140015473	2,008.61
	2/18/2026	P02659--ARACELI MORALES DE MARTINEZ	122234140015472	6,524.95
	2/18/2026	P02653--SILVIA LETICIA SANCHEZ DE GARCIA	122234140015471	1,961.02
	2/18/2026	P02650--MA BELEN RODRIGUEZ BRAVO	122234140015470	7,626.72
	2/18/2026	P02648--ISABEL MARTINEZ-LOMELI	122234140015469	5,873.46
	2/18/2026	P02645--JANET IBARRA	122234140015468	1,865.15
	2/18/2026	P02640--TERESA MENDOZA	122234140015467	1,034.39

Bank	Date	Vendor	Document no.	Amount
	2/18/2026	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140015466	11,042.49
	2/18/2026	P02636--YAZMIN ARACELI NAVARRO HERRERA	122234140015465	3,491.49
	2/18/2026	P02635--MARIA E CUARA	122234140015464	1,218.12
	2/18/2026	P02620--ARACELI JIMENEZ AVILA	122234140015463	3,556.15
	2/18/2026	P02618--MARIA CHRISTINA RUBALCAVA	122234140015462	2,043.99
	2/18/2026	P02615--NINFA E. RODRIGUEZ	122234140015461	3,858.32
	2/18/2026	P02613--MAYRA HERNANDEZ	122234140015460	2,494.94
	2/18/2026	P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	122234140015459	9,904.82
	2/18/2026	P02602--ADRIANA GOMEZ	122234140015458	10,949.78
	2/18/2026	P02598--MIRIAM LOPEZ GUTIERREZ	122234140015457	11,351.76
	2/18/2026	P02597--INES MARISCAL MACIAS	122234140015456	619.16
	2/18/2026	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140015455	5,335.46
	2/18/2026	P02592--ELDA KARINA IBARRA	122234140015454	9,068.53
	2/18/2026	P02589--BEATRIZ GONZALEZ DUENAS	122234140015453	1,168.96
	2/18/2026	P02587--LORENA IBARRA	122234140015452	848.56
	2/18/2026	P02584--NORMA PULIDO CRUZ	122234140015451	3,097.37
	2/18/2026	P02581--MARIA ELENA ESCOBAR	122234140015450	2,847.11
	2/18/2026	P02578--MARIA NANCY CRUZ	122234140015449	1,559.66
	2/18/2026	P02576--PRECIOSA ISABEL CHAMALE CASTRO	122234140015448	1,310.98
	2/18/2026	P02572--ESTHER NAVARRO	122234140015447	6,327.63
	2/18/2026	P02570--TINA MARIE LOPEZ	122234140015446	7,450.71
	2/18/2026	P02562--IRMA FLORES	122234140015445	1,767.26
	2/18/2026	P02560--VERONICA HERNANDEZ	122234140015444	2,988.35
	2/18/2026	P02557--MARIA A LOPEZ	122234140015443	958.61
	2/18/2026	P02555--OGARIDT ALCANZAR MAGANA	122234140015442	2,466.71
	2/18/2026	P02553--ELENA OCHOA CONTRERAS	122234140015441	1,315.29
	2/18/2026	P02547--CLAUDIA GARCIA	122234140015440	2,982.71
	2/18/2026	P02545--ROCIO OROZCO IBARRA	122234140015439	8,509.75
	2/18/2026	P02544--ANABEL A MARTINEZ	122234140015438	1,892.46
	2/18/2026	P02542A--LA ESTACION CHILDCARE LLC	122234140015437	2,774.71
	2/18/2026	P02539--KASANDRA BASURTO	122234140015436	1,889.39
	2/18/2026	P02533--LIZET MONSERRAT PRECIADO	122234140015435	4,449.23
	2/18/2026	P02525--LETICIA HERNANDEZ PEREZ	122234140015434	1,409.95
	2/18/2026	P02519--ANDREA PIMENTEL DE DOMINGUEZ	122234140015433	11,891.00
	2/18/2026	P02515--MARTHA ALICIA MADRIGAL SOSA	122234140015432	6,240.26
	2/18/2026	P02511A--GLAFIRA E CAMACHO DE TRUJILLO	122234140015431	3,086.58
	2/18/2026	P02505--YANELY GARCIA	122234140015430	1,764.33
	2/18/2026	P02499--MARIA DOLORES ARIAS	122234140015429	3,634.26
	2/18/2026	P02489--VANESSA NICOLE MEJIA	122234140015428	1,438.56
	2/18/2026	P02483--JASMINE CANCHOLA	122234140015427	873.09
	2/18/2026	P02479--ORALIA QUIROZ	122234140015426	4,390.57
	2/18/2026	P02477--MAGANA IRIS FCC LLC	122234140015425	5,997.48
	2/18/2026	P02476--DOLORES M PLATERO	122234140015424	3,622.72
	2/18/2026	P02468--DAVID PANTOJA	122234140015423	7,393.43
	2/18/2026	P02467--KARLA ELIZABETH HULING	122234140015422	4,087.21
	2/18/2026	P02466--ROSA ELENA ARELLANO	122234140015421	4,798.44
	2/18/2026	P02463--YADIRA REBOLLEDO	122234140015420	845.73
	2/18/2026	P02462--IRMA L IBARRA	122234140015419	13,223.80
	2/18/2026	P02454--INOCENCIA SALAS ROJAS	122234140015418	12,185.94
	2/18/2026	P02453--LORENA TRUJILLO ESCOBEDO	122234140015417	2,969.30
	2/18/2026	P02450--RUBICEL RUIZ SOLORIO	122234140015416	7,382.86
	2/18/2026	P02446--MARIA DOLORES GOMEZ	122234140015415	5,804.30
	2/18/2026	P02443--MONICA VEGA	122234140015414	5,442.61
	2/18/2026	P02438--GEORGINA CONCEPCION WARREN COSTALES	122234140015413	11,470.74
	2/18/2026	P02426--ANNA DELFINA REYES	122234140015412	13,156.17
	2/18/2026	P02424--DALILA J CAVAZOS	122234140015411	11,315.86
	2/18/2026	P02422--ELIZABETH DIAZ	122234140015410	3,533.54
	2/18/2026	P02416--DANIELA GUADALUPE ESPINOZA	122234140015409	5,572.81

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	2/18/2026	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140015407	2,587.01
	2/18/2026	P02411--MAYRA ELENA GONZALEZ MORALES	122234140015406	8,566.50
	2/18/2026	P02386--GREGORIA GALLEGOS	122234140015405	9,967.58
	2/18/2026	P02380--ZEFERINO GONZALEZ	122234140015404	1,238.32
	2/18/2026	P02374--DARLENE JIMENEZ	122234140015403	1,024.91
	2/18/2026	P02368--CARMEN SANTOS PACHECO	122234140015402	12,304.44
	2/18/2026	P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ	122234140015401	6,025.27
	2/18/2026	P02342--SANDRA PEREZ	122234140015400	10,758.75
	2/18/2026	P02336--PAULA GARCIA	122234140015399	9,245.43
	2/18/2026	P02334--SILVIA E ZUNIGA	122234140015398	9,304.34
	2/18/2026	P02333--MITZI G CHAVEZ MAGALLON	122234140015397	4,514.17
	2/18/2026	P02329--JULISSA MARIE ARAGON	122234140015396	1,933.69
	2/18/2026	P02328--YADIRA CARDONA FAMILY CHILD CARE	122234140015395	2,206.38
	2/18/2026	P02327--REYNA TORRES DE CASTRO	122234140015394	11,267.75
	2/18/2026	P02325--ANDREA FRANCISCA SANTOS MENDOZA	122234140015393	11,452.21
	2/18/2026	P02322--MARGARITA BUSTAMANTE DE FELIX	122234140015392	4,912.63
	2/18/2026	P02320--LILIANA REYES GONZALEZ	122234140015391	958.61
	2/18/2026	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140015390	2,060.04
	2/18/2026	P02314--KENDAHL ROSE ROWE	122234140015389	10,392.11
	2/18/2026	P02313--MARIA GUADALUPE BARAJAS DE GARCIA	122234140015388	1,904.86
	2/18/2026	P02310--MARIA G RAMIREZ DE MARTINEZ	122234140015387	10,351.37
	2/18/2026	P02303--MARTHA A ANGUIANO REYES	122234140015386	1,776.90
	2/18/2026	P02287--SILVIA BAHENA OCAMPO	122234140015385	958.82
	2/18/2026	P02284--ANDREA GUADALUPE DIAZ	122234140015384	1,972.30
	2/18/2026	P02280--NORMA MENDOZA	122234140015383	10,311.19
	2/18/2026	P02278--HAYDEE ESTEBAN	122234140015382	857.98
	2/18/2026	P02277--MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	122234140015381	13,901.07
	2/18/2026	P02267--MARTHA SALGADO	122234140015380	13,255.73
	2/18/2026	P02266--ELIZABETH CHAVEZ	122234140015379	5,676.27
	2/18/2026	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140015378	3,416.16
	2/18/2026	P02261--JUANA MORILLON GUILLEN	122234140015377	7,766.32
	2/18/2026	P02260--MARIA GUADALUPE ALVAREZ	122234140015376	7,212.49
	2/18/2026	P02259--MARIA GUADALUPE CONTRERAS VARGAS	122234140015375	2,569.05
	2/18/2026	P02258--MARISOL MEDINA	122234140015374	7,372.10
	2/18/2026	P02254--JENNIFER KRISTINE GARCIA CONTRERAS	122234140015373	739.19
	2/18/2026	P02249--ADRIANA AGUIRRE GAONA	122234140015372	3,751.23
	2/18/2026	P02246--CAROLINA GIL	122234140015371	2,034.52
	2/18/2026	P02242--TERESA LUZ RUIZ	122234140015370	1,733.40
	2/18/2026	P02241--ANA PATRICIA CAMARGO	122234140015369	4,627.71
	2/18/2026	P02240--MARIA SANTOS DE LOPEZ	122234140015368	11,587.85
	2/18/2026	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140015367	8,827.95
	2/18/2026	P02236--ROSEMARY ZAVALA	122234140015366	11,321.64
	2/18/2026	P02235--GABRIELA ARREGUIN	122234140015365	858.31
	2/18/2026	P02222--MARIA GARCIA	122234140015364	7,423.04
	2/18/2026	P02210--ANA HERMELINDA SANTOS PACHECO	122234140015363	13,520.56
	2/18/2026	P02208--CELFIDA SANTOS DE RUIZ	122234140015362	5,698.88
	2/18/2026	P02190--ESPERANZA TORRES	122234140015361	1,179.80
	2/18/2026	P02176--MA DEL CARMEN GOMEZ GRANADOS	122234140015360	12,325.74
	2/18/2026	P02172--MARIA LEDESMA DE GARCIA	122234140015359	6,457.61
	2/18/2026	P02163--ALICIA DE LA GARZA	122234140015358	6,589.36
	2/18/2026	P02152--EDELMIRA L VIVEROS	122234140015357	2,702.98
	2/18/2026	P02147--MARIA GUADALUPE CHAVEZ	122234140015356	8,752.68
	2/18/2026	P02144--MARICELA SANDOVAL RODRIGUEZ	122234140015355	8,824.56
	2/18/2026	P02138--JACOBA C DE ANDRACA	122234140015354	6,778.42
	2/18/2026	P02130--ARACELY CRUZ DE MONTERROSA	122234140015353	13,447.92
	2/18/2026	P02122--JOANNA GONZALEZ	122234140015352	958.61
	2/18/2026	P02118--ODAIVA GUADALUPE CENTENO	122234140015351	7,336.18

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	2/18/2026	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140015349	3,088.08
	2/18/2026	P02092--CATALINA RIVERA DE ESPINOZA	122234140015348	3,380.11
	2/18/2026	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140015347	3,011.03
	2/18/2026	P02080--MARIA F MARTINEZ	122234140015346	5,137.68
	2/18/2026	P02078--GUADALUPE AVILES LEYVA	122234140015345	3,204.97
	2/18/2026	P02053--ANA BERTHA BALLESTEROS JAIME	122234140015344	5,761.05
	2/18/2026	P02051--ANA MARTINEZ	122234140015343	994.75
	2/18/2026	P02044--AYDE JAIME	122234140015342	4,453.11
	2/18/2026	P02036--VIRGINIA FERREIRA	122234140015341	6,267.37
	2/18/2026	P01984--IRMA YOLANDA ARCINIEGA	122234140015340	3,784.92
	2/18/2026	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140015339	1,991.64
	2/18/2026	P01972--RUBICELA ALCANTAR DE TORRES	122234140015338	3,946.32
	2/18/2026	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140015337	5,730.61
	2/18/2026	P01968--LOURDES PEREZ DE GARCIA	122234140015336	7,266.74
	2/18/2026	P01963--ELVIRA OCHOA GOMEZ	122234140015335	12,321.52
	2/18/2026	P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ	122234140015334	5,016.87
	2/18/2026	P01951--IRENE R SIXTOS	122234140015333	5,264.73
	2/18/2026	P01934--MARIA A MAGALLON OROZCO	122234140015332	1,892.46
	2/18/2026	P01917--DAISY ALMIDA GONZALEZ	122234140015331	10,718.74
	2/18/2026	P01910--ANDREA BUENROSTRO	122234140015330	7,663.97
	2/18/2026	P01908A--JAIMES ADELA FAMILY CHILD CARE INC	122234140015329	9,019.67
	2/18/2026	P01901--XOCHITL QUIROZ DE ALCALA	122234140015328	1,773.94
	2/18/2026	P01877--ANTONIA PANIAGUA ROSALES	122234140015327	14,074.03
	2/18/2026	P01867--IRMA AYALA CONTRERAS	122234140015326	1,050.00
	2/18/2026	P01848--EDILIA GUTIERREZ DE GARCIA	122234140015325	3,381.93
	2/18/2026	P01843--MARIANELA G ORTIZ	122234140015324	4,859.89
	2/18/2026	P01809--CONSUELO PUGA	122234140015323	3,175.24
	2/18/2026	P01807--FELISITA GOMEZ DE GOMEZ	122234140015322	6,034.92
	2/18/2026	P01804--CECILIA ZAMORA	122234140015321	4,131.59
	2/18/2026	P01802--SAIDY LORENA MAYEN	122234140015320	5,348.31
	2/18/2026	P01793--MARIA GUADALUPE BELTRAN SALCIDO	122234140015319	7,306.64
	2/18/2026	P01789--MARIA G AYALA	122234140015318	6,055.66
	2/18/2026	P01782--MONICA MARTINEZ	122234140015317	3,746.28
	2/18/2026	P01755--BEATRIZ JACQUEZ NUNEZ	122234140015316	2,195.24
	2/18/2026	P01754--VERONICA L ESCOBAR	122234140015315	6,155.20
	2/18/2026	P01735--MARGARITA PADILLA BARAJAS	122234140015314	9,826.46
	2/18/2026	P01734--MARGARITA CORTES DE BARAJAS	122234140015313	13,006.82
	2/18/2026	P01724--HEIDY ESMERALDA SANDOVAL	122234140015312	6,562.78
	2/18/2026	P01718--ONOFRE ZAMORA	122234140015311	12,736.02
	2/18/2026	P01692--MARIA PAZ RUIZ	122234140015310	3,328.10
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	2/18/2026	P01664--ELIDA CRUZ	122234140015307	4,129.35
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	2/18/2026	P01638--ELIZABETH GONZALEZ	122234140015305	3,109.61
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	2/18/2026	P01570--MARIA SOCORRO GOMEZ CABRERA	122234140015303	3,753.37
	2/18/2026	P01507--MARIANA NAVA	122234140015302	8,271.41
	2/18/2026	P01482--ROSA ANGELA ORTIZ	122234140015301	7,352.91
	2/18/2026	P01460--MARILU GARZA	122234140015300	4,970.05
	2/18/2026	P01456--ESTHER MELENDREZ	122234140015299	779.83
	2/18/2026	P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ	122234140015298	14,995.53
	2/18/2026	P01382--LUZ MARIA VILLAGOMEZ	122234140015297	12,988.88
	2/18/2026	P01366--MARIA R GARCIA DE ARAMBULA	122234140015296	2,197.11
	2/18/2026	P01318--MARIA CONCEPCION CEJA	122234140015295	4,149.84
	2/18/2026	P01304--MARIA GUADALUPE JAYME	122234140015294	5,503.56
	2/18/2026	P01298--LETICIA MORALES	122234140015293	9,252.09

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	2/18/2026	P01266--MARIA CARRILLO DE GUTIERREZ	122234140015290	3,152.48
	2/18/2026	P01208--MARIA M ANGULO	122234140015289	6,216.13
	2/18/2026	P01187--MARIA LOURDES NIEVAS DE SALAZAR	122234140015288	1,476.74
	2/18/2026	P01128--VIRGINIA RANGEL	122234140015287	4,891.51
	2/18/2026	P01122--MARIA DEL SOCORRO CARMONA	122234140015286	701.96
	2/18/2026	P01114--ROCIO SALAZAR	122234140015285	975.08
	2/18/2026	P01108--IMELDA MARIN DE JUAREZ	122234140015284	10,472.89
	2/18/2026	P01106--HILDA BARAJAS JUAREZ	122234140015283	2,081.42
	2/18/2026	P01105--ANGELICA MAGANA MARES	122234140015282	5,186.98
	2/18/2026	P01096--LAURA A RODRIGUEZ	122234140015281	4,449.24
	2/18/2026	P01091--BIVIANA MANRIQUEZ	122234140015280	11,133.28
	2/18/2026	P01067--ANNA V MENDEZ	122234140015279	780.26
	2/18/2026	P01054--IRMA VERONICA OSEGUERA	122234140015278	1,933.63
	2/18/2026	P01050--LILIA YAZMIN JUAREZ	122234140015277	5,585.86
	2/18/2026	P01013--MARIA DE JESUS REYNA	122234140015276	5,469.00
	2/18/2026	P00931--CARMEN MORALES DIAZ	122234140015275	9,868.02
	2/18/2026	P00773--ROSALINDA G. OCHOA	122234140015274	12,526.33
	2/18/2026	P00769--LETICIA MARIA BOTELLO	122234140015273	5,252.03
	2/18/2026	P00735--LAURA A GUTIERREZ	122234140015272	13,499.49
	2/18/2026	P00699--BLANCA EVELIA RUIZ DE SOLORIO	122234140015271	10,735.39
	2/18/2026	P00661--SOCORRO A MENDOZA	122234140015270	3,590.55
	2/18/2026	P00635--ESTELA N. VEGA	122234140015269	1,301.57
	2/18/2026	P00608--ISABEL GARCIA	122234140015268	1,800.52
	2/18/2026	P00582--JUANA H PIMENTEL	122234140015267	12,240.54
	2/18/2026	P00489--ESPERANZA B TOBAR	122234140015266	2,008.61
	2/18/2026	P00446--OLGA ZAMAGO	122234140015265	1,914.14
	2/18/2026	P00435--PATRICIA MUNOZ VASQUEZ	122234140015264	12,628.64
	2/18/2026	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140015263	1,861.14
	2/18/2026	P00402--YOLANDA MUNOZ	122234140015262	13,423.04
	2/18/2026	P00349--YOLANDA JUAREZ	122234140015261	4,633.46
	2/18/2026	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140015260	9,313.49
	2/18/2026	P00251--EVANGELINA CERVANTES DE RAMOS	122234140015259	4,615.37
	2/18/2026	P00163--LETICIA G HERNANDEZ	122234140015258	7,341.88
	2/18/2026	P00161--ALICIA GARCIA DE LEYVA	122234140015257	3,073.07
	2/18/2026	P00147--JOSEFINA GARCIA	122234140015256	1,816.92
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	2/18/2026	P00090--MARIA ELENA CEJA	122234140015254	2,466.33
	2/18/2026	P00076--LILIA HORTENCIA OSEGUERA	122234140015253	8,313.78
	2/18/2026	P00021--ANA ROSA M SANCHEZ	122234140015252	13,599.24
	2/18/2026	P00019--TERESA CAROLINA OROPEZA	122234140015251	7,187.08
	2/18/2026	V03667--JANELLE ANDRES	122234140015250	41.33
	2/18/2026	V04556--SPRITE HEALTH, INC.	122234140015249	7,676.25
	2/18/2026	V04575--LOWE'S COMPANIES, INC.	122234140015248	13.90
	2/18/2026	V04970--CHERISE N LOPEZ	122234140015247	12.33
	2/18/2026	V05057--REX M LAVERNE	122234140015246	13,890.00
	2/18/2026	V03186--BLUETRITON BRANDS INC	122234140015245	99.30
	2/18/2026	V04733--GARCIA ELECTRIC	122234140015244	807.50
	2/18/2026	V00961--TEL TEC SECURITY SYSTEMS INC	122234140015243	562.50
	2/18/2026	V03186--BLUETRITON BRANDS INC	122234140015242	41.31
	2/18/2026	V03186--BLUETRITON BRANDS INC	122234140015241	22.88
	2/18/2026	V00794--PLC SYSTEM SERVICES LLC	122234140015240	1,522.03
	2/18/2026	V00260--CROWN EQUIPMENT CORPORATION	122234140015239	1,050.71
	2/18/2026	V00024--ADP, LLC.	122234140015238	20,807.07
	2/18/2026	V00024--ADP, LLC.	122234140015237	10,402.44
	2/18/2026	V00146--CA ASSOCIATION OF FOOD BANKS	122234140015236	7,724.62
	2/18/2026	V00794--PLC SYSTEM SERVICES LLC	122234140015235	120.00

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	2/18/2026	V04180--DIESEL DIRECT LLC	122234140015233	2,086.11
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	2/18/2026	V03326--CLEMMER AND COMPANY	122234140015231	533.00
	2/18/2026	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140015230	1,221.12
	2/18/2026	V03326--CLEMMER AND COMPANY	122234140015229	518.00
	2/18/2026	V03756--LORRAINE PALOMO	122234140015228	52.20
	2/18/2026	V03326--CLEMMER AND COMPANY	122234140015227	533.00
	2/18/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140015226	129.00
	2/18/2026	V00694--MICHAEL E BRADLEY	122234140015225	2,376.00
	2/18/2026	V03526--BELVINDER BIRING	122234140015224	10.88
	2/18/2026	V02324--JAQUELINE GUERRA	122234140015223	245.78
	2/18/2026	V04036--NANCY COSTA	122234140015222	204.45
	2/18/2026	V03492--Andrea Chavez	122234140015221	133.40
	2/18/2026	V03939--SULEMA GARCIA	122234140015220	102.23
	2/18/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140015219	547.40
	2/18/2026	V03508--ANTHONY CONRAD CHAVEZ	122234140015218	193.58
	2/18/2026	V05000--AFFORDABLE COMMUNITY LIVING CORPORATION	122234140015217	7,264.90
	2/18/2026	V00776--PAUL H BROOKES PUBLISHING CO., INC.	122234140015216	133.50
	2/18/2026	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY MARRIOT	308225	573.90
	2/18/2026	V02673--FIRST 5 MADERA COUNTY	308166	396.00
	2/18/2026	V03388--KAREN RIOS	122234140015215	257.38
	2/18/2026	V05099--ELSA MARGARITA DE OCHOA RODRIGUEZ	122234140015214	163.80
	2/20/2026	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	308278	967.50
	2/20/2026	V00961--TEL TEC SECURITY SYSTEMS INC	122234140015704	2,883.60
	2/24/2026	V04493--THE BAKERSFIELD COLLEGE FOUNDATION	308413	217.00
	2/24/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	308373	4,965.55
	2/24/2026	V04247--BOBBY GUZMAN	308279	2,193.68
	2/24/2026	V05092--RB ENVIRONMENTAL INC.	308403	2,785.54
	2/24/2026	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	308331	450.00
	2/24/2026	V04687--MAGDALENA VILLA	308378	70.00
	2/24/2026	V04310--JESSICA CARRASCO	308375	70.00
	2/24/2026	V01754--640 Meadows St, LP	308341	849.00
	2/24/2026	V01005--TULARE COUNTY OFFICE OF EDUCATION	308339	500.00
	2/24/2026	V03805--MARTA GONZALEZ	308379	70.00
	2/24/2026	V04201--EMILCE DIAZ	308280	2,266.34
	2/24/2026	V05142--JAMES BARRETT	308281	2,070.51
	2/24/2026	V04191--JESSICA SALGADO	308282	1,609.31
	2/24/2026	V01041--VINELAND SCHOOL DISTRICT	308340	375.00
	2/24/2026	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	308322	363.12
	2/24/2026	V00689--MERCED COUNTY OFFICE OF EDUCATION	308330	253.67
	2/24/2026	V02673--FIRST 5 MADERA COUNTY	308324	1,223.14
	2/24/2026	V01819--CENTRAL CAL MANAGEMENT, INC	308354	1,201.00
	2/24/2026	V01819--CENTRAL CAL MANAGEMENT, INC	308319	1,045.00
	2/24/2026	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.	308321	978.50
	2/24/2026	V01819--CENTRAL CAL MANAGEMENT, INC	308318	975.00
	2/24/2026	V03124--1020 CECIL LLC	308317	945.00
	2/24/2026	V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN	308338	735.00
	2/24/2026	V00947--SUNRISE VILLA PARTNERS	308336	700.00
	2/24/2026	V02227--CITY OF ARVIN	308320	671.95
	2/24/2026	V02690--HEARTS & LIVES	308372	550.00
	2/24/2026	V03157--KERN ISLAND INVESTORS, GP	308328	7,647.00
	2/24/2026	V03157--KERN ISLAND INVESTORS, GP	308327	7,399.50
	2/24/2026	V02479--RONALD SHELAN	308334	5,704.14
	2/24/2026	V00953--TAFT CITY SCHOOL DISTRICT	308337	5,071.35
	2/24/2026	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	308325	5,004.92
	2/24/2026	V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT	308349	3,700.00
	2/24/2026	V00932--STELLAR PLAZA LLC	308335	3,383.76

Bank	Date	Vendor	Document no.	Amount
	2/24/2026	V00365--FAIRFAX SCHOOL DISTRICT	308323	3,303.00
	2/24/2026	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	308326	2,200.00
	2/24/2026	V02973--OMNI FAMILY HEALTH	308333	6,680.00
	2/24/2026	V02967--MORE THAN ONE DIMENSION, INC.	308332	1,800.00
	2/24/2026	V02424--MCFARLAND UNIFIED SCHOOL DISTRICT	308329	100.00
	2/24/2026	V00525--JORGENSEN & CO	308376	912.83
	2/24/2026	V00723--NATIONAL COMMUNITY ACTION FOUNDATION	308382	695.00
	2/24/2026	V03430--SPECTRUM/CHARTER	308410	254.00
	2/24/2026	V00207--CINTAS CORPORATION #668	308362	448.80
	2/24/2026	V03430--SPECTRUM/CHARTER	308409	220.00
	2/24/2026	V04602--SEQUOIA PEST SOLUTIONS	308404	140.00
	2/24/2026	V00801--PRODUCERS DAIRY FOODS INC	308401	5,012.83
	2/24/2026	V03538--CARELI LEYVA	308353	102.65
	2/24/2026	V04115--ESTEFANY AVITIA	308368	102.65
	2/24/2026	V00288--DELTA BAY BUILDERS & ROOFING	308366	1,200.00
	2/24/2026	V03430--SPECTRUM/CHARTER	308408	945.00
	2/24/2026	V03430--SPECTRUM/CHARTER	308407	214.00
	2/24/2026	V00389--FLYERS ENERGY LLC	308369	696.21
	2/24/2026	V00914--SOUTHERN CALIFORNIA EDISON	308406	486.29
	2/24/2026	V05130--ALISE PROVENCIO	308343	90.00
	2/24/2026	V04588--CHRISTOPHER A. MARTINEZ	308359	840.43
	2/24/2026	V00787--PG&E	308399	10,364.78
	2/24/2026	V00206--CHRISTOPHER PERCIVAL	308360	189.95
	2/24/2026	V04582--MELTWATER NEWS US INC.	308381	10,688.00
	2/24/2026	V00194--CHARTER COMMUNICATIONS	308356	136.66
	2/24/2026	V00094--AT&T	308348	2,450.47
	2/24/2026	V00907--SOCALGAS	308405	1,040.80
	2/24/2026	V03172--OFFICE1 LEASING	308398	139.54
	2/24/2026	V03172--OFFICE1 LEASING	308397	137.94
	2/24/2026	V03172--OFFICE1 LEASING	308396	188.11
	2/24/2026	V03172--OFFICE1 LEASING	308395	188.11
	2/24/2026	V03172--OFFICE1 LEASING	308394	187.68
	2/24/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	308411	166.66
	2/24/2026	V04938--PINNACLE RECRUITING SERVICES LLC	308400	9,498.13
	2/24/2026	V03172--OFFICE1 LEASING	308393	231.83
	2/24/2026	V00216--CITY OF STOCKTON	308363	301.64
	2/24/2026	V04588--CHRISTOPHER A. MARTINEZ	308358	1,053.86
	2/24/2026	V03280--JEREMY MARRS	308374	830.00
	2/24/2026	V00202--CHILD CARE RESULTS, INC.	308357	1,346.34
	2/24/2026	V04963--LYNDA WILSON	308377	750.00
	2/24/2026	V00093--AT&T	308347	119.65
	2/24/2026	V00092--AT&T	308346	1,188.10
	2/24/2026	V00682--MCKESSON MEDICAL SURGICAL INC	308380	4,569.03
	2/24/2026	V03172--OFFICE1 LEASING	308392	614.77
	2/24/2026	V03172--OFFICE1 LEASING	308391	138.58
	2/24/2026	V03172--OFFICE1 LEASING	308390	321.58
	2/24/2026	V03172--OFFICE1 LEASING	308389	304.37
	2/24/2026	V03172--OFFICE1 LEASING	308388	284.72
	2/24/2026	V03172--OFFICE1 LEASING	308387	240.14
	2/24/2026	V03172--OFFICE1 LEASING	308386	188.11
	2/24/2026	V03172--OFFICE1 LEASING	308385	1,959.60
	2/24/2026	V04597--BERNARDO SERRATO MOLINA	308350	11.60
	2/24/2026	V04094--ANA MARTINEZ	308345	115.28
	2/24/2026	V00806--PROTECTION 1/ADT	308402	48.30
	2/24/2026	V04174--The Open Door Network	308414	1,000.00
	2/24/2026	V03172--OFFICE1 LEASING	308384	302.78
	2/24/2026	V00229--COMCAST CORPORATION	308364	283.28
	2/24/2026	V03420--FREDDY HERNANDEZ	308370	408.37

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	2/24/2026	V00189--CHARITYLOGIC CORPORATION	308355	15,595.27
	2/24/2026	P00682--BERTHA MORENO	308285	13,109.55
	2/24/2026	P00485--MARIA P COSIO	308304	10,906.47
	2/24/2026	P02414--BERTHA NERTO	308286	10,715.77
	2/24/2026	P02224--ROCIO JOSEFINA HERNANDEZ	308308	7,727.18
	2/24/2026	P02887--LAURA IVETH ESQUIVEL	308295	7,725.19
	2/24/2026	P01849--LORI MACIAS CERNA	308296	7,209.82
	2/24/2026	P02991--ESMERALDA DIAZ LEON	308290	6,836.52
	2/24/2026	P02910--VIRGINIA OSORIO ARANDA	308316	6,493.83
	2/24/2026	P02854--FERNANDO MARQUEZ ROMERO	308291	6,128.07
	2/24/2026	P02979--VENUSTIANA P DURAN	308314	5,755.79
	2/24/2026	P02252--ANDREA R RIVERA	308284	5,639.10
	2/24/2026	P02457--MARIA ELENA CORONA DE IBARRA	308299	5,484.06
	2/24/2026	P00801--ROSAURA QUINTERO DE LOPEZ	308312	4,667.49
	2/24/2026	P02950--NORA NOELIA LUCATERO MORENO	308305	4,609.78
	2/24/2026	P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	308283	3,823.42
	2/24/2026	P02855--CLAUDIA OROZCO CORONA	308287	3,602.89
	2/24/2026	P02494A--MARIA LOURDES MORENO ESQUIVEL	308303	3,290.84
	2/24/2026	P02431--ROCIO VERONICA MUNIZ CERECEDA	308309	3,109.74
	2/24/2026	P02160--ROSALBA CABRAL	308311	2,952.44
	2/24/2026	P02903--MARIA GUADALUPE LEMUS ORTIZ	308301	2,729.81
	2/24/2026	P02326--MARIA J MARTINEZ DE GARCIA	308302	2,594.01
	2/24/2026	P01633--MARIA G LUNA PEREZ	308300	2,160.67
	2/24/2026	P02908--ROSA ELVIA ROJAS DE LOPEZ	308310	2,088.92
	2/24/2026	P02407--GUADALUPE ELIZABETH PENUELAS	308294	1,998.67
	2/24/2026	P02315--CRISTINA SOTO DE MARTINEZ	308288	1,854.61
	2/24/2026	P02895--MARIA D LEPE DE CURIEL	308298	1,523.60
	2/24/2026	P02100--SOCORRO LARA DE GOVEA	308313	1,489.24
	2/24/2026	P02523--MARCELINA PERALTA	308297	1,429.58
	2/24/2026	P02881--PERLA GUADALUPE DIAZ MORENO	308307	1,264.99
	2/24/2026	P00833--GLORIA LEMUS DE LEMUS	308293	1,146.36
	2/24/2026	P03017--OFELIA SANDOVAL ELIZONDO	308306	1,008.40
	2/24/2026	P00716--ELIZABETH MARTINEZ	308289	964.28
	2/24/2026	P02873--GABRIELA IBARRA	308292	918.92
	2/24/2026	P03041--VERONICA SAAVEDRA MAYA	308315	340.61
	2/24/2026	V03405--NICOLE CALLAHAN	308383	200.00
	2/24/2026	V04612--SULLY & SON HYDRAULICS INC	308412	2,929.01
	2/24/2026	V01063--WESTERN PROPANE SERVICE	308418	1,310.58
	2/24/2026	V00246--COOPER'S PETROLEUM DISTRIBUTOR, INC.	308365	780.00
	2/24/2026	V00290--DELTA LIQUID ENERGY	308367	3,119.20
	2/24/2026	V01022--VALLEY PROPANE SERVICE	308415	431.60
	2/24/2026	V00169--CALIFORNIA WATER SERVICE	308352	1,121.32
	2/24/2026	V00120--BILL WRIGHT TOYOTA INC	308351	52,348.41
	2/24/2026	V04787--ALMA D BEST, INC.	308344	930.00
	2/24/2026	V05129--CINDY T BOUN	308361	90.00
	2/24/2026	V04804--VERDANT COMMERCIAL CAPITAL LLC	308416	516.76
	2/24/2026	V03314--VESTIS GROUP, INC	308417	301.52
	2/24/2026	V05049--GM FINANCIAL	308371	776.24
	2/24/2026	V04911--ALFRED VALENZUELA	308342	247.95
	2/24/2026	V00286--DELL TECHNOLOGIES, INC.	122234140016013	7,631.64
	2/24/2026	V05139--LILY LIANG-FONG	122234140016012	3,450.00
	2/24/2026	V01072--YABITO CORPORATION	122234140016011	1,598.00
	2/24/2026	V00747--OLLIE SHANKLE TRUSTEE (LESSOR)	122234140016010	10,525.00
	2/24/2026	V00718--M-R PROPERTIES	122234140016009	7,291.00
	2/24/2026	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN CO	122234140016008	5,688.00
	2/24/2026	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN CO	122234140016007	2,022.08
	2/24/2026	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN CO	122234140016006	666.98
	2/24/2026	V04640--NEEDLES FOR THE FUTURE	122234140016005	457.91

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	2/24/2026	V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL	122234140016004	21,097.00
	2/24/2026	V04591--STAR 2 HOLDING LLC	122234140016003	1,123.20
	2/24/2026	V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINGH	122234140016002	6,525.05
	2/24/2026	V03295--RANCHO DE STINE LLC	122234140016001	21,892.00
	2/24/2026	V03278--LODI MUSLIM MOSQUE	122234140016000	5,700.00
	2/24/2026	V03247--BKAT, INC	122234140015999	11,585.03
	2/24/2026	V03159--JOHN REY	122234140015998	1,875.00
	2/24/2026	V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY	122234140015997	44,367.81
	2/24/2026	V03007--JANET Y YU	122234140015996	700.00
	2/24/2026	V03006--GRACE COMMUNITY CHURCH	122234140015995	5,690.37
	2/24/2026	V02796--MARK AND HELENE MCELYEA	122234140015994	4,000.00
	2/24/2026	V02263--DIVERSIFIED PROJECT SERVICES INTL., INC.	122234140015993	9,555.00
	2/24/2026	V02261--DIOCESE OF FRESNO EDUCATION CORPORATION	122234140015992	3,532.50
	2/24/2026	V02150--5905 NILES ST LLC	122234140015991	4,460.04
	2/24/2026	V00808--PROTEUS INC	122234140015990	500.00
	2/24/2026	V04773--EASTON BUSINESS COMPLEX	122234140015989	345.00
	2/24/2026	V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING	122234140015988	590.00
	2/24/2026	V03174--OFFICE IMAGING, INC	122234140015987	23.00
	2/24/2026	V00384--FIVE9 INC	122234140015986	3,731.73
	2/24/2026	V03174--OFFICE IMAGING, INC	122234140015985	23.00
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015984	56.00
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015983	228.00
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015982	132.00
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015981	96.00
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015980	57.60
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015979	330.00
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015978	24.98
	2/24/2026	V00697--MICROSOFT CORPORATION	122234140015977	9.00
	2/24/2026	V00423--GOTO TECHNOLOGIES USA, INC	122234140015976	1,051.20
	2/24/2026	V00384--FIVE9 INC	122234140015975	3,667.75
	2/24/2026	V03174--OFFICE IMAGING, INC	122234140015974	423.74
	2/24/2026	V00704--MISSION LINEN SUPPLY	122234140015973	1,182.51
	2/24/2026	V00704--MISSION LINEN SUPPLY	122234140015972	788.80
	2/24/2026	V00874--SAVE MART SUPERMARKETS	122234140015971	514.39
	2/24/2026	V03421--REBECCA MORENO	122234140015970	426.26
	2/24/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140015969	286.00
	2/24/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140015968	155.00
	2/24/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140015967	129.00
	2/24/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140015966	100.00
	2/24/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140015965	64.00
	2/24/2026	V00182--CDW LLC	122234140015964	436.55
	2/24/2026	V00312--DONAHUE TRUCK CENTERS	122234140015963	1,439.16
	2/24/2026	V00979--THE MARCOM GROUP, INC.	122234140015962	95.00
	2/24/2026	V00979--THE MARCOM GROUP, INC.	122234140015961	95.00
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015960	78.41
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015959	28.26
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015958	48.33
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015957	32.86
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015956	164.45
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015955	12.84
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015954	7.59
	2/24/2026	V03174--OFFICE IMAGING, INC	122234140015953	48.32
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015952	112.25
	2/24/2026	V03174--OFFICE IMAGING, INC	122234140015951	464.50
	2/24/2026	V00683--MCWILLIAMS & WALDEN INC	122234140015950	995.77
	2/24/2026	V03174--OFFICE IMAGING, INC	122234140015949	35.85
	2/24/2026	V01044--W W GRAINGER INC	122234140015948	121.24
	2/24/2026	V05056--CAL OAK HOSPITALITY L.L.C.	122234140015947	2,060.80

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	2/24/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140015946	8.47
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015945	67.14
	2/24/2026	V00005--A-1 BATTERY COMPANY	122234140015944	124.59
	2/24/2026	V05026--CENTRAL VALLEY FARMWORKER FOUNDATION	122234140015943	2,431.60
	2/24/2026	V04884--PAUL V BRIANO III	122234140015942	490.00
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015941	98.01
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015940	61.29
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015939	43.51
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015938	21.56
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015937	7.32
	2/24/2026	V00592--LAKESHORE PARENT, LLC	122234140015936	1,361.36
	2/24/2026	V03191--VAL-PRO, INC	122234140015935	1,408.15
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015934	427.12
	2/24/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015933	163.84
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015932	10.22
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015931	190.20
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015930	73.16
	2/24/2026	V00265--CWP CALIFORNIA CORP	122234140015929	72.00
	2/24/2026	V02658--ELSA NAVARRETE	122234140015928	337.85
	2/24/2026	V03986--YOLANDA GONZALES	122234140015927	337.85
	2/24/2026	V03328--Hometown Plumbing	122234140015926	255.00
	2/24/2026	V03641--GLORIA BARBERO	122234140015925	114.00
	2/24/2026	V00576--KERN RIVER PROPANE INC	122234140015924	3,104.00
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015923	74.52
	2/24/2026	V00820--RAYMOND'S TROPHY AWARDS	122234140015922	1,039.20
	2/24/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140015921	146.00
	2/24/2026	V00384--FIVE9 INC	122234140015920	5,688.92
	2/24/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015919	208.72
	2/24/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015918	3,779.06
	2/24/2026	V00146--CA ASSOCIATION OF FOOD BANKS	122234140015917	1,800.00
	2/24/2026	V00384--FIVE9 INC	122234140015916	4,325.89
	2/24/2026	V03326--CLEMMER AND COMPANY	122234140015915	533.00
	2/24/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015914	279.57
	2/24/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015913	44.92
	2/24/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140015912	254.25
	2/24/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140015911	282.15
	2/24/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140015910	5,250.00
	2/24/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140015909	2,613.60
	2/24/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140015908	525.15
	2/24/2026	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	122234140015907	13,116.61
	2/24/2026	P03038--GISELA HERNANDEZ	122234140015906	296.08
	2/24/2026	P03037--MAYRA GARCIA CAMACHO	122234140015905	1,750.02
	2/24/2026	P03036--MONTSERRAT RAMIREZ ALDAPA	122234140015904	544.64
	2/24/2026	P03033--MA GUADALUPE BRAVO MARTINEZ	122234140015903	910.08
	2/24/2026	P03031--VERONICA VALDES VELIZ	122234140015902	973.41
	2/24/2026	P03026--MARIA DE JESUS GARCIA	122234140015901	1,505.84
	2/24/2026	P03023--MARIA A QUINTEROS DE SEGOVIA	122234140015900	4,105.74
	2/24/2026	P03022--MARIA GUADALUPE GARCIA PEREZ	122234140015899	1,031.69
	2/24/2026	P03021--LYDIA CONSUELO BARRON	122234140015898	1,092.10
	2/24/2026	P03006--GLORIA DEL CARMEN VILLANUEVA RAMOS	122234140015897	1,058.75
	2/24/2026	P03004--ARACELI GONZALEZ ANAYA	122234140015896	1,007.36
	2/24/2026	P02996--JENNIFER RENNE TENORIO	122234140015895	1,888.84
	2/24/2026	P02995--NATIVIDAD ALCOCER DELGADO	122234140015894	4,270.96
	2/24/2026	P02987--EVERSPRING PLAY INC	122234140015893	1,571.49
	2/24/2026	P02980--MA REYNA SICAIROS HEREDIA	122234140015892	2,089.34
	2/24/2026	P02977--SUSANA SALAZAR CONTRERAS	122234140015891	3,335.57
	2/24/2026	P02975--DAISY RUBI SUAREZ HUERTA	122234140015890	7,420.85
	2/24/2026	P02974--BERENICE RAMOS QUEVEDO	122234140015889	1,670.71

Bank	Date	Vendor	Document no.	Amount
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	2/24/2026	P02968--GLORIA ROMAN	122234140015887	4,542.13
	2/24/2026	P02965--VALERIA P DIAZ	122234140015886	1,931.13
	2/24/2026	P02964--ROSA OROZCO IBARRA	122234140015885	1,333.26
	2/24/2026	P02962--MARIA ALEJANDRA MEJIA RUIZ	122234140015884	1,512.79
	2/24/2026	P02960--JUANA ESQUIVEL	122234140015883	6,651.08
	2/24/2026	P02959--IMELDA TORRES RANGEL	122234140015882	2,296.87
	2/24/2026	P02957--LETICIA VARGAS	122234140015881	6,118.36
	2/24/2026	P02942--CECILIA SANCHEZ	122234140015880	3,339.63
	2/24/2026	P02936--ERICKA PEREZ SAUCEDO	122234140015879	2,689.46
	2/24/2026	P02935--MAYRA PATRICIA LOPEZ BARRAZA	122234140015878	5,139.38
	2/24/2026	P02933--MARIBEL RIVERA RAMIREZ	122234140015877	1,962.95
	2/24/2026	P02931--ALICIA KARINA VENEGAS BRAVO	122234140015876	1,106.35
	2/24/2026	P02930--LUBI I RANGEL MAGANA	122234140015875	936.35
	2/24/2026	P02925--SANTOS MIRIAM CRUZ	122234140015874	8,231.03
	2/24/2026	P02924--MARTHA AYON	122234140015873	2,618.19
	2/24/2026	P02923--ARACELI SANTOS PACHECO	122234140015872	7,792.82
	2/24/2026	P02919--ANA KAREN VALENCIA TRUJILLO	122234140015871	3,509.80
	2/24/2026	P02909--MAYRA ALEJANDR GONZALEZ GOMEZ	122234140015870	2,101.59
	2/24/2026	P02905--ALICIA MORENO CISNEROS	122234140015869	1,880.85
	2/24/2026	P02900--FABIOLA LEDEZMA DE NAVARRO	122234140015868	2,664.09
	2/24/2026	P02896--MARTA CORONA DE TORRES	122234140015867	6,055.66
	2/24/2026	P02888--FANY J PEREZ DE RAMIREZ	122234140015866	2,109.04
	2/24/2026	P02879--MAYRA A. RAMIREZ	122234140015865	959.92
	2/24/2026	P02869--DINA GONZALEZ	122234140015864	6,722.59
	2/24/2026	P02866--BIBIANA LIZETTE HUERTA ARIAS	122234140015863	3,984.52
	2/24/2026	P02864--REINA SANTIAGO PEREZ	122234140015862	3,982.48
	2/24/2026	P02857--IRMA VILLA DE OLIVARES	122234140015861	6,662.44
	2/24/2026	P02856--CONSUELO LIRA DE LEMUS	122234140015860	3,459.24
	2/24/2026	P02853--BERTHA LILIA RUELAS DEL TORO	122234140015859	2,283.04
	2/24/2026	P02846--ELIZABETH GUZMAN DE ARELLANO	122234140015858	999.36
	2/24/2026	P02838--MALVINA RAMIREZ LOPEZ	122234140015857	5,481.50
	2/24/2026	P02826--SILVIA LEMUS DE OROZCO	122234140015856	5,696.95
	2/24/2026	P02823--DANIELA ALVAREZ	122234140015855	3,916.86
	2/24/2026	P02810--MARIA R LEMUS OROZCO	122234140015854	4,907.81
	2/24/2026	P02808--MARIELA SANCHEZ	122234140015853	1,050.00
	2/24/2026	P02803--JAQUELINE MATURINO MONARREZ	122234140015852	4,838.05
	2/24/2026	P02799--ARACELI CASTRO BARRAZA	122234140015851	11,004.23
	2/24/2026	P02780--MARISSA LOPEZ LOPEZ	122234140015850	3,558.49
	2/24/2026	P02772--ROSA ELENA BUSTOS	122234140015849	4,746.32
	2/24/2026	P02755--LORRAINE DIAZ	122234140015848	9,754.23
	2/24/2026	P02750--ROSA HILDA NAVARRO	122234140015847	3,939.32
	2/24/2026	P02744--CAROLINA HERNANDEZ DE SOLORIO	122234140015846	3,084.80
	2/24/2026	P02740A--LUCEROS DAYCARE	122234140015845	824.96
	2/24/2026	P02739--CELESTINA ANDREAH CONTRERAS	122234140015844	593.68
	2/24/2026	P02731A--BERNARDINA GOMEZ ARAUJO	122234140015843	1,071.68
	2/24/2026	P02730--YANELA PLACIDO MEJIA	122234140015842	3,112.72
	2/24/2026	P02725--BAUDELINA SANTOS PACHECO	122234140015841	7,101.10
	2/24/2026	P02722--BRENDA SUJEY MARTINEZ	122234140015840	7,044.69
	2/24/2026	P02720--GUADALUPE LEMUS LEMUS	122234140015839	2,303.13
	2/24/2026	P02707--MAGDALENA GUERRERO DE PARRA	122234140015838	8,604.86
	2/24/2026	P02699--CONSUELO MEJIA	122234140015837	1,426.69
	2/24/2026	P02679--ROSELIA MADERA DE CALDERA	122234140015836	4,280.46
	2/24/2026	P02667--MARIA ANGELA DIAZ	122234140015835	5,982.15
	2/24/2026	P02661--MARIA TERESA HEREDIA	122234140015834	4,749.32
	2/24/2026	P02637--DEANNA RAMIREZ	122234140015833	6,768.95
	2/24/2026	P02634--EVA DILMA VARGAS	122234140015832	4,233.91
	2/24/2026	P02609--ROSAURA IBARRA OROZCO	122234140015831	5,597.97

Bank	Date	Vendor	Document no.	Amount
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	2/24/2026	P02579--YOLANDA LIRA LEMUS	122234140015829	14,159.39
	2/24/2026	P02575--MARIA A VARGAS	122234140015828	2,445.79
	2/24/2026	P02567--LORENA PEREZ MELGOZA	122234140015827	11,068.81
	2/24/2026	P02554--YESICA SANCHEZ ARRIAGA	122234140015826	9,091.65
	2/24/2026	P02551--ANGELICA VALIENTE DE BARRAGAN	122234140015825	11,008.42
	2/24/2026	P02549--MARIA REINA OROZCO MORA	122234140015824	7,924.57
	2/24/2026	P02543--MARISOL PEREZ	122234140015823	1,008.40
	2/24/2026	P02535--JESSICA MICHELLE ANDRADE	122234140015822	5,546.35
	2/24/2026	P02526--MARTINA RANGEL	122234140015821	5,290.73
	2/24/2026	P02513--ESMERALDA Y GONZALES	122234140015820	875.99
	2/24/2026	P02507--LETICIA HERNANDEZ	122234140015819	919.36
	2/24/2026	P02486--ROSALINDA VARGAS MATA	122234140015818	8,583.67
	2/24/2026	P02482--YOANA PEREZ	122234140015817	3,688.49
	2/24/2026	P02481--MARICELA MUNOZ SANCHEZ	122234140015816	5,422.90
	2/24/2026	P02480--NYELI GONZALEZ	122234140015815	1,052.46
	2/24/2026	P02464--GLADYS ISELA RODRIGUEZ	122234140015814	12,672.00
	2/24/2026	P02463--YADIRA REBOLLEDO	122234140015813	11,439.99
	2/24/2026	P02455--LUCIA MENDOZA OCHOA	122234140015812	2,275.15
	2/24/2026	P02448--JANET RODRIGUEZ	122234140015811	7,490.24
	2/24/2026	P02435--JANET GARCIA-ALAPIZCO	122234140015810	7,280.09
	2/24/2026	P02430--ALMA AYDE GOMEZ ALVAREZ	122234140015809	6,980.66
	2/24/2026	P02418--BERTHA ALICIA GOMEZ	122234140015808	2,903.69
	2/24/2026	P02397--ELVIRA GAMBOA	122234140015807	2,914.89
	2/24/2026	P02396--ANA MARIA RAMIREZ MEJIA	122234140015806	3,903.61
	2/24/2026	P02393--ADRIANA CEJA GONZALEZ	122234140015805	4,727.85
	2/24/2026	P02385--TEODORA GIRON MORALES	122234140015804	3,693.96
	2/24/2026	P02375--MARTHA ESTHELA SANCHEZ	122234140015803	11,855.85
	2/24/2026	P02364--ROSA MARIA ALVARADO-MENDEZ	122234140015802	294.00
	2/24/2026	P02351--ALMA DELIA WENCES	122234140015801	1,438.10
	2/24/2026	P02347--RAQUEL G DE IZARRARAS	122234140015800	2,357.74
	2/24/2026	P02344--MARIA SANCHEZ IBARRA	122234140015799	1,008.40
	2/24/2026	P02331--PAULA LARA VALDOVINOS	122234140015798	9,424.05
	2/24/2026	P02323--SONIA PANTOJA	122234140015797	2,822.16
	2/24/2026	P02302--MARIBEL SANTOS GALINDO	122234140015796	2,109.74
	2/24/2026	P02296--DOLORES SANCHEZ LOPEZ	122234140015795	918.92
	2/24/2026	P02295--EDUVIJES SUAREZ	122234140015794	2,098.24
	2/24/2026	P02289--DOMINGA ESQUIVEL DE VILLANUEVA	122234140015793	896.74
	2/24/2026	P02287--SILVIA BAHENA OCAMPO	122234140015792	3,308.68
	2/24/2026	P02271--GUADALUPE CARRIZOZA DE CASTILLO	122234140015791	7,642.26
	2/24/2026	P02263--MARISOL GONZALEZ	122234140015790	4,740.83
	2/24/2026	P02237--IRMA SANDOVAL ROBLES	122234140015789	7,022.36
	2/24/2026	P02218--ADELA RUIZ	122234140015788	3,065.22
	2/24/2026	P02217--MARIA LUISA CASAS	122234140015787	9,806.80
	2/24/2026	P02215--ERIKA L CENTENO	122234140015786	9,721.67
	2/24/2026	P02201--BERTHA GOMEZ NUNEZ	122234140015785	13,044.36
	2/24/2026	P02200--GLORIA PADILLA MONTES DE OCA	122234140015784	3,575.68
	2/24/2026	P02195--LINDA'S CHILD CARE PROVIDER INC	122234140015783	5,878.77
	2/24/2026	P02173--BERTHA CONTRERAS	122234140015782	2,866.62
	2/24/2026	P02161--SANDRA MARTINEZ VARELA	122234140015781	2,693.94
	2/24/2026	P02158--CASA DE ADORACION TULARE	122234140015780	6,610.78
	2/24/2026	P02154--GUADALUPE CABRERA	122234140015779	13,877.61
	2/24/2026	P02146--RAQUEL SANCHEZ	122234140015778	2,869.53
	2/24/2026	P02128--MARIA ARACELI CRUZ	122234140015777	396.09
	2/24/2026	P02118--ODAIVA GUADALUPE CENTENO	122234140015776	7,443.24
	2/24/2026	P02090--HERMELINDA VILLEDA	122234140015775	1,858.64
	2/24/2026	P02089--MARIA LAURA RAYA GOMEZ	122234140015774	7,744.46
	2/24/2026	P02083--MARIA PAZ	122234140015773	3,605.17

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	2/24/2026	P01955--LIDIA ALONDRA BRAVO DE MENDOZA	122234140015771	4,499.28
	2/24/2026	P01943--GLORIA MORENO DE HERNANDEZ	122234140015770	2,827.58
	2/24/2026	P01941--JUANA RAMOS MUNOZ	122234140015769	4,655.46
	2/24/2026	P01941--JUANA RAMOS MUNOZ	122234140015768	2,030.46
	2/24/2026	P01928--ANGELINA VASQUEZ	122234140015767	1,276.37
	2/24/2026	P01919--MARIA FRANCISCA MENA	122234140015766	9,368.74
	2/24/2026	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140015765	9,868.07
	2/24/2026	P01889--MARIA SANDRA L DE ESTRADA	122234140015764	1,843.86
	2/24/2026	P01865--DINA BEATRIZ GONZALEZ	122234140015763	4,046.67
	2/24/2026	P01853--MARIA C ZEPEDA DE NUNEZ	122234140015762	1,610.28
	2/24/2026	P01850--RUTH CARINA PAREDES	122234140015761	5,453.49
	2/24/2026	P01837--ISABEL C MEDINA DE GARCIA	122234140015760	1,780.96
	2/24/2026	P01806--MARIA E SANCHEZ DE GOMEZ	122234140015759	6,398.11
	2/24/2026	P01765--VERONICA ALVAREZ	122234140015758	7,030.41
	2/24/2026	P01759--MARIBEL MEDINA VARGAS	122234140015757	2,863.18
	2/24/2026	P01654--HILDA ARACELI ARAMBULA MORENO	122234140015756	2,948.55
	2/24/2026	P01561--ANA M. DAVILA	122234140015755	3,947.36
	2/24/2026	P01556--YNEZ ATHENA CHAVEZ-ANDRADE	122234140015754	11,221.01
	2/24/2026	P01518--ROMELIA MORENO DE ESPINOZA	122234140015753	7,160.16
	2/24/2026	P01465--ESMERALDA ALCANTARA	122234140015752	4,621.17
	2/24/2026	P01377--MARIA GUADALUPE NAVARRO DE ORTIZ	122234140015751	2,929.18
	2/24/2026	P01373--ELOISA LEMUS	122234140015750	8,276.20
	2/24/2026	P01307--MELANEA FIERROS HIDALGO	122234140015749	11,556.38
	2/24/2026	P01285--ADELA GARCIA DE SOSA	122234140015748	9,893.35
	2/24/2026	P01279--AIDEE SANDOVAL	122234140015747	2,258.39
	2/24/2026	P01256--ALMA R RANGEL	122234140015746	4,127.10
	2/24/2026	P01189--RAQUEL POSADAS DE GIRON	122234140015745	7,811.35
	2/24/2026	P01177--SARA ESTELA POSADA	122234140015744	9,527.26
	2/24/2026	P01171--ARACELI EMMA GUERRERO DE MENDEZ	122234140015743	6,525.47
	2/24/2026	P01075--ROSALBA GONZALEZ	122234140015742	8,249.52
	2/24/2026	P01027--MA L MONROY DE SEVILLA	122234140015741	1,781.61
	2/24/2026	P01024--MACARMEN LUCATERO	122234140015740	1,626.38
	2/24/2026	P01000--CLAUDIA ANDREA MUNOZ	122234140015739	4,351.14
	2/24/2026	P00903--PATRICIA HERNANDEZ	122234140015738	13,181.22
	2/24/2026	P00852--ELISA GONZALES	122234140015737	5,256.79
	2/24/2026	P00837--AGUSTINA MORENO	122234140015736	2,863.65
	2/24/2026	P00835--AIDA SALAZAR PACHECO	122234140015735	2,253.82
	2/24/2026	P00832--YOLANDA CORTES DE MENDOZA	122234140015734	1,324.32
	2/24/2026	P00818--MARICELA CORTEZ	122234140015733	3,100.09
	2/24/2026	P00810--MAGDA F. SALDIVAR	122234140015732	8,006.27
	2/24/2026	P00808--MERCEDES CORRALES HIGUERA	122234140015731	1,884.13
	2/24/2026	P00805--ELVA BORUNDA FLORES	122234140015730	9,737.66
	2/24/2026	P00803--DELIA IRENE ARAUJO DOMINGUEZ	122234140015729	6,613.32
	2/24/2026	P00780--MAYRA FLORES	122234140015728	1,034.39
	2/24/2026	P00718--JUANA CORTEZ DE PEREZ	122234140015727	7,819.11
	2/24/2026	P00593--RITA GARCIA	122234140015726	2,368.66
	2/24/2026	P00524--IRMA GUTIERREZ	122234140015725	7,460.39
	2/24/2026	P00523--BEATRIZ TELLEZ DE TORRES	122234140015724	2,571.95
	2/24/2026	P00468--GABRIELA GARCIA DE RODRIGUEZ	122234140015723	12,894.42
	2/24/2026	P00043--MARIA TERESA ALANIS	122234140015722	2,627.32
	2/24/2026	P00014--LILIA ISORDIA DE RANGEL	122234140015721	5,064.62
	2/24/2026	P00003--CATALINA CASTRO AYALA	122234140015720	12,275.00
	2/24/2026	V00961--TEL TEC SECURITY SYSTEMS INC	122234140015719	450.00
	2/24/2026	V04180--DIESEL DIRECT LLC	122234140015718	2,933.71
	2/24/2026	V03328--Hometown Plumbing	122234140015717	345.05
	2/24/2026	V00024--ADP, LLC.	122234140015716	8,437.30
	2/24/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140015715	2,033.20

Bank	Date	Vendor	Document no.	Amount
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	2/24/2026	V03948--TERESA MARTINEZ	122234140015713	90.00
	2/24/2026	V02206--BRITTANY WILEY	122234140015712	90.00
	2/24/2026	V03437--LETISHA BROOKS	122234140015711	495.00
	2/24/2026	V00049--AMAZON CAPITAL SERVICES, INC	122234140015710	4,660.15
	2/24/2026	V04575--LOWE'S COMPANIES, INC.	122234140015709	10.24
	2/24/2026	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE	122234140015708	4,859.22
	2/24/2026	V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CO	122234140015707	5,294.40
	2/24/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140015706	250.20
	2/24/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140015705	3,212.55
	2/25/2026	V04040--JOSEPH RODRIGUEZ	308419	3,351.03
	2/27/2026	V04544--ELAN	FEBRUARY 2026 2	2.00
	2/27/2026	V04544--ELAN	46054	59,060.99
	2/27/2026	V02093--SPSSM INVESTEMENTS - IX LP	Voided - 307810	-2,850.00
	2/27/2026	V04888--ANITA ANDERSEN	Voided - 307529	-280.00
	2/27/2026	V05148--JAMESE SATIN STARR GLASS	308420	100.02
Total for CBB - Operating Acct				**6,079,991.27**

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer
Catherine Anspach, Director of Development – CAPK Foundation

Date: April 29, 2026

Subject: *Agenda Item IV(d)*: CAPK Foundation CY 2025 Financial Review and Fund Development Summary - **Info Item**

Background

As a follow-up to the February 25, 2026, Board of Directors' meeting, staff are providing clarification on the CAPK Foundation's financial performance for CY 2025, and a consolidated view of resources generated through fundraising, private and philanthropic grants, in-kind contributions, and voluntary engagement. The intent is to demonstrate the full scope of value that the Foundation and philanthropy, donor engagement, and stewardship bring to CAPK and the communities it serves.

In summary, for CY 2025 the Foundation generated roughly $1,293,784 in donated cash revenue for distribution to CAPK programs. The operational cost of the foundation was $464,187, thus the Foundation generated $829,597 in net revenue above its cost to operate. The operational costs cover all staffing, space needs, utilities, promotional activities, etc.

Generally, each year the Foundation shows total expenses very close to total revenue. The Foundation has a policy of not holding cash donations, rather sending revenue out the door almost immediately to CAPK programs for their intended use as prescribed by donors. In the detailed financials, the cash donations disbursed to CAPK programs is indicated as an expense, shown in the expense category as "Program Directed Contributions".

Below is a more detailed breakdown of all revenues and expenses for the Foundation. Based on suggestions during the previous Board presentation, included is new information regarding in-kind contributions, value of volunteer hours, and the Indirect Rate charges going back to the agency. These categories are not indicated in the regular revenue and expense financial categories but simply offer additional insight into the total value for the foundation generates on behalf of CAPK.

CY 2025 Financial Performance

The Foundation closed CY 2025 with a positive net income for the third consecutive year, demonstrating sustained fiscal discipline alongside strong mission-driven growth.

Executive Summary - General Fundraising and Operational Overview

Direct Fundraising activities	$1,207,696
Gourmet for Good event - net raised after expenses	$86,088
Revenue from fundraising	**$1,293,784**
Expenses - Cost to operate Foundation	**$464,187**
Net fundraising revenue above operational costs	**$829,597**

Detailed Financial Overview

Revenue Summary by Category

CY 2025 Revenue Category	Amount
Program-Directed Fundraising	$1,195,115
Gourmet for Good Fundraising Event – *Gross* amount raised	199,036
Foundation General	12,581
CAPK Contribution to Foundation (operational budget)	474,983
TOTAL REVENUE (FY25)	**$1,881,715**

Expense Summary by Category

CY 2025 Expense Category	Amount
Program Directed Contributions (sent out to CAPK programs for use)	$1,195,115
Operational costs (funded through the CAPK contribution)	$464,187
Gourmet for Good (Actual) Expense. *(net amount raised was $86,088)*	112,948
Gourmet for Good- Program Directed Contributions (sent out to CAPK programs for use)	64,750
TOTAL EXPENSES	**$1,837,000**

REVENUE LESS EXPENSES	$44,715

The figures above reflect a full distribution of funds raised to CAPK programs. The remaining $44,715 in net revenue, retained from a portion of the Gourmet for Good event and general unrestricted contributions, serves as a strategic reserve to help offset the Foundation's operational costs in the year ahead. The details that follow highlight the strength of program-level fundraising and the Foundation's collaborative role in securing and applying private funding sources.

Additional Detail of Program directed fundraising

The following reflects total fundraising revenue raised on behalf of each CAPK program during CY 2025, as “targeted fundraising”. Total Foundation fundraising revenue grew 70.8% in comparison with calendar year 2024 (see attached presentation). This is attributed to the surge in fundraising tied to Food Bank operations and the continued strength of community partnerships.

Program	Contributions/ Donations	Private Fund Development/ Grants	Total Raised
Food Bank	$529,370	$339,975	$869,345
Shafter Youth Center	896	9,000	$9,896
Friendship House	14,757	23,750	$38,507
East Kern Family Resource Center	13,358	2,250	$15,608
Oasis Family Resource Center	8,997	27,500	$36,497
M Street Navigation Center	17,952	10,000	$27,952
Tax Assistance	15,995	9,433	$25,428
Veterans Services	119,538	5,000	$124,538
Other: Client Incidentals (i.e., Head Start Coats)	47,344		$47,344
TOTAL Program directed fundraising — CY 2025	**$768,207**	**$426,908**	**$1,195,115**

Additional Detail of Private & Philanthropic Grants

The following represents a sampling of confirmed grant activity, reflecting the collaborative effort between the Foundation and its funding partners to direct resources where they are needed most:

Grantor / Source	Program Beneficiary & Amount
Hard Rock Hotel & Casino — Grant	M Street Navigation Center — $5,000
AgWest Farm Credit	M Street Navigation Center — $5,500
Chevron Corporation	Head Start Annual Coat Drive (in-kind/co-sponsor) $10,000
California Resources Corporation	Head Start Annual Coat Drive (co-sponsor) $10,000
Valley Strong Credit Union	Friendship House Community Center

The Foundation will continue to identify and cultivate additional grant opportunities for FY 2026, with particular emphasis on expanding the portfolio of unrestricted operating support and multi-year commitments.

Category	No.	Amount
Application Submitted	5	$216,000
Awarded - Active	25	$342,344
Awarded - Closed	6	$68,693

The Foundation collaborates closely with the grant team to pursue a diverse portfolio of funding opportunities, spanning federal and state sources as well as private philanthropic partners, including Bank of America Charitable Foundation, Kaiser Permanente, The Wonderful Company, AltaOne Foundation, Friends of Mercy, Sprouts Healthy Community Foundation, and the Virginia and Alfred Harrel Foundation.

Detail of In-Kind Contributions

Beyond cash and grant revenue, the CAPK Foundation benefited from valuable in-kind support that extended the reach of several key programs. These contributions are not reflected in the financial figures above, and though the full value of in-kind giving can be difficult to quantify, the following confirmed activity represents the tangible generosity of our partners and donors:

Program / Campaign	In-Kind Description
M Street Navigation Center — Hygiene Drive	Personal care products
M Street Navigation Center — Winter Coat Drive	New winter coats were distributed to adults
Friendship House — Back-to-School Drive	School supplies distributed to youth
Oasis FRC — Annual Baby Shower	Baby/infant supplies distributed

Detail of Volunteer Hours — Value of Community Engagement

Volunteer hours represent a significant form of non-cash support that contributes to program delivery and community engagement. The value of the volunteer time is not reflected in the financial figures above. However, using the Independent Sector's standard volunteer hour valuation of $21.50/hour (California), the Foundation's volunteer engagement translates into meaningful economic value for CAPK programs.

Volunteer Metric	Detail
Estimated Total Volunteer Hours (CY 2025)	62,502
Estimated Dollar Value @ $21.50/hr. (CA)	$1,343,793
FTE Equivalent Based on Volunteer Hours	30

Important Note: Not all volunteer hours originated from private or philanthropic relationships. However, a meaningful portion of structured volunteer engagement has been facilitated through corporate and faith-based partner organizations. The following partners have been instrumental in mobilizing volunteers on behalf of CAPK programs and are recognized for their ongoing commitment:

- Anthem: corporate volunteer engagement across multiple program sites
- The Church of Jesus Christ of Latter-day Saints (LDS): faith-based volunteer coordination and community service days

Indirect Cost Recovery

For CY 2025, all cash donations, sponsorships, and grants received and expended through CAPK programs were subject to the 10% indirect cost recovery rate. Therefore, when programs receive the donated funds from the foundation, indirect is collected at the time of program expenditure to support the agency’s administrative infrastructure and maintain compliance. In turn, excess indirect revenue

collected is reassigned as discretionary funds, which are utilized for the support of the CAPK Foundation.

Based on the funds raised in 2025, direct spending would result in the following indirect calculation (assuming that all funds were spent in the same period):

Indirect Cost Calculation	Amount
Total Fundraising Revenue (CY 2025)	$1,293,784
10% Indirect collected by CAPK	$117,617

The Foundation's model is not presently built to collect an operational cost recovery from donated funds. Rather, all donated funds are fully distributed to programs, and the parent agency covers cost of operations.

Summary

The CAPK Foundation generates more in total resources than it costs to operate. Based on the financial data, the CY 2025 investment from CAPK in the amount of $474,983 produced $1,293,784 in cash donations (not including other items such as the in-kind, volunteer hours or indirect collection). The CAPK investment towards operations, has a rate of return of $2.72 per dollar spent on CAPK Foundation operations for 2025.

The Foundation is a unique fundraising entity. It serves as a revenue-generating division for CAPK programs based on targeted relationship building with individuals and entities. It also plays a vital role in community outreach and awareness. Every investment in Foundation capacity translates directly into expanded resources for our community.

MEMORANDUM

To: Bord of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: April 29, 2026

Subject: *Agenda Item IV(d)*: Safe Camp Update - **Info Item**

BACKGROUND

During last month's Board of Directors meeting, Chairwoman Jimenez requested ongoing updates regarding the status of the Safe Camp program. On March 27, 2026, Pritika Ram and I met with leadership from Kern Behavioral Health and Recovery Services (KBHRS) to explore potential alignment between the Safe Camp program and the Behavioral Health Bridge Housing Program (BHBH).

KBHRS confirmed receipt of BHBH funding to support bridge housing and services for individuals experiencing homelessness with behavioral health needs. We discussed how the Safe Camp model could complement these efforts by providing a low-barrier, stabilized environment that serves as an entry point or transition option for individuals awaiting placement in more intensive behavioral health programs.

On April 23, 2026, we received notification of funding approval from KBHRS in the amount of $480,000 to support this effort. Since that time, staff have been working closely with the finance team to refine the program budget and identify opportunities to reduce expenditures while maintaining service quality and program integrity.

Next steps will focus on securing additional resources to close the remaining funding gap, advancing implementation planning, and continuing coordination with KBHRS to ensure alignment with funding requirements. Staff will provide ongoing updates to the Board as progress continues.

MEMORANDUM

To: Board of Directors

From: Freddy Hernandez, Director of Youth & Community Services

Date: April 29, 2026

Subject: *Agenda Item IV(e):* Resolution to Approve the Submission of the 2026 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 26Q – 3561 - **Action Item**

On April 27, 2026, our agency received the 2026 Supplemental Low Income Home Energy Assistance Program (SLIHEAP) grant award from the Department of Community Services and Development (CSD). The contract period will run from May 1, 2026, through May 31, 2027, with a total allocation of $250,135.00.

The contract enables CAPK's Energy Program to assist eligible low-income Kern County households with heating and cooling energy-cost assistance at no cost to participants. This contract supports federal and state efforts to address rising energy prices and help low-income households manage heating and cooling costs. This work aligns with CAPK's mission and Strategic Priority B, to strengthen our communities by building and expanding strategic partnerships that will enhance collaboration and support community wide transformation.

To execute this contract, a Board Resolution must be submitted as part of the contract package.

Recommendation:

Staff recommends that the Board of Directors approve, by resolution, the 2026 SLIHEAP contract number 26Q-3561 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2026-05
CSD 2026 SLIHEAP Contract #26Q-3561

RESOLUTION #2026-05

A Resolution of the Board of Directors
of Community Action Partnership of Kern (CAPK)
Approving the Submission of the 2026 SLIHEAP Contract #26Q-3561

The Board of Directors of Community Action Partnership of Kern met on April 29, 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 Department of Community Service & Development (CSD) has awarded CAPK a Supplemental Low Income Home Energy Assistance Program (SLIHEAP) Contract in the amount of $250,135; and

WHEREAS, the Contract enables CAPK's Energy Program to assist eligible low-income Kern County households with heating and cooling energy cost assistance at no cost to participants; and

WHEREAS, the Contract supports Federal and State efforts to address rising energy prices and help low-income households manage heating and cooling costs; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby approves the submission of the 2026 SLIHEAP Contract #26Q-3561 and authorizes the Chief Executive Officer to execute the contract and any future amendments throughout the duration of the contract term.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 29th day of April, 2026.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

Docusign Envelope ID: 3056E4D1-341A-40EA-A7F3-102DB6DB8E38

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

April 16, 2026

Dear Executive Director,

The purpose of this letter is to inform Local Service Providers (LSPs) that the Department of Community Services and Development (CSD) is releasing contracts for the 2026 Supplemental Low Income Home Energy Assistance Program (2026 SLIHEAP). With the issuance of the 2026 SLIHEAP contract, CSD is releasing the full grant amount of $5,072,187 to LSPs.

Unlike previous SLIHEAP contracts in 2022, 2023, and 2024, the 2026 SLIHEAP contract will include a Weatherization (Wx) service component at the request of several LSPs. On February 10, 2026, CSD released a survey to the network confirming LSPs' desire to administer all service components available under the SLIHEAP contract, including the Wx component, or just the Utility Assistance, Wood, Propane and Oil, and Emergency Heating and Cooling Repair and Replacement components. This distinction was important for two reasons. The first is that, given the small allocation for this grant, some agencies wanted to maximize SLIHEAP funding for Utility, Wood, Propane and Oil and Emergency Heating and Cooling assistance. The second is that with some agencies forgoing SLIHEAP Wx allocations, this provides the opportunity for those agencies interested in administering SLIHEAP Wx at a higher funding level – not to exceed grant expenditure limits for Wx services (15 percent, up to 25 percent with a waiver). Survey results confirmed that one LSP declined the contract entirely; 25 LSPs declined administering the Wx component; and 15 LSPs chose to administer all service components, including Wx.

The 2026 Draft Contract was released to the network for a 30-day comment period from February 27, 2026, through March 27, 2026. No comments were received during the comment period. If you have any questions, please contact your 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

Docusign Envelope ID: 3056E4D1-341A-40EA-A7F3-102DB6DB8E38

2026 SLIHEAP 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 Clauses (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.)

All forms are located on the Forms page under the Energy Contract tab on the Local Agencies Portal at https://agencies.csd.ca.gov.

Docusign Envelope ID: 3056E4D1-341A-40EA-A7F3-102DB6DB8E38

ALLOCATION SPREADSHEET

State of California
Department of Community Services and Development
Total 2026 LIHEAP IIJA Contract
Facesheet

	County/Service Territory	Contract Number	Direct Services: Weatherization: Initial WX Program	Direct Services: Weatherization: Delayed WX Program	Direct Services: Weatherization: WX Program Subtotal	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable Admin	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable A16	Direct Services: Administration/Assurance 16/ECIP/HEAP: ECIP/HEAP Program	Direct Services: Administration/Assurance 16/ECIP/HEAP: Admin/A16/ ECIP/HEAP Subtotal	Utility Assistance: ECIP FT/HEAP G&E Program Subtotal	Total Contract Allocation
1	Alameda County - Spectrum Community Services, Inc.	26Q-3550	0	0	0	6,736	6,736	50,386	63,858	64,128	127,986
2	Amador/Tuolumne Service Territory - Amador-Tuolumne CAA										
	Amador County		0	0	0	463	463	2,988	3,914	4,874	8,788
	Calaveras County		0	0	0	847	847	6,766	8,460	7,629	16,089
	Tuolumne County		0	0	0	1,315	1,315	9,837	12,467	12,520	24,987
	Service Territory Total	26Q-3551	0	0	0	2,625	2,625	19,591	24,841	25,023	49,864
3	Butte County - CAA of Butte County, Inc.	26Q-3552	0	0	0	3,793	3,793	41,916	49,502	22,570	72,072
4	Colusa Service Territory - Glenn County Community Action Department										
	Colusa County		0	0	0	285	285	1,551	2,121	3,297	5,418
	Glenn County		0	0	0	429	429	2,555	3,413	4,745	8,158
	Trinity County		0	0	0	356	356	4,839	5,551	1,210	6,761
	Service Territory Total	26Q-3553	0	0	0	1,070	1,070	8,945	11,085	9,252	20,337
5	Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	26Q-3554	17,950	0	17,950	6,298	6,298	17,824	30,420	71,297	119,667
6	Del Norte County - Del Norte Senior Center, Inc.	26Q-3555	0	0	0	834	834	7,944	9,612	6,241	15,853
7	El Dorado Service Territory - El Dorado Co. Health & Human Services Agency										
	Alpine County		385	264	649	58	58	202	318	141	1,108
	El Dorado County		20,299	13,880	34,179	3,070	3,070	10,625	16,765	7,383	58,327
	Service Territory Total	26Q-3556	20,684	14,144	34,828	3,128	3,128	10,827	17,083	7,524	59,435
8	Fresno County - Fresno County Economic Opportunities Commission	26Q-3557	101,818	69,621	171,439	15,398	15,398	13,550	44,346	76,780	292,565
9	Humboldt Service Territory - Redwood CAA										
	Humboldt County		18,658	12,758	31,416	2,822	2,822	6,952	12,596	9,600	53,612
	Modoc Co. (WEATHERIZATION/ASSURANCE 16)		0	0	0	0	0	0	0	0	0
	Service Territory Total	26Q-3558	18,658	12,758	31,416	2,822	2,822	6,952	12,596	9,600	53,612
10	Imperial Service Territory - Campesinos Unidos, Inc.										
	Imperial County		10,963	7,496	18,459	1,658	1,658	2,529	5,845	7,197	31,501
	San Diego County - Area A		57,645	39,416	97,061	8,718	8,718	10,740	28,176	40,401	165,638
	Service Territory Total	26Q-3559	68,608	46,912	115,520	10,376	10,376	13,269	34,021	47,598	197,139
11	Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.										
	Inyo County		0	0	0	355	355	4,412	5,122	1,632	6,754
	Mono County		0	0	0	514	514	7,689	8,717	1,048	9,765
	Service Territory Total	26Q-3560	0	0	0	869	869	12,101	13,839	2,680	16,519
12	Kern County - Community Action Partnership of Kern	26Q-3561	0	0	0	13,165	13,165	51,474	77,804	172,328	250,132
13	Kings County - Kings Community Action Organization, Inc.	26Q-3562	0	0	0	2,017	2,017	12,342	16,376	21,941	38,317
14	Lake Service Territory - North Coast Energy Services, Inc.										
	Lake County		0	0	0	1,806	1,806	15,042	18,654	15,656	34,310
	Mendocino County		0	0	0	1,940	1,940	11,873	15,753	21,107	36,860
	Napa County		0	0	0	866	866	5,444	7,176	9,269	16,445
	Solano County		0	0	0	2,375	2,375	6,057	10,807	34,322	45,129
	Sonoma County		0	0	0	3,226	3,226	21,388	27,840	33,452	61,292
	Yolo County		0	0	0	1,786	1,786	9,715	13,287	20,643	33,930
	Service Territory Total	26Q-3563	0	0	0	11,999	11,999	69,519	93,517	134,449	227,966
15	Lassen County - Lassen Economic Development Corporation	26Q-3564	0	0	0	1,136	1,136	15,838	18,110	3,477	21,587
	Los Angeles County										
16	Area A - Maravilla Foundation	26Q-3565	141,809	96,967	238,776	21,446	21,446	46,550	89,442	79,260	407,478
17	Area B - Pacific Asian Consortium in Employment	26Q-3566	96,366	65,893	162,259	14,574	14,574	17,099	46,247	68,394	276,900
18	Area C - Long Beach Community Action Partnership	26Q-3567	89,698	61,333	151,031	13,565	13,565	12,732	39,862	66,845	257,738
19	Madera County - Community Action Partnership of Madera County, Inc.	26Q-3568	0	0	0	2,483	2,483	8,864	13,830	33,347	47,177
20	Marin County - Community Action Marin	26Q-3569	0	0	0	1,284	1,284	5,241	7,809	16,596	24,405
21	Mariposa County - County of Mariposa Health & Human Services Agency	26Q-3570	2,091	0	2,091	734	734	6,229	7,697	4,152	13,940

ALLOCATION SPREADSHEET

State of California
Department of Community Services and Development
Total 2026 LIHEAP IIJA Contract
Facesheet

	County/Service Territory	Contract Number	Direct Services: Weatherization: Initial WX Program	Direct Services: Weatherization: Delayed WX Program	Direct Services: Weatherization: WX Program Subtotal	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable Admin	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable A16	Direct Services: Administration/Assurance 16/ECIP/HEAP: ECIP/HEAP Program	Direct Services: Administration/Assurance 16/ECIP/HEAP: Admin/A16/ ECIP/HEAP Subtotal	Utility Assistance: ECIP FT/HEAP G&E Program Subtotal	Total Contract Allocation
22	Merced County - Merced County CAA	26Q-3571	25,832	17,663	43,495	3,907	3,907	4,813	12,627	18,104	74,226
23	Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	26Q-3572	0	0	0	437	437	4,159	5,033	3,267	8,300
24	Orange County - Community Action Partnership of Orange County	26Q-3573	64,000	43,762	107,762	9,679	9,679	20,440	39,798	36,339	183,899
25	Placer Service Territory - Project GO, Inc.										
	Nevada County		16,447	11,246	27,693	2,487	2,487	9,485	14,459	5,107	47,259
	Placer County		17,802	12,173	29,975	2,692	2,692	6,159	11,543	9,634	51,152
	Service Territory Total	26Q-3574	34,249	23,419	57,668	5,179	5,179	15,644	26,002	14,741	98,411
26	Plumas Service Territory - Plumas Co. Community Development Commission										
	Plumas County		0	0	0	0	0	0	0	0	0
	Sierra County		0	0	0	0	0	0	0	0	0
	Service Territory Total	26Q-3575	0	0	0	0	0	0	0	0	0
27	Riverside County - Community Action Partnership of Riverside County	26Q-3576	0	0	0	16,360	16,360	61,186	93,906	216,933	310,839
28	Sacramento Service Territory - Community Resource Project, Inc.										
	Sacramento County		0	0	0	12,549	12,549	74,670	99,768	138,672	238,440
	Sutter County		0	0	0	1,186	1,186	7,057	9,429	13,106	22,535
	Yuba County		0	0	0	1,209	1,209	8,424	10,842	12,123	22,965
	Service Territory Total	26Q-3577	0	0	0	14,944	14,944	90,151	120,039	163,901	283,940
29	San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	26Q-3578	0	0	0	463	463	1,338	2,264	6,535	8,799
30	San Bernardino County - Community Action Partnership of San Bernardino Co.	26Q-3579	0	0	0	19,171	19,171	101,031	139,373	224,876	364,249
31	San Diego County - Area B - Metropolitan Area Advisory Committee	26Q-3580	33,871	23,160	57,031	5,122	5,122	14,725	24,969	15,325	97,325
32	San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	26Q-3581	0	0	0	7,702	7,702	19,639	35,043	111,287	146,330
33	San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	26Q-3582	0	0	0	1,750	1,750	14,580	18,080	15,176	33,256
34	Santa Barbara Co. - Community Action Commission of Santa Barbara County	26Q-3583	0	0	0	2,685	2,685	31,949	37,319	13,693	51,012
35	Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	26Q-3584	0	0	0	6,792	6,792	23,092	36,676	92,369	129,045
36	Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
	Monterey County		0	0	0	3,275	3,275	11,692	18,242	43,983	62,225
	San Francisco County		0	0	0	3,560	3,560	9,684	16,804	50,843	67,647
	San Mateo County		0	0	0	2,937	2,937	9,486	15,360	40,440	55,800
	Santa Cruz County		0	0	0	1,930	1,930	6,890	10,750	25,920	36,670
	San Benito County (WEATHERIZATION/ASSURANCE 16/EHCS)		0	0	0	0	0	0	0	0	0
	Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		0	0	0	0	0	0	0	0	0
	Service Territory Total	26Q-3585	0	0	0	11,702	11,702	37,752	61,156	161,186	222,342
37	Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
	Shasta County		21,210	14,503	35,713	3,208	3,208	9,972	16,388	8,843	60,944
	Tehama County		9,777	6,685	16,462	1,479	1,479	4,596	7,554	4,076	28,092
	Service Territory Total	26Q-3586	30,987	21,188	52,175	4,687	4,687	14,568	23,942	12,919	89,036
38	Siskiyou County - Great Northern Services	26Q-3587	0	0	0	1,960	1,960	17,661	21,581	15,662	37,243
39	Stanislaus County - Central Valley Opportunity Center, Incorporated	26Q-3588	0	0	0	6,600	6,600	20,197	33,397	92,010	125,407
40	Tulare County - Community Services & Employment Training, Inc.	26Q-3589	54,250	37,095	91,345	8,204	8,204	14,439	30,847	33,691	155,883
41	Ventura County - Community Action of Ventura County, Inc.	26Q-3590	0	0	0	3,261	3,261	16,076	22,598	39,358	61,956
	TOTALS		800,871	533,915	1,334,786	266,957	266,957	972,633	1,506,547	2,230,854	5,072,187

ALLOCATION SPREADSHEET

State of California
Department of Community Services and Development
Total 2026 LIHEAP IIJA Contract
Facesheet

County/Service Territory	Initial WX Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%	Approved Waiver: Total WX Intake 8%	Approved Waiver: Total WX Outreach 5%	Approved Waiver: Total WX Training 5%	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%
1 Alameda County - Spectrum Community Services, Inc.	0	0	0	0	0	0	9,161	5,726	2,290
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA									
Amador County	0	0	0	0	0	0	629	393	157
Calaveras County	0	0	0	0	0	0	1,152	720	288
Tuolumne County	0	0	0	0	0	0	1,789	1,118	447
Service Territory Total	0	0	0	0	0	0	3,570	2,231	892
3 Butte County - CAA of Butte County, Inc.	0	0	0	0	0	0	5,159	3,224	1,290
4 Colusa Service Territory - Glenn County Community Action Department									
Colusa County	0	0	0	0	0	0	388	242	97
Glenn County	0	0	0	0	0	0	584	365	146
Trinity County	0	0	0	0	0	0	484	302	121
Service Territory Total	0	0	0	0	0	0	1,456	909	364
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	1,436	898	898	1,436	898	898	7,130	4,456	1,782
6 Del Norte County - Del Norte Senior Center, Inc.	0	0	0	0	0	0	1,135	709	284
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency									
Alpine County	31	19	19	52	32	32	27	17	7
El Dorado County	1,624	1,015	1,015	2,734	1,709	1,709	1,441	900	360
Service Territory Total	1,655	1,034	1,034	2,786	1,741	1,741	1,468	917	367
8 Fresno County - Fresno County Economic Opportunities Commission	8,145	5,091	5,091	13,715	8,572	8,572	7,226	4,517	1,807
9 Humboldt Service Territory - Redwood CAA									
Humboldt County	1,493	933	933	2,513	1,571	1,571	1,324	828	331
Modoc Co. (WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	0	0	0
Service Territory Total	1,493	933	933	2,513	1,571	1,571	1,324	828	331
10 Imperial Service Territory - Campesinos Unidos, Inc.									
Imperial County	877	548	548	1,477	923	923	778	486	195
San Diego County - Area A	4,612	2,882	2,882	7,765	4,853	4,853	4,091	2,557	1,023
Service Territory Total	5,489	3,430	3,430	9,242	5,776	5,776	4,869	3,043	1,218
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.									
Inyo County	0	0	0	0	0	0	484	302	121
Mono County	0	0	0	0	0	0	699	437	175
Service Territory Total	0	0	0	0	0	0	1,183	739	296
12 Kern County - Community Action Partnership of Kern	0	0	0	0	0	0	17,904	11,190	4,476
13 Kings County - Kings Community Action Organization, Inc.	0	0	0	0	0	0	2,743	1,714	686
14 Lake Service Territory - North Coast Energy Services, Inc.									
Lake County	0	0	0	0	0	0	2,456	1,535	614
Mendocino County	0	0	0	0	0	0	2,638	1,649	660
Napa County	0	0	0	0	0	0	1,177	736	294
Solano County	0	0	0	0	0	0	3,230	2,019	808
Sonoma County	0	0	0	0	0	0	4,387	2,742	1,097
Yolo County	0	0	0	0	0	0	2,429	1,518	607
Service Territory Total	0	0	0	0	0	0	16,317	10,199	4,080
15 Lassen County - Lassen Economic Development Corporation	0	0	0	0	0	0	1,545	966	386
Los Angeles County									
16 Area A - Maravilla Foundation	11,345	7,090	7,090	19,102	11,939	11,939	10,065	6,291	2,516
17 Area B - Pacific Asian Consortium in Employment	7,709	4,818	4,818	12,981	8,113	8,113	6,839	4,275	1,710
18 Area C - Long Beach Community Action Partnership	7,176	4,485	4,485	12,082	7,552	7,552	6,366	3,979	1,592
19 Madera County - Community Action Partnership of Madera County, Inc.	0	0	0	0	0	0	3,377	2,111	844
20 Marin County - Community Action Marin	0	0	0	0	0	0	1,747	1,092	437
21 Mariposa County - County of Mariposa Health & Human Services Agency	167	105	105	167	105	105	830	519	208

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ALLOCATION SPREADSHEET

State of California
Department of Community Services and Development
Total 2026 LIHEAP IIJA Contract
Facesheet

	County/Service Territory	Initial WX Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%	Approved Waiver Total WX Intake 8%	Approved Waiver Total WX Outreach 5%	Approved Waiver Total WX Training 5%	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%
22	Merced County - Merced County CAA	2,067	1,292	1,292	3,480	2,175	2,175	1,833	1,146	458
23	Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	594	371	149
24	Orange County - Community Action Partnership of Orange County	5,120	3,200	3,200	8,621	5,388	5,388	4,542	2,839	1,136
25	Placer Service Territory - Project GO, Inc.									
	Nevada County	1,316	822	822	2,215	1,385	1,385	1,167	730	292
	Placer County	1,424	890	890	2,398	1,499	1,499	1,263	790	316
	Service Territory Total	2,740	1,712	1,712	4,613	2,884	2,884	2,430	1,520	608
26	Plumas Service Territory - Plumas Co. Community Development Commission									
	Plumas County	0	0	0	0	0	0	0	0	0
	Sierra County	0	0	0	0	0	0	0	0	0
	Service Territory Total	0	0	0	0	0	0	0	0	0
27	Riverside County - Community Action Partnership of Riverside County	0	0	0	0	0	0	22,250	13,906	5,562
28	Sacramento Service Territory - Community Resource Project, Inc.									
	Sacramento County	0	0	0	0	0	0	17,067	10,667	4,267
	Sutter County	0	0	0	0	0	0	1,613	1,008	403
	Yuba County	0	0	0	0	0	0	1,644	1,027	411
	Service Territory Total	0	0	0	0	0	0	20,324	12,702	5,081
29	San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0	0	0	0	630	394	157
30	San Bernardino County - Community Action Partnership of San Bernardino Co.	0	0	0	0	0	0	26,073	16,295	6,518
31	San Diego County - Area B - Metropolitan Area Advisory Committee	2,710	1,694	1,694	4,562	2,852	2,852	2,404	1,503	601
32	San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	0	0	0	0	0	0	10,474	6,546	2,619
33	San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	0	0	0	0	0	0	2,380	1,488	595
34	Santa Barbara Co. - Community Action Commission of Santa Barbara County	0	0	0	0	0	0	3,651	2,282	913
35	Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0	0	0	0	9,237	5,773	2,309
36	Santa Cruz Service Territory - Central Coast Energy Services, Inc.									
	Monterey County	0	0	0	0	0	0	4,454	2,784	1,114
	San Francisco County	0	0	0	0	0	0	4,842	3,026	1,211
	San Mateo County	0	0	0	0	0	0	3,994	2,496	999
	Santa Cruz County	0	0	0	0	0	0	2,625	1,641	656
	San Benito County (WEATHERIZATION/ASSURANCE 16/EHCS)	0	0	0	0	0	0	0	0	0
	Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	0	0	0	0	0	0	0	0	0
	Service Territory Total	0	0	0	0	0	0	15,915	9,947	3,980
37	Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.									
	Shasta County	1,697	1,061	1,061	2,857	1,786	1,786	1,505	941	376
	Tehama County	782	489	489	1,317	823	823	694	434	173
	Service Territory Total	2,479	1,550	1,550	4,174	2,609	2,609	2,199	1,375	549
38	Siskiyou County - Great Northern Services	0	0	0	0	0	0	2,666	1,666	666
39	Stanislaus County - Central Valley Opportunity Center, Incorporated	0	0	0	0	0	0	8,977	5,610	2,244
40	Tulare County - Community Services & Employment Training, Inc.	4,340	2,713	2,713	7,308	4,567	4,567	3,850	2,407	963
41	Ventura County - Community Action of Ventura County, Inc.	0	0	0	0	0	0	4,435	2,772	1,109
	TOTALS	64,071	40,045	40,045	106,782	66,742	66,742	256,278	160,177	64,073

SCO ID: 4700-26Q-3561-0

STATE OF CALIFORNIA-DEPARTMENT OF GENERAL SERVICE
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
26Q-3561	**DCSD-4700**

1. This Agreement is entered into Contracting Agency and the Contractor Named Below:

CONTRACTING AGENCY NAME
Department of Community Service And Development

CONTRACTOR'S NAME
Community Action Partnership of Kern

2. The term of this Agreement is:

START DATE
05/01/2026

THROUGH END DATE
05/31/2027

3. The maximum amount of this Agreement is:
$250,132.00

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 - Forms and Documents Incorporated by Reference

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto.

**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: 4700-26Q-3561-0

STATE OF CALIFORNIA-DEPARTMENT OF GENERAL SERVICE **STANDARD AGREEMENT** STD 213 (Rev. 04/2020)	AGREEMENT NUMBER **26Q-3561**	PURCHASING AUTHORITY NUMBER (If Applicable) **DCSD-4700**

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME Department of Community Service And Development			
CONTRACTING AGENCY ADDRESS 2389 Gateway Oaks Drive, Suite 100	**CITY** Sacramento	**STATE** CA	**ZIP**
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.		

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

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

Return with the Contract

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

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

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

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

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

AGENCY/SUB-AWARDEE INFORMATION

Agency Name		
Program Type **(Check One)**	☐**CSBG** ☐**LIHEAP** ☐**DOE WAP** ☐**OTHER** SLIHEAP	
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:	

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

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Description of Information Requested

Place of Performance

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

Agency/Sub-Awardee Executive Compensation Reporting

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

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

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

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

Additional Resources

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

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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,

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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

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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.

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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.

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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.

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CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: Supplemental Low-Income Home Energy Assistance (SLIHEAP)

PERIOD: May 1, 2026 through May 31, 2027

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**

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DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

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

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

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

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

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

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

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

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

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

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

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DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

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

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

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

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

2. Identify the status of the covered Federal action.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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SUBVENTION CONTRACT

PREAMBLE

This subvention contract, for the implementation of the Supplemental Low Income Home Energy Assistance Program (SLIHEAP) in program year 2026 ("Contract"), is entered into between the Department of Community Services and Development ("CSD" or "Department") and the contractor named on Form STD. 213, the face sheet of this document ("Contractor") and shall be enforceable on the date last signed.

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

ARTICLE 1 - SCOPE OF WORK

1.1 General

1.1.1 Contractor shall provide services under the weatherization (WX) program, Supplemental Low Income Home Energy Assistance Program (SLIHEAP), and Energy Crisis Intervention Program (ECIP) to eligible participants residing in the service area described in Section 1.2, pursuant to all applicable federal and state statutes and regulations. Contractor shall administer SLIHEAP services to eligible low-income households in accordance with both need and the Contractor's service delivery plan approved by CSD. Contractor shall ensure that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, and that the services and activities funded by this Contract shall also meet all other assurances specified in Section 8624 of the Low-Income Home Energy Assistance Act of 1981.

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

1.2 Service Area

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

The 2026 SLIHEAP Contractor Numbers and Service Areas listing may be accessed at CSD's Local Agencies Portal (CSD LAP) under the Supporting Documents section at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

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

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1.3 Term and Amount of Contract

1.3.1 The term of this Contract shall be the period represented on Standard Agreement STD. 213. Contractor shall perform all work under this contract prior to, or up to May 31, 2027, regardless of the contract term end date.

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

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

1.4 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, which may be amended from time to time, including but not limited to, the following:

1.4.1.1 The Infrastructure Investment and Jobs Act of 2021 (Public Law (Pub. L.) 117-58);

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

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

1.4.1.4 The Single Audit Act (31 USC § 7501 et seq.); and

1.4.1.5 The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located under 2 CFR Part 200 and 2 CFR Part 300.

1.5 Conflict of Laws

Contractor shall comply with all applicable laws, regulations, 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

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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 or federal law or regulation, the federal law or regulation shall take precedence, and then state law; unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR § 96.30, allows for the application of state law.

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

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

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

1.5.1.3 Such guidance shall be reasonably necessary to realize the purposes of SLIHEAP;

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

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

1.5.1.6 That the parties' failure to execute a mutually acceptable amendment or CPN or CPA, as contemplated in subsection 1.5.1.4 and 1.5.1.5, in a reasonable period of time, shall result in this Contract being without force and effect subject only to such provisions contained herein as are intended to survive the Contract in accordance with the express and implied provisions of applicable federal and state law; and

1.5.1.7 That upon CSD's good faith determination a sufficient and necessary amendment or policy guidance (issued via CPN or CPA) cannot be implemented in accordance with this section, the Contractor shall be notified in writing and the Contract shall be "closed out" and the funds disposed in accordance with established CSD procedure and policy and as required under federal and state law.

1.5.2 The federal and state laws, regulations, and other authorities referenced in this

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Section are hereby incorporated by reference into this Contract.

1.5.3 Contract Elements Integral to Contract and Enforceability Conditions

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

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

1.5.3.1.2 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

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

1.5.3.1.4 Current Insurance or Self-Insurance Authority Certification;

1.5.3.1.5 Board Resolution authorizing execution of this Contract;

1.5.3.1.6 SLIHEAP Production Plan (CSD 622) (referenced in Article 5.7); and

1.5.5.1.8 Agency Staff and Board Roster (CSD 188).

1.6 Duplication of Services

1.6.1 Dwellings that have received Low-Income Weatherization Program (LIWP) funded energy efficiency measures do not qualify for additional energy efficiency measures under this Contract, except for the following Assessment and installation of Health and Safety measures not installed through LIWP;

1.6.2 Reweatherization in accordance with LIHEAP requirements;

1.6.3 Call-backs in accordance with LIHEAP requirements; or

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

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ARTICLE 2 – CONTRACT ADMINISTRATION AND PROCEDURE

2.1 Contractor's Option of Termination

2.1.1 Notwithstanding the provisions of Section 1.5.1, Contractor may elect to terminate this Contract rather than adhere to the procedures set out in Section 1.5.1, should Contractor determine that any subsequent program guidance or proposed amendment to the Contract is unjustifiably onerous or otherwise counter to Contractor's legitimate business interests and ability to implement the Contract in an effective and reasonable manner, provided:

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

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

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

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

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

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

2.2 Budget Contingencies

2.2.1 Federal Budget Contingency

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

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

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

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

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

2.2.2 State Budget Contingency

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

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

2.3 Miscellaneous Provisions

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

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

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

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

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

2.3.4.1 To Contractor's address of record; and

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

2.3.5 Change of Address of Record. Contractor shall promptly notify CSD of any address change, or anticipated address change, by submitting required forms to their field representatives. Private agencies must complete and submit the STD 204: Payee Data Record and, if applicable, the STD 205: Payee Data Record Supplement; both forms must match, including the name of the signee, the date of the signature, and the Tax ID number of the tax liable party. Governmental agencies must complete and submit a Government Agency Taxpayer Form (GATI). All forms are available on the Local Agency Portal. Failure to notify the Department and complete forms in a timely manner may result in delayed payments under this contract. Any such delays are not the fault or responsibility of the Department.

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ADMINISTRATIVE REQUIREMENTS

ARTICLE 3 – CONTRACT CHANGES

3.1 Amendment

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

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

3.2 Minor Modifications

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

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

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

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

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

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

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

3.2.4.4 Changes to the Agency Local Plan; or

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

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ARTICLE 4 – ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Board Roster, By Laws, Resolution, and Minutes

4.1.1 Contractor shall submit to CSD an Agency Staff and Board Roster form (CSD 188) listing the current Agency Staff and roster of members of its governing board, including contact information for each board member at a location other than the Contractor's offices, and the most recent version of the organizational bylaws. Contractor is responsible for notifying 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 SLIHEAP. Such minutes shall be submitted to CSD no later than 30 calendar days after the related meeting.

4.2 Internal Controls Requirements

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

4.2.1 Segregation of duties appropriate to safeguard state assets;

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

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in the performance of their assigned duties;

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

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

4.2.5 Personnel of a quality commensurate with their responsibilities; and

4.2.6 Effective internal reviews.

4.3 Record Retention

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

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

4.3.3 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.

4.3.4 Upon request, records must be made available to the public in accordance with 22 CCR § 100860.

4.4 Insurance and Fidelity Bond

4.4.1 General Requirements

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

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

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requirements of this Contract.

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

4.4.1.4 New Certificates of Insurance are subject to review for content and form by CSD. Certificates of Insurance must be submitted electronically via email to: 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, CSD shall be named as an additional insured on all certificates of insurance required under this Contract.

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

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

4.4.2 Self-Insurance

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

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

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

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

4.4.3 Workers' Compensation Insurance

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

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

4.4.4 Commercial or Government Crime Coverage (Fidelity Bond)

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

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

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

4.4.5 General Liability Insurance

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

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

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evidence of compliance with general liability insurance requirements.

4.4.6 Vehicle Insurance

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

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

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

4.5 System Security Requirements

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

4.5.1 Data Protection

4.5.1.1 Data exchanged between CSD and Contractor must be limited to the data fields included in the Data Transfer Rules (DTR) documents posted on the Weatherization Reporting tab and Utility Assistance Report Tab located within CSD's LAP at https://agencies.csd.ca.gov/home/Reporting/Pages/default.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 DTRs must only be

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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.

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

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

4.5.2 Contractor Systems Security

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

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

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

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

4.5.3 Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data and the Contractor's application system and users shall protect CSD's application system/data in accordance with the Privacy Act of 1974 (5 USC §

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552a), Trade Secrets Act (18 USC § 1831 et. al.), and the Stored Communications Act (18 USC § 2701 et seq.). Technology and systems code and functionality are owned by the respective parties and may not be shared with anyone else or used without written consent of the owner.

4.5.4 Incident Reporting

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

4.5.5 Audit Trail Responsibilities

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

4.5.6 Data Sharing Responsibilities

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

4.5.7 Security Assessment

Contractor shall work with CSD to develop a Memorandum of Understanding (MOU) to further clarify privacy and information security requirements for ensuring the security of personal information of SLIHEAP participants and technology systems supporting program administration and service delivery. In addition, the MOU will specify security requirements for Contractor information technology systems storing and transmitting personal information of program participants, to include specific security assessments and audits of Contractor systems that interconnect with CSD in accordance with federal and state requirements.

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4.6 Travel and per diem

4.6.1 Contractor's employee travel costs and per diem reimbursement rates shall be reimbursed in accordance with Contractor's written policies and procedures not to exceed federal per diem requirements and are subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR § 200.475).

4.6.2 Contractor shall complete the LIHEAP Out-of-State Travel Form (CSD 536) and keep on file with back up documentation for compliance monitoring. SLIHEAP Out-of-State travel is limited to two staff per event, unless otherwise indicated on the SLIHEAP Out-of-State-Travel Form (CSD 536). Contractor must seek pre-approval, prior to travel, for non-preapproved conferences when more than two staff are attending.

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

4.7 Conflict of Interest

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

4.7.2 Contractor shall not pay Federal funds received from CSD to any entity in which it or one of its employees, officers, or agents, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary.

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 SLIHEAP and the implementation of this Contract shall have any personal financial interest in such activity or function or otherwise personally benefit or

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

4.8 Procurement Standards

4.8.1 Contract Administration

4.8.1.1 *Maintenance of written procurement procedures.* Contractor shall administer this Contract in accordance with all federal and state rules and regulations governing SLIHEAP block grants pertaining to procurement, including the Uniform Administrative Requirements and amendments thereto, and pursuant to CPA-E-20-09. Contractor shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards or any subsequent amendments to these standards, and the applicable provisions in this Contract, including but not limited to a code of conduct for the award and administration of contracts and a procedure that provides, to the maximum extent practical, open and free competition.

4.8.1.2 *Eligible Bidders.* Contractor shall not permit any organizational conflicts of interest or noncompetitive practices that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective subcontractor performance and eliminate unfair competitive advantage, individuals or firms that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Contractor shall only award a subcontract to the bidder or offer or whose bid or offer is responsive to the solicitation and is most advantageous to

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Contractor when considering price, quality, and other factors relevant to the procurement. Contractor's solicitations shall clearly set forth all requirements that the bidder or offer or must fulfill in order for the bid or offer to be adequately and fairly evaluated by the recipient.

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

4.8.1.4 *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 through the submission of a Request for Pre Approval of Purchase/Lease (CSD 558) to CSD at least 15 calendar days prior to executing transaction for each of the following procurement transactions:

4.8.1.4.1 Any articles, supplies, equipment, or services having a per-unit cost in excess of $10,000; or

4.8.1.4.2 Any articles, supplies, or equipment where the total contract amount exceeds $100,000.

4.8.1.5 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.

4.8.1.6 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 Requirement, Cost Principles, and Audit Requirements for Federal Awards governing the acquisition of equipment with federal funds set forth in 2 CFR § 200.313 and 200.439
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.

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

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

4.10 Subcontracts

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

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

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

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

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

4.10.6 Contractor must ensure that funds expended pursuant to this Contract are allowable and allocable. Contractor must adopt fiscal control and accounting

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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 under this contract.

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

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

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

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

4.11 Complaint Management Policies and Procedures

4.11.1 Contractor shall establish and maintain policies and procedures for handling complaints and provide applicants an opportunity to register a complaint based on their experience with attempts to obtain services under SLIHEAP. 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,

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"formal complaint" means a written complaint filed with the Contractor by the complainant.

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

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

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

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

4.12.1.1 Provisions that ensure that each applicant is notified in writing of the right to appeal a denial of or untimely response to an application, or to appeal unsatisfactory performance. At the time the applicant applies for services, applicant shall be informed of appeal rights, and appeal procedures, to include the right to appeal to both the Contractor and to CSD in accordance with 22 CCR § 100805;

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

4.12.1.3 Provisions that ensure that Contractor shall notify the applicant in writing of the Contractor's final decision within 15 business days after the appeal is requested. If the appeal is denied, the written notification shall include instructions on how to appeal the decision to CSD, assuming the appeal meets the requirements of 22 CCR § 100805(a). 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; and

4.12.1.4 Provisions to track information on denials and appeals.

4.12.2 Upon receipt of an applicant's appeal of a Contractor's denial of benefits or services, CSD may conduct a hearing in accordance with established procedures.

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CSD's decision following the appeal and hearing shall be final.

4.13 Fraud, Waste, and Abuse

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

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

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FINANCIAL REQUIREMENTS

ARTICLE 5 – ADMINISTRATIVE AND PROGRAM EXPENDITURE REQUIREMENTS

5.1 Budget Guidelines

5.1.1 Budget and Allocation Forms

5.1.1.1 Upon execution of this Contract CSD shall release the allocation as reflected in the allocation spreadsheet.

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

5.1.2 Fund Transfer Requirements

Subject to CSD approval, Contractor may transfer funds between each of the SLIHEAP components, e.g., Weatherization and Energy Crisis Intervention Program (ECIP) Emergency Heating and Cooling Services (EHCS).

5.1.2.1 Funding transfers that would increase amounts available for Weatherization above the amount reflected on the WX Program Subtotal Column of the allocation spreadsheet are prohibited.

5.1.2.2 Fund Transfer in Service Territory with Multi-Service Areas

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

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

5.1.3 Sufficient Funds for Crisis Services

Contractor must allocate sufficient funds to offer crisis services through at least March 15, 2026, and in accordance with the Agency Local Plan.

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5.1.4 Weatherization Waiver

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

5.2 Utility Assistance Expenditure Requirements

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

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

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

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

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

5.2.2 ECIP Payments - Electric and Gas (Fast Track)

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

5.2.3 HEAP Payments - Electric and Gas

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

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5.3 Working Capital Advance and Major Purchase Advances

5.3.1 Working Capital Advance (WCA)

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

5.3.1.1 WCA Requirements include the following standards:

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

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

5.3.1.1.3 Interest on Advances. Contractor shall deposit all advances in an interest-bearing account. Interest earned, up to $500 per year, may be retained by Contractor for administrative expenses. The account shall be sufficiently segregated to enable the tracking and accounting of WCA funds issued by CSD. Any interest earned on SLIHEAP advances shall be accounted for and expended pursuant to 2 CFR § 200.305(b)(11); and

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

5.3.1.2 Contractor shall adhere to the WCA Requirements outlined in CPN-E-19-001, which is available online at the CSD LAP.

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5.3.1.3 Major Purchase Advances

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

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

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

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

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

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

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

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

5.3.2 WCA and Major Purchase Advance Limits

Pursuant to 22 CCR § 100840(a), the total amount advanced to Contractor at any time, whether in the form of a WCA or Major Purchase Advance, shall not exceed 25% of Contractor's total contract amount, excluding the Utility Assistance

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allocation amount. If the WCA or Major Purchase Advance request exceeds the remaining balance, then CSD shall only provide Contractor with the amount of the remaining balance. Advance amounts repaid by Contractor may be replaced by additional advances at any time as allowed in this Section 5.3 and corresponding guidance.

5.4 Program Income

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

5.4.2 Determining Net Program Income

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

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

5.4.3 Expenditure, Reporting, and Rollover of Program Income

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

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

5.4.3.3 Contractor's unexpended program income will need to be returned at the close-out of this Contract.

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

5.5 Wood, Propane and Oil Returned Payments

5.5.1 Contractor shall maintain a tracking-log of returned payments, including Supplemental WPO payments referenced in CPA-E-21-04, for services provided.

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Returned payments must not be entered into CSD's financial reporting system or CSD's Combined Outcome Reporting Engine (CORE). Upon receipt of the returned payment Contractor shall make the following attempts to contact client:

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

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

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

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

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

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

5.5.2 Contractor may expend returned payments on WPO services during the term of this Contract. Contractor shall report all such expenditures, along with remaining unexpended returned payments, at the close-out of this Contract or at such other time(s) as CSD reasonably requires.

5.5.3 Contractor's unexpended returned payments at the close-out of this Contract shall be returned to CSD.

5.5.4 Returned payments received after the close-out of the contract shall be promptly returned to CSD.

5.5.5 If Contractor is unable to determine whether the returned payment is funded from the current contract, the returned payment shall be promptly returned to CSD.

5.6 Allowable Costs

5.6.1 Cost Reporting

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5.6.1.1 All costs shall be reported using a "modified accrual" or "accrual" method of accounting.

5.6.1.2 Pursuant to the federal block grant and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs.

5.6.1.3 Contractor shall report all expenditures at actual cost and shall maintain records and source documentation in such a manner as to substantiate all costs reported.

5.6.2 Administrative

5.6.2.1 General

5.6.2.1.1 Administrative costs shall not exceed the amounts as set forth in allocation spreadsheet.

5.6.2.1.2 Administrative Costs shall mean actual costs for auxiliary functions such as salaries, wages, workers compensation, and fringe benefits for administrative staff, as well as for facilities, utilities, equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program.

5.6.2.2 Contractor shall use Uniform Administrative Requirements as a guide for determining administrative costs.

5.6.2.3 Administrative Equipment More Than $10,000—Acquisition Costs

5.6.2.3.1 Acquisition costs shall mean the actual costs associated with the purchase of equipment over $10,000 per unit used for administrative purposes.

5.6.2.3.2 CSD pre-approval is required for the purchases or lease-purchase option of equipment with a total value greater than $10,000 utilizing the Request for Pre-approval of Purchase/Lease (CSD 558).

5.6.2.4 Administrative Out-of-State Travel

Administrative out-of-state travel costs shall mean costs incurred for out-of-state meeting, conferences or training that is critical to

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administering and/or maintaining SLIHEAP. Travel expenses are limited to transportation, subsistence and related items incurred by traveling on official business on behalf of Contractor.

5.6.3 Program Costs

5.6.3.1 General

Program costs are all allowable costs other than Administrative Costs. Program costs include those actual costs that are directly attributable to the performance of this Contract and that are reasonable and necessary as determined by CSD for the purpose of delivering services.

5.6.3.2 Assurance 16

Assurance 16 costs shall not exceed the total amount set forth in the allocation spreadsheet.

5.6.3.3 Intake

Intake Costs shall include actual costs associated with assisting clients with completion of intake forms and conducting eligibility determinations. Intake shall be allocated at 8% of the Weatherization Budget and 8% of the ECIP/HEAP Direct Services/Utility Assistance Budget based on the Interim Allocations and/or subsequently the Final Allocation. Reimbursement shall be limited to actual cost up to 8% of Final Allocation. Intake in excess of 8% may be charged as an administrative cost not to exceed allowable administrative cost maximum.

5.6.3.4 Outreach

Outreach shall be allocated at 5% each of the Weatherization, ECIP/HEAP and Direct Service/ Utility Assistance budgets based on the Interim Allocations and/or subsequently the Final Allocation. Reimbursement shall be limited to actual cost up to 5% of Final allocation. Outreach shall include those actual costs associated with outreach activities, development of outreach materials and implementation of strategies to promote awareness to the availability of services funded by this Contract.

5.6.3.5 Training and Technical Assistance

Training and technical assistance shall be allocated up to 5% of the total Weatherization allocation and up to 2% of the total ECIP/HEAP

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allocation based on the Interim Allocations and/or subsequently the Final Allocation. Training and technical assistance shall not exceed these limits and shall be reimbursed at actual cost.

5.6.3.5.1 If Contractor determines that an increase in the allowable allocation for training and technical assistance is needed to cover the cost of the software database collection system or related automation training as specified below, then Contractor must submit a request to, and obtain prior approval from, CSD.

5.6.3.5.2 Associated training and technical assistance costs may include costs related to travel, admission, materials, client education, and actual salaries/wages. Subcontractor training costs are limited to travel, admission, and materials.

5.6.3.5.3 Training and technical assistance shall include costs associated with the completion of weatherization-related training as specified in the Training Requirement of Section 9.1 of this Contract. Training may include, but not limited to, internal contractor training, safety training, attendance of weatherization-related training to include the software database collection system or other forms of training to aid in the development and skill of staff in utilizing and supporting internal program automation systems, and/or weatherization-related workshops sponsored by utility companies, Department of Energy (DOE), or CSD training. CSD training may include Local Service Provider's Meetings and Association of California Community and Energy Services (ACCES) Roundtable Meetings, and/or other organizations offering a component of weatherization training, and/or is necessary to carry out the direct delivery of services.

5.6.3.5.4 Training for job corps and workforce development trainees shall be limited to required CSD health and safety training sessions, unless otherwise approved by CSD.

5.6.3.5.5 Contractor staff out-of-state travel costs shall mean cost incurred for out-of-state meeting, conferences, or trainings that are critical to carrying out SLIHEAP. Travel expenses are limited to transportation, subsistence, and related items incurred by traveling on official business on behalf of the Contractor.

5.6.3.6 Acquisition Costs

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5.6.3.6.1 Minor Vehicle and Field Equipment Less Than $10,000 – Acquisition Costs.

Minor Vehicle and Field Equipment costs under $10,000 per unit must follow all federal and state rules and regulations governing SLIHEAP pertaining to procurement standards.

5.6.3.6.2 Major Vehicle and Field Equipment costs $10,000 or Greater Acquisition Costs Must Be Pre-Approved

CSD pre-approval is required for the purchases or lease-purchase option of vehicles and field office equipment with a total value of $10,000 or greater, utilizing the Request for Pre-approval of Purchase/Lease (CSD 558).

5.6.3.7 Other Program Costs:

5.6.3.7.1 Other Program Costs

Other Program Costs shall mean the actual costs associated with field staff wages, program management and support wages, ancillary supplies, disposal fees, and Historic Preservation review costs, lodging and per diem, vehicle and equipment repair, maintenance, and fuel, waste breakage, and solar water heating maintenance.

5.6.3.7.2 Workers' Compensation

Workers' Compensation shall mean those actual costs associated with workers' compensation coverage for program staff whose salaries and wages are chargeable under program costs.

5.6.3.8 Liability Insurance

Liability Insurance shall mean those actual costs allocated for insurance bonds, general liability, vehicle insurance, and pollution occurrence insurance (if applicable).

5.6.3.9 General Operating Costs

General Operating Costs are for directly allocable costs related to facilities, office and computer equipment, office supplies, telephone, travel, and materials.

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5.6.3.10 Automation Costs

5.6.3.10.1 Contractor can expend funds to the Automation Costs (AC) in an amount not to exceed $50,000, to be used to meet contract program startup requirements such as IT automation needs to comply with CSD's updated or new financial reporting system, Enterprise Combined Outcome Reporting Engine (eCORE), and Combined Outcome Reporting Engine (CORE) ("CSD System") requirements or contractual reporting requirements programmatic in nature, related to CSD System IT expenses, and with ongoing programmatic IT expenses. AC funds are not limited exclusively to CSD System-related IT expenditures, but any IT expense related to CSD System costs incurred including necessary training on upgrades to Contractor's system.

5.6.3.10.2 If Contractor expended funds in a prior year for a system and now wants to purchase a new system with AC funds, Contractor must utilize unrestricted funds and bear the full cost of the conversion to such an alternative system. Contractor may be granted a variance from this requirement provided Contractor's AC plan is appropriately revised and CSD gives its written approval of the plan and request for variance.

5.6.3.10.3 Contractor shall report all automation and IT expenditures related to compliance with the reporting requirements under this Contract in the Automation Costs line item. Such expenditures may include, but is not limited to, computer and IT equipment; approved front-end database acquisition and ongoing subscription costs; IT security implementation costs; and IT systems training. All costs reported in this line item must be directly related to program functions. IT costs related to administrative functions shall be reported as administrative costs pursuant to the Uniform Administrative Requirements.

5.6.3.10.4 Contractors with multiple LIHEAP (including SLIHEAP) contracts for the same contract year are limited to reimbursement up to $50,000 per contract. Contractor shall allocate costs among contracts when permitted and may not charge the same costs to more than one contract.

5.6.3.10.5 CSD System-related IT costs charged to the AC shall be submitted for reimbursement in accordance with CSD's normal reporting and accounting procedures.

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5.6.3.10.6 CSD System-related IT costs that exceed the maximum AC amount of $50,000 may not be reimbursed by CSD.

5.6.3.10.7 Contractors that remain in contract with their front-end vendor are not required to conduct a procurement for ongoing maintenance, updates or process improvements performed by the front-end vendor.

5.6.3.10.8 Upon approval by CSD, Contractor may procure from, Hancock™ or ServTraq©, a new automated reporting system with supplemental functionality beyond basic CSD System reporting requirements. The following provisions apply to, Hancock™ and ServTraq© System Users:

5.6.3.10.8.1 If Contractor elects to procure a new automated IT reporting system, Contractor shall ensure that the system procured is fully compliant with CSD System requirements. CSD's responsibility is limited to providing Contractor or its vendor with the applicable system specifications, interface and security protocols;

5.6.3.10.8.2 If Contractor expended funds in a prior year for a system and now wants to purchase a new system with AC funds, Contractor must utilize unrestricted funds to bear the full cost of the conversion to such an alternative system. Similarly, Contractor may not use future annual AC funding for such conversion. Any alteration to this provision requires prior written approval from CSD and must include the submission of a revised AC plan; and

5.6.3.10.8.3 Systems and services procured by Contractor in order to obtain Hancock™ or ServTraq© system shall be conducted in compliance with Contractor's procurement policy and with all applicable SLIHEAP contract requirements, and federal and state law. Contractor may, at Contractor's option, participate in a consortium of local service providers to procure jointly an automated reporting system from Hancock™ or ServTraq©, provided Contractor's procurement policy is not violated in such a

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manner as to render the process flawed or unfair. Contractor may rely on any local service provider subject to this contract to conduct the procurement on Contractor's behalf provided, however, that: 1) Contractor shall not be absolved from fulfilling applicable procurement obligations and requirements; 2) Contractor shall review all pertinent procurement documentation for sufficiency; and 3) make such documentation available to CSD upon request.

5.6.3.11 Weatherization Program Activities

Weatherization Program Activities shall mean those costs associated with the installation of measures to those dwellings weatherized and reported as completed, to include but not limited to, assessment, diagnostic testing, labor, materials, subcontractors, environmental testing, permits, Home Energy Rating System (HERS Raters), and Environmental Hazard Work weatherization materials.

5.6.3.12 ECIP Emergency Heating and Cooling Services (EHCS)

ECIP EHCS shall mean those costs associated with emergency heating and cooling, and water heating repair and replacement services and other related costs, including costs associated with labor, materials, subcontractors, permits, HERS Raters, Environmental Hazard Work weatherization materials, and diagnostics all as further defined by the ECIP Policy and Procedures, and the Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy. The ECIP Policy and Procedures is hereby incorporated by reference to this Contract and available on the CSD LAP.

5.7 Service Area Expenditures Requirements

5.7.1 For purposes of this section the following definitions apply:

"Service Area" means the geographical area for which Contractor receives a discrete grant allocation, whether in a contract pertaining to that geographical area alone, or in a contract covering multiple geographical areas, as for example, multiple counties.

"Service Territory" means the totality of Contractor's Service Area(s), whether: 1) a single county; 2) a portion of a single county; 3) multiple counties; or 4) a single county in combination with a portion of another county. Accordingly, the

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single Service Area or combined Service Areas for which Contractor provides services constitutes Contractor's Service Territory.

"Target Allocation" means the sum of money from the SLIHEAP state grant designated by CSD for expenditure in a designated Service Area.

"Target Service Area" means the service area for which a grant allocation has been designated on the SLIHEAP Allocation Spreadsheet attached to this Contract.

Note: If Contractor provides only some SLIHEAP services to a Service Area, e.g., weatherization services only or utility assistance services only and another contractor provides other SLIHEAP services in the same Service Area, the contractors are co-service providers with respect to the Service Area in question and each is responsible for that portion of the grant allocation applicable to the services it provides. Contractor's Service Territory includes a Service Area in which the grant allocation is split with another contractor.

5.7.2 This section shall apply to Contractor if any of the following pertain:

5.7.2.1 This Contract involves funding for SLIHEAP services provided by Contractor in multiple Service Areas; or

5.7.2.2 Contractor provides only some of the SLIHEAP services in multiple Service Areas under the terms of this Contract; or

5.7.2.3 Some combination of 5.7.2.1 and 5.7.2.2 above; or

5.7.2.4 Contractor has additional contracts with CSD for the provision of SLIHEAP, United States Department of Energy Weatherization Assistance Program (DOE WAP), or United States Department of Energy Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58) services in counties or service areas other than the county or service area to which this Contract applies.

5.7.3 The Target Allocation(s) specified in this Contract shall be used either: a) to provide services within the geographical boundaries of Target Service Area(s) to which the allocation applies; or b) on behalf of the recipients of benefits who reside within the Target Service Area(s), thereby ensuring that the low-income persons in each Target Service Area receive their appropriate share of the grant award and that direct program funds designated for a particular Target Service Area are not expended for services in another Service Area without good cause.

5.7.3.1 Contractor is required to expend at least 90% of the applicable Target Allocation(s) in each Target Service Area(s).

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5.7.3.2 Contractor shall, as requested by CSD, submit a SLIHEAP Production Plan estimating the number of households served by the designated allocation for each Target Service Area and the Agency Local Plan explaining how Contractor will conduct targeted outreach activities, identify service needs in Target Service Areas and track expenditures.

5.7.3.3 At the time of close-out, Contractor shall submit a report comparing Contractor's production estimates, by Service Area, to actual expenditures, what lessons were learned, and what changes in operations are anticipated in coming years.

5.7.3.4 Contractor may, subject to CSD's written approval, expend a portion of a Target Allocation in another service area in which Contractor provides services pursuant to this Contract, under the following circumstances:

5.7.3.4.1 When there is no acute need or ready opportunity for full expenditure of direct program funds in the Target Service Area; and

5.7.3.4.2 When Contractor can readily expend direct program funds in an alternate service area to avoid under expenditure or a loss of funding.

5.7.4 Notwithstanding the provisions of Section 5.7.3, Contractor is authorized under the terms of this Contract to combine the Administrative, Intake, Outreach, Assurance 16, and other program support costs, including liability insurance, workers' compensation, and general operating portion of grant allocations for multiple Service Areas for purposes of efficiency and effective contract implementation, provided such combining of funds does not unduly impair the equitable provision of services or otherwise disadvantage potential recipients of benefits in any Service Area.

5.8 Reimbursement Guidelines

5.8.1 Claims for Reimbursement

Pursuant to the federal block grant statute and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs. Contractor shall report actual costs incurred for actual expenditures up to any applicable maximum amounts set by this Contract.

5.8.2 Assurance 16

5.8.2.1 Assurance 16 costs and its related services include those actual costs that are directly attributable to the performance of this Contract and that are

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reasonable and necessary as determined by the CSD for the purpose of delivering services. Assurance 16 costs shall include needs assessment, client education, budget counseling, and coordination with utility companies.

5.8.2.2 Contractor may claim Assurance 16 costs for client education only once when SLIHEAP, LIHEAP, and DOE or DOE IIJA funds and services are provided concurrently in the same residential dwelling unit.

5.8.3 Wood, Propane, and Oil Assistance

5.8.3.1 HEAP WPO

Contractor may claim reimbursement for HEAP WPO expenditures and activities expenditures as required in accordance with the terms of this Contract.

5.8.3.2 ECIP WPO

Contractor may claim reimbursement for ECIP WPO expenditures in accordance with the terms of this Contract.

5.8.3.3 Tank Repair

Contractor may claim reimbursement for the cost of tank repair separate from the HEAP WPO, ECIP WPO and Supplemental WPO payment as outlined in CPA E-21-04 WPO Benefit Formula Implementation and subsequent CPA modifications.

5.8.4 Weatherization and EHCS Specific

5.8.4.1 Contractor may claim reimbursement for 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.

5.8.4.2 Contractor shall ensure that duplicate billings for the same product or service do not occur.

5.8.4.3 All service completed dwellings unit shall be submitted for payment within 90 calendar days of completion or by the due date of the last reporting period of this Contract, whichever is less. A service completed unit shall not be carried over into another contract period, except when there are insufficient funds to cover a portion or the entire cost of rendered services. In the event a completed unit is billed in the

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subsequent contract, the Contractor must also ensure that the applicant meets the income eligibility requirements.

5.8.4.4 Contractor may claim reimbursement for labor and material expenses associated with Environmental Hazard Work activities intended to assure the health, safety, and well-being of workers and dwelling occupants during the performance of in-home Weatherization and EHCS services under this Contract. Environmental Hazard Work activities include activities to prevent exposure related to the disturbance of asbestos, lead paint and the COVID-19 virus. Materials shall include items that are disposable or have temporary use, such as Tyvek suits, hand sanitizer, cleaning supplies, disposable face masks, HEPA vacuum cleaner bags/filters, etc. Labor shall include those activities related to prepping and cleaning within the workspace to prevent contamination.

5.8.4.5 For emergency ECIP EHCS or CAS Hazards associated with Weatherization provided outside Contractor's normal business hours of operations, Contractor may exceed the maximum cost limits allowed for repair and replacement services. Contractor shall not request reimbursement for more than one heating, cooling, or water heating unit repaired or replaced per household.

5.8.4.6 Measure Reimbursement

5.8.4.6.1 Measure Maximums

5.8.4.6.1.1 For those Weatherization and EHCS measures that have an established maximum rate, the reimbursement amount shall be equal to the actual labor costs of Weatherization or EHCS crew members and the actual cost of the materials, subcontracted services not to exceed the maximum reimbursement allowable.

5.8.4.6.1.2 Weatherization or EHCS measure costs exceeding the maximum reimbursement limit cannot be offset by charging the cost difference to another weatherization measure or another CSD program.

5.8.4.6.1.3 When costs for a measure exceed the maximum reimbursement allowed, Contractor shall obtain prior written approval from CSD to exceed the maximum cost reimbursement and/or quantity limit for weatherization and ECIP HCS

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measures as described in Reimbursement Rates for Weatherization and ECIP EHCS Activities. Otherwise, at the Contractor's discretion, Contractor may elect to not provide the weatherization measure/service in the event the total cost exceeds the maximum cost reimbursement.

5.8.4.6.2 Assessments and Diagnostics

5.8.4.6.2.1 Contractor may claim reimbursement for dwelling assessment for each eligible household.

5.8.4.6.2.2 Contractor may claim reimbursement for dwelling assessment for each eligible unit not previously weatherized.

5.8.4.6.2.2.1 For dwellings weatherized under this Contract, Contractor may claim reimbursement for a modified dwelling assessment, as defined in Article 13, to perform reweatherization.

5.8.4.6.2.2.2 If the useful life term has expired for measures previously installed, or other measures meet feasibility criteria, Contractor may claim a full dwelling assessment to perform reweatherization services.

5.8.4.6.2.3 If a dwelling was previously weatherized under a nonfederal program, the dwelling and occupant eligibility must be recertified; therefore, Contractor may claim reimbursement for assessment of dwelling.

5.8.4.6.2.4 In the case of an un-weatherized dwelling where the installation of measures was not feasible, and/or the dwelling was not accessible to install measures, Contractor may claim reimbursement for any related assessments and/or diagnostic checks that were performed.

5.8.4.6.2.5 Contractor may claim reimbursement for

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dwelling assessment only once when SLIHEAP, LIHEAP, and DOE or DOE IIJA funds are used concurrently in the same unit.

5.8.4.6.2.6 HERS Rater and permit fees are acceptable expenses and may be charged only once per dwelling to ECIP EHCS or SLIHEAP weatherization or DOE or DOE IIJA weatherization per weatherized dwelling. HERS Rater fee and permit reimbursement include subcontractor cost, staff time on job site, and fees that will be reimbursed based on the actual cost.

5.8.4.6.3 Labor Reimbursement

5.8.4.6.3.1 Contractor shall bill the number of actual labor hours and actual labor cost incurred by weatherization crew members or other persons associated with the installation, assessment and inspection of weatherization measures, removal of debris and appliances, the procurement of permits and services performed by HERS Raters.

5.8.4.6.3.2 Contractor must substantiate all actual labor hours and labor costs charged.

5.8.4.6.3.3 Actual labor hours and costs for weatherization and EHCS services shall not exceed the cumulative number of hours on the job site and shall be substantiated with client file documentation, job schedules, and payroll time records.

5.8.4.6.3.4 When the installation of a measure is subcontracted and there are billable labor hours for weatherization and/or Contractor's crew members who participate in the installation of that subcontracted measure, Contractor may bill, in addition to the subcontracted expenditure, the actual labor hours and labor costs incurred by Contractor's crew members.

5.8.4.6.3.5 Labor expenses for weatherization service

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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 in subsection 5.8.4.6.5 Other Program Costs.

5.8.4.6.3.6 Lead Safe Weatherization

Contractor may claim reimbursement for renovator certification, defined as field-related labor costs associated with performing lead renovator certification for ensuring lead paint safety on weatherized dwellings built prior to 1978.

5.8.4.6.4 Heating and Cooling Services (HCS/EHCS)

5.8.4.6.4.1 If, during the course of repairing a defective unit, additional problems are found that would increase the cost of repairs to an amount beyond the established limits for repairs, Contractor may claim reimbursement for incurred costs related to the repair in addition to those costs associated with the replacement of the heating/cooling appliance.

5.8.4.6.4.2 Dwellings in which a single appliance has been both repaired and replaced within the same Weatherization and/or ECIP EHCS component, or under a call-back, Contractor may claim reimbursement for both the repair and the replacement of the appliance. Contractor shall report the single appliance as both a repaired and replaced appliance.

5.8.4.6.4.3 For multi-unit dwellings with a common system (water heater, heating and/or cooling), Contractor shall prorate the cost of each common system among all dwelling units within that building envelope.

5.8.4.6.4.4 Duct repairs and replacements can only be

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charged to ECIP EHCS when provided in conjunction with emergency heating/cooling services performed under EHCS.

5.8.4.6.5 Other Program Costs

5.8.4.6.5.1 Wages—Field Staff

Contractor may request reimbursement for the actual labor costs including benefits related to weatherization supervisors, assessors, inspectors, and crew members that are allocable to the program but not associated with the direct installation and/or performance of weatherization services/activities on the job site and training, including, but not limited to: job scheduling, job preparation, travel time, disposal of appliances and materials, building and prepping of weatherization materials away from the job site and downtime in accordance with any guidance issued by CSD.

5.8.4.6.5.2 Wages – Program Management and Support

5.8.4.6.5.2.1 Contractor may request reimbursement for the actual labor costs related to program management and support staff directly responsible for the direct management and oversight over the SLIHEAP Weatherization and EHCS program activity or providing direct support to ensure the successful delivery of weatherization services.

5.8.4.6.5.2.2 Reported costs may include labor costs associated with performing direct support in coordinating the delivery and tracking of SLIHEAP Weatherization and EHCS program activity, including but not limited to: job scheduling, collating and aggregating of weatherization activities and materials, staff time associated with Historic Preservation Review activities, obtaining permits,

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and coordination of subcontracted services.

5.8.4.6.5.3 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 Article 4.6 of this Contract.

5.8.4.6.5.4 Disposal Fees

Disposal fees are acceptable expenses and may be charged only once to ECIP EHCS, or SLIHEAP Weatherization per appliance and building material waste. Disposal fee reimbursement is limited to the actual cost of the fee.

5.8.4.6.5.5 Vehicle and Equipment Repair, Maintenance and Fuel

5.8.4.6.5.5.1 Contractor may claim reimbursement for expenses related to upkeep and maintenance of vehicles and equipment used in the direct delivery of weatherization services and EHCS. Allowable costs shall be limited to expenditures associated with the maintenance of the vehicles and equipment, fuel, and oil.

5.8.4.6.5.5.2 Contractor shall maintain records for fuel expenditures, vehicle maintenance, and vehicle usage to substantiate allowable travel costs related to and allocable to SLIHEAP weatherization.

5.8.4.6.5.6 Historic Preservation Reviews

Historic Preservation Reviews means those expenses that are subcontracted to a third-party to perform the collection and reporting of

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potential weatherization properties subject to Historic Preservation Review requirements.

5.8.4.6.5.7 Waste Breakage

Waste breakage are those expenses associated with weatherization materials that have been damaged and are part of Contractors' inventory or special-order materials that are allocated to CSD programs. The cost of weatherization materials that are damaged and benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for waste breakage is not allowable for subcontractors.

5.8.4.6.5.8 Ancillary Supplies

Ancillary supplies are additional low-cost materials or supplies (such as nuts, bolts, screws, and washers) necessary to install a weatherization measure and not easily attributable to a specific measure or dwelling. Costs of ancillary supplies that benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for ancillary supplies is not allowable for subcontractors.

5.8.4.6.5.9 Solar Water Heating Maintenance

Solar Water Heating (SWH) Maintenance is a scheduled maintenance service, as established by the manufacture, in order to maintain the SWH system in good working condition.

5.8.4.7 Dwelling Status

5.8.4.7.1 Completed Units

5.8.4.7.1.1 Except as otherwise provided in the CSD

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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 Quality Assurance Inspector, and all inspection fails have been resolved.

5.8.4.7.1.2 Contractor shall not bill for incomplete units or close a unit with outstanding, unfinished weatherization measures in order to receive reimbursement for work completed. If there are measures found to be non-feasible by crew members after the initial assessment, the reason for the non-feasibility shall be documented in the client file and, the job shall be reported as completed in accordance with subsection 5.8.4.7.1.1.

5.8.4.7.1.3 Contractor shall reimburse CSD for all costs associated with the delivery of weatherization services covered under this Contract to dwellings occupied by households ineligible for weatherization assistance at the time such services were provided.

5.8.4.7.1.4 ECIP EHCS

Dwelling units receiving services under ECIP EHCS may be reported as completed and billed immediately upon the completion of ECIP EHCS measures regardless of the completion status of weatherization measures installed in the same dwelling.

5.8.4.7.1.5 If Contractor is not able to complete weatherization or ECIP EHCS direct services during the Contract term, Contractor may complete the dwelling in the next contract year. If Contractor completes the dwelling in the next contract year, Contractor must verify the client meets the income eligibility requirements for the following year in order for the measures and

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dwelling to be eligible for reimbursement.

5.8.4.7.2 Building Permits

5.8.4.7.2.1 Contractor shall obtain all required permits in accordance with the TRM, prior to the commencement of all work performed, unless work is performed as a result of an emergency requiring immediate action where there is an imminent danger and requesting a permit would hinder the Contractor's ability to resolve the emergency. If an emergency is remedied, Contractor shall apply for a permit as soon as reasonably possible.

5.8.4.7.2.2 Penalties or fines imposed on Contractor or subcontractor by the local authority or building department are not allowable costs.

5.8.4.7.3 Previously Weatherized Dwellings

If the previous weatherization was performed under a nonfederal program or under this Contract, the occupant eligibility must be verified, and Contractor may seek reimbursement for the associated outreach and intake costs.

5.8.4.7.4 Managing Alternative Funding

Contractor may perform services and install energy efficiency and/or other measures in a qualified dwelling as provided herein and in accordance with requirements of any other CSD program and compatible non-CSD funded program, if in the best interest of the client, provided:

5.8.4.7.4.1 Reimbursement for Weatherization or EHCS activities is claimed only once when SLIHEAP or any other funding source, are used concurrently in the same unit;

5.8.4.7.4.2 Contractor may divide materials and labor cost of a single measure among SLIHEAP, or other CSD programs when the single measure in question is installed in a dwelling where Weatherization or EHCS services are provided concurrently under these programs; and

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5.8.4.7.4.3 Contractor shall not bill multiple funding sources for the same product or service unless costs are allocated in such a manner that billing is not duplicative and Contractor receives no more than the total cost of the products and services provided. The amount billed under both SLIHEAP and the alternative funding source cannot exceed the installation cost and maximum reimbursement rate for the measure.

5.8.4.7.4.4 Individual measure leveraging is allowable involving the use of SLIHEAP funds and an alternative funding source in accordance with TRM Appendix D Energy Audit/Priority List Protocol, Section 5.0., Managing Alternative Funding.

5.7.3 SWEATS

5.7.3.1 Reimbursement shall be in accordance with CPN-E-20-01 SWEATS Policy.

5.7.3.2 Public Safety Power Shut-Off Preparedness (PSPS) reimbursement shall be in accordance with CPN-E-20-02 PSPS Emergency Preparedness Pilot Policy and CPN-E-02M3.

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ARTICLE 6 – REPORTING POLICIES AND PROCEDURES

6.1 Reporting Requirements

6.1.1 General

6.1.1.1 Contractor shall submit required client/job detailed data for Weatherization and ECIP EHCS activities to CSD's Enterprise Combined Outcome Reporting Engine (eCORE) on a monthly basis, for the period in which the service activity occurred and for which reimbursement for the service activity is requested.

Similarly, adjustments shall be submitted for the monthly period in which services occurred.

Contractor shall request reimbursement for expenditures associated with all Contract activities (excluding ECIP Fast Track and HEAP Electric and Gas) by reporting in CSD's financial reporting system. Expenditure Reporting should be done 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.

6.1.1.1.1 Expenditures for Admin, Assurance 16, Intake, ECIP WPO, HEAP WPO, ECIP EHCS, SWEATS, and EHA-16 program costs shall be reimbursed through the SLIHEAP Monthly EHA 16 expense report via CSD's financial reporting system.

6.1.1.1.2 Expenditures for Weatherization Program Costs and Activities shall be reimbursed through the SLIHEAP Monthly Weatherization expense report via CSD's financial reporting system.

6.1.1.1.3 Contractor shall submit adjustments in accordance with CPN-E-19-002.

6.1.1.1.4 Payment to Contractor for any given month shall be contingent upon receipt and approval by CSD of the preceding monthly submission.

6.1.1.2 Contractor shall ensure that the data reported in eCORE and the request for reimbursement reported into CSD's financial reporting system reconcile in accordance with CPA-E-18-005.

6.1.1.3 Contractor shall submit client details electronically to CORE for ECIP Fast Track, HEAP Electric and Gas, ECIP WPO, and HEAP WPO.

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6.1.1.4 Contractor shall submit applications that have received a pledge for ECIP Fast Track or HEAP Electric and Gas to CORE, within the timeframe specified in the Direct Pay Utility Pledge Timeframe document located on the contract page of the CSD Local Agencies Portal.

6.1.1.5 Contractor shall submit requested client files, records, and documents to the File Transfer Protocol (FTP) Server as requested by CSD. CSD shall use Contractor submitted documents to perform an in-house desk review to verify compliance with financial, administrative, and programmatic requirements.

6.1.1.6 Reporting System Requirements

6.1.1.6.1 CSD will provide Contractor with specifications of minor IT reporting changes or other minor changes, and upon receipt of the specifications, Contractor shall implement system changes in their local system within 30 calendar days. Minor changes are those that are routine in nature to begin performance under the Contract such as but not limited to adjustments to the expense report layout, adding or deleting measures and adjusting eligibility guidelines.

6.1.1.6.2 Major reporting changes, upon receipt of the specifications, shall be implemented in Contractor's local system as negotiated by CSD. Major IT system changes are those changes made to the business rule validations as listed in the most current Weatherization DTR and/or new field lines as outlined in the Data Transfer Reference Document (Schema-Breakdown). The most current Weatherization DTR and Data Transfer Reference Document (Schema-Breakdown) are located on the CSD Local Agencies Portal on the System Specification website page.

6.1.2 Solar Warranty and Maintenance Reporting

Contractors participating in the Solar Water Heating (SWH) Project shall report to CSD whenever warranty work and/or maintenance are required on any Solar Water Heating Systems installed under the SWH Program and CSD's Low-Income Weatherization Program (LIWP). The SWH Warranty and Maintenance Report shall include a written description of the following:

6.1.2.1 Dwelling address at which warranty and/or maintenance work was provided;

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6.1.2.2 Reason for warranty and/or maintenance work (what was the problem);

6.1.2.3 The date (or dates) on which warranty and/or maintenance work was provided; and

6.1.2.4 List of the costs charged to the SLIHEAP contract for the warranty and/or maintenance work.

The SWH Warranty and Maintenance Report shall be submitted no later than 30 calendar days after the month in which reimbursement for the warranty and/or maintenance work is requested.

The SWH Warranty and Maintenance Report shall be submitted, via email, to wx@csd.ca.gov with the words "SWH Warranty and Maintenance Reports" in the Subject line.

Contractor shall retain all warranty and maintenance reports for the life of the warranty.

6.1.3 CSD Review and Approval of Reports

6.1.3.1 CSD shall review and approve Contractor's monthly reimbursement/activity reports before offsets to advances or reimbursement payments are issued. CSD will conduct an ongoing evaluation of Contractor's performance related to program and fiscal operations and its demonstrated ability to effectively utilize all funds available under this Contract.

6.1.3.2 The issuance of other CSD contracts, including reimbursement payments to the Contractor, shall be contingent upon timely receipt of the required reports and/or compliance with the material requirements of this Contract.

6.1.4 Close-out Report

6.1.4.1 Contractor shall submit on appropriate CSD forms, a close-out report, verifying all actual, allowable, and allocable costs earned during the term of this Contract and return all excess reimbursement and unexpended funds to CSD within 90 calendar days of the expiration of this Contract. If Contractor fully expends funds prior to the end of the contract term, all appropriate CSD close-out forms shall be submitted within 90 calendar days of final expenditure.

6.1.4.1.1 Administrative costs, outreach, intake, Assurance 16, Training and Technical Assistance shall not exceed the

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maximum allowable amounts.

6.1.4.1.2 Subsequent payments, including advance payments, for SLIHEAP or other CSD contracts may be withheld, absent timely receipt of the close-out report of this Contract.

6.1.4.2 The issuance of other CSD contracts, and reimbursement and advance payments for existing contracts, may be withheld, absent receipt of the close-out report which is due no later than 90 calendar days after Contractor fully expends or the end of the Contract term.

6.1.4.3 The close-out report shall include the following:

6.1.4.3.1 SLIHEAP Close-out checklist and Certification of Documents Transmitted with authorized signature (CSD 733);

6.1.4.3.2 SLIHEAP Close-Out Reconciliation Report (CSD 733F);

6.1.4.3.3 Report comparing production estimates, by Service Area, to actual expenditures, what lessons were learned, and what changes in operations and service delivery are anticipated in coming years; and

6.1.4.3.4 SLIHEAP Close-Out Equipment Inventory Schedule (CSD 733G).

6.1.4.4 Interest and Program Income-Earned

Contractor shall use a CSD 733F, SLIHEAP Interest and Program Income Earned Close-out Reconciliation, to report actual costs and/or interest income earned and expended. Pursuant to 22 CCR § 100855 and in accordance with CPN-A-18-01 Program Income, program income earned and expended are subject to the expenditure and reimbursement guidelines for the program year in which expenditures occurred.

6.1.4.5 Any weatherization materials purchased with the funds under this Contract and remaining at the Contract expiration shall be credited against Contractor's weatherization materials expenditures under this Contract and charged to whatever other weatherization program Contractor may have in effect. If Contractor has no other weatherization program in effect, CSD shall determine how the materials will be disposed and what, if any, financial adjustments are required.

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SUBVENTION CONTRACT

PROGRAMMATIC REQUIREMENTS

ARTICLE 7 – PROGRAM POLICIES AND PROCEDURES

7.1 Agency Local Plan

7.1.1 CSD shall utilize the Contractor's approved LIHEAP Agency Local Plan for the 2026 LIHEAP contract to support the gathering of necessary planning information to enable CSD's compliance with SLIHEAP block grant requirements and guide the planning and administration activities and services funded by this contract. Where necessary, Contractor shall modify its LIHEAP Agency Local Plan to reflect changes to plans directing the administration of funds and services associated with both the 2026 LIHEAP and SLIHEAP contract funds.

7.1.2 Contractor shall ensure proposed services and activities are in compliance with federal and State law governing the SLIHEAP block grant.

7.1.3 The application of the Contractor's approved LIHEAP Agency Local Plan does not constitute approval of any costs expended under this Contract. Contractor shall ensure all expenditures comply with federal and state requirements that the actual costs are allowable and allocable in accordance with applicable statutes, regulations, and the provisions of this Contract.

7.2 Program Standards and Regulatory Requirements

7.2.1 Program Standards

7.2.1.1 Contractor shall adhere to all CSD program standards pursuant to the following documents which have been incorporated by reference and made part of this Contract as if attached hereto:

7.2.1.1.1 CSD Technical Reference Manual (TRM);

7.2.1.1.2 ECIP Policy and Procedures;

7.2.1.1.3 Official State and Federal Program Notices and Guidance Documents;

7.2.1.1.4 Current Eligibility and Verification Guide;

7.2.1.1.5 Weatherization DTR;

7.2.1.1.6 Utility Assistance Data Transfer Business Rules: and

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7.2.1.1.7 CSD Training Policies and Procedures Manual (TPPM).

7.2.1.2 In the event of inconsistencies between policies and field protocols contained within the TRM and/or the Weatherization Policies and Procedures and this Contract, Contractor shall abide by the terms of this Contract.

7.2.2 Regulations

7.2.2.1 Standards contained in the most current Uniform Building Code and local city and county codes shall take precedence over the CSD TRM if the code requirement is not included in the manual and/or is more stringent; otherwise, Contractor shall abide by the TRM.

7.2.2.2 Contractor shall ensure that all work performed complies with the most current and applicable provisions of the California Energy Commission Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, California Home Energy Rating System (HERS) Program regulations.

7.2.2.3 Services provided to all covered pre-1978 dwellings shall comply with the most current Environmental Protection Agency rules in 40 CFR Part 745 et seq., Lead-Based Paint Poisoning Prevention in Certain Residential Structures, and the Housing and Urban Development rules in 24 CFR Part 35 et seq., and Lead-Based Paint Poisoning Prevention in Certain Residential Structures.

7.2.2.4 All materials utilized for weatherization and ECIP EHCS purposes shall conform with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7.2.2.5 All materials used must comply with TRM material specifications for LIHEAP.

7.2.3 Title 24

7.2.3.1 Contractor shall, when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed or when a component, system, or equipment of an existing building breaks, cannot be repaired and must be replaced.

7.2.3.2 Title 24 requirements are applicable only to energy conservation measures and Health and Safety replacement of heating, cooling, and water heating appliances performed in dwellings located within specific California Energy Commission (CEC) Climate Zone areas.

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Requirements to be applied are those specific to the California Energy Commission (CEC) Climate Zone where the dwelling is located. For a listing of the CEC climate zones, refer to the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx under the Weatherization Resources section.

7.2.3.3 Contractor shall obtain the services of a qualified HERS Rater when required to perform required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Contract.

7.2.3.4 Contractor shall ensure the HERS Rater is an independent entity from the Contractor or subcontractor performing the building alteration and/or energy-efficiency improvement being tested and verified and has no financial interest in the work performed.

7.2.4 Pre-1978 Dwellings

7.2.4.1 Lead-based paint is presumed to be present in all pre-1978 units unless the dwelling unit has previously been certified by a California Certified Inspector/Risk Assessor to be lead-free.

7.2.4.2 Dwellings not previously certified to be lead-free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services.

7.2.4.3 Contractor shall assure that an Environmental Protection Agency (EPA) Certified Renovator performs the post-weatherization verification after the completion of weatherization services and that the Assessor deems the weatherized meets EPA Renovation, Repair, and Painting Rule lead-safe standards.

7.2.4.4 HUD units not previously certified to be lead free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services. Contractor shall assure that a third-party California Certified Inspector/Risk Assessor performs the clearance inspection after the completion of weatherization services and that the Assessor deems the weatherized HUD unit as lead-safe.

7.2.4.5 Contractor shall document notification to tenants of multi-unit housing

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of weatherization and/or renovation activities in common areas using the Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent and Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent.

7.3 Prioritization of Services

7.3.1 Contractor shall conduct ECIP, HEAP, and Weatherization activities in accordance with the Agency Local Plan in Article 14.

7.3.2 Contractor shall design activities to provide assistance to low-income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, and that such methods to be utilized, and shall assure that eligible households, particularly those households with elderly individuals, disabled individuals, or children five years and under are made aware of the assistance available under this Contract.

7.4 Service Priority Guidelines

7.4.1 Contractor shall give first priority for services to those households with the lowest income and highest energy burden. In addition, Contractor shall factor into its first priority for services those households with the following vulnerable populations: young children (ages five years or under), disabled, and elderly persons (ages 60 years or older), in accordance with the Agency Local Plan.

7.4.2 Contractor may give first priority for services to those households whose members have life-threatening emergencies.

For the ECIP Fast Track, HEAP Electric and Gas, ECIP WPO and HEAP WPO program components, Contractor shall assign prioritization points consistent with the Agency Local Plan in Article 14.

7.4.3 Due to limited funding, contractors are discouraged from providing either:

7.4.3.1 Energy assistance benefits to households with substantial credit(s) on its utility bills; and/or

7.4.3.2 Weatherization services to dwellings previously weatherized under LIHEAP or SLIHEAP within the past four years. Contractors shall prioritize services to previously weatherized dwellings in accordance with the Agency Local Plan in Article 14.

7.4.4 Equitable Treatment

Contractor shall ensure that owners and renters receive equitable treatment under

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this program.

7.5 Outreach and Intake Activity Guidelines

7.5.1 Outreach

Contractor shall perform appropriate outreach activities to ensure that households in the service area(s) are informed about all SLIHEAP services and have an opportunity to apply for such services.

7.5.2 Intake

Contractor shall use intake program funds for determining eligibility of applicants seeking SLIHEAP services. Services include the process of completing an intake application and reviewing applicant documentation. Contractor shall:

7.5.2.1 Establish reasonable hours whereby applicants will have access during regular business hours to seek program information with an assurance that the Contractor shall respond to the applicant's request within a reasonable amount of time;

7.5.2.2 Ensure applicants have access to applications, whether in hardcopy, electronic format, during regular business hours. Contractors whose offices are not staffed Monday through Friday must arrange for alternative points of access to SLIHEAP applications. Contractor may satisfy this requirement by posting their application for download on their website or post a link directing applicants to an application posted at CSD's website at www.csd.ca.gov or at alternate location(s) or by mailing applications;

7.5.2.3 Accept applications for assistance during regular business hours;

7.5.2.4 Accept applications for ECIP Fast Track and WPO at sites that are geographically accessible to all households in the area served by Contractor;

7.5.2.5 Provide low-income individuals who are physically infirm with the means to submit applications for HEAP and ECIP without leaving their residences;

7.5.2.6 Ensure that all sites where intake is conducted are accessible to the disabled;

7.5.2.7 Utilize the Energy Intake Form (CSD 43), or approved Contractor's equivalent, as a multipurpose form for referrals to the SLIHEAP

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Weatherization program, the ECIP EHCS program, HEAP, and DOE or DOE IIJA program; and

7.5.2.8 If Contractor opts to "pre-screen" applicants for benefits by discussing eligibility criteria and by counseling potential clients in advance of their completing and submitting an Energy Intake Form (CSD 43) or approved Contractor's equivalent, Contractor must apply income guidelines and Contractor's Priority Plan when prescreening applicants. If the applicant appears to be ineligible, Contractor must so inform the applicant but must nevertheless notify prescreened applicants of the right to apply for benefits upon changes in the prescreened applicant's circumstances and status. Energy Intake Form (CSD 43) or approved Contractor's equivalent must be provided to a potential client upon request, whether or not a prescreening process is employed.

7.5.3 Applicant Written Notification of Benefits

Within 15 business days of receiving an application Contractor shall provide the applicant written or electronic notification of the application status, indicating whether the application has been approved, denied, deemed incomplete, or is still pending review.

7.5.3.1 If approved, the notice shall indicate the nature and an approximate timeframe in which the utility assistance payment will be provided and when weatherization services may be scheduled or if a referral was made for weatherization services. The name of the utility company and the amount of the benefits also shall be included in the notification for Utility Assistance.

7.5.3.2 If denied, the notice shall indicate the reason for the denial and information regarding the appeal process.

7.5.3.3 If incomplete, the notice shall indicate what additional information or documentation is required.

7.5.3.4 If pending review, the notice shall provide a revised estimate of when the status of the application will be determined. Contractor must follow-up with a notification when a determination has been made.

7.5.3.5 If added to the waitlist for weatherization and the application is not processed, the notice shall provide the amount of time the application will be kept on file, disclaimer that the applicant is not guaranteed services and how applications are prioritized for services.

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7.6 Assurance 16 Activity Guidelines

Contractor shall use Assurance 16 program funds for services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance such as needs assessment, client education and budget counseling, and coordination with utility companies. These funds may not be used to identify, develop, and/or demonstrate leveraging programs.

7.6.1 Needs Assessment

Contractor must conduct a needs assessment for each client who submits an application that shall include computing the energy burden of each applicant's household and prioritizing households in accordance with Agency Local Plan in Article 7.

7.6.2 Client Education/Budget Counseling – General Requirements

Contractor shall provide all recipients of energy assistance under this Contract with applicable energy conservation information and budget counseling in accordance with the Contractor's approved Agency Local Plan in Article 7. As a minimum Contractor shall include the following:

7.6.2.1 Information regarding the importance of applying for energy assistance prior to falling behind in utility payments and information concerning various utility company budget payment plan(s) and other forms of energy assistance offered within the State;

7.6.2.2 Written information that describes energy-saving behavioral adjustments that will decrease the energy consumption of the household; and

7.6.2.3 Resource information, referral, family, and budget counseling in order to assist clients in achieving self-sufficiency.

7.6.3 Client Education/Budget Counseling – Weatherization and ECIP EHCS Specific

7.6.3.1 In addition to the above provisions, Contractor shall place in the client's file the Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided with energy conservation, budget counseling, lead-based paint safe, mold and moisture, radon, and asbestos education.

7.6.3.2 Contractor shall provide the EPA pamphlet, "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools."

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7.6.3.3 Contractor shall provide to all clients the EPA pamphlet, "A Brief Guide to Mold, Moisture, and Your Home."

7.6.3.4 Contractor shall provide the client with a description of the benefits that the client can expect to receive as a result of the weatherization measures installed and diagnostic tests performed in the dwelling.

7.6.3.5 Contractor shall provide all clients with the EPA pamphlet, "A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon."

7.6.3.6 Contractor shall provide the California Department of Public Health fact sheet "About Asbestos in the Home and Workplace".

7.6.4 Coordination

7.6.4.1 Contractor shall refer all potentially eligible applicants, including HEAP applicants, to the LIHEAP or SLIHEAP Weatherization Program, ECIP EHCS, California Alternative Rates for Energy Program (CARE), Reduced Rate Program (RRP), Arrearage Management Payment (AMP) Plan, DOE, DOE IIJA, or other energy or conservation programs. Contractor shall coordinate their activities with other federal, state, or local energy conservation programs with the goal of conserving energy, improving thermal efficiency, or defraying energy costs of low-income households.

7.6.4.2 Contractor shall provide assistance in coordinating the payment of client's energy/utility bill with the appropriate energy vendor or utility company. Contractor may also perform other coordinative activities with energy vendors/utility companies to provide input relative to the energy assistance needs of California's low-income households and a proactive educational concept in serving clients. This includes attending the California Public Utilities Commission's Low-Income Oversight Board Committee meetings.

7.7 Leveraging Activities

7.7.1 When ECIP EHCS services are provided, Contractor shall refer, schedule or recommend a subsequent weatherization assessment, in accordance with the CSD TRM.

7.7.2 Leveraging weatherization funds may be used to install feasible measures in accordance with the CSD TRM. Client files shall be documented accordingly.

7.7.3 If Contractor is leveraging with non-CSD funded programs to meet CSD program

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requirements, then Contractor shall ensure that any non-CSD leveraged-funded activity performed in conjunction with the Weatherization and/or the ECIP EHCS program, is in conformance with weatherization guidelines. If permitted by the leveraged-funding source, Contractor shall document within the Weatherization and/or ECIP client file the activity performed, date of the activity performed, and the source of the leveraged funds. If the leveraged-funding source prohibits the disclosure of such information, Contractor shall as a minimum make reference to the leveraged activity within the weatherization and/or ECIP client file.

7.7.4 If Contractor is leveraging with DOE or DOE IIJA, leveraging shall comply with TRM requirements.

7.7.5 CSD may use information about leveraged activities paid for with funds from leveraged-funding source for the purpose of verifying the delivery of services. CSD may review and verify or use a third-party inspector to review and verify that the leveraged-funded activities conform to applicable SLIHEAP standards and practices.

7.8 Record-Keeping Responsibilities

7.8.1 Contractor shall maintain client intake/needs assessment form(s) for Weatherization, HEAP, and ECIP, together with appropriate supporting documentation and shall maintain separate client files containing supporting documents related to disqualifications, denials, and appeals for each applicant who is not certified as being eligible to receive assistance.

7.8.2 Contractor shall ensure that the ECIP Home Energy Supplier Assurance (CSD 416) or approved Contractor's equivalent is completed by each nonregulated utility company, e.g., propane suppliers, wood suppliers, etc., providing services to clients of this Contract.

7.8.3 Contractor shall make a reasonable effort to collect the completed Account Holder Authorization and Consent Form (CSD 081) to collect energy usage data when the client applying for services is not the person listed as the account holder of the utility bill. Client services shall not be denied if the client or bill account holder refuses to sign the consent form.

7.8.4 All Client Files – General Requirements

Contractor shall maintain a separate file for each applicant by either a hard copy or electronic file, or a combination of both. Contractor must ensure that the method selected to maintain files does not impose unreasonable effort in CSD's ability to review any files. These files shall include the following documentation, when applicable:

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7.8.4.1 For Public Agencies only: Statement of Citizenship or Non-Citizenship Status for Public Benefits, (CSD 600), and supporting documents;

7.8.4.2 Energy Intake Form (CSD 43) or approved Contractor's equivalent. Priority points must be written in the designated space on the Intake form;

7.8.4.3 Multi-Family Property Intake (CSD 43 MFP) or approved Contractor's Equivalent;

7.8.4.4 Utility/energy bill(s) for all sources of energy used by qualified households;

7.8.4.5 Documentation supporting eligibility in accordance with the Eligibility and Verification Guide;

7.8.4.6 Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided services in accordance with Assurance 16 requirements;

7.8.4.7 Client denial or approval notification; and

7.8.4.8 Account Holder Authorization and Consent Form (CSD 081) – Only requested when the client is not the account holder of the utility bill.

7.8.5 Client Files - ECIP Fast Track, ECIP WPO, HEAP, and WPO

Contractor shall maintain the following documents for each applicant receiving cash assistance services, as applicable:

7.8.5.1 Documentation that substantiates the requested ECIP Fast Track supplemental payment including the total amount due (at the time of intake) to the utility company, reconnection fees, and any other assessed utility fees/surcharges; it shall provide the condition(s) that establishes eligibility for benefits in accordance with ECIP Fast Track Benefit Determination Section 8.3 in subsection 8.3.3.3; and

7.8.5.2 Documentation that substantiates the requested ECIP WPO and WPO payment and supplemental payment in accordance with CPA-E-21-04 and CPA-E-21-04M WPO Benefit Formula Policy.

7.8.5.3 Documentation substantiating the portion of rent that is allocated toward energy costs.

7.8.6 Client Files - Weatherization and/or ECIP EHCS Specific

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Contractor shall maintain the following documents for each applicant receiving weatherization and/or ECIP EHCS services, if applicable:

7.8.6.1 CSD Dwelling Assessment which includes: Dwelling Assessment (CSD 540), Weatherization Mold Assessment and Release Form (CSD 540A), Customer Assessment Summary (CSD 540B), Mechanical Ventilation Calculation ASHRAE 62.2 (CSD 540C), Mechanical Ventilation Assessment Form (CSD 540D), and CSD Single-Family Refrigerator SIR Calculation Sheet & CSD Weatherization Program – Multi-Family Refrigerator SIR Calculation Sheet/Data Collection Sheet (CSD 540E) or approved Contractor's equivalent;

7.8.6.2 Appliance Safety Inspection (CASIF) series which includes: Combustion Appliance Safety Inspection Form (CSD 700), Combustion Appliance Safety Interim Form (CSD 700B) or Combustion Applicant Safety – Appliance R&R Form (CSD 700C);

7.8.6.3 Shell Leakage Data Sheet (CSD 704);

7.8.6.4 Duct Test Data Sheet (CSD 706);

7.8.6.5 CSD Deferral (CSD 542) and other source documentation supporting deferrals and appeals;

7.8.6.6 Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent;

7.8.6.7 ECIP EHCS Assessment Form (CSD 57);

7.8.6.8 Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent;

7.8.6.9 Energy Service Agreement for Occupant (CSD 515A) or approved Contractor's equivalent;

7.8.6.10 Energy Service Agreement for Rental Property Owner (CSD 515B) or Contractor's equivalent;

7.8.6.11 Agency Weatherization Inspection Report (CSD 611);

7.8.6.12 Multi-Unit Dwelling Eligibility Certification (CSD 75P) or approved Contractor's equivalent;

7.8.6.13 Client confirmation of work completed;

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7.8.6.14 Required building permits or buildings permit applications, or documentation of permit cost; and documentary evidence of final permit;

7.8.6.15 Copy of lead clearance inspection by a California Certified Inspector/Risk Assessor for applicable pre-1978 HUD units;

7.8.6.16 Waivers from CSD to exceed maximum costs of weatherization measures;

7.8.6.17 Documentation that substantiates all actual labor hours including a time and activity log associated with each job;

7.8.6.18 Documentation of weatherization measures installed and leveraged with other CSD and non-CSD weatherization program funds;

7.8.6.19 Documentation that substantiates the criteria and basis for replacement of gas and electric appliances, including results of required diagnostic tests, and the non-feasibility of Mandatory Measures not performed or installed;

7.8.6.20 Documentation indicating the manufacturer, manufacture date, make, and model and metering information for all refrigerator replacements;

7.8.6.21 Documentation referring to CSD or non-CSD weatherization;

7.8.6.22 Documentation of HERS inspection report and a copy of the invoice from the HERS Rater, in addition to the Residential Compliance Form (CF-1R, CF-4R and CR-6R);

7.8.6.23 Documentation providing evidence that the client receiving disaster-related services was a victim of a natural disaster;

7.8.6.24 All Historic Preservation Online (HPO) review documentation, including copies of the printed Project Description sheet (PDS) and HPO site e-mails;

7.8.6.25 Photographic documentation as required by the CSD TRM;

7.8.6.26 Initial and Final REM/Design Building File Reports (BFR) and Improvement Analysis Reports (IAR) in each client file and retention of electronic audit file;

7.8.6.27 Documentation of attempts to schedule post-weatherization inspection appointments if inspection could not be performed;

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7.8.6.28 Lead-Based Paint Regulatory Compliance Report (CSD 708);

7.8.6.29 Notice of Survey by Electrical Contractor (CSD 543);

7.8.6.30 REM/Design Energy Audit Entry Input Form (CSD 544);

7.8.6.31 Insulation Certificate (CSD 610); and

7.8.6.32 REM/Design Multi-Family Input Sheet (CSD 808).

7.8.7 Client Files – SWEATS Specific

7.8.8 Contractor shall maintain the required documents for each applicant receiving services under SWEATS in accordance with CPN-E-20-01 SWEATS Policy.

7.8.9 Translation of Forms

Contractor shall use a certified translator deemed qualified by the Contractor when translating CSD forms that require a client/customer signature into a foreign language.

7.8.10 Weatherization and ECIP EHCS

7.8.10.1 Labor and Materials

7.8.10.1.1 Contractor shall maintain documentation in such a manner that include job references and total labor hours so that actual costs and actual labor hours billed to the weatherization and ECIP EHCS programs can be substantiated.

7.8.10.1.2 Contractor shall document all costs expended under this Contract with purchase orders, inventory records, and payroll records identifying the funding source.

7.8.10.1.3 Contractor shall maintain documentation in such a manner to prove that materials used under this program conform to the requirements contained within the CSD TRM and state, county, or local regulations.

7.8.10.2 Training

Contractors who perform weatherization and ECIP EHCS services are required to input, update, and maintain employee data in the CSD Training Portal (CTP). CSD will not recognize as valid proof of any training stored outside of this portal. CTP is maintained and accessed

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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 and ECIP EHCS training received for each employee and includes information on each training session, course, training source, location, course content, and completion date.

Completed training records include, but are not limited to, employee legal name, hire date, email, and completion of each training course, the source/location, type/content, completion date, certificates of completion, and completion of training records.

7.8.10.3 Contractor must identify at least one, but not more than two Training Administrators, who will be responsible for adding/editing users, submitting training and on-the job training requests, approving training, monitoring training transcripts, uploading licensing and certifications, and monitoring training expirations.

7.8.10.4 The On-the-Job Training application page will be migrated from a separate link on the CSD Local Agencies Portal to integrate with the CSD Training Portal. CSD will notify agencies through a notice on the Local Agencies Portal when that function of the portal becomes available.

7.8.10.4.1 CSD shall maintain all training records in the CSD Training Portal for trainings completed through the CSD E-Learning, CSD-approved Training Centers, and field or classroom training provided by CSD or its agents.

7.8.10.4.2 Contractor shall upload training certificates (or other proof of training completion) in the CSD Training Portal for certifications or trainings provided by third parties. Examples include Contractor licensing from the California Contractors State License Board, and individual employee Building Performance Institute (BPI) certifications, EPA Renovator certification, or other required training as designated by CSD.

7.8.10.4.3 Contractor shall be responsible for maintaining the required training records in the same manner for their subcontractors as for the Contractor employees.

7.8.10.4.4 Contractor and subcontractors must input new field personnel into CSD's Training Portal within three days of hire. Contractor and subcontractors shall update the CSD Training Portal in a timely manner, with employee completed course

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information and/or uploaded certifications on or before the first (1st) day of each subsequent month following the completion of training.

7.8.10.5 Equipment

7.8.10.5.1 Contractor shall ensure its employees and subcontractors who perform combustion appliance safety tests shall maintain the Carbon Monoxide Analyzer Calibration Log (CSD 785) documenting the calibration of all analyzers as required.

7.8.10.5.2 Contractor shall ensure its employees and subcontractors who perform shell leakage testing and duct leakage diagnostic tests shall maintain the Manometer Calibration Log (CSD 786) documenting the calibration of all manometers as required.

7.8.10.5.3 Contractor shall ensure its employees and subcontractors who keep an inventory of portable appliances for the SWEATS program shall maintain a log documenting the location of all portable appliances on loan and in reserve. The log shall document the retirement or loss of the equipment.

7.8.10.6 Energy Audits

7.8.10.6.1 Contractor shall maintain electronic records generated from the CSD approved energy audit software for the required period of three years from submission of final report or until resolution of all related audit or monitoring findings, enforcement action, including cost disallowance, legal proceedings, or other pending matters, whichever is later in accordance with Section 4.3.

7.8.10.6.2 Contractor shall make all records generated from the energy audit software accessible to CSD, or a third-party inspector acting on CSD's behalf, for the purpose of an inspection or monitoring.

7.8.10.6.3 Contractor shall submit all energy audits through the Energy Audit Dashboard, including the initial audit submittal and resubmittals reflecting changes based on CSD feedback. A final audit shall also be submitted to address one or more of the following:

7.8.10.6.3.1 Changes in measure cost between initial work

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scope estimates and actual installation cost;

7.8.10.6.3.2 Input of final duct and/or shell leakage readings to replace estimated leakage used for the initial improvement analysis;

7.8.10.6.3.3 Changes to the final scope of work; including any decisions related to measure leveraging.

7.8.11 Automation

7.8.11.1 Contractor shall use an automated application system capable of supporting SLIHEAP's (Weatherization, ECIP EHCS, ECIP WPO, and HEAP WPO) data collection, reporting requirements, and client data transmission to CSD. No database transfer will be accepted prior to the completion of successful data file transfer testing to CSD. Contractor shall submit the data in accordance with CSD's CORE and eCORE DTR layout found at the Reporting tab on the CSD Lap found here: https://agencies.csd.ca.gov/home/Reporting/Pages/default.aspx. Contractor shall exercise best practice and perform a daily backup of all client data/application systems that capture SLIHEAP service detail. Contractor shall ensure that adequate files are maintained as required in Section 7.8.

7.8.11.2 Contractor shall also be responsible for monitoring the CORE online reports and for resolving payment issue(s) related to the delivery of benefits. The Agency Allocations/System Maintenance screen shall display historical and current detail level of program allocation information, summarizing Contractor's annual program allocation, expenditures, and returned benefits eligible for reissuance, if any. The Variance Report shall display the detailed level of benefit information whereby the eligible benefit amount differs from the paid benefit amount. For resolution of partial credit returns, Contractor shall be responsible for following up with the client to resolve payment issue(s) and for providing CSD with the necessary information to reissue benefit(s). For full credit returns and warrant redeposits, Contractor shall be responsible for resolving and updating client data in CORE to reissue benefit(s).

7.8.11.3 Utilizing reporting options available within the CORE On-Line System, Contractor shall be responsible for generating HEAP and ECIP (Fast Track) reports to attain data specific to the following: rejected records, intake data, client and payment status, expenditures, and current allocation balance, returned benefits, summarized county energy costs and burden, and a year-to-date goal status.

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ARTICLE 8 – PROGRAM IMPLEMENTATION

8.1 HEAP/WPO Activity Guidelines

8.1.1 Applicant Eligibility

8.1.1.1 Assistance shall be available only to households with incomes that do not exceed an amount equal to 60% of the State median income; or

7.8.11.4 Assistance shall be provided to households that are categorically eligible, if any member of the household is receiving CalFresh or CalWORKs at the time of application, regardless of income level.

8.1.1.2 Income verification must be for one month. For acceptable types of documentation and processing timeframes, refer to the current LIHEAP Eligibility and Verification Guide at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

8.1.1.3 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for WPO to determine the client's energy burden.

8.1.2 Contractor may only provide eligible households with one ECIP Fast Track/WPO, or HEAP/WPO payment per program year. However, Contractor can use program income to provide a supplemental ECIP Fast Track/WPO or HEAP/WPO for clients experiencing an extenuating circumstance. In addition to providing one ECIP (Fast Track/WPO) or HEAP/WPO payment and/or supplemental program income benefit payment, Contractor may provide eligible households with ECIP EHCS services and/or other weatherization services.

8.1.3 Contractor must ensure that the issuance of HEAP WPO benefits are in accordance with CPA-E-21-04 WPO Benefit Formula Implementation.

8.1.4 Contractor must ensure that duplication of ECIP Fast Track/WPO or HEAP/WPO payments does not occur during the term of this Contract.

8.1.5 Once applicants meet the eligibility and prioritization criteria and funds are available:

8.1.5.1 Contractor shall complete the ECIP/HEAP Payment Request Confirmation (CSD 415) or approved Contractor's equivalent form or approved Contractor's equivalent process that confirms payment was made to the client's account. If the client does not have an account, confirmation of the delivery of the benefit to the client is required;

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8.1.5.2 Contractor shall make payments directly to energy vendors on behalf of clients whose energy sources are wood, propane, or oil;

8.1.5.3 CSD will not make payments to clients for WPO assistance; and

8.1.5.4 Before paying energy vendors, Contractor shall verify that charges for the services and goods provided are reasonable and within fair market value.

8.1.6 Contractor shall notify the applicant of the recipient household, in writing, when payments are made directly to an energy vendor for wood, propane, or oil on their behalf.

8.1.7 Contractor shall forward payments for WPO on behalf of applicants to corresponding energy vendor within 60 calendar days from the date obligation was incurred, unless a formal contract, approved by CSD, between Contractor and vendor provides for other terms.

8.2 Weatherization Activity Guidelines

8.2.1 Applicant Eligibility

8.2.1.1 Assistance shall be available only to households with incomes that do not exceed an amount equal to 60% of the State median income; or

8.2.1.2 Assistance shall be provided to households that are categorically eligible, if any member of the household is receiving CalFresh or CalWORKs at the time of application, regardless of income level.

8.2.1.3 Income verification must be for one month. For acceptable types of documentation, refer to the current LIHEAP Eligibility and Verification Guide at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

8.2.1.4 Contractor shall certify a household's income eligibility prior to the delivery of energy program services.

8.2.1.5 The income certification shall remain in effect for a period of 12 months from the date applicants are deemed eligible for services.

8.2.1.6 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.

8.2.1.7 In the event the Contractor is unable to commence the assessment and

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weatherization service delivery during the 12-month income certification period, Contractor shall obtain updated income verification documentation to recertify the household's income eligibility.

8.2.1.8 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for wood, propane, and oil to determine the client's energy burden.

8.2.2 Dwelling Eligibility

8.2.2.1 Contractor shall complete the post-combustion appliance safety test within 60 days from the date of the pre-combustion appliance safety test. In the event the Contractor is unable to perform the work associated with the combustion appliance safety testing and the post-combustion appliance safety test within the 60-day period, Contractor shall perform another pre-test for the dwelling prior to commencing the delivery of any form of weatherization assistance services.

8.2.2.2 Permission to Provide Services

8.2.2.2.1 Contractor shall obtain written permission of the owner-occupied dwelling from the tenant and the owner (or owner's agent) to perform any weatherization services. Such permission shall be recorded on the Energy Service Agreement for Occupant (CSD 515A) or approved Contractor's equivalent or the Service Agreement for Rental Property Owner (CSD 515B) or approved Contractor's equivalent.

8.2.2.2.2 If during the course of performing weatherization services in a dwelling, Contractor identifies that significant structural and/or engineering changes may occur, Contractor shall re-obtain written permission of the owner-occupant dwelling from the owner of a rental unit prior to continuing with the scheduled work.

8.2.2.3 Rent Increase Restrictions

8.2.2.3.1 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.

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8.2.2.3.2 Contractor shall provide tenants a written summary of these conditions with the current telephone number of the Contractor and instructions on how to file a complaint should these conditions not be met. Contractor shall investigate all complaints filed and shall forward a copy of all written complaints to CSD or, if a verbal complaint has been made, contact CSD with the details of the complaint-including date complaint was made, date investigations began, and results.

8.2.2.3.3 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.

8.2.2.4 Multi-Unit Dwellings

8.2.2.4.1 In accordance with 10 CFR § 440.22(b) (2), Contractor may weatherize the whole building containing rental dwelling units when 66% (50% for duplexes and four-unit buildings) or more of the dwelling units in the building are income eligible:

8.2.2.4.1.1 Are eligible dwelling units, or

8.2.2.4.1.2 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.

8.2.2.4.2 If dwelling units are qualified for services through a federal, state, or local government rehabilitation program, documentation to verify participation in the rehabilitation program is required in the master job file.

8.2.2.4.3 Contractor shall complete a Multi-Unit Dwelling Eligibility Certification (CSD 75P) or approved Contractor's equivalent for each building and shall maintain a copy in each individual client file.

8.2.2.4.4 Contractor shall certify unit eligibility by completing Energy Intake Form (CSD 43) or approved Contractor's equivalent for each dwelling unit in each building. Certification of

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eligibility by the owner/manager of the occupants of the building is not acceptable.

8.2.2.4.5 No undue or excessive enhancement shall occur to the value of the dwelling units.

8.2.2.5 Previously Weatherized Dwellings

8.2.2.5.1 Once a dwelling has been submitted to CSD for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweatherization, unless the work performed is for a call-back as specified in 8.2.2.6 below.

8.2.2.5.2 A previously applied measure may be reinstalled during its useful life term, as described in the Reimbursement Rates for Weatherization and EHCS Activities, due to premature failure or if the measure was destroyed by the prior-occupying household. Justification for the replacement must be documented in the client file.

8.2.2.5.3 Unoccupied multi-unit dwellings previously weatherized in accordance with this Contract, and which receive appliance repair and/or replacement services upon occupation by an eligible tenant, shall be deemed re-weatherized dwellings.

8.2.2.5.4 If a dwelling has been previously weatherized under a CSD or another federal or non-federal program, Contractor may provide previously unapplied mandatory and optional measures.

8.2.2.6 Call-back

Services provided in a previously weatherized dwelling to correct a previously installed measure within the warranty period or as a result of a CSD inspection finding is a call-back and is allowable. Demographics for a callback are not included for reporting purposes.

8.2.2.7 Ineligible Dwellings

8.2.2.7.1 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.

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8.2.2.7.2 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 (CSD 515A) or Service Agreement for Rental Property Owner (CSD 515B).

8.2.2.7.3 No institutional or commercial building including, but not limited to, universities, schools, nursing homes, or hospital, may be weatherized under this Contract.

8.2.2.7.4 Group Homes

The maximum reimbursement for a group home shall be equal to the current maximum average allowed for single family and multi-unit dwellings. If the building does not qualify as a multi-family structure, income eligibility is based on all occupants as a group, and the building must be weatherized as a single dwelling unit.

8.2.2.7.5 Shelters/Homeless Individuals

Maximum reimbursement will be based on the unit otherwise qualifying as a multi-unit structure. For the purpose of determining how many dwelling units exist in a shelter, a grantee may count each 800 square feet of the shelter as a dwelling unit or it may count each floor of the shelter as a dwelling unit. Eligibility of the occupants may be assumed if the owner/operator will certify in writing that occupancy is temporary and that admittance criterion complies with CSD contract eligibility guidelines, whether or not rent is paid has no effect on eligibility.

8.2.3 Minimum Requirements for Weatherization Services

8.2.3.2 Contractor must install all feasible weatherization measures in accordance with the CSD TRM.

8.2.3.3 Single-family detached and other single-story dwellings that have not been previously weatherized under a CSD program or another program may be weatherized under this Contract only if:

8.2.3.3.1 Ceiling Insulation plus two additional Mandatory Measures are installed, or

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8.2.3.3.2 In the event Ceiling Insulation is already installed or otherwise not feasible, at least three Mandatory Measures are installed.

8.2.3.4 Multi-unit dwellings that have not been previously weatherized under a CSD program or other program may qualify for weatherization services only if ceiling insulation plus two additional Mandatory Measures are installed or, in the event ceiling insulation is already installed or otherwise not feasible,-at least three Mandatory Measures are installed.

8.2.3.4.1 Installation of ceiling insulation shall be counted as a ceiling insulation measure for each unit within that building envelope.

8.2.3.4.2 Installation of a common water heater shall qualify as a Mandatory measure for each unit served by the same water heater.

8.2.3.5 If the required minimum number of weatherization measures cannot be installed due to the deferral of measures, then the entire unit shall be deferred in accordance with the CSD TRM.

8.2.3.6 The minimum number of weatherization measures may be leveraged or cost-shared with alternative funding as defined in Section 5.8.4.7.4. All leveraged measures used to fulfill the minimum number of required weatherization measures shall meet CSD installation standards.

8.2.3.7 Contractor may complete weatherization services on agriculture housing units or multi-family units if each unit is separately metered and the services will result in a cost savings to the tenant.

8.2.4 Dwelling Assessments

8.2.4.1 Contractor shall assess the dwelling of each eligible applicant to determine if the unit is structurally sound and not in need of extensive repairs.

8.2.4.2 Contractor shall determine whether the dwelling meets the criteria for a Historic Preservation Review pursuant to subsection 8.2.4.7.2.

8.2.4.3 Contractor shall ensure that all dwelling assessments are performed by trained individuals possessing all the required skill and training as specified in Section 9.1, Training Requirements.

8.2.4.4 Contractor shall ensure job separation between staff performing

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dwelling assessments and the crew personnel responsible for performing the actual installation of weatherization measures. Assessors may not install weatherization measures in the same dwelling where the assessor performed the assessment for weatherization services.

8.2.4.5 If Contractor elects to subcontract with entities outside of CSD's network of Local Service Providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the dwelling assessment. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the dwelling assessments.

8.2.4.6 Contractor shall provide written documentation or notification to the owner-occupant and the owner of a rental unit or owner's agent and inform the tenant of any significant structural and engineering changes required to complete the weatherization work before the specified work commences.

8.2.4.7 Dwelling Assessment Performance

8.2.4.7.1 Dwelling assessments shall include the following required activities:

8.2.4.7.1.1 The visual assessment of the eligible dwelling to identify safety and structural hazards conditions present within the dwelling that may limit ability to perform any or all of the required weatherization services in accordance with CSD weatherization guidelines and terms of this Contract. Assessor shall disclose all noted safety and structural hazard conditions to the property owner and tenant, where applicable;

8.2.4.7.1.2 The visual inspection and pre-CAS diagnostic testing of all combustion appliances as to identify the presence of combustion appliance safety conditions within the occupied living space and requiring immediate attention and the offering of prescribed list of health and safety measures needed to remedy noted conditions; and

8.2.4.7.1.3 The visual inspection of dwelling to identify any structural deficiencies and/or barriers inhibiting the ability for required pressurized diagnostics

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to occur. Assessor shall also inform client of the various types of diagnostic testing to be performed within the dwelling, including the general nature and benefits of each form of required diagnostic testing.

8.2.4.7.2 Historic Preservation Review of Dwellings

8.2.4.7.2.1 To ensure compliance with Section 106 of the National Historic Preservation Act (54 USCS § 100101 et seq. & § 300101 et seq., former 16 USCS § 470 et seq.), CSD will establish appropriate procedures for historic property review standards as outlined by a Programmatic Agreement with the State Historic Preservation Office. The established review standards will be utilized for weatherization activities conducted under the SLIHEAP on dwellings that are 45 years or older. For purposes of this Contract, the historic review shall be known as the Historic Preservation Review.

8.2.4.7.2.2 Contractor shall ensure that a Historic Preservation Review is completed on a dwelling that is either: (1) 45 years or older, (2) located within a historic district, or (3) considered to be of exceptional importance under the National Register Criteria for Evaluation pursuant to 36 CFR § 60.4.

8.2.4.7.2.3 When a dwelling assessment is performed and the dwelling is determined to meet any of the criteria specified in subsection 8.2.4.7.2.2, Contractor shall initiate the Historic Preservation Review process pursuant to DOE WAP ARRA No. 010.

8.2.4.7.3 Combustion Appliance Safety (CAS) Diagnostic Testing

8.2.4.7.3.1 The completion of the entire combustion appliance safety (CAS) test is required on all dwellings with combustion appliances.

8.2.4.7.3.2 If it is determined during the CAS test that the dwelling unit contains a condition that is

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hazardous to the occupants, proper steps must be taken to alleviate the hazard. In these cases, infiltration reduction measures may not be installed until the hazard has been corrected; however, Contractor may install non-infiltration measures in the interim, until the CAS condition is corrected.

8.2.4.7.4 If the dwelling unit is not eligible because of the need for extensive repair, the unit shall not be serviced, and Contractor should refer the applicant to the local Housing and Community Development Department, or other similar organizations or programs.

8.2.4.7.4.1 Documentation of such ineligibility due to the need for extensive repairs shall be recorded on the CSD Deferral (CSD 542).

8.2.4.7.4.2 If the applicant can obtain the necessary repairs to make the dwelling unit eligible for weatherization services, weatherization activities may be accomplished following the repair work.

8.2.4.8 Contractor shall ensure the health and safety of weatherization personnel in carrying out activities funded under this Contract. In the event the weatherization of a dwelling threatens the general health and safety of weatherization field personnel, Contractor shall take measures to ensure the safety of the personnel and thoroughly document the incident(s) utilizing the CSD Deferral (CSD 542). The deferral form does not need to be signed by the client where weatherization personnel construe the client or occupants of the dwelling to be threatening and hostile. If unable to get a signature, a certified letter shall be sent to the owner, along with the tenant if the residence is a rental.

8.2.5 Duct and Shell Diagnostic Testing

8.2.5.1 Contractor shall perform the shell leakage diagnostic testing only for shell sealing purposes on a minimum of 20% of the total SFD (one to four units) including mobile homes**,** and a minimum of 5% of MUD (five or more units) weatherized under this Contract. Shell leakage diagnostic testing shall be proportionate to the number of completed units for each quarterly period.

8.2.5.2 Following a determination that no combustion byproduct hazards exist,

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Contractor shall perform pressure diagnostic guided infiltration reduction using a pre-weatherization shell leakage test.

8.2.5.3 Duct Blaster diagnostic testing shall be required on all dwellings with forced-air systems.

8.2.5.4 Contractor shall ensure that all dwelling diagnostic tests are performed by trained individuals possessing all the required skill and training as specified in Section 9.1, Training Requirements.

8.2.5.5 If an unvented space heater is being utilized, infiltration reduction measures shall not be applied unless venting is installed, or the unit is replaced.

8.2.6 Health and Safety Measures

8.2.6.1 Prior to the performance of any heating/cooling service, a qualified technician must perform a diagnostic inspection of the primary heating/cooling appliance to assess operational performance.

8.2.6.2 Contractor is authorized to mitigate health and safety hazards in accordance with the CSD TRM.

8.2.6.3 Health and Safety Measures and Mandatory Insulation Measures must be installed in priority order. Other Mandatory Measures must be installed before optional measures, and no measure shall be excluded, unless the:

8.2.6.3.1 Shell leakage and/or pressurized duct diagnostic test indicates that installation of the measure is not necessary;

8.2.6.3.2 Dwelling already has that measure in place;

8.2.6.3.3 Measure cannot be properly installed;

8.2.6.3.4 Client refuses installation (client refusal is to be documented and placed in file); or

8.2.6.3.5 Measure is not needed or required.

8.2.6.4 After Health and Safety Measures have been addressed, Insulation Measures, if feasible, must be installed prior to the installation of any other Mandatory and Optional Measures. Optional Measures need not be installed in priority order.

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8.2.6.5 If a health and safety hazard is found to exist that requires replacing or repairing a combustion appliance, the cost of which will preclude the installation of the required number of Mandatory Measures for a unit to be weatherized, the dwelling may qualify for weatherization under the following conditions:

8.2.6.6 The combustion appliance is repaired or replaced; and

8.2.6.7 All remaining feasible Mandatory Measures shall be installed.

8.2.6.8 Once feasible Mandatory Measures are installed, Contractor may install optional measures.

8.2.6.9 Health and Safety Measures

8.2.6.9.1 The following guidelines are restricted to occupied SFD and/or MUD units:

8.2.6.9.1.1 A residential heating source that qualifies for repair and replacement services must be a single, pre-existing heating appliance, serving as the dwelling's primary heating source; and

8.2.6.9.1.2 A residential cooling source that qualifies for cooling services must be a single, pre-existing cooling appliance, serving as the dwelling's primary cooling source, limited to mechanical air conditioners, central and window/wall air conditioners, and evaporative coolers.

8.2.6.9.2 Any and all health and safety heating/cooling appliance services shall be performed in accordance with the following guidelines:

8.2.6.9.2.1 All repair and replacement services are limited to dwellings with pre-existing heating and cooling appliances. An exception to this rule exists, however, for those dwellings without a heating and cooling appliance and there are no means to provide adequate heating and/or cooling during a climatic season that would cause imminent harm to the health and wellbeing of individuals or the household.

8.2.6.9.2.2 For those conditions where a true crisis exists,

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and the heating and/or cooling needs cannot be remedied by the installation of a permanent repair or new appliance installation, Contractor shall provide such dwellings with temporary portable devices to support the means of providing adequate cooling and/or heating to occupants of the residence to alleviate the crisis situation and to meet basic heating/cooling needs.

8.2.6.9.2.2.1 Occupant shall be advised of the higher energy consumption associated with portable heating/cooling devices.

8.2.6.9.2.2.2 Occupant shall certify that all of the manufacturer's safety instructions will be abided by.

8.2.6.9.2.2.3 Contractor shall make all attempts to purchase Energy Star-rated portable devices if available.

8.2.6.9.2.3 The age of a heating/cooling appliance shall not be used as a basis for replacement.

8.2.6.9.2.4 When repair, replacement, or installation of a primary heating appliance is required in accordance with the conditions and requirements above but cannot be completed for any reason, the entire dwelling shall be deferred.

8.2.6.9.3 Contractor shall repair a defective primary heating appliance when the cost to assess and repair is estimated at less than 50% of the cost of installing a new replacement unit.

8.2.6.9.4 If during the course of repairing the defective unit additional problems are found that would increase the cost of repairs to more than the allowable limit for repair costs, the unit may be replaced.

8.2.6.9.5 When replacement of a defective primary heating/cooling appliance is performed, Contractor shall perform necessary duct repair and/or replacement services in order to conform

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to Title 24 requirements.

8.2.6.9.6 Fuel switching or replacement of a heating/cooling appliance for an alternate type shall only be allowed when justified by an energy audit as described in TRM Appendix D *Energy Audit/Priority List Protocol*.

8.2.7 Energy Audit Requirements

8.2.7.1 If all feasible measures classified under Health and Safety, Infiltration Reduction and other Mandatory Measures have been assessed, Contractor may assess additional measures utilizing a CSD-approved Energy Audit in accordance with CSD Single-Family/Small Multi-Family Energy Audit Protocol, CSD Multi-Family Energy Audit Protocol.

8.2.7.2 Energy audits shall be conducted as specified in the CSD Single-Family/Small Multi-Family Energy Audit Protocol 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.

8.2.7.3 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).

8.2.8 Occupant Notification

If, in accordance with the provisions of this article, any notice to an occupant is required, a copy of the written notice shall be given to the owner of the unit, when the unit is occupied by a non-owner occupant, or when the unit is vacant.

8.3 Energy Crisis Intervention Program (ECIP) Services Activity Guidelines

8.3.1 Purpose of ECIP Funds

ECIP funds may only be used to resolve an emergency as defined in 42 USC § 8622(1), including:

8.3.1.1 A natural disaster (whether or not officially declared),

8.3.1.2 A significant home energy supply shortage or disruption,

8.3.1.3 An official declaration of a significant increase in:

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8.3.1.3.1 Home energy costs;

8.3.1.3.2 Home energy disconnections;

8.3.1.3.3 Enrollment in public benefit programs; or

8.3.1.3.4 Unemployment and layoffs.

8.3.1.4 An official emergency declaration by the Secretary of Health and Human Services.

8.3.1.5 In those situations where there is not an official federal, state, or local declaration of emergency, e.g., an undeclared natural disaster or a significant home energy supply shortage or disruption that affects a low-income individual, an emergency will be deemed to exist by CSD where there is imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

8.3.2 Capacity and Responsibility to Provide Emergency Assistance

8.3.2.1 In accordance with federal and state law and ECIP Policy and Procedures, Contractor must be qualified and capable of carrying out an energy crisis intervention program that provides timely and effective emergency assistance, not later than the timeframes stated in 42 USC § 8623(c), that resolves the energy crisis. Contractor must meet minimum program requirements for timing and ensuring accessibility to eligible applicants as further defined at 42 USC § 8623(c).

Once applicants meet the eligibility and prioritization criteria and funds are available, Contractor shall:

8.3.2.1.1 Within 48 hours after a household applies and is determined to be eligible for ECIP, provide assistance in the form of a payment guarantee to the appropriate gas or electric vendor or a WPO payment that will resolve the energy crisis; and

8.3.2.1.2 Within 18 hours after a household applies and is determined to be eligible for ECIP, provide assistance in the form of a payment guarantee to the appropriate gas or electric vendor or a WPO that will resolve the energy crisis if such household is in a life-threatening situation.

8.3.2.2 Contractor shall provide all reasonable information requested by CSD during the term of this Contract in order to enable CSD to assess the

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adequacy of Contractor's current energy crisis intervention program and Contractor's ability to implement the program.

8.3.2.3 Federal and state law permit the allowability of costs to the ECIP only where the costs are used to provide emergency assistance in an energy crisis. In addition to all other provisions in this Contract permitting, restricting, or otherwise relating to ECIP costs, such costs are allowable only upon adequate demonstration by the Contractor that the related activities meet the definition of "emergency" as specified in federal law and this Contract.

8.3.3 ECIP Fast Track and WPO

8.3.3.1 Contractor shall provide ECIP Fast Track and WPO Services in accordance with the Agency Local Plan in Article 7.

8.3.3.2 Applicant Eligibility

8.3.3.2.1 Contractor shall provide assistance only to households with incomes that do not exceed an amount equal to 60% of the State median income.

8.3.3.2.2 Income verification must be for one month and current within six weeks of the application intake date or an annual award letter. For acceptable types of documentation, refer to the LIHEAP Eligibility and Verification Guide. Contractor shall retain appropriate documents in each applicant's file establishing applicant eligibility.

8.3.3.2.3 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for (WPO) to determine the client's energy burden.

8.3.3.2.4 Conditions for ECIP services must meet the criteria for an emergency as defined in 42 USC §8622(1), ECIP Policy and Procedures and Article 13, Definitions.

8.3.3.2.5 ECIP Fast Track Utility Assistance

8.3.3.2.5.1 The applicant must receive energy services and be billed directly by one of the following energy providers: a utility company and/or a mobile home park that owns its own power source(s) or a submetering billing service with the statutory authority to shut off utility services.

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8.3.3.2.5.2 For purposes of the present Section 8.3.3, an emergency energy-related crisis does not exist if the cost of energy is included in the applicant's rent, and Contractor may not make ECIP Fast Track payment(s).

8.3.3.2.6 In addition to the applicant eligibility criteria listed above, services for ECIP Fast Track and ECIP WPO may not be provided unless at least one of the following criteria pursuant to Government Code §16367.5 (e) pertains and is documented or certified by Contractor:

8.3.3.2.6.1 Proof of utility shutoff notice;

8.3.3.2.6.2 Proof of energy termination;

8.3.3.2.6.3 Insufficient funds to establish a new energy account;

8.3.3.2.6.4 Insufficient funds to pay a delinquent utility bill;

8.3.3.2.6.5 Insufficient funds to pay for essential firewood, oil, or propane; or

8.3.3.2.6.6 CSD further defines WPO crisis as 30 days or less of fuel.

8.3.3.3 ECIP Fast Track Benefit Determination

ECIP Fast Track benefits shall be determined using the base benefit amount and, when applicable, a Contractor-determined supplemental benefit amount. Contractors shall issue ECIP Fast Track benefits in accordance with the following:

8.3.3.3.1 Contractor shall ensure that the total ECIP Fast Track benefit amount (Base benefit amount plus supplemental benefit amount) is limited to and does not exceed the total amount due (at the time of intake) to the utility company for energy charges, reconnection fees, and other assessed utility fees/surcharges in order to alleviate the crisis situation.

8.3.3.3.2 When only issuing the base benefit amount (no supplemental payment), Contractor may exceed the total amount due to the utility company in energy charges, reconnection fees, delinquent utility bill establishing arrearages and/or past due

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balances, and other assessed utility fees/surcharges to alleviate the crisis situation.

8.3.3.3.3 Contractor shall ensure that the maximum total ECIP Fast Track benefit amount (Base benefit amount plus supplemental benefit amount) does not exceed $1,500. If Contractor uses program income to provide a supplemental ECIP Fast Track payment, the total payment cannot exceed $1,500.

8.3.3.3.4 Contractor shall provide full justification for benefits paid by documenting the client file(s) to include the amount of charges and verification by the utility company.

8.3.3.3.5 Contractor shall review, check for duplicates, and approve applications in accordance with Contractor's approved Agency Local Plan in Article 7 and the current LIHEAP Eligibility and Verification Guide.

8.3.3.4 WPO Benefit Determination

8.3.3.4.1 WPO benefits shall be determined in accordance with CPA-E-21-04 and CPA-E-21-04M WPO Benefit Formula Implementation.

8.3.3.4.2 Contractor shall review, check for duplicates, and approve applications in accordance with Contractor's approved Agency Local Plan in Article 14 and the current LIHEAP Eligibility and Verification Guide.

8.3.3.5 ECIP Fast Track/WPO Payment Guidelines

8.3.3.5.1 Eligible households may receive only one ECIP Fast Track/WPO, or HEAP/WPO payment per program year; however, Contractor can use program income to provide a supplemental ECIP Fast Track/WPO or HEAP/WPO for clients experiencing an extenuating circumstance. In addition to receiving one ECIP (Fast Track/WPO) or HEAP/WPO payment, eligible households may receive ECIP EHCS services and/or other weatherization services, if needed.

8.3.3.5.2 Contractor shall ensure that the maximum base benefit total for ECIP WPO does not exceed $1,000. If Contractor uses program income to provide a supplemental ECIP WPO payment, the total payment cannot exceed $1,000.

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8.3.3.5.3 CSD shall establish and administer a supplemental benefit to cover delivery fees or other additional costs assessed by WPO fuel vendors. These additional charges may vary and are not consistent across fuel vendors. The supplemental benefit is in addition to the standard WPO fuel benefit and shall not exceed $500 per household. Refer to CPA-E-21-04 and CPA-E-21-04M for allowable uses of the supplemental benefit.

8.3.3.5.4 Contractor shall exercise due care to ensure that duplication of ECIP Fast Track/WPO or HEAP/WPO payments does not occur at any time during the term of this Agreement.

8.3.3.5.5 When a HEAP payment or ECIP Fast Track payment has been made directly to an energy vendor, notification of payment(s) shall be shown as a credit on the utility bill(s).

8.3.3.6 ECIP WPO Payment Guidelines Specific

8.3.3.6.1 Contractor shall complete the ECIP/HEAP Payment Request Confirmation (CSD 415) or approved Contractor's equivalent form or approved Contractor's equivalent process that confirms payment was made to the client's account. If the client does not have an account, confirmation of the delivery of the benefit to the client is required.

8.3.3.6.2 Contractor shall make payments directly to energy vendors on behalf of clients whose energy sources are wood, propane, or oil.

8.3.3.6.3 CSD will not make payments to clients for WPO assistance.

8.3.3.6.4 Before paying energy vendors, Contractor shall verify that charges for the services and goods provided are reasonable and within fair market value.

8.3.3.6.5 Contractor shall notify the applicant of the recipient household, in writing, when payments are made directly to an energy vendor for wood, propane, or oil on their behalf.

8.3.3.6.6 Contractor shall forward payments for WPO on behalf of applicants to corresponding energy vendor within 60 calendar days from the date obligation was incurred, unless a formal contract, approved by CSD, between Contractor and vendor provides for other terms.

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8.3.4 ECIP Emergency Heating and Cooling Services (EHCS)

8.3.4.1 Applicant Eligibility

Eligibility of the applicant shall meet all requirements for eligibility as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.2 Dwelling Eligibility

Eligibility of the dwelling shall meet all requirements for eligibility as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.3 Dwelling Assessments

8.3.4.3.1 Assessment of the dwelling shall meet all requirements as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.3.2 Work crews of Contractor who are only performing heating and cooling services shall not be required to perform the entire CAS test and may limit the testing to only the heating and cooling appliances to be repaired or replaced.

8.3.4.4 Allowable Services

ECIP EHCS may be used for the repair, replacement, and new installation of heating/cooling and water heating appliances identified in the ECIP Policy and Procedures and must meet the following criteria:

8.3.4.4.1 The applicant is income eligible and submits the required documentation to complete the eligibility of the dwelling;

8.3.4.4.2 The applicant has insufficient funds to pay the cost of repairing or replacing an eligible heating or cooling appliance or for a new heating or cooling appliance;

8.3.4.4.3 The appliance condition meets one of the appliance repair/replacement criteria as defined in the ECIP Policies and Procedures; and

8.3.4.4.4 The services to mitigate and completely resolve the emergency and satisfy the relevant emergency assistance meet the timeframes as defined in the ECIP Policies and

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Procedures.

8.3.5 Natural Disasters

8.3.5.1 When a dwelling that has been damaged by a natural disaster such as fire, flood, earthquake, hurricane, etc., a scope of work shall be submitted to CSD for approval prior to beginning work related to a natural disaster.

8.3.5.2 The occupant shall be certified as currently eligible, and a dwelling assessment shall be performed.

8.3.5.3 Contractor may have damages repaired that are within the scope of the weatherization program if the same services will not be paid for or reimbursed by any other source.

8.4 ECIP Fast Track and HEAP Electric and Gas Pledge Guidelines

8.4.1 Contractor shall pledge all applications where the Contractor has determined the applicant has a qualifying emergency as specified in subsection 8.3.3.2.6 of Section 8.3, regardless if the benefit is issued under ECIP Fast Track or HEAP Electric and Gas, provided that the application meets the eligibility and prioritization criteria and Contractor's Utility Assistance funds are available.

8.4.2 After a pledge has been made, Contractor shall submit the application to CORE as specified in subsection 6.1.1 of Section 6.1.

8.4.3 Contractor shall determine the applicant has met the eligibility requirements prior to pledging. If an eligible applicant is subsequently determined to be ineligible, Contractor shall cancel the ineligible applicant's pledge with the Utility Company within five business days upon such determination.

8.4.4 If the applicant's pledge amount changes, Contractor shall adjust the pledge amount with the Utility Company.

8.5 SWEATS and PSPS Activity Guidelines

8.5.1 The SWEATS Policy was developed by CSD to facilitate the delivery of allowable SLIHEAP emergency service provisions during an emergency such as a natural disaster or energy supply shortage or disruption. SWEATS services are further defined in guidance memorandum CPN-E-20-01 SWEATS Policy, and services shall be administered in accordance with guidelines, reimbursement provisions, and other information issued by CSD during a qualifying event. Contractor shall ensure SWEATS implementation and administration is in accordance with CPN-E-20-01.

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8.5.2 The PSPS Policy was developed to facilitate the delivery of allowable services to low-income households medically vulnerable to the effects of energy related emergencies and residing in designated High Fire Risk Areas. Contractor shall ensure that PSPS implementation and administration is in accordance with CPN-E-20-02 PSPS Emergency Preparedness Pilot Policy and CPN-E-20-02M3.

8.6 Quality Assurance

8.6.1 Certification

Contractor, or its designee, shall establish a comprehensive, detailed, and fully documented Quality Control procedure to assess the quality and completeness of Weatherization and ECIP EHCS work performed under this Contract. Such assurance shall be documented on the CSD Dwelling Assessment Form (CSD 540) and CSD Post Inspection Form (CSD 611) or approved Contractor's equivalent and shall be signed and dated by a certifying Contractor representative.

8.6.2 Post-Weatherization Inspections

8.6.2.1 Contractor shall perform Post-Weatherization Inspections on 100% of the dwellings weatherized under this Contract. Weatherization jobs where measures installed are limited to lightbulbs, water measures and alarms are exempt from receiving post-inspections.

8.6.2.2 If Contractor is unable to perform a post-inspection, Contractor must demonstrate that a reasonable attempt was made to schedule or perform the post-inspection. Attempts must be fully documented on the Agency Weatherization Inspection Report (CSD 611) and maintained in the client file. The following shall constitute a reasonable effort:

8.6.2.2.1 One phone call attempt plus one correspondence to client stating an attempt was made to inspect and offering to reschedule; or

8.6.2.2.2 One missed appointment or a client refusal plus one correspondence stating an attempt was made to inspect and offering to reschedule.

8.6.2.3 Post-Weatherization inspections shall be conducted for the purpose of assessing the quality and completeness of performed weatherization services and compliance with CSD TRM. The post-inspection shall:

8.6.2.3.1 Verify that all measures were completely installed in accordance with said terms and conditions of this Contract;

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8.6.2.3.2 Review of installed measures to determine the absence of any feasible Mandatory Measure not installed and the installation of a measure (non-feasible measure) that may not be in compliance with said standards and the terms and conditions of this Contract;

8.6.2.3.3 Verification that the unit received shell leakage, and duct leakage testing, as applicable;

8.6.2.3.4 Verification that required CAS testing of eligible combustion appliances was performed and inspection of combustion appliances to verify the safe operating condition of combustion appliances within the dwelling residence; and

8.6.2.3.5 Verification that an energy audit was performed when required and in compliance with Energy Audit/Priority List Protocol.

8.6.2.3.6 Confirm ECM's installed as part of an energy audit meet energy audit improvement results including but not limited to: accurate reporting of dwelling characteristics, confirmation of pre and post blower door and duct testing results were accurately reported and coincided with the reported data on the Shell Leakage Datasheet (CSD 704) and Duct Leakage Datasheet (CSD 706); measured insulation R-values, accurate reported efficiencies and costs of heating/cooling and water heating appliance efficiency installations; and that the costs billed do not exceed the improvement costs identified in the Improvement Analysis Report.

8.6.2.3.7 Inspection of the unit dwelling to ensure that all identified health and safety hazards, whether pre-existing or resulting from the performance of weatherization services, have been successfully remedied.

8.6.2.4 Contractor shall ensure that Post-Weatherization Inspections are performed by trained staff successfully completing all required training as specified in Article 9.1, Training Requirements.

8.6.2.5 If Contractor subcontracts Post-Weatherization Inspection services, then Contractor must aggregate weatherization jobs to mitigate the cost associated with performing inspections. The maximum allowable cost of each post-inspection by a subcontractor is as follows:

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8.6.2.5.1 Subcontractors awarded a contract through a competitive procurement process shall not exceed the measure maximum per inspection. The inspection rate includes all expenses related to the Post-Weatherization Inspection such as the cost of the inspection, administration, and travel costs of subcontractor.

8.6.2.5.2 Subcontractors that are part of CSD's network of SLIHEAP contractors, and performing inspections under a contract, Memorandum of Understanding or similar contract, and not competitively procured in accordance with the Contractor's procurement process and procedure, shall bill actual costs for the Post-Weatherization Inspection and related expenses such as inspector wages, overhead, administration and travel costs of subcontractor. The total cost of all related expenses shall not exceed the measure maximum per inspection.

8.6.2.6 Contractor shall ensure job separation between staff performing post-weatherization inspection activities and weatherization crew personnel performing the physical installation and performance of weatherization measure services funded under this Contract.

8.6.2.7 If Contractor elects to subcontract with entities outside of CSD's network of Local Service Providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the post-weatherization inspection activities. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the post-weatherization inspection.

8.6.2.8 The Quality Assurance Inspector shall certify the performance of Post-Weatherization Inspections of dwelling units by completing and signing Contractor Post-Weatherization Inspection Report (CSD 611). Contractor shall retain a copy of the completed and signed form in the client file.

8.6.3 Third-Party Inspections

8.6.3.1 CSD may use a third-party inspector to review and verify that the weatherization activities performed under this Contract conform to applicable standards and practices.

8.6.3.2 Contractor or a ride-along (designated representative) shall accompany the inspector on client inspection visits and shall provide equipment to the inspector. When possible, Contractor shall make corrections during

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the client inspection visits.

8.6.3.3 Contractor agrees to remedy all Nonhazardous Conditions (nonhazardous work deficiencies) noted by CSD or its designee within 20 business days of written notification.

8.6.3.4 Contractor must remedy all Hazardous Conditions resulting from weatherization measure installation in accordance with the TRM. Any Hazard Fails that are not remedied within 18 hours will require completion of the Hazardous Correction Work Plan denoting the reason why the hazardous correction is unable to be resolved within 18 hours and the action that will be taken to resolve the hazard.

8.6.3.5 Contractor must remedy all inspection corrections identified on the Comprehensive Inspection Report including confirmation of correction to CSD's third-party inspector within 20 business days.

8.6.4 Noncompliance

8.6.4.1 Contractor shall be subject to the withholding of any or all reimbursements for failure to completely resolve an identified Fail or Hazardous Condition in accordance with the TRM. The reimbursement sanction will apply to the next fiscal reimbursement request associated with the program of the weatherized unit in question. The reimbursement sanction will remain in effect until Contractor successfully resolves the Fails or Hazardous Condition and confirms the resolution with CSD and the designated Inspection Contractor. The sanction will apply to all subsequent fiscal reimbursement requests of the primary funding source in question so long as the Fails and Hazard Fails remains unresolved.

8.6.4.2 If it is determined that the Contractor has failed to resolve an identified Hazardous Condition in accordance with the Hazardous Correction Work Plan, CSD may utilize the services of the designated Inspection Contractor to successfully resolve the delinquent Hazardous Condition. Contractor will assume responsibility for costs associated with the use of Inspection Contractor's services. The costs will include labor, materials, and travel equal to the Inspection Contractor's training and technical assistance hourly rate and the total amount will be withheld from the Contractor's next request for fiscal reimbursement.

8.6.4.3 If it is determined that the Contractor has incorrectly billed CSD because a measure was not installed, or the quantity installed is less than the quantity billed, Contractor shall install the billed measure or quantity, if feasible. In cases when a physical remedy is not possible, repayment of

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the labor and material costs for the non-installed measure or quantity will be withheld from subsequent reimbursements.

8.6.4.4 Contractor will be subject to Special Conditions, in accordance with Section 10.4, if it is determined that one or more of the following conditions exist:

8.6.4.4.1 Contractor has a history of unsatisfactory performance;

8.6.4.4.2 Identification of one or more Hazardous Conditions in dwellings weatherized by Contractor;

8.6.4.4.3 Failure to remedy an identified Hazardous Condition in a timely manner; and

8.6.4.4.4 Substantial number of Nonhazardous Conditions and/or identified trends or patterns of nonconformance to installation criteria.

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ARTICLE 9 – TRAINING, LICENSING, AND CERTIFICATIONS

9.1 Training Requirements

9.1.1 CSD's statewide training program is detailed in the CSD Training Policies and Procedures Manual (TPPM). Contractor shall ensure weatherization service activities covered by this Agreement are performed by properly licensed contractors and/or properly trained individuals in accordance with training requirements specified in the TPPM.

9.1.2 Contractor shall maintain and make available for reference to Contractor's employees and subcontractors who perform weatherization services, the following documents:

9.1.1.1 CSD TRM;

9.1.1.2 CSD Training Policies and Procedures Manual (TPPM);

9.1.1.3 Other applicable policies and procedures;

9.1.1.4 Official State and Federal Program Notices;

9.1.1.5 Current CSD Field Forms; and

9.1.1.6 Required Training Materials

9.2 Contractor Licensing

Contractors, unless otherwise exempt or their subcontractors performing basic weatherization services under this Contract shall comply with TRM and the following licensing requirements:

9.2.1 Possess and maintain an active Class "B" General Building Contractor license, issued by the Contractors State License Board (CSLB) in the name of the Contractor/qualifying individual;

9.2.2 Fulfill the requirements of, and receive certification pursuant to the Toxic Substances Control Act, Section 402 (15 USC § 2601 et seq.; 40 CFR § 745.226 & 227);

9.2.3 Contractor, unless otherwise exempt from the licensing requirement, shall upload and maintain a copy of the current Class "B" CSLB license into the CSD Training Portal.

9.2.4 Contractor is responsible for ensuring that all subcontractors have active licensing

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and are in good standing for the duration of the subcontract; and

9.2.5 Contractor shall immediately notify CSD when any changes in licensing occur.

9.3 Special Licensing - Weatherization

9.3.1 Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Cook Top and Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob and tube wiring certification will always require a C-10 license.

9.3.2 Specialty subcontractors must possess all applicable licenses as required by the CSLB to carry out installation and/or repairs. Specialty licensing is required for specific measures including: C-10 Electrical Contractor (including electrical wiring upgrade/replacement and knob and tube wiring certification); C-20 Warm-Air Heating, Ventilation and Air-Conditioning Contractor; C-36 Plumbing Contractor; C-46 Solar Contractor; C-47 Mobile Home Contractor; and D-65 Weatherization Energy Conservation.

9.3.3 Contractor is responsible for ensuring that all subcontractors have active licensing and are in good standing with the CSLB for the duration of the subcontract.

9.4 Environmental Protection Agency (EPA) Certifications

9.4.1 All contractors providing services utilizing in-house crews shall be certified as an EPA Certified Firm in accordance with EPA's Renovation, Repair and Painting Program requirements (40 CFR Part 745). Contractors who subcontract all of their weatherization and ECIP EHCS services are required to be certified and shall have at least one EPA Certified Renovator on staff for subcontractor oversight purposes.

9.4.2 Contractors shall ensure that all subcontractors whose work potentially disturbs lead paint are EPA Certified Firms and have EPA Certified Renovators on staff.

9.4.3 Any contractor without the required certification will not be allowed to perform weatherization or EHCS services.

9.5 Mandatory Training

Contractor must participate in mandatory training such as eligibility start-up training, TRM training, contract review webinars, monitoring trainings, and other trainings CSD deems mandatory. CSD will provide notice of mandatory training to Contractor via announcement posted on the LAP, at least 10 business days prior to the date the mandatory training is scheduled to occur.

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SUBVENTION CONTRACT

COMPLIANCE REQUIREMENTS

ARTICLE 10 – COMPLIANCE POLICIES AND PROCEDURES

10.1 Right to Monitor, Audit, and Investigate

10.1.1 Contractor shall comply with any duly authorized representative of the federal or state government who is conducting a monitoring visit, audit, or an investigation in accordance with 42 USC § 8627 and Cal. Gov. Code § 16366.7, as amended.

10.1.2 Contractor shall, upon reasonable notice, make available all information and materials reasonably necessary for CSD to substantiate to its satisfaction that expenditures incurred under this Contract are allowable and allocable, including, but not limited to files, books, documents, papers, and records. Contractor agrees to make such information and materials available to the federal government, the State, or any of their duly authorized agents or representatives, for purpose of examination, copying, or mechanical reproduction, on or off the premises of the subject entity.

10.1.3 Any duly authorized agent or representative of the federal or state government shall have the right to undertake investigations in accordance with 42 USC § 8627, as amended, and 45 CFR Part 75 (including § 75.342 and § 75.352).

10.1.4 All contracts entered into by Contractor with audit firms for purposes of conducting independent audits under this Contract shall contain a clause allowing CSD or any duly authorized agent or representative of the federal or state government timely access to the working papers of the audit firm(s).

10.2 Auditing Standards and Reports

10.2.1 Auditing Standards

10.2.1.1 *Applicability.* The standards set forth in 2 CFR Part 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 Article 14. The Supplemental Audit Guide may be accessed at the CSD LAP.

10.2.2 Audit Reports

10.2.2.1 Funds provided under this Contract shall be included in an audit

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conducted in accordance with the provisions of 2 CFR Part 200 Subpart F – Audit Requirements, standards promulgated by the American Institute of Certified Public Accountants (AICPA), and those standards included in the U.S. Government Accountability Office's "Government Auditing Standards," July 2018 Revision, as amended April 2021. Please note: 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 that mandates a single audit may be subject to an audit and/or other fiscal- or program-specific review conducted by CSD or its agents, upon 30-day written notice.

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-day written notice. In addition, agencies will be required to submit an email to Audits@csd.ca.gov certifying they fall below the audit threshold in accordance with Section 10.2.3.

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. All SLIHEAP grants shall be reported separately on the SEFA by program component, i.e., Weatherization (Wx) and ECIP/HEAP/Assurance 16 (EHA16). In addition, a separate Supplemental Statement of Revenues and Expenditures (SSRE) for each contract whose term ends during the single-audit fiscal year shall be included in that year's single audit. The SSRE shall report revenue and expenditures for CSD funding by contract line item and Contractor's fiscal year. The SSRE shall cover the entire contract term as required in CSD's Supplemental Audit Guide.

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

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

Electronic copy:

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audits@csd.ca.gov

10.2.5 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 a high-risk designation and additional conditions, as described in CPN-A-24-01 - Single Audit Requirements and 22 CCR § 100875.

10.2.6 Collection of Disallowed Costs based on an Audit Transmittal Report (TR)

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

10.2.6.2 All statements, notices, responses and demands issued in accordance with this Section 10.2.6 shall be in writing.

10.2.6.3 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Section 10.2.6.

10.3 Compliance Monitoring

10.3.1 As the recipient of federal SLIHEAP block grant under this Contract, Contractor shall substantiate that all costs claimed pursuant to this Contract are allowable and allocable under all applicable federal and state laws. To be entitled to reimbursement, Contractor must trace all allowable costs to the level of expenditure, to include providing supporting documentation reasonably necessary to substantiate the validity of such claim.

10.3.2 As the administrator of the SLIHEAP block grant for the State, CSD is required to ensure that funds allocated are expended for the purposes identified in federal law and state law and are allowable and allocable costs pursuant to this contract.

10.3.3 Contractor shall comply with CSD's on-site or in-house and follow-up monitoring of Contractor to ensure that Contractor meets the Production Plan, administrative standards, financial management requirements, and other requirements of SLIHEAP.

10.3.4 CSD shall provide Contractor reasonable advance notice in writing of on-site

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and/or in-house monitoring reviews of Contractor's program or fiscal performance.

10.3.5 Compliance monitoring will consist of a questionnaire that Contractor will be required to complete and return to CSD within 30 calendar days from receiving the questionnaire.

10.3.6 CSD will conduct client file reviews to verify compliance with financial and program requirements. CSD shall notify Contractor of the client files requested, and Contractor shall provide the client files within five business days.

10.3.7 CSD may increase the number of client files reviewed and frequency of client file reviews based on the severity of non-compliance issues identified during the client file review process.

10.3.8 Contractor shall cooperate with CSD, including its representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Contract. To the extent Contractor maintains records and documents in an electronic format, Contractor must make such records and documents readily available to CSD: 1) for review on an appropriate electronic device provided by Contractor; and/or 2) for reproduction in electronic and/or hard copy format, as is necessary to effect the purposes of this Section 10.3. In order to realize the objectives of this subsection and to ensure that the integrity of the program, the proper expenditure of grant funds, and to prevent fraud, waste, abuse, and unjust enrichment, whether by design or inadvertence, Contractor shall cooperate with CSD as follows:

10.3.8.1 Upon request, provide a list of clients, jobs or properties to or for which SLIHEAP services have been provided by Contractor, and to or for which Contractor has provided related services under other federal, State or non-governmental programs such as, but not limited to, public and private utility company programs, collectively "Associated Programs."

10.3.8.2 With respect to such list of clients, jobs, or properties, provide CSD and/ or the investigative entities or persons referenced in Section 10.1.1, access to client files or similar records and documents of the Associated Programs for the purpose of determining whether related services have been provided that result in duplicate billings or any violation of federal or State law, this Contract, or applicable federal and/or State SLIHEAP guidelines.

10.3.8.3 For purposes of this Section 10.3.8:

10.3.8.3.1 "Duplicate billing" is defined as receiving reimbursement

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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.

10.3.8.3.2 To the extent necessary to realize the objectives of this article, the term "Contractor" includes any subcontractor or agent of Contractor in possession of the files, records, or documents or other information bearing on related services under any relevant Associated Program.

10.3.8.4 Contractor has no obligation to provide access to the client files, records, and documents of an Associated Program when no SLIHEAP services have been provided and the client, job, or property is not required to be on the list furnished to CSD by Contractor, as provided herein.

10.3.8.5 In the event Contractor is unable to comply with the provisions of subsections 10.3.8.1 or 10.3.8.2 because of restrictions placed on Contractor by law in connection with an Associated Program, or restrictions imposed on Contractor pursuant to a binding written contract between Contractor and the funding source of such Associated Program, then Contractor shall so inform CSD by written declaration and provide supporting documentation for such declaration. Contractor shall, together with any declaration made, certify to CSD in writing that:

10.3.8.5.1 Contractor has not submitted duplicate billings to both SLIHEAP and Associated Program; or

10.3.8.5.2 Contractor has not otherwise engaged in similar actions in violation of federal or state law.

10.3.9 CSD will host a File Transfer Protocol (FTP) Server and provide Contractor with specifications, documentation, and sample of FTP file configurations screens, as necessary, to enable Contractor to use the FTP Server to upload client files, records, and documents. Contractor shall submit client files, records, and documents via the FTP to allow CSD to complete an in-house review.

10.3.10 In the event that CSD determines that Contractor is not in compliance with material or other legal requirements of this Contract, CSD shall provide the observations, recommendations, or findings and request for a corrective action plan to Contractor in writing. Contractor shall submit to CSD a specific action plan for correcting the noncompliance.

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10.3.11 Collection of Disallowed Costs

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

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

10.3.11.3 *Notice after review of further supporting evidence.* If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs as provided above in subsection 10.3.11.2, CSD shall, after consideration of Contractor's submission, accordingly, issue a revised Notice of Disallowed Costs, if any, no later than 30 days after receipt of Contractor's information or documentation. Contractor shall have 15 days from receipt of such Notice to tender payment or a repayment plan acceptable to CSD. In the alternative, Contractor may request a hearing in accordance with subsection 10.4.4 of this Contract, for CSD's final determination of disallowed costs.

10.3.11.4 All statements, notices, responses and demands issued in accordance with this Section shall be in writing.

10.3.11.5 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Section.

10.4 Enforcement Process - Noncompliance with Requirement of this Contract

10.4.1 Tax-Exempt Status Requirement

Nonprofit charitable organizations must maintain their 501(c)(3) tax-exempt status as a requirement for continued SLIHEAP grant reimbursements and participation under the current Contract. All 501(c)(3) contractors shall notify CSD within one business day upon revocation of their tax-exempt status and cease all work performed under this Contract. CSD will halt all payments to Contractor while its nonprofit, tax-exempt status is revoked. Work performed prior to the revocation, but billed after such notice is received, shall be timely reimbursed to the Contractor. In addition, CSD may take additional enforcement steps consistent with federal and state law and this Contract.

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10.4.2 General

The authority for CSD Enforcement Actions, as defined in Section 10.4.3, for cost disallowances/ recovery of misused funds, and for de-designation of eligible entity status (collectively "Enforcement Process") is found in the Uniform Administrative Requirements, and in state regulations (see 22 CCR § 100875). Contractor agrees that: 1) the present article shall guide, inform and clarify the Enforcement Process; 2) shall establish the procedures to be followed; and 3) establish the rights and obligations of the parties with respect to the Enforcement Process, for purposes of implementing the principles set out in the applicable legal authorities.

10.4.3 Enforcement Action, "High Risk" – Determination and Notice

10.4.3.1 If CSD determines that Contractor is not financially stable, and that Contractor's financial condition is so tenuous that its ability to implement this Contract is seriously compromised, or if CSD determines that Contractor has not complied with the requirements of this Contract and that Contractor's noncompliance constitutes a material breach of the Contract, CSD may initiate an Enforcement Action. For purposes of this article, "Enforcement Action" means the imposition of any of the following: a) special conditions and/or sanctions; b) a determination of cost disallowance; c) contract suspension; d) contract termination; or e) termination of Contractor's service provider status.

10.4.3.2 To initiate an Enforcement Action, CSD must provide Contractor with written notice of "high risk" designation, setting forth: 1) the factual and legal basis for the determination of noncompliance, upon which the "high risk" designation is based; 2) the corrective action(s) required; and 3) the date by which the corrective action must be taken and completed.

10.4.3.3 For purposes of this article, "material breach" means any act or omission by Contractor that is in contravention or disregard of Contractor's duties and obligations under the terms of this Contract and under applicable State and federal law, which act or omission:

10.4.3.3.1 Constitutes fraud or gross negligence by Contractor or its agent(s);

10.4.3.3.2 Is likely to result in significant waste and/or abuse of federal funds;

10.4.3.3.3 Has a significant adverse impact on Contractor's ability to meet its administrative, financial, or programmatic duties and obligations over the term of the Contract or a significant

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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 Section 10.4.3, above.

10.4.4.2 Notice of Special Condition(s) and/or Sanction(s) shall be in writing and shall become effective on the date specified in the notice. Notice must contain the following information:

10.4.4.2.1 The nature of the Special Condition(s) and/or Sanction(s) being imposed;

10.4.4.2.2 The reason(s) for imposing Special Condition(s) and/or Sanction(s); and

10.4.4.2.3 The corrective actions that must be taken and the time allowed for completing them before CSD removes the Special Condition(s) and/or Sanction(s).

10.4.4.3 Special Conditions may include, but are not limited to:

10.4.4.3.1 Obtaining training and/or technical assistance;

10.4.4.3.2 The imposition of special or additional reporting requirements;

10.4.4.3.3 Special or conditional cost reimbursement requirements and procedures;

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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 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

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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 subsection 10.4.4.5 applies.

10.4.5 Cost Disallowance

10.4.5.1 If Contractor's non-compliance with the terms of this Contract results in an enforcement action, and if CSD determines that Contractor's non-compliance has resulted in questioned costs, CSD shall provide Contractor with a Statement of Questioned Costs along with the Notice of Enforcement Action, or at such later time in the Enforcement Process as questioned costs have been identified.

10.4.5.2 The Statement of Questioned Costs shall include:

10.4.5.2.1 A description of the costs questioned and the specified amount by type or category of costs;

10.4.5.2.2 The reason the costs are questioned, and the information and/ or documentation required to justify payment of the costs; and

10.4.5.2.3 The timeframe and procedures for Contractor's submission of the required information or documentation to CSD.

10.4.5.3 If CSD determines that more information is required before a Statement of Questioned Costs can be issued or before a final determination of cost disallowance can be made, CSD may conduct an investigative audit of Contractor's records, files and books of account, or retain an audit firm for such purpose. Contractor shall cooperate fully in any audit conducted and to ensure that Contractor's agents, accountants and subcontractors

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cooperate in the performance of such audit. A report of any audit conducted shall be shared with Contractor, who shall be given ample opportunity to respond to findings and to submit information and documentation in support of the response. If Contractor fails to cooperate in the conduct of an audit, initiated pursuant to this subsection, CSD may either impose sanctions, as provided in subsection 10.4.3 or, if feasible, issue a Notice of Disallowed Costs.

10.4.5.4 After CSD has considered any information and/or documentation submitted by Contractor in response to a statement of questioned costs or in response to an investigative audit report, CSD shall issue a Notice of Disallowed Costs, which notice shall include:

10.4.5.4.1 The amount of disallowed costs to be repaid, if any; and

10.4.5.4.2 The date by which repayment must be made or, in the alternative,

10.4.5.4.3 The date by which Contractor must submit a proposed repayment plan for consideration by CSD.

10.4.5.5 Before the expiry of five business days after receipt of a Notice of Disallowed Costs, Contractor may challenge the Notice of Disallowed Costs by requesting a hearing, conducted in accordance with the procedures set out in 22 CCR § 100875, for the purpose of adjudicating the matter of cost disallowance, provided however that either Contractor or CSD may opt to adjudicate other pending Enforcement Action matters, as provided in subsection 10.4.4.6. of this section, in a combined proceeding.

10.4.5.6 If Contractor fails to request a hearing to adjudicate cost disallowance, as provided in subsection 10.4.5.5, the Notice of Disallowed Costs shall be deemed final and Contractor shall comply with the provisions of the present Section 10.4.5.

10.4.5.7 Contractor will not be deemed to have complied with a Notice of Disallowed Costs until repayment is made or CSD has approved a repayment plan. In determining the acceptability Contractor's repayment plan, CSD shall take into consideration such factors as, but not limited to:

10.4.5.7.1 Federal requirements or conditions applicable to the grant(s) under which the disallowed costs were funded;

10.4.5.7.2 The exigencies of the grant program and CSD's ability to

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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.

10.5 Service Delivery and Expenditure Requirements

10.5.1 Service Delivery and Expenditure of Funds

10.5.1.1 Contractor shall, in accordance with Government Code §16367.5, be afforded maximum flexibility and control, within the parameters of federal and state law, in the planning, administration, and delivery of SLIHEAP services. Regardless of the modalities and techniques utilized, Contractor is obligated: a) to ensure that the maximum numbers of persons are served, consistent with the effective and efficient service delivery, with program requirements and with applicable law; and b) to fully expend program funds by the date identified in the contract.

10.5.1.2 A substantial failure to expend funds and provide services to readily available qualified applicants, except for compelling reasons beyond

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Contractor's control, shall be deemed prima facie evidence of breach of contract and may constitute grounds for "high risk" designation and the applicable remedies as provided in Section 10.4, "Enforcement Process – Noncompliance with the Requirements of this Contract." Such failure of performance may, in accordance with the provisions of this article, result in a reduction in Contractor's grant allocation and the redistribution of future funding to other performing service providers.

10.5.2 Contractor Expenditure and Reporting Requirements

10.5.2.1 Contractor shall be at 99% expenditure of the Contract by May 31, 2027.

10.5.2.2 CSD will monitor Contractor's expenditures to evaluate compliance with meeting expenditure requirement by May 31, 2027, for each program category, including capped budget items.

10.5.2.3 Contractor shall submit timely expenditure reports that allow CSD to evaluate Contractor's ability to meet the May 31, 2027, expenditure date requirement. Based upon these reports, CSD may determine that Contractor has not met the expenditure requirement and is out of compliance with this Contract.

10.5.2.4 Should the Contractor's actual expenditure trend indicate the Contractor is unlikely to expend at least 99% by May 31, 2027, the Contractor will notify the CSD no later than May 10, 2027 requesting to expend beyond May 31, 2027.

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SUBVENTION CONTRACT

CERTIFICATIONS AND ASSURANCES

ARTICLE 11 – FEDERAL AND STATE POLICY PROVISIONS

11.1 Certifications

11.1.1 Contractor's signature affixed to this Contract shall constitute a certification that to the best of its ability and knowledge it will, unless exempted, comply with the provisions set forth in the following:

11.1.1.1 Contractor Certification Clauses (CCC-04/2017)

11.1.1.2 Safeguarding Access to State Data (Department of Finance, Budget Letter 04-35)

11.1.1.3 Safeguarding Against and Responding to a Breach of Security Involving Personal Information (Office of Information Security and Privacy Protection, Management Memo 08-11).

11.1.2 The above documents are hereby incorporated by reference into this Contract. To access these documents, please visit the CSD LAP.

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

11.2 Provisions for Federally Funded Grants

11.2.1 Contractor certifies that it possesses legal authority to apply to the State for SLIHEAP funds and assures compliance with the purposes as set forth in 42 USC § 8621 et seq., as amended.

11.2.2 Eligibility to Receive Federally Funded Public Benefits

Pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act

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of 1996 (PRWORA) (Public Law 104-193), as amended, and Executive Order W13596, dated August 27, 1996, while in effect, applicants for federally funded public benefits are required to provide proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status. (8 USC §§ 1611, 1612, & 1642.) Contractor shall verify client eligibility in accordance with CSD Applicant Verification of Eligibility Procedures and Regulations, forms, and other written guidance provided by CSD.

11.2.3 Under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) Section 508, and NO VERIFICATION REQUIREMENT FOR NONPROFIT CHARITABLE ORGANIZATIONS, Section 432 (d) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 USC § 1642 et seq.) as amended, Nonprofit Charitable Organizations are exempt from the requirement to determine, verify, or otherwise require proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status of any applicant for such benefits in providing any Federal public benefit (as defined in 8 USC § 1611(c)) or any State or local public benefit (as defined in 8 USC § 1621(c)). (Pub. L. 104-208, Title V, Section 508; and 8 USC § 1642(d)).

11.2.4 Federal Funding Accountability and Transparency Act reporting requirement (FFATA) (Pub. L. 109-282).

Pursuant to the FFATA, CSD is required to report information regarding contractors (sub-awardees) receiving SLIHEAP funds. Contractor must complete CSD form 279 and return with the Contract to enable CSD to comply with FFATA reporting requirements including information regarding executive compensation and all subawards, contracts, and subcontracts in excess of $25,000 through the Federal Subaward Reporting System (https://www.fsrs.gov/) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.

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

11.2.4.1 Salary Limitation – Federal Executive Level II. Federal funds for grant programs consistently include a provision as part of the Consolidated Appropriations Act of 2017 (e.g., Pub. L. 115-31, May 5, 2017) from Congress that the amount that "shall be used to pay the salary of an individual, through the grant or other extramural mechanism" including non-federal share, must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2025/executive-senior-level under the "Rates of

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Pay for the Executive Schedule" link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entity's organization. This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

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

11.2.6 Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services. Pursuant to the "Prohibition on certain telecommunications and video surveillance services or equipment" (2 CFR § 200.216), contractors are prohibited from expending grant funds on "equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities)".

11.3 Federal Certifications Regarding Debarment, Suspension, and Related Matters

Contractor hereby certifies to the best of its knowledge that it or any of its officers, or any subcontractors:

11.3.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. For purposes of this certification of subcontractor eligibility, Contractor may rely on information available at Sam.gov;

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

11.3.3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in Section 11.3.2 above of this certification; and

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

11.3.5 If any of the above conditions are true for the Contractor or any of its officers, Contractor shall describe such condition and include it as an attachment to the Contract. Based on the description, CSD in its discretion, may decline to execute this Contract or set further conditions for this Contract. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Contract, and CSD may terminate this Contract for cause immediately pursuant to the termination provisions of State and federal law governing the Low Income Home Energy Assistance Program.

11.3.6 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 a 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 Equal Employment Opportunity clause obligations set forth in Title 41 of the Code of Federal Regulations Section 60-1.40, Sections 60-2.10 through 60-2.32, and Sections 60-741.1 through 60-741.47.

11.4.3 Each contractor with less than 50 employees shall comply with Executive Order 11246, Part II, Section 202, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall comply in full with the requirements thereof.

11.5 Nondiscrimination Compliance

11.5.1 Contractor certifies that it will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.

11.5.2 Contractor hereby certifies compliance with the following:

11.5.2.1 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

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amended (38 USC § 4211 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 (41 CFR Subtitle B, Chapter 60, as amended);

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

11.5.2.6 Age Discrimination Act of 1975 (42 USC §§ 6101 et seq.); and

11.5.2.7 Title 45 CFR Part 80.

11.6 Contractor Fair Hearing - Civil Rights Act Violation

11.6.1 In the event of any violation or alleged violation of Title VI of the Civil Rights Act of 1964, as amended, (42 USC § 2000d et seq.). Contractor has the right to request a fair hearing in response to such violation or alleged violation within 30 calendar days from the date of such action.

11.6.2 The HHS will conduct such fair hearing in accordance with Title 45, Code of Federal Regulations, Part 81.

11.7 Specific Assurances

11.7.1 Pro-Children Act of 1994

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

11.7.1.2 The above language must be included in any subawards that contain provisions for children's services and that all subawards shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to $1,000 per day.

11.7.2 American-Made Equipment/Products

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Contractor shall assure, pursuant to the Buy American Act of 1933 (41 USC § 8301 et seq.), to the extent practicable, that all equipment and products purchased with funds made available under this Contract shall be American made.

11.7.3 Federal and State Occupational Safety and Health Statutes

Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes: the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health & Safety Code §§ 25249.5 et seq.); Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program) (63 FR 71225, codified at 40 CFR Parts 266 & 273); and California Workers' Compensation laws (Labor Code §§ 3200 et seq.).

11.7.4 Political Activities

11.7.4.1 Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Contract.

11.7.4.2 Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Contract.

11.7.5 Lobbying Activities

11.7.5.1 Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Contract or any other fund, programs, projects, or activities that flow from this Contract.

11.7.5.2 If Contractor engages in lobbying activities, Contractor shall complete, sign and date the CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, as required by the HHS (45 CFR Part 93, Appendix A).

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ARTICLE 12 – GENERAL TERMS AND CONDITIONS GTC 02/2025

The California General Terms and Conditions (GTC 02/2025), hereby incorporated into this Contract by reference, is available at the following web address:

https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language

Click the "GTC 02/2025" link to download the current requirements.

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ARTICLE 13 - DEFINITIONS

All terms used in this Contract shall be those as defined in applicable federal and state law (see 42 USC §§ 8621 et seq. and Government Code § 16367.5) and regulation (see 45 CFR Part 96 and 22 CCR § 100800), or as more specifically defined as:

Administrative Costs: Actual costs for auxiliary functions such as salaries, wages, workers compensation, and fringe benefits for administrative staff, facilities, utilities, office and computer equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program. Includes incurred costs associated with participation and attendance to policy advisory committee meetings and workgroups.

Contract: The complete contents of this contract entered into by and between CSD and Contractor, including all rights, duties, and obligations, whether expressed or implied, required toward the legal performance of the terms hereof.

Amendment: A formal change to the Contract of a material nature including but not limited to the term, scope of work, or name change of one of the Parties, or a change of the maximum amount of this Contract.

Authorized Agent: The duly authorized representative of the Board of Directors of Contractor and duly elected or appointed, qualified, and acting officer of CSD. In the case of Contractor, CSD shall be in receipt of board resolution affirming an agent's representative capacity to bind Contractor to the terms of this Contract.

CSD Program Advisory (CPA): The purpose of the CPA is to provide information, correct problems, contradictions and uncertainty. A CPA serves as short-term guidance to inform or direct immediate action to correct a problem or provide relief from an obligation.

CSD Program Notice (CPN): The purpose of the CPN is to supplement contractual requirements and facilitate program implementation. A CPN serves as long term guidance to summarize or interpret regulations or contract requirements.

Call-Back: A call-back is a visit from Contractor that occurs when a measure fails (either during inspection, or later within the warranty period) and must be corrected by the Contractor. The required warranty periods are defined in TRM. Warranty corrections apply to both the LIHEAP, SLIHEAP and DOE or DOE IIJA weatherization programs.

California Certified Inspector/Risk Assessor Contractor: An individual who is certified by the State of California, Department of Health Services, as a lead-related construction Inspector/Risk Assessor.

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California Energy Commission (CEC) Climate Zone: The CEC established 16 climate zones that represent a geographic area and that have a particular weather pattern. These climate zones are based on energy use, temperature, weather, and other factors that determine the types of building standards that are subject to the Title 24 Energy Efficiency Standards and that dictate the energy conservation measures that must be installed in a weatherized dwelling, as required by law.

Categorically Eligible: Certain households will be determined "categorically eligible" to participate in LIHEAP without consideration for income, as long as the household meets all the eligibility criteria. This policy only applies to households receiving CalWORKs and CalFresh.

Certified Lead-Free: Residential property that has been determined by a California Certified Inspector/Risk Assessor Contractor to be absent from the presence of lead-based paint.

Certified Lead-Safe: Residential property in which lead-painted surfaces are intact and/or have been treated with measures to stabilize and eliminate lead-paint hazards and that, as such, poses no immediate threat to the occupants as determined by a California Certified Inspector/Risk Assessor Contractor.

Certified Translator: A translator that has been certified to translate a specific language and are often members of a professional translation association such as American Translators Association and American Literary Translators Association, etc.

Children: Members of a household who have not attained their 19th birthday.

Client Education/Counseling: Includes, but is not limited to, providing client with written information describing energy-saving behavioral adjustments that will decrease the energy consumption of the household; providing client with resource information, referral, and budget counseling in order to assist clients in achieving self-sufficiency; providing client with mold and lead-safe education and advising client of the benefits of weatherization in their homes.

Client Needs Assessment: The act of acquiring additional and appropriate information from an eligible client to determine the needs that can be served by Contractor and other available programs after eligibility has been established.

Contractor: The entity (partnership, corporation, agency, or association) designated on the face sheet of the Standard Agreement (STD 213) of this Contract.

CORE: Combined Outcome Reporting Engine (CORE) System: Software used by CSD's Local Service Providers to submit Utility Assistance, Wood, Propane, and Oil transaction records for validation and further processing.

Crisis: Weather-related and/or supply-shortage emergencies and other household energy-related emergencies that negatively impact the energy-related economic conditions of low-income households. A crisis can be caused by:

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a. Cold or hot weather-related events, such as flood, earthquake, tornado, hurricane, ice storm/freeze; or events meeting such other criteria as the Governor, and/or the President of the United States, at their discretion, and/or their designee, including CSD, may determine to be appropriate; or

b. Geopolitical events, such as wars, terrorism, civil disturbances, and embargoes, including geopolitical events that negatively impact the energy-related economic conditions of low-income households.

CSD: The State of California Department of Community Services and Development.

Database Transfer: A method wherein contractors utilize a local database platform to provide CSD with downloaded client and other program data.

Diagnostic Testing: Series of testing protocols performed under the weatherization program involving the use of specialized tools to assess: the operating condition of combustion appliances for general safety and carbon monoxide emission levels, and pressurized diagnostic testing procedures to assess the integrity of building envelopes and duct systems for leakage and outside air infiltration. Diagnostic tests shall only be performed by qualified individuals possessing the required skill and training needed to perform diagnostic testing activities.

Direct Services: The portion of the SLIHEAP funding to carry out the provisions of SLIHEAP services and activities of this Contract, to include: Weatherization, Energy Crisis Intervention Program (ECIP) Services (excluding Utility Assistance), and Wood Propane and Oil (WPO).

DOE:The United States (U.S.) Department of Energy that provides funds for the Weatherization Assistance Program for Low-Income Persons. This program is authorized by Title IV of the Energy Conservation and Production Act (Pub. L. 94-385; 42 USC § 6801). The federal regulations for this program are in 10 CFR Part 440.

Dwelling Assessment: The process used to evaluate the service needs of an eligible dwelling for weatherization services offered under the DOE or DOE IIJA and LIHEAP and SLIHEAP weatherization programs. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Dwelling Unit: A house, including a stationary mobile or manufactured home, an apartment, a group of rooms, or a single room occupied as separate living quarters.

EHA-16: A term used to reference Emergency Crisis Intervention Program, Home Energy Assistance Program and Assurance-16 service components.

Elderly: An individual 60 years of age or older.

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Electronic File: A contract or other record created, generated, sent, communicated, received, or stored by electronic means.

Emergency: Meets the federal definition at 42 USC § 8622(1) and shall be defined as being any one or more of the following conditions:

a. A natural disaster (whether or not officially declared);

b. A significant home energy supply shortage or disruption;

c. An official declaration of a significant increase in:

   i. Home energy costs;

   ii. Home energy disconnection;

   iii. Enrollment in public benefit programs; or

   iv. Unemployment and layoffs;

d. An official emergency declaration by the Secretary of Health and Human Services.

   In those situations where there is not an official federal, state, or local declaration of emergency, e.g., an undeclared natural disaster or a significant home energy supply shortage or disruption that affects a low-income individual, an emergency will be deemed to exist by CSD where there is imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Energy Burden: The expenditures of the household for home energy divided by the income of the household.

Energy Conservation Measures (also known as Weatherization Measures): A wide variety of measures installed in or applied to the dwelling to increase the energy efficiency or to reduce the total energy expenditures of the dwelling.

Environmental 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 with all CSD policies and procedures and in compliance with all Federal and State regulations. Allowable costs include actual labor costs while on the jobsite and testing fees associated with the inspection.

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Final Allocation: The actual amount of funds available to Contractor under this Contract, as calculated pursuant to Title 22, California Code of Regulations, Section 100830 after CSD receives the notice of grant award for the full annual allocation based on the appropriation by Congress for the Federal Fiscal Year, and as publicly announced by CSD's Director or designee, subsequent to the execution of this Contract.

General Operating Costs: Costs that are directly allocable to those costs defined as related facilities, office and computer equipment, office supplies, telephone, travel and materials and activities to prevent exposure to COVID-19 as allowable program costs.

Hazardous Condition: Any condition posing an immediate health and safety threat to the client and/or persons working in the dwelling unit. Hazardous conditions include but are not limited to: Combustion Appliance Safety (CAS) hazards, appliance-related hazards, and electrical hazards as defined in the CSD TRM.

Heating/Air Conditioning Appliance Repairs/Replacements: The complete unit replacement, adjustments of gas pressure and/or air/fuel mixture, replacement of thermocouples, adjustment of refrigerant charge, filter replacements, or other component repairs or replacements necessary for safe and efficient operation.

Health and Safety Measures: A category of weatherization measures installed to mitigate health and safety hazards generated by combustion appliances and to preserve or improve indoor air quality. These measures include CO alarms, smoke alarms, heating/cooling and water heater repairs and replacements, Environmental Hazard Work weatherization and kitchen cooking appliance repair and replacements.

Highest Home Energy Needs: The home energy requirements of a household determined by taking into account both the energy burden of such household and the unique situation of such household that results from having members of vulnerable populations, including very young children (0-5), individuals with disabilities, and frail, older individuals (60+).

Home Energy Rating System (HERS) Provider, also referred to as HERS Rater: An entity or individual recognized by the California Energy Commission as a HERS Provider and certified in performing the necessary field and diagnostic testing verifications for demonstrating compliance with the 2016 Building Energy Efficiency Standards.

HUD Unit: A housing unit participating in a U.S. Department of Housing and Urban Development (HUD) Assisted Housing Program.

Infiltration Reduction Measures: A subcategory of weatherization measures installed in or applied to dwellings to reduce or stop the uncontrolled flow of conditioned air out of the dwelling or the uncontrolled flow of outside air into conditioned areas in the dwelling. Infiltration reduction is best accomplished with shell leakage technology

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Intake Date: The date the Contractor receives or accepts the application.

Interim Allocations: Incremental releases of Continuing Resolution appropriations by CSD to fund SLIHEAP Direct Services and Utility Assistance program activity under this Contract.

Interest Income: The interest earned by a Contractor directly generated or earned as a result of unexpended SLIHEAP grant funds at the end of a contract term period. The interest earned by a Contractor is income generated as a result of depositing federal funds in an interest-bearing account.

Labor and Material Measures: Those measures where the measure reimbursement is based on the combined total of labor and material and the quantity of the measure itself is not limited to a specific amount per weatherized dwelling.

Labor and Material Single-Quantity Measures: Those weatherization measures where the reimbursement is based on the combined total of labor and material cost and the maximum quantity of the measure is limited to a single item per weatherized dwelling.

Liability Insurance: Insurance coverage to protect against claims alleging one's negligence or inappropriate action resulting in bodily injury or property damage. Related costs shall mean those actual costs allocated for insurance bonds, general liability insurance, and pollution occurrence insurance. Pollution occurrence insurance is optional.

Life-Threatening: Applicant is without heating, cooling, or utility service during extreme weather conditions, as determined by the local administrative agency. This may include energy-related situations that pose a threat to the health and safety of one or more members of the household.

Major Vehicle and Field Equipment Costs: Actual costs associated with the purchases of vehicles, office equipment and field equipment $10,000 or greater per unit used for the purpose of delivery of direct services. Pre-approval from CSD is required. Field equipment means diagnostic equipment and related equipment. Purchases must follow all federal and state rules and regulations governing SLIHEAP pertaining to procurement standards.

Materials: Materials are those allowable items that are installed in or on the dwelling. All materials shall be in conformance with the CSD TRM and 10 CFR Part 440 Appendix A – Standards for Weatherization Materials.

Maximum Amount: The dollar amount reflected on line 3 of the face sheet of the Standard Agreement (STD 213) of this Contract, as amended to reflect the Final Allocation for the term of this Contract.

Migrant Farm Worker: A seasonal farm worker who performs or has performed farm work during the eligibility determination period (any consecutive 12-month period within the 24-

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month period preceding application for program benefits and/or services) that requires travel such that the worker is unable to return to his/her domicile (permanent place of residence) within the same day. Migrant farm worker is not a term used in the contract but is captured for reporting purposes in CSD's Weatherization Database, CSD's financial reporting system, and Intake Form (CSD 43).

Minor Vehicle and Field Equipment Costs: Actual costs associated with the purchase of vehicle, office equipment and field equipment under $10,000 per unit used for the purpose of delivery of program services. Purchases must follow all federal and state rules and regulations governing SLIHEAP pertaining to procurement standards.

Mobile or Manufactured Home: A manufactured home regulated by the California Department of Housing and Community Development (HCD) that is built on a trailer chassis and designed for highway delivery to a permanent location, and it can be a single-, double-, or triple-wide home. To receive weatherization services under a CSD program, a mobile home must be a permanent, full-time residential dwelling, with a floor area of at least 330 square feet.

Modified Dwelling Assessment: The process used to evaluate the limited service needs of an eligible dwelling that has been previously weatherized under the DOE, DOE IIJA or SLIHEAP 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 SLIHEAP. Assessments limited to ECIP EHCS work on dwellings not receiving weatherization services are to be included in the cost of the ECIP measure. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Modification: An immaterial change to this Contract that does not require an Amendment.

Multi-Unit Dwellings (MUD) also known as Multi-Family Buildings (MFB): Defined as residential dwelling structures containing more than one residential unit within a single building, including: duplexes, triplexes, fourplexes, and multi-unit apartments. For purposes of travel reimbursement to Contractors and shell leakage testing, Multi-Unit Dwellings are defined as multi-unit dwellings, e.g., apartments, with five or more attached residential units.

Natural Disaster: A weather event (relating to cold or hot weather), flood, earthquake, tornado, hurricane, or ice storm, or an event meeting such other criteria as the Secretary of Federal Department of Health and Human Service, in the discretion of the Secretary, may determine to be appropriate. For the purpose of the CSD Disaster Relief Plan, emergency services may be provided to low-income individuals and families affected by a natural disaster when the event is declared by a Presidential or Gubernatorial Order as a Federal or State Emergency.

Nonprofit charitable organization: Is defined by the Internal Revenue Code, Section 501(c) (3) (26 USC § 501(c)(3)). Section 501(c) (3) is a tax law provision granting exemption from the federal income tax to nonprofit organizations. 501(c)(3) exemptions may apply to corporations,

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and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.

Outreach and Its Related Costs: Outreach activities are designed to ensure that eligible households, especially households with elderly and/or disabled individuals with high home energy burdens, are made aware of the assistance available. Costs relating to these activities may include: developing outreach materials (flyer/brochure information packets), advertising costs, printing costs, outreach mailers to targeted households, travel to outreach sites and related facilities, site costs, and the referral of eligible households to assistance providers in the community. Intake and assisting with the completion of an intake form are not considered outreach or a related cost.

Parties: CSD on behalf of the State of California, and the Contractor.

Pledge: A guarantee of payment or promise to pay made by the Contractor to the Utility Company via phone, fax, e-mail or webservice and guaranteed by CSD.

Pledge Date: The date in which the Contractor contacts the Utility Company via phone, fax, e-mail or webservice to pledge a payment on behalf of the applicant.

Pledge Timeframe: A set length of time, beginning on the date the Contractor makes the pledge and ends after a fixed number of days.

Program: Weatherization, HEAP, ECIP, and Assurance 16 services provided under 42 USC §§ 8621 et seq., as amended.

Program Income: Program income means gross income earned by 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 2 CFR § 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 2 CFR § 200.407. See also 35 U.S.C. §§ 200-212 "Disposition of Rights in Educational Awards," which applies to inventions made under Federal awards.

Reweatherization: Once a dwelling has been submitted to CSD for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweatherization.

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Ride-along: A representative of the Contractor who accompanies a designated third-party inspector while performing on-site inspections. CSD requires that, when possible, a ride-along be sufficiently trained to make necessary corrections during inspections, thereby minimizing or eliminating the need for return trips that may inconvenience the client and/or require re-inspection in accordance with the CSD TRM.

Seasonal Farm Worker: A person who during the eligibility determination period (any 12-month period within the 24-month period preceding application for program benefits and/or services) was employed at least 25 days in farm work or earned at least $400 in farm work and who has been primarily employed in farm work on a seasonal basis, without a constant year-round salary. Seasonal farm worker is not a term used in the Contract but is captured for reporting purposes in CSD's Weatherization Database, CSD's financial reporting system and Intake Form (CSD 43).

Separate Living Quarters: Living quarters in which the occupant(s) do not live and eat with any other person(s) in the structure and which have either: (1) direct access from the outside of the building or through a common hall; or (2) complete kitchen facilities for the exclusive use of the occupant(s). The occupant(s) may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Single-Family Dwelling: A dwelling structure containing no more than one dwelling unit. A single-family dwelling is defined as a one-unit, single-family dwelling or a one-unit, single-residential housing dwelling with one to four attached units.

State: The State of California Department of Community Services and Development.

Subcontractor: An entity (partnership, corporation, association, agency, or individual) that enters into a separate contract or agreement with Contractor to fulfill direct program or administrative tasks in support of this Contract.

Subcontract: A separate contract or agreement entered into by and between Contractor and Subcontractor to fulfill direct program or administrative tasks in support of this Contract.

Useful Life: Useful life means the length of time a Weatherization or ECIP HCS measure is expected to be useable.

Utility Assistance Funding: The portion of SLIHEAP funding used to provide utility assistance services under ECIP Fast Track and HEAP Electric and Gas. These funds are administered by Contractor but paid to eligible clients – or to utility companies on the client's behalf – by CSD from Contractor's allocated amount of funding.

Vendor: An individual, sole proprietorship, firm, partnership, corporation, or any other business venture from which materials and goods are supplied and purchased.

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Vulnerable Populations: Young children (ages five years or under), disabled, and elderly persons (ages 60 or older).

Weatherization Training and Its Related Costs: Costs associated with the training of personnel or subcontractors as specified in Article 9.1 of this Contract. Training may also include internal Contractor training, and attendance at weatherization-related training to include IT system training or other forms of weatherization training sponsored by DOE, CSD, and/or other organizations. Related costs may include salary/wages, materials, fees and travel. Excludes incurred costs associated with participation and attendance at policy advisory committee meetings and workgroups.

Workers' Compensation: Insurance that covers medical and rehabilitation costs and lost wages for employees injured at work. Workers' compensation shall mean those actual costs associated with workers' compensation coverage for program staff whose salaries and wages are chargeable under program costs.

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ARTICLE 14 - FORMS AND DOCUMENTS INCORPORATED BY REFERENCE

The following forms and documents, all of which are hereby incorporated into this Contract by reference, are available on the CSD Local Agencies Portal at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

14.1 Forms to be returned with signed contract:

14.1.1 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

14.1.2 Agency Staff and Board Roster (CSD 188);

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

14.1.4 2026 SLIHEAP Production Plan (CSD 622);

14.1.5 Agency Local Plan; and

14.1.6 Public Website Update Form (CSD Form 251).

14.2 The following documents are hereby incorporated by this reference:

14.2.1 2026 SLIHEAP Numbers, Contractors, and Service Areas;

14.2.2 Agency Local Plan;

14.2.3 State Administrative Manual Section 5100, 5300.5 and 5340 at http://sam.dgs.ca.gov/TOC/5300.aspx;

14.2.4 Reimbursement Rates for Weatherization and EHCS Activities;

14.2.5 Supplemental Audit Guide;

14.2.6 CSD Training Policies and Procedure Manual (TPPM);

14.2.7 Direct Pay Utility Pledge Timeframe;

14.2.8 Technical Reference Manual (TRM); and

14.2.9 Eligibility & Verification Guide

14.2.10 CORE Application Processing Policy

14.3 The following CPAs and CPNs are hereby incorporated by reference

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14.3.1 Program Procedure Guidance with NCB Procurement Worksheet; CPN-A-17-01 Equipment Use and Disposition Requirements;

14.3.2 CPN-A-18-01 Program Income;

14.3.3 CPA-E-18-005 Expenditure Reconciliation Policy and Procedure

14.3.4 CPN-E-19-001Working Capital Advance;

14.3.5 CPN-E-19-002 Energy Reimbursement Policies and Procedures;

14.3.6 CPN-E-20-01 SWEATS Policy;

14.3.7 CPA-E-20-01E Guidance and Program Relief for LSPs Impacted by COVID-19

14.3.8 CPN-E-20-02 PSPS Emergency Preparedness Pilot Policy Modification;

14.3.8.1 CPN-E-20-02E PSPS Emergency Preparedness Pilot Policy Errata

14.3.8.2 CPN-E-20-02M PSPS Emergency Preparedness Pilot Policy Modification

14.3.8.3 CPN-E-20-02M2 PSPS Emergency Preparedness Pilot Policy Modification

14.3.8.4 CPN-E-20-02M3 PSPS Emergency Preparedness Pilot Policy

14.3.9 CPN-E-20-05 Transferring Funds

14.3.10 CPA-E-21-04M2 WPO Benefit Formula Implementation Plan

14.3.10.1 CPA-E-21-04M WPO Benefit Formula Policy Modification

14.3.11 CPA-E-23-04 Establishment of Confirmation ID Codes to Facilitate the Validation and Reporting of Eligible DOE Dwellings

14.3.12 CPN-E-23-08 Previously Weatherized Dwelling Verification

14.3.12.1 CPN-E-23-08M1 Previously Weatherized Dwelling Verification

14.3.13 CPN-E-23-09 Categorical Eligibility Implementation for CalWORKS and CalFresh Recipients

Docusign Envelope ID: 3056E4D1-341A-40EA-A7F3-102DB6DB8E38

14.3.14 CPA-E-24-01 2024 Blended Rates, DOE WAP Memo 123 Integration, and Related Weatherization Form Updates

14.3.15 CPN-E-24-01 Revised Technical Reference Manual and Related Weatherization Forms

14.3.15.1 CPN-E-24-01E Revised Technical Reference Manual and Related Weatherization Forms Errata

14.3.16 CPA-E-24-02 Revised Energy Audit Submittal Process

14.3.17 CPN-E-24-03 Measure Matrix Updates

14.3.18 CPN-E-24-04 Training Policies and Procedures Manual Revisions

14.3.19 CPA-E-24-05 Certification Date Validation Timeframe

14.3.20 CPA-E-24-06 Veteran Status and Affiliation Data Collection

14.3.21 CPA-E-24-07 Discontinuation of One Payment Over Practice

14.3.22 CPA-E-25-01 2025 Blended Rates and Related Weatherization Form Updates

14.3.23 CPA-E-25-02 Removal of Previously Issued CSD Energy Division Program Advisories and Program Notices from the Local Agencies Portal (LAP)

14.4 The following guidance is incorporated by reference:

14.4.1 ECIP Policies and Procedures (rev. 2/1/08)

14.4.2 DOE WAP ARRA No. 10 – National Historic Preservation Act – SHPO – Historical Review

MEMORANDUM

To: Board of Directors Catherine Anspach

From: Catherine Anspach; Director of Development

Date: April 29, 2026

Subject: *Agenda Item V(a):* CAPK Foundation Report – **Action Item**

The CAPK Foundation Board met in person on Tuesday March 24, 2026, and approved the minutes from the January 27, 2026 Foundation Board meeting.

Tracy Webster reviewed the financial reports categorized by purpose for the calendar year 2025 from January 1 – December 2025. She provided an overview of the balance sheet, income statement, and budget-to-actual reports.

For the period of January 1-March 31, 2026 (quarter 1)

NOTABLE DONATIONS:

- LDS Church for their holiday "Giving Machine" campaign which ran from Dec 13, 2025 - Jan 3, 2026 - $18,025 for Food Bank
- Stater Bros. donation - $15,000 for Food Bank
- Tri-Counties Bank - $15,000 for VITA
- Amazon (grant) - $35,000 for Food Bank
- Sandberg Goldberg Charitable Foundation - $40,000 for Food Bank

HIGHLIGHTED EVENTS:

- CalPortland Golf Tournament was held March 28, 2026, and raised $14,638 for East Kern FRC.
- CAPK Food Bank was chosen as one of the recipients to receive funds from Bakersfield West Rotary's Annual Cioppino Feed that was held March 7, 2026
- California Resource Corporation employees provided an Easter experience to our Head Start Centers in Shafter and Taft bringing the Easter Bunny and goody bags to each of our kids.

UPCOMING EVENTS:

- The Annual GIVE BIG KERN is scheduled for May 5, 2026. Look for social media posts and email blasts promoting the day of giving. All monies raised through the CAPK Foundation will go towards East Kern and Oasis Family Resource Centers.
- We are a little over a month away from our annual GOURMET FOR GOOD scheduled for Saturday, June 6, 2026, at the Nirvana Estate. Currently we have raised $136,710 towards the event. We encourage you to attend and share the event with your work colleagues and friends.

Recommendation:

Staff recommend the Board of Directors approve the CAPK Foundation Board of Directors report and all items.

Attachments:

Minutes from the January 21, 2026, Board of Directors Meeting.
CAPK Foundation Financial Reports

DATE	January 27, 2026
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18th Street., Suite 200 Bakersfield, CA 93301

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Chair Kevin Burton called the meeting to order at 12:04pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Denise Boshers, Michael Bowers (left at 1:00pm), Lillian Brust, Leslie Friend (attended virtually), Ariana Joven, Traco Matthews (left at 1:00pm), June Nachor, Chase Nunneley, Celeste Porter, Mike Riar (left at 1:00pm), Janea Roberts, & Rudy Salas.

Absent: Don Bynum, Fred Plane and Chei Whitmore.

Others Present: Jeremy Tobias; Chief Executive Officer, Pritika Ram; Chief Business Development Officer, Tracy Webster; Chief Financial Officer, Lisa McGranahan; Chief Human Resource Officer, Susana Magana; Director of Health & Nutrition, Gabrielle Alexander; Director of Finance, Catherine Anspach; Director of Development; other CAPK staff.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

A Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Salas/Nunneley).

V. New Business

a. Introduction and Welcome of New Board Members – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach introduced herself and had everyone on the board go around and introduce themselves, stating where they work and how long they have been on the CAPK Foundation Board. Mike Riar, Celeste Porter, June Nachor, Leslie Friend, and Rudy Salas all mentioned that they are new members and look

forward to being on the CAPK Foundation Board. Catherine also had CAPK staff introduce themselves and their titles.

Jeremy Tobias also addressed the board chair to let him know that since the Foundation is no longer subject to the Brown Act, the agenda for the meeting will be amended and certain items, such as public comment, will be removed. Kevin Burton thanked Jeremy for the update.

b. Request for Board Review and Signature – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach mentioned that Foundation Board members need to annually review and sign the following documents: Conflict of Interest Statement, Oath and Confidentiality Agreement, and Board Member Roles & Responsibilities Agreement. She noted that the Foundation will need all signed documents by February 6th.

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

Tracy Webster stated that she would spend additional time reviewing the financial reports due to the new board members. She presented the 2025 calendar year reports, beginning with contributions to date. She noted that Veterans Services is reflected as two accidental line items and that the Foundation received 1,131 donations for the year. She reviewed the balance sheet and income statement, stating that total net income for the year is $25,000, as most Foundation funds are distributed back to programs. She also reviewed the fund activity summary, explaining that it outlines funds received and distributed by program.

On the recommendation of board member Janea Roberts, Tracy presented a trend overview highlighting the Foundation's growth. She provided background on the Foundation's creation and shared that revenue grew 31% from 2023 to 2024 and 70.8% from 2024 to 2025, representing over 100% growth in three years. She also noted increased donor engagement in 2025, with more donors giving smaller amounts at higher frequency. While certain expenses, such as salaries, have increased, contributions distributed to programs have also grown by over 100%.

Janea Roberts commented that the Foundation has done well adjusting to program needs, noting that some funding amounts may appear lower because certain programs require less support. Tracy agreed and added that East Kern and Oasis receive donations that make a significant impact.

Tracy then reviewed the 2026 budget, noting that fundraising projections primarily support the Food Bank due to greater need. Pritika Ram added that Veterans Support Services (VSS) will have upcoming needs, including Stand Down and the Ramkabir project.

Kevin Burton requested an update on the Ramkabir project. Pritika Ram provided a brief update on its location and plans. Jeremy Tobias clarified that social media reports overstated the application amount, noting it is closer to $12 million rather than $30 million. He stated that if awarded, the project will be brought back to the CAPK Board for items such as budgets and award of contracts. Michael Bowers added that the project will positively impact the Union Avenue area.

A Motion was made and seconded to approve the Financial Reports. Carried by unanimous vote (Joven/Bowers).

d. CAPK Food Bank Government Shutdown Summary – Tracy Webster, Chief Financial Officer & Kelly Lowery, Food Bank Administrator – ***Info Item***

Kelly Lowery welcomed the current and new Foundation board members and thanked the Foundation team for their continued support of the Food Bank. He shared that during the government shutdown in the fall, he formed a task force to identify ways to support individuals who lost their SNAP benefits. He noted that federal workers were also in immediate need during this time.

Kelly explained that the Food Bank adjusted pantry hours to better serve federal workers. He emphasized that SNAP is an important tool in addressing hunger and shared that approximately 100,000 families in Kern County were affected by the shutdown. In response, the Food Bank created targeted SNAP food distributions specifically for SNAP recipients across the county, in addition to its regular distributions. He also commended his staff for their efforts in organizing and carrying out these additional distributions.

Tracy Webster then reviewed the financial summary of the distributions. She stated that without community support, the response would have cost approximately $1.2 million. She added that volunteers and donations significantly offset those costs and thanked the Foundation and marketing teams for helping promote support efforts. Kevin Burton also thanked everyone involved.

Denise Bosher asked whether the shutdown would have a long-term impact on the Food Bank. Kelly responded that if the shutdown had lasted longer, it could have created additional strain; however, they were able to supplement inventory with purchased food. He noted that funding from the Foundation allows the Food Bank to purchase wholesale food to support its inventory. Kevin Burton asked whether the 2024 Food Bank expansion was helpful, and Kelly confirmed that it was extremely beneficial in storing additional food for the increased distributions.

Chase Nunneley asked whether another shutdown is anticipated and whether the Food Bank is prepared. Kelly shared that an upcoming shutdown would not affect SNAP funding, as it has been approved for the remainder of the year. However, if a shutdown impacts federal workers, the Food Bank will prepare accordingly.

e. Fundraising Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach noted the various ways the Foundation supports CAPK programs. She mentioned the Head Start coat drive, which provides 1,400 coats to children enrolled in Head Start. She also highlighted the Friendship House Casino Night fundraiser, which raised $11,478.53.

Catherine referenced the one-time giving received during the government shutdown and year-end giving campaign. She also shared that several external events collectively raised over $20,000 in donations.

Additionally, she mentioned the M Street holiday meal celebration and the East Kern holiday meal distribution.

f. CAPK Foundation 2026 Calendar of Events – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach presented the 2026 event calendar. She noted that the calendar is subject to change, as many events can occur throughout the year, but updates will be shared with the board as they develop.

g. Gourmet for Good Discussion & Next Steps – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach stated that each board member should have a sponsorship package in front of them. She noted that the presenting sponsorship has been sold, bringing the total for the event to $42,000. Catherine said her goal for 2026 is to increase the number of larger sponsorships and that she will form a subcommittee with different board members to help.

She mentioned that a few of the specialty sponsorships have already been sold, but many levels are still available. Each board member will receive a draft email and a digital sponsorship package.

h. Grant Funding Report– Annelisa Corona, Community Development Supervisor – ***Info Item***

Annelisa Corona presented the grant funding report and noted that the Foundation is exploring different funding options to support programs. She mentioned that two proposals were denied by funders: one from the Rotary Club in China Lake and one from the Kern Community Foundation.

VII. Board Member & Staff Comments

Catherine Anspach mentioned that the new Foundation board members will be completing onboarding to better understand the CAPK Foundation. She also collected the names of individuals who want to serve on the Gourmet for Good Planning Committee.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, March 24, 2026
CAPK Administrative Offices, Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 1:18 pm.

BOARD MEETING

MARCH 24, 2026

FINANCIAL REPORT

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Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2026 to 02/28/2026

Purpose	Amount	# Contributions
General	$636.82	16
M Street Navigation Center - Homeless Center	$602.00	3
Oasis Family Resource Center - Ridgecrest	$5,025.00	4
East Kern Family Resource Center	$12,500.00	3
Volunteer Income Tax Assistance - VITA	$15,000.00	1
Food Bank	$219,877.97	108
Veterans Services	$2,430.60	2
Gourmet for Good 2026	$31,500.00	4
Total	$287,572.39	141

Community Action Partnership of Kern Foundation
Income Statement
for the period of 01/01/2026 to 02/28/2026

Account Number	Account Name	Amount
Income		
4220	Contributions Income	$157,526.39
4230	Fundraising	$31,500.00
4310	Interest Earned	$623.40
Total Income		$189,649.79
Expense		
5105	Salaries	$40,107.68
5205	Benefits	$11,413.29
6210	Repair/Maintenance/Incidental Alterations	-$603.64
6235	Utilities	$712.69
6305	Office Supplies	$1,554.43
6505	Legal Fees	$1,265.45
6520	Consultant Services	$7,000.00
6605	Communications	$438.55
6610	Postage	$449.42
6615	Printing	$7,233.05
6620	Risk Insurance	$3.60
6635	Board Costs	$1,030.24
6675	Outreach	$2,034.19
6690	Membership Fees	$400.00
6695	Bank Fees	$273.34
6990	Contribution - CAPK	$172,082.16
7910	Facility Use	$541.50
9999	Indirect Expense	$6,565.84
Total Expense		$252,501.79
Net Income (Loss)		-$62,852.00

Community Action Partnership of Kern Foundation

Balance Sheet
as of 02/28/2026

Account Number	Account Name	Amount
Assets		
1000	Checking	$76,232.89
1010	Money Market	$72,723.03
1100	Accounts Receivable	$97.00
1101	Stripe Payments	$82.66
Total Assets		$149,135.58
Liabilities		
2100	Accounts Payable	$8,166.66
2200	Accrued Expenses	$47,204.40
Total Liabilities		$55,371.06
Equity		
3000	General Fund - Fund Balance	$74,016.84
3101	Food Bank - Fund Balance	$18.12
3104	Friendship House Community Center - Fund Balance	$4.00
3110	Head Start - Fund Balance	$10,000.00
3114	Veterans Services - Fund Balance	$3.00
3115	Gourmet for Good 2026 - Fund Balance	$9,722.56
Total Equity		$93,764.52
Total Liabilities + Total Equity		$149,135.58

Community Action Partnership of Kern Foundation

Fund Activity Summary
for the period of 01/01/2026 to 02/28/2026

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	$145,571.96	$1,350.22	$72,905.34	$-71,555.12	$0.00	$-71,555.12	$74,016.84	$145,571.96
Food Bank	$15,383.76	$121,727.97	$137,093.61	$-15,365.64	$0.00	$-15,365.64	$18.12	$15,383.76
Volunteer Income Tax Assistance - VITA	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
Friendship House Community Center	$8.00	$8.00	$12.00	$-4.00	$0.00	$-4.00	$4.00	$8.00
East Kern Family Resource Center	$0.00	$12,500.00	$12,500.00	$0.00	$0.00	$0.00	$0.00	$0.00
Oasis Family Resource Center - Ridgecrest	$0.00	$5,025.00	$5,025.00	$0.00	$0.00	$0.00	$0.00	$0.00
M Street Navigation Center - Homeless Center	$96.80	$102.00	$198.80	$-96.80	$0.00	$-96.80	$0.00	$96.80
Head Start	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00
Veterans Services	$56.00	$2,436.60	$2,489.60	$-53.00	$0.00	$-53.00	$3.00	$56.00
Gourmet for Good 2026	$-14,500.00	$31,500.00	$7,277.44	$24,222.56	$0.00	$24,222.56	$9,722.56	$-14,500.00
Total	$156,616.52	$189,649.79	$252,501.79	$-62,852.00	$0.00	$-62,852.00	$93,764.52	$156,616.52

Community Action Partnership of Kern Foundation

Budget to Actual
for the period of 01/01/2026 to 02/28/2026

		Current Period (01/01/2026 to 02/28/2026)			YTD (01/01/2026 to 02/28/2026)		
Account Number	Account Name	Actual	Budget	Variance $	Actual	Budget	Variance $
Income							
4220	Contributions Income	$157,526.39	$87,583.34	$69,943.05	$157,526.39	$87,583.34	$69,943.05
4230	Fundraising	$31,500.00	$36,333.34	-$4,833.34	$31,500.00	$36,333.34	-$4,833.34
4310	Interest Earned	$623.40	$0.00	$623.40	$623.40	$0.00	$623.40
4900	CAPK Agency Contribution	$0.00	$85,895.84	-$85,895.84	$0.00	$85,895.84	-$85,895.84
Total Income		$189,649.79	$209,812.52	-$20,162.73	$189,649.79	$209,812.52	-$20,162.73
Expense							
5105	Salaries	$40,107.68	$46,807.84	-$6,700.16	$40,107.68	$46,807.84	-$6,700.16
5205	Benefits	$11,413.29	$16,276.50	-$4,863.21	$11,413.29	$16,276.50	-$4,863.21
6105	Local Travel - Staff	$0.00	$250.00	-$250.00	$0.00	$250.00	-$250.00
6120	Out of Town Travel - Staff	$0.00	$833.34	-$833.34	$0.00	$833.34	-$833.34
6135	Per Diem - Staff	$0.00	$175.00	-$175.00	$0.00	$175.00	-$175.00
6150	Vehicle Gasoline	$0.00	$91.66	-$91.66	$0.00	$91.66	-$91.66
6210	Repair/Maintenance/Incidental Alterations	-$603.64	$0.00	-$603.64	-$603.64	$0.00	-$603.64
6235	Utilities	$712.69	$666.66	$46.03	$712.69	$666.66	$46.03
6305	Office Supplies	$1,554.43	$1,000.00	$554.43	$1,554.43	$1,000.00	$554.43
6505	Legal Fees	$1,265.45	$250.00	$1,015.45	$1,265.45	$250.00	$1,015.45
6520	Consultant Services	$7,000.00	$2,250.00	$4,750.00	$7,000.00	$2,250.00	$4,750.00
6525	Software Support/Maintenance	$0.00	$2,250.00	-$2,250.00	$0.00	$2,250.00	-$2,250.00
6605	Communications	$438.55	$333.34	$105.21	$438.55	$333.34	$105.21
6610	Postage	$449.42	$750.00	-$300.58	$449.42	$750.00	-$300.58
6615	Printing	$7,233.05	$2,000.00	$5,233.05	$7,233.05	$2,000.00	$5,233.05
6620	Risk Insurance	$3.60	$8.34	-$4.74	$3.60	$8.34	-$4.74
6625	Hiring Costs	$0.00	$75.00	-$75.00	$0.00	$75.00	-$75.00
6635	Board Costs	$1,030.24	$833.34	$196.90	$1,030.24	$833.34	$196.90
6645	Tuition/Registration Fees - Staff	$0.00	$416.66	-$416.66	$0.00	$416.66	-$416.66
6675	Outreach	$2,034.19	$21,666.66	-$19,632.47	$2,034.19	$21,666.66	-$19,632.47
6680	Training Expenses	$0.00	$83.34	-$83.34	$0.00	$83.34	-$83.34
6685	Meeting Expenses	$0.00	$500.00	-$500.00	$0.00	$500.00	-$500.00
6690	Membership Fees	$400.00	$250.00	$150.00	$400.00	$250.00	$150.00
6695	Bank Fees	$273.34	$0.00	$273.34	$273.34	$0.00	$273.34
6715	Licensing/Misc Fees	$0.00	$50.00	-$50.00	$0.00	$50.00	-$50.00
6790	Misc Expense	$0.00	$500.00	-$500.00	$0.00	$500.00	-$500.00
6990	Contribution - CAPK	$172,082.16	$102,083.34	$69,998.82	$172,082.16	$102,083.34	$69,998.82
7127	Client Incidentals	$0.00	$166.66	-$166.66	$0.00	$166.66	-$166.66
7180	Volunteer Costs	$0.00	$41.66	-$41.66	$0.00	$41.66	-$41.66
7910	Facility Use	$541.50	$0.00	$541.50	$541.50	$0.00	$541.50
9999	Indirect Expense	$6,565.84	$9,203.16	-$2,637.32	$6,565.84	$9,203.16	-$2,637.32

		Current Period (01/01/2026 to 02/28/2026)			YTD (01/01/2026 to 02/28/2026)		
Account Number	Account Name	Actual	Budget	Variance $	Actual	Budget	Variance $
Total Expense		$252,501.79	$209,812.50	$42,689.29	$252,501.79	$209,812.50	$42,689.29
Total		-$62,852.00	$0.02	-$62,852.02	-$62,852.00	$0.02	-$62,852.02

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: April 29, 2026

Subject: *Agenda Item VI(a)*: April Policy Council Report – **Action Item**

The Policy Council met as scheduled on March 24, 2026.

Several action items were presented for consideration, including the appointment of newly elected members to requested committees and the election of a new Policy Council Vice-Chairperson following a resignation. All items were approved unanimously.

Additionally presented to the Council was the 2026-2027 McFarland 1303 Carryover Request. A request was made to carry over funds from the prior fiscal year (2025-2026) to the current fiscal year (2026-2027) to support the completion of facility projects previously approved by the Policy Council. The request received unanimous approval.

Several informational items were also provided including the Kern and San Joaquin County Head Start Community Needs Assessments as well as an informative and engaging presentation highlighting the Family Engagement component of the Head Start program.

The next Policy Council meeting will take place on April 24, 2026.

Recommendation:
The Policy Council requests Board approval of the April Policy Council Report and the meeting minutes from February 24, 2026.

Attachment:
Policy Council Meeting Minutes from February 24, 2026.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
February 24, 2026
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, Clarissa Mendoza, Frances Torres, James Osborne, Jennifer Juarez, Maria Reyes, Maritza Garcia, Monique Silva, Norma Valentin, Rebecca Castro, Zuleima Garcia
Policy Council Members Absent: Candy Diaz, Joanna Bautista

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 Reports**

a. **Budget & Finance – Maria Reyes**

The Budget & Finance Committee met on February 17, 2026. Budget to actual reports for the Head Start and Early Head Start grants for the period March 1, 2025 through December 31, 2025, were shared and discussed with the committee. The Parent Activity Funds, Parent Local Travel and Childcare Reimbursement reports for the same time period were also reviewed. In-kind information was shared with the committee as well. It was stated that there are no figures reflected for December because the journal entries had not yet been entered at the time the reports were prepared, however the information has since been entered. The next Budget & Finance Committee meeting will take place on March 17, 2026 at 5:30 p.m. on Microsoft Teams.

b. **Bylaws – Maritza Garcia**

The Bylaws Committee met on Tuesday, February 3, 2026 at 5:30 p.m. During this first meeting an overview on the roles and responsibilities as well as the purpose of the committee was provided. The committee also reviewed several areas of the CAPK Head Start Bylaws and was provided with the correlating Head Start Program Performance Standard for various components. Over the course of the term, the committee will continue to review the balance of the bylaws. The committee also reviewed the proposed meeting dates and approved as presented. The next Bylaws Committee meeting will be held on Tuesday, April 7, 2026 at 5:30 p.m. on Microsoft Teams.

c. **Planning – Norma Valentin**

The Planning Committee met on February 10, 2026 at which time the 2026 Program Planning Calendar was presented to the committee. The enrollment report as well as the staffing report were also shared with members. Early Head Start reported 98% enrollment and Head Start reported 100% enrollment. The next meeting will be held on March 10, 2026 at 5:30 p.m. on Microsoft Teams.

d. **School Readiness – Alejandra Verduzco**

The School Readiness Committee met on February 19, 2026. Although a quorum was not met, the meeting proceeded with an informational presentation provided by Education Managers, Cynthia Rodriguez, and Rashi Strother. Members were provided with a brief overview of the Education Department which included the tools utilized to assess teacher-child interaction, curriculum implementation, and child assessments. The process for developing the program's school readiness goals was shared, emphasizing parents are their child's first teachers and the home environment is their first classroom. Members introduced themselves and shared what center their child attends. It was shared that the Read Across America event will take place the week of March 2, 2026 with members encouraged to

volunteer as a guest reader. The next School Readiness Committee meeting is scheduled for March 19, 2026 at 5:30 p.m.

4. <u>Presentations</u>

a. **2026 Head Start California Annual Parent & Family Engagement Conference – Frances Torres**
A PowerPoint of event highlights was presented to the group as Frances shared her experience. She stated that when attending the 2026 Head Start California Conference, she had never been to Ontario, California. She appreciated the opportunity and learned a lot that she'd like to share with other parents, especially about communication skills. Frances noted that it is the little things that matter to children, engaging with them is what is important. In continuing to share she exampled a time that her daughter wanted to play with her, but Frances didn't want to play rock, paper, scissors, a game she had played as a child. She encouraged her child to find a friend to play with. After being at the conference and learning so many things, Frances' felt bad that she didn't want to play the game with her child. She went back home and asked her daughter to play rock, paper, scissors with her but Frances' daughter didn't want to. Frances restated how important those "little things" are, simply taking the time to engage with our children is a big deal. Frances also touched on information shared during a keynote session with the father-son duo Avery & Brian, about *Trust Makers and Trust Breakers*. Examples of some trust makers are listening and not judging, being truthful, and being in the present moment. Some trust breakers are dishonesty, judging, and being disrespectful. The session also talked about the foundation of the family and how important it is to set expectations, give grace, be self-aware, spend quality time, be an active listener and more. Frances shared that this session and the whole experience was amazing!

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 – January 20, 2026
b. Policy Council Budget & Finance Committee Meeting Minutes – January 12, 2026
c. Policy Council Planning Committee Meeting Minutes – January 13, 2026
d. Head Start Budget to Actual Report, March 1, 2025, through December 31, 2025
e. Early Head Start Budget to Actual Report, March 1, 2025, through December 31, 2025
f. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2025, through December 31, 2025
g. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2025 through December 31, 2025
h. Parent Travel & Childcare March 1, 2025 through December 31, 2025
i. Parent Activities through March 1, 2025 through December 31, 2025
j. Backpack Connection Series: How to Help Your Child Learn to Share (English/Spanish)
k. World of Wonders Science Museum Birthday Party – March 1, 2026, Lodi, CA
l. Read Across America Spirit Week – March 2 – 6, 2026
m. Read Across America Event Save the Date – March 6, 2026
n. The Bob McMillen Memoria Fishing Tournament – March 7, 2026, Shumway Oak Grove Regional Park, Stockton, CA
o. Haggin Museum FREE Admission – March 7, 2026, Stockton, CA
p. 2026 Youth Color Run – March 7, 2026, Silver Creek Park, Bakersfield, CA
q. nX Annex After Hours Art Moai – Every Friday through March 13, 2026, Blue Zones Project
r. Fostering Inclusive Excellence: Honoring Native American Heritage at CSUB – March 13, 2026, California State University Bakersfield
s. Aloha Health Fair – March 14, 2026, Lamont, CA (English/Spanish)
t. Baskets, Bunnies & Blessings – March 14, 2026, CityServe, Bakersfield, CA

u. Head Start Health and Mental Health Advisory Committee Meeting – March 19, 2026, CAPK Head Start, Bakersfield, CA
v. Astronomy Family Night – March 21, 2026, Oak Grove Regional Park, Stockton, CA
w. Volunteer Income Tax Assistance – through April 18, 2026, CAPK VITA, Bakersfield, CA
x. Save the Date Ready-Set Back 2 School Health & Wellness Fair – August 6, 2026, Kern County Child Support Services
y. Apply for Housing Support – Housing Authority of Kern
z. FREE Women's Self-Defense Class – The Open Door Network
aa. Storm Season Safety – Cal Governor's Office of Emergency Services
bb. What Makes a Relationship Healthy and Respectful? – Love is Respect Action Guide 2026
cc. Head Start Recruitment Flyer (English/Spanish)
dd. Early Head Start San Joaquin Flyer (English/Spanish)
ee. Home Visiting Program Flyer (English/Spanish)
ff. Policy Council Meeting Dates

A motion was made by Maritza Garcia and seconded by Maria Reyes to approve consent agenda items (a) through (ff). Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

a. **Election of Pablo Reyes as Past Parent Community Representative to the Policy Council.**
Pablo shared a little bit about himself with the Council. He was at teacher for 13 years at Shafter High School, Dean of Student Discipline at Golden Valley High School for 6 years and is currently the Educational Technology Administrator with Kern High School District. Pablo shared that he was introduced to Head Start when he and his wife became foster parents of young children. They had two children who attended Harvey Hall, and through their participation in the program he learned about Policy Council and served two years on the Council while his children were attending. Pablo shared that he is grateful for the opportunity to serve on the Council as a Past Parent Community Representative presented itself as he had a great experience and this allows him to give back to the community. A motion was made by Alejandra Verduzco to approve Pablo Reyes to serve as Past Parent Community Representative to the Policy Council; seconded by Maria Reyes. Motion carried unanimously.

b. **2026-2027 Program Planning Calendar – Rosa Guerrero, Administrative Analyst**
Rosa shared that the Program Planning Calendar was created to outline the activities to be completed over the course of the fiscal year. The activities help guide the program to ensure effective and purposeful delivery of services as well as supporting the program in strategical planning as to how best to reach its objectives and reinforce quality improvement. Rosa also noted there are several items within the Program Planning Calendar that will be brought before the Policy Council as well as the Board of Directors. Also included are timelines for the activities as well as expected date of delivery and whether the item requires approval or is for informational purposes. A request was made for more detail to better understand. Rosa stated that our Head Start Program Performance Standards outline a variety of activities that programs must complete throughout the year. She exampled the self-assessment which helps a program to identify strengths and areas of improvement. Once the tasks have been completed the appropriate next step will be taken as outlined in the Planning Calendar. In continuing Rosa provided several more examples stating the Program Planning Calendar is an outline of what the program is going to do in the coming year; it is intended to provide a snapshot of things to come. Brief discussion ensued and upon conclusion of such Rebecca Castro made a motion to approve the 2026-2027 Program Planning Calendar; seconded by Frances Torres. Motion carried unanimously.

7. <u>Standing Reports</u>

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked members for their attendance and their commitment to the Council.

Lisa shared that on March 19, 2026 the program will meet for its Head Start Health and Mental Health Advisory Committee meeting. She shared that the inclusion of mental health as indicated in the Head Start Program Performance Standards is a fairly new addition and is important in the overall health of children, parents, and staff. Members were encouraged to attend this meeting should their schedule allow.

In support of February as Teen Dating Violence Month, Lisa shared information with the Council about healthy, respectful relationships which are relevant not only for teens but for everyone across all of life's relationships from intimate, to friendships, to work, to family and beyond.

Lisa stated that though she did not yet have a flyer she wanted to share information with the Council about an upcoming event. On April 16, 2026 at the Marriott Convention Center in Bakersfield, Kern County Network for Children will be hosting a collaborative resource event for families. This event will have a variety of resources, prizes, food, car seat safety checks, and more. This event is taking place to support families during Child Abuse Awareness month which is April. Lisa shared that she would email members a flyer in the days to come.

In closing, Lisa spoke to the Program Planning Calendar. She stated that though this calendar is more of an internal working document, a guide for staff outlining the activities the program will undergo in the coming fiscal year, there is a responsibility that the Council holds as well. This responsibility is to ensure that all activities as stated in the calendar, whether they be for approval or informational only, are in fact presented to the Policy Council in accordance with the timeline indicated. Lisa stated that this document should serve as a guide for the Council as well.

b. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Yolanda thanked members for taking the time to attend the meeting and stated they are an especially important part of the work that the program does. Yolanda stated that she would like to share a few reminders with the Council.

She reminded members of the importance in having a quorum as many items as noted on the Program Planning Calendar require approval and voting cannot take place without a quorum.

Yolanda reminded members to attend their respective parent meetings and encouraged them to share with other parents the importance of attending monthly parent meetings. Yolanda added this is an opportunity to receive resources and for parents to ask programmatic questions. It was stated that the program has been a bit challenged with parent meeting attendance and any support members can provide in letting other parents know how important they are and what a critical role they play in the decision making process of the program would be helpful.

An additional reminder shared was how important it is to ensure that children arrive to school on time, at the start of the day. Yolanda shared that the program provides breakfast and when a child arrives late there is food loss as that food must be thrown away. More importantly, she shared that when children arrive to school on time this allows them to receive the full benefits of the program, especially the early curriculum. Good attendance is a foundation for future school success. It is important to create consistency now so that when children attend elementary school that understanding is already there.

In sharing some program highlights, it was noted that fourteen centers received licensing visits, most without prior notification, and all centers visited were found to be in compliance, there were no findings!

Yolanda also stated that the program has reached 97% enrollment. She noted there are some challenges, however staff are working on those challenges. She encouraged parents to share their Head Start stories with others as we continue to work each month on maintaining full enrollment.

There have been 24 ReadyRosie workshops completed at various centers from August 2025 through February 2026. Yolanda shared, ReadyRosie is an application you can download, and it helps parents with different ideas as to how to incorporate everyday life tasks into learning experiences.

Yolanda shared that a group of Garces High School students took on a project and built mini pantries. These pantries are not large in size, but they have ability to hold a variety of food items. The students reached out to several agencies to place the pantries and selected our Pete Parra Child Development Center as a location to house a pantry. Yolanda shared that she has had the opportunity to see the pantry at the site and it is

wonderful! The idea is that parents can take from the pantry something they might need such as a bag of rice, pinto beans, a canned food item, etc.

Yolanda also shared that two classrooms at Angela Martinez are currently going through the licensing process.

It was stated that the program received a Farm to School grant. Yolanda invited LeTisha Brooks, Center Based Program Administrator and Rosa Guerrero, Administrative Analyst, to speak about this project. The program was granted funds from the California Department of Food and Agriculture to provide gardens at two of our child development centers to promote Farm to Table. The two centers selected were Primeros Pasos and Sterling. Primeros Pasos was selected so that the program could incorporate our migrant families as this would potentially be familiar to many of the children and families served at this site. Funds were received to purchase a variety of gardening supplies, including seeds, watering cans, shovels, etc. It was noted that raised garden boxes and sprinklers are also being brought to the two centers. This process started in September with a parent survey, asking for ideas, suggestions and recruiting them for assistance if they were able to. In October along with parents, classrooms planted cilantro which they were able to take with them. Rosa shared there will be another Family Engagement activity coming up in March at Primeros Pasos. She stated that the program was unfortunately only able to select two sites for this funding opportunity. It was noted that Sterling started their garden project during their Harvest Festival however there were some weather challenges, but everyone is excited for spring and the opportunity to plant new crops. Spring planting will take place at both Sterling and Primeros Pasos. Rosa also shared that teachers are discussing activities which integrate math, science, and literacy while children are planting various fruits and vegetables. Primeros Pasos will be planting radish and zucchini as they can grow fairly quickly, and children will soon be able to see results. Yolanda added that the hope is that we can add something like this at all our sites allowing children to see and learn about how things grow while incorporating math, science, and cognitive skills.

Yolanda concluded noting teachers are working really hard and the program is looking forward to sharing more activities with the Council as the year continues. Additional discussion ensued regarding the potential of implementing gardens at other sites in the event parents wanted to support this type of activity. Yolanda stated that the hope is that the program can incorporate this at all our sites.

8. <u>Policy Council Chairperson Report</u>

James congratulated and welcomed Pablo to the Policy Council. He shared that he is a current foster parent and understands the sacrifices and the joys that it brings. James also thanked Pablo for all his years of service in the education field.

9. <u>Policy Council Member Comments</u>

Members had an opportunity to share a comment if they would like.

Alejandra Verduzco shared that she is really excited about the garden at Primeros Pasos; she knows her son will love it!

Maritza Garcia thanked everyone for their attendance and is looking forward to the next meeting.

Jennifer Juarez shared that she appreciates these meetings. She added that there is always good information shared and she looks forward to every meeting.

Rebecca Castro shared that she is also looking forward to more centers having a community garden. She shared that her children planted flower seeds and Rebecca let them know that the seeds they planted will grow into flowers which will attract bees and butterflies, to which they were excited to hear!

Monique Silva expressed her appreciation at the opportunity to be a part of the Policy Council noting this is her last meeting. She added that it was something new for her and she expressed hope that she could rejoin in the future. Lisa also expressed gratitude to Monique for her participation on the Council noting that in years past it hasn't always been successful in recruiting parents from one of our Head Start partners, so it was wonderful to have her

interest, commitment, and membership in this capacity. Lisa encouraged Monique to continue to be an advocate for her child in whatever way that looks for her and added that she will always be their strongest advocate and her voice matters, whether that is with our program or somewhere else.

10. Next Scheduled Meeting

The next Policy Council meeting will be held on March 24, 2026 at 5:30 p.m. in the Board Room.

11. Adjournment

The meeting was adjourned at 6:25 p.m.