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

# Board of Directors Meeting Agenda - 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. Moment of Silence in Remembrance of Former Board Member, Jimmie Childress, who served from 2017 – 2025.

d. Board Seat Appointment – Jeremy Tobias, Chief Executive Officer - ***Action Item***

i. Accepting the appointment of James Osborne as the Head Start Policy Council Representative, replacing Maria Reyes for the remainder of her one-year term.

e. Roll Call

| | | |
|---|---|---|
| Maritza Jimenez (Chair) | Victoria Davis | James Osborne |
| Denise Boshers (Vice Chair) | Curtis Floyd | Chris Parlier |
| Gina Martinez (Secretary) | Geovany Lizarraga | Gema Perez |
| Fred Plane (Treasurer) | Jonathan Mullings | Guadalupe Perez |
| Rebecca Banke | Rocio Munoz | Manuel Vieyra |

## II. Introduction of Guests / Public Forum

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

## III. Special Presentation

a. Head Start Farm to School Grant Program presented by Rosa Guerrero, Head Start Administrative Analyst ***(p. 4-16)***

## IV. Consent Agenda

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

a. Minutes from June 24, 2026, Board of Directors Meeting ***(p. 17-20)***
b. Minutes from the July 8, 2026, Executive Committee Meeting ***(p. 21-22)***
c. Predevelopment Contract with City of Bakersfield for the Ramkabir Housing Project Located at 901 Union Avenue, Bakersfield, CA ***(p. 23-67)***
d. Amendment to the Architectural Services Contract with Skarphol/Frank Associates ***(p. 68-95)***
e. Minutes from the July 21, 2026, Executive Committee Meeting ***(p. 96-99)***
f. Good Neighbor Crew Policies & Procedures Manual ***(p. 100-138)***
g. Contract for Safe Camping/Parking Program with Kern Behavioral Health and Recovery Services ***(p. 139-221)***

h. Board & Committee Meeting Schedule – Proposed Revision ***(p. 222)***
i. May 2026 Financial Statements ***(p. 223-331)***
j. Head Start / Early Head Start Budget to Actual Reports for May 31, 2026 ***(p. 332-341)***
k. Minutes from August 5, 2026, Personnel Committee Meeting ***(p. 342-343)***
l. East Kern Program Administration Position ***(p. 344-350)***
m. WIC Job Description Revisions ***(p. 351-360)***
n. Head Start Personnel Update ***(p. 361-362)***
o. Minutes from August 12, 2026, Program Review & Evaluation Committee Meeting ***(p. 363-366)***
p. Oasis Family Resource Center Presentation ***(p. 367-382)***
q. June & July 2026 Program Reports ***(p. 383-455)***
r. June & July 2026 Application Status Report & Funding Profiles ***(p. 456-481)***
s. June & July 2026 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 482-487)***
t. Head Start/State Child Development Risk Assessment Notification Monitoring Review ***(p. 488-489)***
u. Head Start/State Child Development Risk Assessment Notification Monitoring Review, Garden Pathways ***(p. 490-491)***
v. Strategic Priority A – Community Investment ***(p. 492)***
w. Minutes from August 13, 2026, Audit & Pension Committee Meeting ***(p. 493-496)***
x. Pensionmark Q1 2026 update ***(p.497-504)***
y. Daniells Phillips Vaughan & Bock Fee Increase ***(p. 505-510)***
z. California Veterans Assistance Foundation Financial Statements Auditor's Report December 31, 2025 ***(p. 511-539)***
aa. Formation of Ad Hoc Committee to Review Audit Firms RFP's ***(p. 540-563)***
bb. 2026 CSBG On-Site Monitoring Report – CAPK Report No. C-26-019 ***(p. 564-572)***
cc. Oasis FRC Admin Review Letter FY 2025-2026 ***(p. 573-574)***
dd. East Kern FRC Admin Review Letter FY 2025-2026 ***(p. 575-576)***
ee. Fiscal Desk Review for CalEITC & Education & Outreach Grand 2025-2026 Performance Period -25T-7015 ***(p. 577-578)***
ff. CSD On-site Monitoring Report for LIHEAP and DOE WAP ***(p. 579-586)***
gg. Minutes from August 29, 2026, Budget & Finance Committee Meeting ***(p. 587-589)***
hh. Head Start / Early Head Start Budget to Actual Reports for June 30, 2026 ***(p. 590-599)***
ii. 2026-2027 SJCOE Contract Retroactive Renewals ***(p. 600-682)***
jj. 2026-27 Retroactive Budget Revision/Equipment Purchase Approval ***(p. 683-686)***
kk. Renewal Contract US Department of Housing & Urban Development CA1799L9D042507 & Coordinated Entry System ***(p. 687-697)***
ll. Retroactive Renewal Contract: Bakersfield Kern Regional Homeless Collaborative (BKRHC) ***(p. 698-709)***

## V. New Business

a. Good Neighbor Crew Program Policy & Procedures Manual – ***Action Item (p. 710-739)*** — Rebecca Moreno, Director of Housing & Supportive Services

b. Program Update: Pioneer Drive Apartments – ***Info Item (p. 740-758)*** — Rebecca Moreno, Director of Housing & Supportive Services

c. Board & Committee Meeting Schedule Revision – ***Action Item (p. 759)*** — Jeremy Tobias, Chief Executive Officer

d. June 2026 Financials – ***Action Item (p. 760-873)*** — Tracy Webster, Chief Financial Officer

e. Update for Head Start Notice of Proposed Rulemaking (NPRM) Amending the Head Start Program Performance Standards (HSPPS) - ***Info Item (p. 874-875)*** — Yolanda Gonzales, Director of Head Start / State Child Development

f. Ramkabir Permanent Supportive Housing Update - ***Info Item (p. 876-924 )*** — Emilio Wagner, Chief Facilities & Technology Officer

**VI. Advisory Board Report**

a. Head Start Policy Council Report and Minutes from the May 26, 2026, Policy Council Meetings – ***Action Item (p. 925-933)*** — James Osborne, Policy Council Representative

**VII. Chief Executive Officer Report**

a. Update on Proposed Revisions to OMB Uniform Guidance – ***Info Item (Verbal)*** — Jeremy Tobias, Chief Executive Officer

**VIII. Board Member Comments**

**IX. Next Scheduled Meeting**

Board of Directors Meeting
12:00 pm
September 30, 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, Suite 200, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 21, 2026. Paula Daoutis, Executive Assistant.*

# Head Start
# Farm to School

ROSA GUERRERO - ADMINISTRATIVE ANALYST

# Grant Opportunity

In 2024, the Head Start Program was notified of the CA Farm to School Incubator Grant through CDFA which aims to advance child well-being, economic growth and connect children to locally sourced, whole foods in cafeterias, classrooms and gardens.

Track 3: Farm to Early Care and Education (ECE) Grant

- Procure CA grown, whole or minimally processed foods to incorporate in meals/snacks and/or food boxes
- Engage children in hands-on food education opportunities that complement the meal program's and/or food box program's CA food procurement efforts
- Parent and Family Engagement encouraged

# Project Scope

CAPK completed the application and identified the following information and activities as part of the project scope:

- Two Sites: Primeros Pasos (Arvin) and Sterling (Bakersfield)
- 140 Head Start Preschool children
- Provide hands-on learning through on-site gardening to complement food boxes
- Provide food boxes sourced from local producers with healthy recipes
- Award amount: Approx. $200,000



# Strategies and Activities

Use standards-aligned studies through the Creative Curriculum to carry out activities that would supplement gardening efforts

- Gardening
- Water
- Insects
- The Human Body
- Plants
- Reduce, Reuse, Recycle







# Food Procurement










- Outreach to F street Farmers Market and farmers on grantee calls
- Fresno BIPOC (Black, Indigenous, People of Color)
- Monthly food boxes of fruits and vegetables with a recipe are distributed to preschool families at both sites featuring items grown in both gardens, such as:
  - Bok choy, tomatoes, cilantro, cucumbers, squash
- Approximately 550 food boxes distributed since February 2026

# Nutritional Activities and Experiences

- Food procurement is also incorporated into nutritional experiences in the classroom
- Children are introduced to new food items and recipes to try and discuss
- Nutritional experiences not only encompass cooking, measuring, and preparing food but also invite children to talk about sizes, shapes, colors, health, and food origins



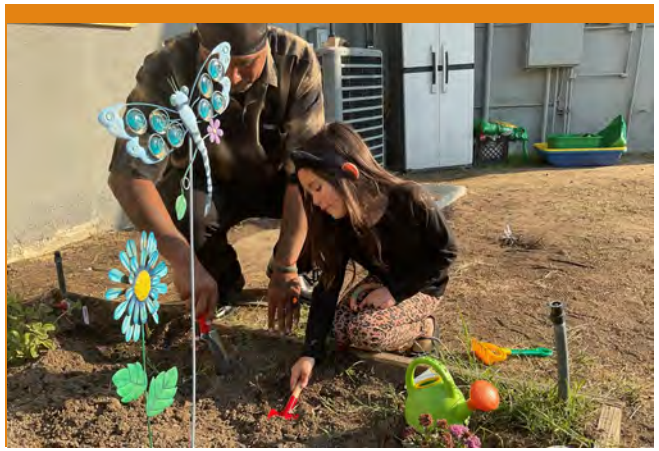




# Family Engagement

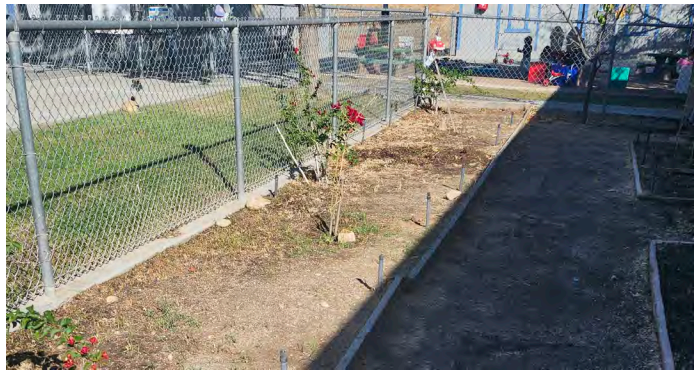
- Family engagement is a critical component in a child's development
  - reinforces the parent's role as their child's lifelong teacher
  - encourages learning opportunities beyond the classroom
  - Supports communication, cognitive, social, and emotional development
- Engagement through gardening
  - Preparing the soil and plant seeds in the garden
  - Preparing cilantro seeds for a take-home experience
  - Trying new recipes with garden and locally-grown fruits and vegetables














CUCUMBER


BUZZY
BASIL
BUZZY
TOMATO
ORGANIC






Garden Class A
Garden Day for Class C


TOMATO







# Video

# Outcomes

- 31 parent survey responses
- 87% tried a new fruit/vegetable as a result of the project
- Contribution to child's learning and development
  - Children understand where food comes from and how to care for them (basic needs of gardening, water, sun)
  - Increased language skills (conversations about food and growing them), curiosity and spending more time outside
- On Nutrition
  - Learned how to include vegetables in meals, how to cook them, and knowing eating healthy can be fun and delicious
  - Seeing their child be open to new foods and learning what vegetables they like
- 65% engaged in gardening activities outside of school
  - 20% are initiating a gardening project (i.e. looking at plants at the store together, building a garden box)
  - 40% are growing a produce or plant at home (i.e. tomatoes, cilantro, chiles, cucumbers, zucchinis)
  - Watering plants, preparing the soil, and accompanying family members to the community garden
- Overall Outcomes
  - Children are more willing to try new fruits and vegetables, care for plants and appreciate them, and build patience
  - Fosters meaningful family engagement and creates valuable learning opportunities that support children's overall development

# Next Steps and Takeaways

- Partnering with Expanded Food and Nutrition Education Program (EFNEP) to provide nutrition workshops to families at Primeros Pasos to reinforce healthy eating practices
- Pairing food box distributions with food samples provided by EFNEP to maximize the use of fresh produce
- Teachers are equipped to pair structure the curriculum and lesson plans to gardening activities
- Encouraged socializations among children while strengthening teamwork and collaboration between staff and children
- Families have increased their knowledge in home gardening and learned how to incorporate fruits and vegetables in their daily meals



# Strategic Value to CAPK

- Advanced CAPK mission
  - Supports Strategic Priority A – Community Investment by expanding access to education and essential planning such as nutrition/food security.
- Improved nutrition access
  - Increased accessibility to nutritious produce at their center
- Strengthened family engagement

| | |
|---|---|
| DATE | June 24, 2026 |
| TIME | 12:00 PM |
| LOCATION | CAPK Administrative Office<br>Board Room<br>1300 18th Street<br>Bakersfield, CA 93301 |

# Board of Directors Meeting Minutes

## I. Call to Order

Board Chair Maritza Jimenez called the meeting to order at 12:05 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

c. Roll Call was taken with a quorum present:

Present: Maritza Jimenez (Chair), Denise Boshers, Vice Chair; Gina Martinez, Fred Plane (Treasurer), Rebecca Banke, Jonathan Mullings, Rocio Munoz, Chris Parlier, Guadalupe Perez, and Ana Vigil

Absent: Curtis Floyd, Gema Perez, Maria Reyes, and Marget Willer

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

## II. Introduction of Guests / Public Forum

None.

## III. Special Presentations

a. Recognition of outgoing Board Members; Ana Vigil, Marget Willer and Lee'o Whisenant by Jeremy Tobias, Chief Executive Officer.

Jeremy Tobias presented Ana Vigil with an appreciation plaque, honoring her 15 years of service on the CAPK Board of Directors. Plaques to honor service by Lee'o Whisenant and Marget Willer will be mailed to them as they were unable to attend the meeting today. Ana Vigil expressed her gratitude for having been given the opportunity to serve on the Board of Directors of CAPK and said she will continue her service to her community.

## 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. No items were removed.

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

## V. New Business

a. Certification of Election Results and Seat Representatives for the East Kern and North Kern Low-Income Sector Board Seats – Pritika Ram, Chief Business Development Officer - ***Action Item***

Pritika Ram provided a summary of the recruitment and election process for both the North Kern and East Kern Low-Income Representative Seats. The election by mail-in ballots concluded on June 5, 2026 and ballots were counted on June 11, 2026, in the presence of ad-hoc committee members, Denise Boshers and Gema Perez. The official tally sheets are included in the agenda packet, which identify that Victoria Davis won the election for the East Kern District, and will complete the term of former Board Member, Yolanda Ochoa. Victoria's term date will commence on July 1, 2026, and end on July 31, 2030. The North Kern District winner was Geovanny Lizarraga and his 5-year term will commence on July 1, 2026 and end on July 31, 2031.

Motion was made and seconded to certify the election results and approve the seating of Low-Income Board Members Victoria Davis and Geovany Lizarraga. Carried by unanimous vote (Parlier/Martinez).

b. Appointment to the Board of Directors Private Sector Veteran Seat – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram summarized the recruitment process and reported that only one qualified application was received for the vacated seat. Manuel Vieyra is a former homeless Veteran who brings a distinctive and compelling combination of lived experience and professional expertise to this seat. Mr. Vieyra is currently serving as the Director of Programs at Flood Ministries.

Motion was made and seconded to approve the appointment of Manuel Vieyra to the Board of Directors under Category III: Private Sector Veteran Seat to complete the vacated term, commencing July 1, 2026 to June 30, 2030. Carried by unanimous vote (Martinez/Vigil).

c. Financial Reports for April 2026 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the April 2026 Financial Statements and provided key highlights to the Board and noted that it was not necessary to draw from the line of credit in the month of April.

Reports were reviewed in detail at the Budget & Finance Committee meeting on June 17th and showcased the status of CAPK's unrestricted cash reserve and other notable items in the financial reports.

Fred Plane asked about the current status of the line of credit as he was asked to approve a transfer of funds recently. Tracy Webster said the State is behind on their payments to CAPK and as a precaution, we drew down the line of credit to ensure we pay our vendors on time.

Motion was made and seconded to approve the Financial Reports for March 2026. Carried unanimous vote (Plane/Vigil).

d. Workers Compensation Insurance Renewal – Luis Barron, Safety Manager – ***Action Item***

Luis Barron reported that it is time for the annual renewal of the Workers Compensation Insurance Policy. The policy premium increase last year was 12%, with anticipated increases this year, partially due to the increase of staff and elevated x-mod but also noted that CAPK's losses have declined since 2022. Luis introduced Jeremy Hearron from Insurica who reviewed the options with the Board. Insurica feels the best option is for CAPK to renew with the current carrier, Berkshire Hathaway in the amount of $1,725,464.

Maritza Jimenez asked about the x-mod and Luis said some things are out of our control as some former employees are filing Cumulative Trauma (CT) claims. Luis said that CT claims are on the rise with CAPK and in California as a whole.

Jeremy H. from Insurica provided a snapshot of what is happening in the marketplace in California, calling for a 10.4% increase. All business owners and nonprofits will see an increase due to the rate hikes implemented in California. The CT claims have risen dramatically over the past 5 years and the litigation rate is higher, increasing the cost of the claims. In addition to CT Claims, we are seeing a rise in Stress Claims and those are hard to predict and hard to mitigate. Every business is seeing a greater influx in these claims.

The thing to keep in mind is that all employers in California are realizing an increase in rates, and it has nothing to do with CAPK, but rather state implemented rate increases.

Denise Boshers asked if the 7% rate increase includes the California rate increase. Jeremy H. from Insurica said he thinks it is factored into this year's rate increase but will check. Denise also asked if we have seen a rise in ergonomic claims. Jeremy said that there are numerous ergonomic claims and an ergonomic evaluation was suggested to staff. If we can identify departments that have a lot of claims, it would be helpful to mitigate damages early.

Maritza Jimenez noted that the Berkshire Hathaway quote is a bit higher than another carrier and asked about the benefit of staying with Berkshire. Jeremy H. said that with the volume of claims and claims handling history with Berkshire, it is a better option to stay with this group.

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

## VI. CAPK Foundation Report

a. Foundation Board Report by Catherine Anspach, Director of Development – ***Action Item***

Catherine Anspach provided a summary report from the Foundation Board and said that staff will provide ongoing education to Board by providing program presentations, highlighting what they do and how donations can supplement grant awards to keep the programs going. Catherine highlighted some of the recent donations received through the foundation and an update on the Gourmet for Good event that was held on June 6. Staff are still finalizing the income and expenses but some of the preliminary numbers include $160,000 in sponsorships, an increase in funds received for the silent auction and raffle, which was doubled our income from last year. A live auction also brought in $19,000 and the Fund a Need received $22,600 and it proved to be successful by announcing what each donation amount covers. Catherine also shared upcoming events for summer and fall.

At the end of her presentation, Catherine shared a video about CAPK, and Jeremy Tobias said the video was shared with the National CAP and it was included in their newsletter so the video has been widely circulated.

Maritza Jimenez said she attended the Gourmet for Good event and said she liked how the Fund the Need was broken down by program and defined how the funds will be used. Maritza also expressed gratitude to the planners and said it was a great sold-out event.

Motion was made and seconded to approve the Foundation Board Report and all items. Carried by unanimous vote (Martinez/Banke).

## VII. Advisory Board Reports

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

Lisa Gonzales presented the above action item on behalf of Maria Reyes and provided updates from the Policy Council Report for June and the minutes from the April 28, 2026, Policy Council meeting.

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

## VIII. Chief Executive Officer Report

a. Update on the Employee Wage COLA – ***Info Item***

Jeremy Tobias reported that the Board approved the 1% COLA in May, and the increase will show up on employee payroll checks this Friday, retroactive to March 1, 2026.

b. Office of Management & Budget (OMB) Proposed Rule Change to the Uniform Guidance – ***Info Item***

Jeremy Tobias reported that a few weeks ago, the Office of Management & Budget (OMB) proposed significant changes to the Uniform Guidance. Tracy Webster presented a summary draft response for the Board's review and requested that members provide their feedback to be included in CAPK's official response, due on July 13th.

Tracy said that the proposed OMB changes will have an impact on every agency receiving federal funds. The first component is the regulatory guidance. A lot of agencies have not implemented these regulations, but CAPK has. There is a component of DEI prohibitions which does impact CAPK as we serve the underserved population. There is a major change to conference attendance for staff and board members for professional development and how we serve our clients. The way the guidelines are stated, we must request approval to attend conferences in the funding application and we will be prohibited by this funding component from using Indirect Funds for professional development travel. This component has a far reaching impact on our agency as we place a high value on professional development. Another component of concern is lobbying and advocacy as part of the CSBG act requires agencies to advocate for those in poverty and advocate for changing conditions to lift people out of poverty. The proposed change will only allow CAPK to provide advocacy based on how it relates to program goals and all advocacy efforts must be tied directly to the contract that is being operated. This change will cause audit and funding allocation issues.

Tracy encouraged the members of the Board to read the letter that outlines CAPK's response and provide input by July 8th to be included in the official response by CAPK and also noted that there has already been a very robust response in opposition to the proposed changes.

Jeremy Tobias emphasized that if the proposed OMB changes go through as written, we would need to modify how we are funding specific aspects of our business operations and programs. Maritza Jimenez agreed that this is very concerning and asked staff to keep the Board informed.

## IX. Board Member Comments

Ana Vigil thanked Jeremy Tobias for being a great CEO, and all staff and board members. She will continue to attend events and see everyone out in the community.

Maritza Jimenez said she received Annual Report electronically and also asked for printed copies when it becomes available.

Maritza Jimenez also recognized Savannah Oates for receiving the Young Professional Award at the recent Beautiful Bakersfield Award ceremony.

## X. Next Scheduled Meeting

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

## XI. Adjournment

The meeting was adjourned at 1:22 pm

| | |
|---|---|
| DATE: | July 8, 2026 |
| TIME: | 1:00 pm |
| LOCATION: | CAPK Administrative Office<br>Board Room<br>1300 18th Street<br>Bakersfield, CA 93301 |

# Special Meeting
# Executive Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:54pm, Wednesday, July 8, 2026 at the Community Action Partnership of Kern Administrative Office, located at 1300 18th St., Suite 200, Bakersfield, CA 93301.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Denise Boshers (Vice Chair), Fred Plane (Treasurer)

   Absent: Gina Martinez, (Secretary), and Curtis Floyd

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

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Predevelopment Contract with City of Bakersfield for the Ramkabir Housing Project Located at 901 Union Avenue, Bakersfield, CA – Emilio Wagner, Chief Facilities & Technology Officer – ***Action Item***

      Emilio Wagner provided a summary of the status of the Ramkabir Housing Project and the Predevelopment activities under agreement with the city. He stated that there are two, time-critical actions that require authorization from the Board today. This first item will authorize the CEO to execute the City Predevelopment Contract that will provide CAPK with the remaining $647,656 to complete the predevelopment work.

      The Board has approved prior actions as part of a joint application for a Homekey+ grant with the City of Bakersfield to convert an abandoned motel owned by the City, to permanent supportive housing. Phase I of architectural design has been completed, and we received plan review feedback on the plans. The City wants us to proceed with the predevelopment work, carrying out the remaining aspects of the predevelopment activities which include the re-engagement with the architect, responding to comments, and securing permits. The urgency is due to the Homekey+ rigid construction schedule that will require completion of the project within 12 months.

Jeremy Tobias added that this would normally be an amendment to the original predevelopment contract with the city, but since the term has expired, the city recommends we execute a new agreement to finish off the predevelopment activities.

Fred Plane asked about the high cost of the units and feels that it might be a higher cost than other options. Emilio explained that the cost is an estimate, it must be bid, but also there is a lot of work to be done on the property as there is fire damage, etc. Jeremy added that it is a city owned project, and the Homekey+ provides specific requirements that can cause costs to be higher such as prevailing wage requirements. Also, due to strict schedule requirements, to protect CAPK there will be liquidated damages included in the construction contract for schedule overruns, and this could drive the costs up as well. The state awarded this as a remodel type project, which doesn't allow us to tear down and build from scratch. Jeremy reiterated that we have a construction estimate at this point, the public bidding will control the final cost from the private sector construction contract.

Tracy Webster added that part of the total award includes funding for ongoing supportive services. Fred Plane said CAPK needs to be prepared to address media comments about the cost of the project. Tracy reemphasized that the funding requirement is that the project must be completed in 12 months, if we fail to get done in 12 months from the time we obtain the permit, we are obligated to pay hotel fees for the residents and there will be liquidated damages applied to the contractor if they exceed the 12-month hard stop date.

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

b. Amendment to the Architectural Services Contract with Skarphol/Frank Associates – Emilio Wagner, Chief Facilities & Technology Officer – ***Action Item***

Emilio Wagner presented the above action item as the second part of the time critical components to the Ramkabir project. This item will allow continued services by our contracted architect on multiple projects for CAPK, including the Ramkabir Housing project. Emilio requested approval for the CEO to execute an amendment to the original contract with Skaraphol/Frank Associates to increase the expenditure limitation to $1,200,000.

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

**5. <u>Next Scheduled Meeting</u>**

Executive Committee
12:00 pm
Tuesday, July 21, 2026
Board Room
1300 18th Street, Suite 300
Bakersfield, CA 93301

**6. <u>Adjournment</u>**

The meeting was adjourned at 1:15 pm

# MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner – Chief Facilities & Technology Officer

Date: July 8, 2026

Subject: *Agenda Item IV(a):* Predevelopment Contract with City of Bakersfield for the Ramkabir Housing Project Located at 901 Union Avenue, Bakersfield, CA – **Action Item**

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**Background**

CAPK, in partnership with the City of Bakersfield, submitted a joint application for state funding to convert the former Ramkabir motel at 901 Union Avenue into thirty units of permanent supportive housing. The city serves as lead applicant and CAPK as co-applicant and Developer under the State of California Homekey+ program administered by California Department of Housing and Community Development (HCD). The CAPK Board previously authorized CAPK's participation in the joint application and approved an agreement with the city for pre-award design activities led by CAPK. In preparation for the award of project funds, CAPK must be positioned to proceed without loss of time. The award of funding will include stringent timelines that require speedy construction and implementation of the grant.

**Prior Agreement with City**

On Mar 26, 2025 the City of Bakersfield awarded a $500,000 agreement to cover predevelopment cost associated with the design development of the permanent supportive housing project. This covered conceptual design, design development and construction document development. The funding allowed CAPK to engage with its established architect Skarphol/Frank and Associates (SFA) to accomplish as much as possible to prepare for an award by HCD. As a result, a full set of construction documents were developed and submitted to the City of Bakersfield for review. At this point the full award amount was exhausted preventing SFA from responding to plan review comments.

**Current Status and Need for Action**

Two time-critical actions require authorization:

- **City HHAP Matching-Funds Contract.** The City intends to issue a new contract to CAPK providing the remaining $647,656 in Homeless Housing, Assistance, and Prevention (HHAP) Program funds committed as match to the Homekey+ application. A draft of the contract is attached. These funds will cover the remaining planning and preconstruction, permitting, and early construction costs, and will provide an essential buffer to keep the Project moving until Homekey program funds are released. We expect The City must present the final agreement to the City Council for approval on August 5, 2026, after which the contract can be executed. CAPK cannot wait for the City to complete its formal approval and execution before acting; doing so would consume the already-compressed timeline described below.
- **Re-Engagement of the Project Architect.** The City Building Department has returned plan-check comments on the Project's construction documents. CAPK must re-engage its architect to address every comment and

resubmit a complete, corrected set in order to obtain the building permit. The Project is near completion of a full set of construction documents and issuance of a permit. This is the final step required before the Project can be competitively bid to select a general contractor.

**Use of the $647,565 HHAP Matching-Funds Contract**

The City's matching funds contract will be applied as follows:

| Use of Funds | Amount |
|---|---|
| Architect (SFA) remaining Phase II planning and construction documents | $240,000 |
| Permitting and construction costs | $407,656 |
| **Total City HHAP matching-funds contract** | **$647,656** |

**Timeline and Urgency**

The Homekey+ program imposes a rigid, non-extendable timeline. Upon award, the Project must complete construction within twelve months; the program does not extend this deadline for ordinary delays. In the immediate term, CAPK has approximately sixty days to complete plan check, competitively bid the Project, select a general contractor, and issue a construction contract so that construction can begin on schedule. Any delay in re-engaging the architect or committing the matching funds directly reduces this already-compressed window.

To protect the deadline, the construction contract will schedule Substantial Completion one (1) month prior to the final completion date required under the funding agreement and will include liquidated damages should the general contractor fail to meet the required schedule. If the Project does not achieve completion within the required window, CAPK will be obligated to provide interim housing support for the residents planned for the Project until construction is complete. This is a significant operational and financial burden that the organization must avoid.

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

**Recommendation**

Staff recommends that the Executive Committee authorize the Chief Executive Officer to execute the City of Bakersfield HHAP matching funds contract for the pre-construction and construction work at Ramkabir project, in an amount of $647,656, and any subsequent amendments thereto, and authorize staff to immediately complete all work on the Ramkabir project pre-construction activities.

***Attachment:***

*Draft City of Bakersfield HHAP Matching-Funds Contract*

AGREEMENT NO. _____

AGREEMENT WITH COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) FOR HOMELESS HOUSING ASSISTANCE FOR PREDEVELOPMENT COSTS OF RAMKABIR MOTEL

This AGREEMENT is made and entered into on _____, by and between the CITY OF BAKERSFIELD, a California charter city and municipal corporation ("CITY") and COMMUNITY ACTION PARTNERSHIP OF KERN, a non-profit, public-benefit corporation authorized to do business in California ("CAPK" or "SUBRECIPIENT").

RECITALS

WHEREAS, on April 24, 2024, CITY purchased Ramkabir Motel at 901 Union Ave., Bakersfield, CA 93305 ("Property"), in accordance with California Government Code Section 37350; and

WHEREAS, it is CITY's intention to convert Property to a Permanent Supportive Housing ("PSH") Development for people experiencing or at-risk of homelessness; and

WHEREAS, the State of California ("State") has granted Homeless Housing Assistance and Prevention Round 4 ("HHAP-4") funds to CITY and CITY desires to grant HHAP-4 funds to SUBRECIPIENT to be expended on predevelopment of Ramkabir Motel rehabilitation; and

WHEREAS, the City of Bakersfield has set aside $1,147,656 in HHAP4 funds for the development of Property into Permanent Supportive Housing; and

WHEREAS, on March 26, 2025, CITY awarded Subrecipient $500,000 in HHAP4 funds for the pre-development of Property; and

WHEREAS, City will provide the remaining $647,656 in HHAP4 funds set aside for the pre-development of Property to SUBRECIPIENT; and

WHEREAS, SUBRECIPIENT represents that SUBRECIPIENT is experienced and well qualified in the field of homelessness services and wishes to partner with CITY to rehabilitate the Property to convert it to PSH ("Project").

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

1. HHAP-4 FUNDING TERMS. SUBRECIPIENT and its subcontractors shall abide by all terms of the HHAP-4 State of California Standard Agreements, in **Exhibit "A"** and conform to the "time frame" as set forth in **Exhibit "B"** both of which are attached hereto and incorporated by reference herein.

2. SCOPE OF WORK. The scope of work consists of predevelopment activities and initial development activities for this Project as set forth in **Exhibit "B**,".

3. COMPENSATION. It is expressly agreed and understood that the total amount to be reimbursed to SUBRECIPIENT by CITY under this Agreement shall NOT EXCEED SIX HUNDRED FORTY-SEVEN THOUSAND, SIX HUNDRED FIFTY-SIX DOLLARS ($647,656) in HHAP-4 funding. This shall be the total compensation under this Agreement including, but not limited to, all out-of-pocket costs and taxes. Such grant monies shall only be used to pay for costs related to Project as set forth in **Exhibit "B"** and in accordance with this Agreement.

    3.1. DISBURSEMENT OF FUNDS. CITY shall not be obligated to disburse, or pay to, SUBRECIPIENT or any third-party, any funds until and after CITY receives all HHAP-4 allocations from the state government. If CITY does not receive such funds, CITY, at its option, may terminate or suspend this Agreement without any liability to SUBRECIPIENT or its subrecipients until CITY receives such funds. SUBRECIPIENT shall not be entitled to any damages from CITY if CITY refuses to disburse funds until CITY receives funds, even if SUBRECIPIENT or any third-party has detrimentally relied upon this Agreement.

    3.2. ELIGIBLE CLAIMS FOR PAYMENT. CITY agrees to pay eligible claims for payment to SUBRECIPIENT within thirty (30) days after CITY receives an eligible claim for payment as set forth herein, and a properly designated SUBRECIPIENT official certifies the claim. SUBRECIPIENT shall also describe the basis for computation: cost per hour, cost per weight, cost per task, or other measurement as CITY may specify. CITY may review the claim for completeness and accuracy and may refuse to pay any claim until explained to CITY's satisfaction.

4. TERM. The term of this Agreement is the date first written above and will end on September 31, 2027,unless terminated earlier as provided herein.

5. TERMINATION. Either party may terminate this Agreement after giving the other party written notice, as provided herein, thirty (30) days before the termination is effective.

6. COMPLIANCE WITH ALL LAWS. SUBRECIPIENT shall, at SUBRECIPIENT's sole cost, comply with all of the requirements of municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities relating to or growing out of this Agreement all municipal ordinances and state and federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation:

   6.1. FEDERAL LAWS. SUBRECIPIENT shall obey the Act, any amendments, Federal regulations and guidelines now or hereafter enacted pursuant now or hereafter in effect, and CITY's regulations now or hereafter enacted to facilitate administration applicable to the Project. SUBRECIPIENT shall become familiar with the appropriate statutes, regulations, and guidelines governing the Project.

   6.2. PREVAILING WAGE. SUBRECIPIENT shall pay prevailing wages to all workers employed on public works project's, as defined by California Labor Code. Upon request by CITY, when required per the California Labor Code, SUBRECIPIENT must submit to CITY proof of DIR registration of the Project.

   6.3. LOCAL APPROVALS. SUBRECIPIENT shall abide by all municipal codes and CITY regulations that apply to this Agreement and SUBRECIPIENT performing the work. If appropriate, permits must be obtained from CITY, including, but not limited to, the Building, Planning and/or Public Works Departments for all work requiring permits. Reimbursement payments will not be processed until all code or permit compliance has been completed by SUBRECIPIENT and approved by CITY.

   6.4. NONDISCRIMINATION. During the performance of this Agreement, SUBRECIPIENT and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave.

SUBRECIPIENT and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. SUBRECIPIENT or subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. SUBRECIPIENT and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

6.5. DRUG FREE WORKPLACE CERTIFICATION. By signing this Agreement, SUBRECIPIENT, and its subcontractors, hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code 8350 et seq.) Drug free workplace certification form is attached hereto as **Exhibit "C."** and incorporated by reference herein.

7. ENTITLEMENT TO DESIGN PRODUCTS. In the event CITY is not awarded a Homekey+ grant, CITY will retain rights to all development designs created and paid for by HHAP-4 funds.

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

9. INDEMNITY. SUBRECIPIENT shall indemnify, defend, and hold harmless CITY, and CITY's officers, employees, volunteers, agents and representatives against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by SUBRECIPIENT, or SUBRECIPIENT's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not

caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct. This obligation to indemnify CITY and its officers, employees, volunteers, agents and representatives shall survive termination of this Agreement.

10. CONFLICT OF INTEREST. All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in any subsequent contract being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code, sections 10410 and 10411, for State conflict of interest requirements.

11. INSURANCE.

    11.1. TYPES AND LIMITS OF INSURANCE. In addition to any other insurance or security required under this Agreement, SUBRECIPIENT must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").

    11.2. AUTOMOBILE LIABILITY INSURANCE. Providing coverage for owned, non-owned, and hired autos on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than $1,000,000 per occurrence.

    11.3. COMMERCIAL GENERAL LIABILITY INSURANCE. Unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than $1,000,000 per occurrence. The policy must:

        11.3.1. Provide contractual liability coverage for the terms of this Agreement;

        11.3.2. Provide products and completed operations coverage;

        11.3.3. Provide premises, operations, and mobile equipment coverage; and

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

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

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

By executing this Agreement, SUBRECIPIENT is submitting the certification required above.
The policy must contain a waiver of subrogation in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

11.5. GENERAL PROVISIONS APPLYING TO ALL INSURANCE TYPES.

11.5.1. All policies required of SUBRECIPIENT must be written on a first-dollar coverage basis, or contain a deductible provision. Subject to CITY's advance approval, SUBRECIPIENT may utilize a self-insured retention in any or all of the policies provided, but the policy or policies may not contain language, whether added by endorsement or contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured or by any means including other insurance or which is intended to defeat the intent or protection of an additional insured.

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

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

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

11.5.5. Full compensation for all premiums which the 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.

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

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

12. REPORTING REQUIREMENTS. If Homekey+ grant is awarded SUBRECIPIENT will collect, evaluate and enter data into the HMIS. The data will be entered into a local HMIS using HUD's standards for participation. The data, which includes the numbers served and amount of funding used per client, must be entered into the system and provided to CITY on a quarterly basis beginning November 15, 2026, with an initial performance report, and quarterly reports

thereafter on February 15, 2027, May 15, 2027, and August 15, 2027, etc., or until funding is fully expended.

12.1. CLOSE-OUTS. SUBRECIPIENT's obligation to CITY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to, making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to CITY), and determining the custodianship of records.

12.2. AUDITS AND INSPECTIONS. All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to CITY, its designee or the Federal Government, at any time during normal business hours, as often as CITY deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by SUBRECIPIENT within thirty (30) days of receipt. Failure of SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. SUBRECIPIENT hereby agrees to have an annual audit conducted at CITY's request.

13. ACCOUNTING STANDARDS. SUBRECIPIENT agrees to utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

14. DOCUMENTATION AND RECORD KEEPING.

14.1. RECORDS TO BE MAINTAINED. If Homekey+ grant is awarded SUBRECIPIENT shall maintain all records required by the State regulations specified in "Exhibit A" and "**Exhibit B"** that are pertinent to the activities to be funded under this Agreement. Such records include, but are not limited to:

14.1.1. RETENTION. SUBRECIPIENT shall retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the expiration of this Agreement. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or

the expiration of the three-year period, whichever occurs later.

14.1.2. CLIENT DATA. SUBRECIPIENT shall maintain client data demonstrating client eligibility for services provided. Such information shall include, but not be limited to, client name, address, income level, or other basis for determining eligibility, and description of service provided. Such information shall be submitted to CITY or its designees for review on a quarterly basis using a form approved by CITY.

14.1.3. PROGRESS REPORTING. SUBRECIPIENT will report progress on predevelopment activities monthly beginning September 1, 2026 and ending September 31, 2027, or when funds are fully expended, whichever occurs first.

14.1.4. PROPERTY RECORDS. SUBRECIPIENT shall accept title to and be responsible for the maintenance and operation of the improvements made under this Agreement. SUBRECIPIENT shall maintain real property inventory records which clearly identify properties purchased, improved or sold.

14.1.5. AUDITS AND INSPECTIONS. All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to CITY, its designee or the State Government, at any time during normal business hours, as often as CITY deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within thirty (30) days after receipt by it. Failure of SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. SUBRECIPIENT hereby agrees to have an annual audit conducted in accordance with current CITY policies concerning subrecipient audits.

15. CITY's REMEDIES. If SUBRECIPIENT fails to materially comply with the terms of this Agreement, CITY, at its option, may suspend or terminate this Agreement and may demand SUBRECIPIENT return all funds granted to SUBRECIPIENT pursuant to this Agreement. The remedies provided in this Agreement are cumulative and are in addition to any other remedies in law or equity which may be available to CITY. The election of one or more

remedies shall not bar the use of other remedies unless the circumstances made the remedies incompatible.

16. CONCURRENT REMEDY. No right or remedy herein conferred on or reserved to CITY is exclusive of any other right or remedy herein or by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

17. 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.

18. 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.

19. MERGER AND MODIFICATION. All prior agreements between the parties are incorporated in this Agreement which constitutes the entire Agreement. Its terms are intended by the parties as a final expression of their agreement with respect to such terms as are included herein and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend this Agreement constitutes the complete and exclusive statement of its terms and no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding involving this Agreement. This Agreement may be modified only in a writing approved by CITY Council and signed by all the parties.

20. 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.

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

22. 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, CA 93301

SUBRECIPIENT: COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18th STREET SUITE 200
BAKERSFIELD, CA 93301

23. EXECUTION. This Agreement is effective upon execution. It is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

24. 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.

25. NEGATION OF PARTNERSHIP. CITY shall not become or be deemed a partner or joint venture with SUBRECIPIENT or associate in any such relationship with SUBRECIPIENT by reason of the provisions of this Agreement. SUBRECIPIENT shall not for any purpose be considered an agent, officer or employee of CITY.

26. CONFLICTS OF INTEREST. SUBRECIPIENT stipulates that corporately, or individually, the firm, its employees and sub-consultants have no financial interest in either the success or failure of any project which is dependent upon the result of the work prepared pursuant to this Agreement and funds provided for herein (California Government Code Section 1090).

27. TAX NUMBERS.

SUBRECIPIENT's Federal Tax ID Number: __95-2402760_____
"SUBRECIPIENT " is a corporation? Yes __X___ No _____
(Please check one.)

28. LIMITATION OF LIABILITY. In no event shall SUBRECIPIENT be liable for any lost revenue, lost profits, direct or indirect, special, incidental consequential or punitive damages, however caused and under any theory of liability, whether in contract, tort (including negligence and strict liability) or otherwise, arising out of this agreement, even if advised of the possibility of such damages. Except for claims based on SUBRECIPIENT'S willful misconduct, the maximum aggregate liability of SUBRECIPIENT under any theory of law (including breach of contract, tort, and strict liability) shall not exceed the amount actually paid by the CITY for SUBRECIPIENT's services pursuant to this Agreement.

29. NO THIRD-PARTY BENEFICIARIES. The only parties to this Agreement are the CITY and SUBRECIPIENT. The Parties intend that there be no third-party beneficiaries to this Agreement. Any benefit that may be conferred upon a third-party by this Agreement, including individual youths, is incidental only.

30. WARRANTY DISCLAIMER. SUBRECIPIENT disclaims any and all warranties not expressly stated in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first-above written.

| "CITY" | "SUBRECIPIENT" |
|---|---|
| CITY OF BAKERSFIELD | COMMUNITY ACTION PARTNERSHIP OF KERN |
| By: _____ | By: _____ |
| KAREN GOH | JEREMY TOBIAS |
| Mayor | Chief Executive Officer |

[Signatures continue on following page]

APPROVED AS TO CONTENT:
DEVELOPMENT SERVICES DEPARTMENT

By: _____
PHILLIP BURNS
Development Services Director

APPROVED AS TO FORM:

By: _____
VIRGINIA GENNARO
City Attorney

Insurance: _____

COUNTERSIGNED:

By: _____
RANDY MCKEEGAN
Finance Director

VG/blf
Attachments: Exhibit "A": HHAP-4 Standard Agreement

Exhibit "B": Scope of Work
Exhibit "C": Drug Free Workplace Certification

DRAFT

Exhibit “A”
HHAP-4 Standard Agreement

DRAFT

**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**
**Contract for Funds**

## EXHIBIT A

## AUTHORITY, PURPOSE AND SCOPE OF WORK

### 1) Authority

The State of California has established the Homeless Housing, Assistance, and Prevention Program Round 4 ("HHAP-4" or "Program") pursuant to Chapter 6 (commencing with Health and Safety Code (HSC) section 50216) of Part 1 of Division 31 of the Health and Safety Code. (Amended by Stats. 2021, Ch. 111, Sec. 4. (AB 140) Effective July 19, 2021.)

The Program is administered by the California Interagency Council on Homelessness ("Cal ICH") in the Business, Consumer Services and Housing Agency ("Agency"). HHAP-4 provides flexible block grant funds to Continuums of Care, large cities (population of 300,000+) and counties to build on the regional coordination created through previous Cal ICH grant funding and support local jurisdictions in their unified regional responses to reduce and end homelessness.

This Standard Agreement/Contract for Funds along with all its exhibits ("Agreement") is entered into by Cal ICH and a Continuum of Care, a city, or a county ("Grantee") under the authority of, and in furtherance of the purpose of, the Program. In signing this Agreement and thereby accepting this award of funds, the Grantee agrees to comply with the terms and conditions of this Agreement, and the requirements appearing in the statutory authority for the Program cited above.

### 2) Purpose

The general purpose of the Program is to (1) reduce homelessness by expanding or developing local capacity to address immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing; and (2) continue to build on regional coordination developed through previous rounds of HHAP funding (Chapter 6 (commencing with HSC section 50216).

This funding shall:

**a)** Continue to build regional collaboration between continuums of care, counties, and cities in a given region, regardless of population, and ultimately be used to develop a unified regional response to homelessness.

Initial Here CJC

**b)** Be paired strategically with other local, state, and federal funds provided to address homelessness in order to achieve maximum impact. Grantees of this funding are encouraged to reference Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness to assist in using funding strategically for their planning efforts in the delivery of services to people experiencing homelessness in the community.

**c)** Be deployed with the goal of reducing the number of people experiencing homelessness in a given region through investing in long-term solutions, such as permanent housing.

**d)** Include the State as an integral partner through the provision of technical assistance, sharing of best practices, and implementing an accountability framework to guide the structure of current and future state investments.

## 3) Definitions

**The following HHAP-4 program terms are defined in accordance with Health and Safety Code section 50216, subdivisions (a) – (r):**

**a)** "Agency" means the Business, Consumer Services, and Housing Agency.

**b)** "Applicant" means a Continuum of Care, city, county, or tribe.

**c)** "City" means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.

**d)** "Continuum of Care" means the same as defined by the United States Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.

**e)** "Coordinated Entry System" means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.

**f)** "Council" means the California Interagency Council on Homelessness, formerly known as the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.

**g)** "Emergency shelter" has the same meaning as defined in subdivision (e) of Section 50801.

**h)** "Homeless" has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.

**i)** "Homeless Management Information System" means the information system designated by a Continuum of Care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term "Homeless Management Information System" also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.

**j)** "Homeless point-in-time count" means the most recent point-in-time count that requires a sheltered and unsheltered count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations completed by all applicants.

**k)** "Homeless youth" means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.

**l)** "Housing First" has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein.

**m)** "Jurisdiction" means a city, city that is also a county, county, or Continuum of Care, as defined in this section.

**n)** "Navigation center" means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

**o)** "Program" means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.

**1)** "Round 1" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2019.

**2)** "Round 2" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2020.

**3)** "Round 3" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2021.

**4)** "Round 4" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2022.

**p)** "Program allocation" means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges.

**q)** "Recipient" means a jurisdiction that receives funds from the Cal ICH for the purposes of the program.

**r)** "Tribe" or "tribal applicant" means a federally recognized tribal government pursuant to Section 4103 of Title 25 of the United States Code.

**Additional definitions for the purposes of the HHAP-4 program:**

"Obligate" means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP-4 funding. Grantees, and the subrecipients who receive awards from those Grantees, must obligate the funds by the statutory deadlines set forth in this Exhibit A.

"Expended" means all HHAP-4 funds obligated under contract or subcontract have been fully paid and receipted, and no invoices remain outstanding.

## 4) Scope of Work

The Scope of Work ("Work") for this Agreement shall include uses that are consistent with Health and Safety Code section 50218.7, subdivision (e), and section 50220.8, subdivisions (e), (f), and (g), and any other applicable laws.

The Grantee shall expend funds on evidence-based programs serving people experiencing homelessness among eligible populations, including any of the following eligible uses:

**a)** Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.

**b)** Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.

**c)** Street outreach to assist persons experiencing homelessness to access permanent housing and services.

**d)** Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.

**e)** Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.

**f)** Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.

**g)** Prevention and shelter diversion to permanent housing, including rental subsidies.

**h)** Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing noncongregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:

**i)** The number of available shelter beds in the city, county, or region served by a Continuum of Care.

**ii)** The number of people experiencing unsheltered homelessness in the homeless point-in-time count.

**iii)** Shelter vacancy rate in the summer and winter months.

**iv)** Percentage of exits from emergency shelters to permanent housing solutions.

**v)** A plan to connect residents to permanent housing.

**vi)** Any new interim sheltering funded by HHAP-4 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters.

**i)** Improvements to existing emergency shelters to lower barriers and increase privacy.

In addition to the eligible uses described above, the Grantee's expenditure of its entire HHAP-4 allocation must also comply with the following:

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**a)** At least 10 percent of the funds shall be spent on services for homeless youth populations.

**b)** Not more than 7 percent of funds may be used for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this Agreement, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the program allocation.

**5) Cal ICH Contract Coordinator**

The Cal ICH's Contract Coordinator for this Agreement is the Council's Grant Director or the Grant Director's designee. Unless otherwise instructed, any notice, report, or other communication requiring an original Grantee signature for this Agreement shall be mailed to the Cal ICH Contract Coordinator. If there are opportunities to send information electronically, Grantee will be notified via email by the Council's Grant Director or the Grant Director's designee.

The Representatives during the term of this Agreement will be:

| | PROGRAM | GRANTEE |
|---|---|---|
| **ENTITY:** | Business Consumer Services and Housing Agency | City of Bakersfield |
| **SECTION/UNIT:** | California Interagency Council on Homelessness (Cal ICH) | |
| **ADDRESS:** | 500 Capitol Mall Suite 1850 Sacramento, CA, 95814 | 1600 Truxtun Ave Bakersfield, CA 93301 |
| **CONTRACT COORDINATOR** | Jeannie McKendry | Adelina Carter |
| **PHONE NUMBER:** | (916) 510-9446 | (661) 852-7534 |
| **EMAIL ADDRESS:** | Jeannie.McKendry@bcsh.ca.gov | acarter@bakersfieldcity.us |

All requests to update the Grantee information listed within this Agreement shall be emailed to the Cal ICH Grants Division general email box at calichgrants@bcsh.ca.gov. The Council reserves the right to change their representative and/or contact information at any time with notice to the Grantee.

**6) Effective Date, Term of Agreement, and Deadlines**

**a)** This Agreement is effective upon approval by Cal ICH (indicated by the signature provided by Cal ICH in the lower left section of page one, Standard Agreement, STD. 213), when signed by all parties. Funds will be disbursed in accordance with Section 3 of Exhibit B.

**b)** This Agreement shall terminate on December 31, 2027.

**c)** A grantee shall contractually obligate no less than 75 percent and shall expend no less than 50 percent of their initial (50 percent) HHAP-4 disbursement by May 31, 2025. Upon demonstration by a grantee that it has complied with this requirement and remains on track to meet its outcome goals, as determined by the council pursuant to Health and Safety Code section 50223, the council shall disburse to that recipient the remaining 50 percent of its total HHAP-4 allocation pursuant to Health and Safety Code section 50218.7(a).

**i)** Grantee will demonstrate compliance with these requirements by completing the certification documentation in the form and manner provided by the council.

**d)** If a grantee has obligated less than 75 percent or expended less than 50 percent of their initial (50 percent) HHAP-4 disbursement by May 31, 2025, the grantee shall not contractually obligate or expend any remaining portion of its round 4 initial program allocation, and the council shall not allocate to the recipient the remaining 50 percent of its total allocation, unless both of the following occur:

**i)** On or before June 30, 2025, the grantee submits an alternative disbursement plan to Cal ICH that includes an explanation for the delay.

**ii)** Cal ICH approves the alternative disbursement plan.

If Cal ICH cannot approve an alternative disbursement plan, Cal ICH will provide the grantee with guidance on the revisions needed in order to approve the alternative disbursement plan.

If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2026, the funds shall be returned to the Cal ICH to be allocated as bonus awards.

**e)** Grantees that do not meet the final expenditure deadlines in Health and Safety Code section 50220.8(k) shall not be eligible for bonus funding.

**f)** All HHAP-4 funds shall be expended by June 30, 2027.

**g)** In accordance with Health and Safety Code section 50220.8, subdivision (k), Cal ICH retains the right to require a corrective action plan of grantees that are not on track to fully expend funds by the statutorily required deadline.

**h)** Any funds not expended by June 30, 2027, including bonus funds, shall revert to and be paid and deposited in, the General Fund pursuant to Health and Safety Code section 50220.8(p).

**i)** The council may request additional information from applicants, as needed, to meet other applicable reporting or audit requirements.

**j)** **Bonus Funds:** Health and Safety Code section 50220.8 mandates the following, regarding a recipient's eligibility for Bonus Funding:

**i)** Recipients that do not meet the obligation requirements laid out in Health and Safety Code section 50220.8(k) shall not be eligible for bonus funding;

**ii)** Recipients shall demonstrate no later than June 30, 2025, whether they have successfully met their outcome goals; and

**iii)** Jurisdictions that have not met their outcome goals shall not be eligible for bonus funding and shall accept technical assistance from council staff. In addition, jurisdictions that have not met their outcome goals may also be required to limit allowable uses of program funds, as determined by the Council.

**iv)** If recipient receives bonus funding, the bonus funds will be distributed as an amendment to this contract. No additional contract will be executed.

**7) <u>Special Conditions</u>**

Cal ICH reserves the right to add any special conditions to this Agreement it deems necessary to ensure that the goals of the Program are achieved.

**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**

**EXHIBIT B**

**BUDGET DETAIL and DISBURSEMENT PROVISIONS**

## 1) Budget Detail & Changes

The Grantee agrees that HHAP-4 funds shall be expended on uses that support regional coordination and expand or develop local capacity to address immediate homelessness challenges. Such activities must be informed by a best-practices framework focused on moving people experiencing homelessness into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

The Grantee shall expend the HHAP-4 funds on eligible activities as detailed in Health and Safety Code section 50218.7(e) and section 50220.8, subdivisions (e), and (f).

## 2) General Conditions Prior to Disbursement

All Grantees must submit the following forms prior to HHAP-4 funds being released:

- Request for Funds Form ("RFF")
- STD 213 Standard Agreement form and initialed Exhibits A through F
- STD 204 Payee Data Record or Government Agency Taxpayer ID Form

## 3) Disbursement of Funds

**Initial Disbursement**
Fifty percent of a grantee's HHAP-4 funds will be disbursed to the Grantee upon receipt, review and approval of the completed Standard Agreement and RFF by Cal ICH, the Department of General Services (DGS) and the State Controller's Office (SCO).

The RFF must include the proposed eligible uses and the amount of funds proposed for expenditure under each eligible use. The Initial disbursement of HHAP-4 funds will be disbursed in one allocation via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

**Remainder Disbursement**

**a)** Cal ICH will disburse the remaining fifty percent of HHAP-4 funds upon demonstration by a Grantee that it has complied with the requirement to contractually obligate and expend a minimum amount of its round 4 program allocation, as described below, and remains on track to meet its outcome goals, as determined by the council pursuant to Section 50223.

**i)** A grantee shall contractually obligate no less than 75 percent and shall expend no less than 50 percent of their initial (50 percent) HHAP-4 disbursement by May 31, 2025. Upon demonstration by a grantee that it has complied with this requirement and remains on track to meet its outcome goals, as determined by the council pursuant to Health and Safety Code section 50223, the council shall disburse to that recipient the remaining 50 percent of its total HHAP-4 allocation pursuant to Health and Safety Code section 50218.7(a).

**b)** If a grantee has obligated less than 75 percent or expended less than 50 percent of their initial disbursement by May 31, 2025, the grantee shall not contractually obligate or expend any remaining portion of its round 4 initial program allocation, and the council shall not allocate to the recipient the remaining 50 percent of its total allocation, unless both of the following occur:

**i)** On or before June 30, 2025, the grantee submits an alternative disbursement plan to Cal ICH that includes an explanation for the delay.

**ii)** Cal ICH approves the alternative disbursement plan. If Cal ICH cannot approve an alternative disbursement plan, Cal ICH will provide the grantee with guidance on the revisions needed in order to approve the alternative disbursement plan.

**4)** If a Grantee is not on track to meet outcome goals, grantee must agree to receive TA from Cal ICH to get back on track with the outcome goals before the Council allocates the remaining 50 percent of a recipient's allocation.

**Bonus Funds Disbursement**

If a Grantee qualifies for Bonus Funds pursuant to the requirements laid out in Health and Safety Code section 50220.7, Cal ICH will determine the amount of Bonus Funds the Grantee is eligible for and will disburse these Bonus Funds to the Grantee upon receipt, review and approval of the completed Amended Standard Agreement and RFF by Cal ICH, the Department of General Services (DGS) and the State Controller's Office (SCO).

The RFF must include the proposed eligible uses and the amount of funds proposed for expenditure under each eligible use. The Bonus Funds disbursement of

HHAP-4 funds will be allocated in one disbursement via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

**5) Expenditure of Funds**

All HHAP-4 funds must be spent in accordance with Health and Safety Code section 50218.7(e) and section 50220.8, subdivisions (e), and (f), and as described in Exhibit A, Section 4 "Scope of Work".

**6) Ineligible Costs**

**a)** HHAP-4 funds shall not be used for costs associated with activities in violation of any law or for any activities not consistent with the intent of the Program and the eligible uses identified in Health and Safety Code section 50220.8, subdivisions (e), (f), and (g).

**b)** Cal ICH reserves the right to request additional clarifying information to determine the reasonableness and eligibility of all uses of the funds made available by this Agreement. If the Grantee or its funded subrecipients use HHAP-4 funds to pay for ineligible activities, the Grantee shall be required to reimburse these funds to Cal ICH.

**c)** An expenditure which is not authorized by this Agreement, or by written approval of the Grant Manager or his/her designee, or which cannot be adequately documented, shall be disallowed and must be reimbursed to Cal ICH by the Grantee.

Cal ICH, at its sole and absolute discretion, shall make the final determination regarding the allowability of HHAP-4 fund expenditures.

**d)** Program funds shall not be used to supplant existing local funds for homeless housing, assistance, or prevention. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP funds may be used to maintain the service or program. Examples include, but are not limited to, a time-limited city and/or county tax or one-time block grant, such as HEAP.

**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**

**EXHIBIT C**

**GENERAL TERMS AND CONDITIONS**

1) **Termination and Sufficiency of Funds**

   a) **Termination of Agreement**
   Cal ICH may terminate this Agreement at any time for cause by giving a minimum of 14 days' notice of termination, in writing, to the Grantee. Cause shall consist of violations of any conditions of this Agreement, any breach of contract as described in paragraph 6 of this Exhibit C; violation of any federal or state laws; or withdrawal of Cal ICH's expenditure authority. Upon termination of this Agreement, unless otherwise approved in writing by Cal ICH, any unexpended funds received by the Grantee shall be returned to Cal ICH within 30 days of Cal ICH's notice of termination.

   b) **Sufficiency of Funds**
   This Agreement is valid and enforceable only if sufficient funds are made available to Cal ICH by legislative appropriation. In addition, this Agreement is subject to any additional restrictions, limitations or conditions, or statutes, regulations or any other laws, whether federal or those of the State of California, or of any agency, department, or any political subdivision of the federal or State of California governments, which may affect the provisions, terms or funding of this Agreement in any manner.

2) **Transfers**

Grantee may not transfer or assign by subcontract or novation, or by any other means, the rights, duties, or performance of this Agreement or any part thereof, except as allowed within Exhibit C Section 12 (Special Conditions – Grantees/Sub Grantee) or with the prior written approval of Cal ICH and a formal amendment to this Agreement to affect such subcontract or novation.

3) **Grantee's Application for Funds**

Grantee has submitted to Cal ICH an application for HHAP-4 funds to support regional coordination and expand or develop local capacity to address its immediate homelessness challenges. Cal ICH is entering into this Agreement on the basis of Grantee's facts, information, assertions and representations contained in that application. Any subsequent modifications to the original funding plans submitted within the original application must be requested through the formal HHAP Budget Modification Request Process and are subject to approval by Cal ICH.

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Grantee warrants that all information, facts, assertions and representations contained in the application and approved modifications and additions thereto are true, correct, and complete to the best of Grantee's knowledge. In the event that any part of the application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would substantially affect Cal ICH approval, disbursement, or monitoring of the funding and the grants or activities governed by this Agreement, then Cal ICH may declare a breach of this Agreement and take such action or pursue such remedies as are legally available.

4) **Reporting/Audits**

a) **Annual Reports**
By January 1, 2024, and annually on that date thereafter until all funds have been expended, the Grantee shall submit an annual report to Cal ICH in a format provided by Cal ICH. Annual Reports will include a request for data on expenditures and people served with HHAP-4 funding, details on specific projects selected for the use of HHAP-4 funding, and data regarding the progress towards outcome goals. If the Grantee fails to provide such documentation, Cal ICH may recapture any portion of the amount authorized by this Agreement with a 14-day written notification. No later than October 1, 2027, the Grantee shall submit a final report, in a format provided by Cal ICH, as well as a detailed explanation of all uses of the Program funds.

b) **Quarterly Expenditure Reports**
In addition to the annual reports, Cal ICH requires the Grantee to submit quarterly expenditure reports due no later than 30 days following the end of each fiscal quarter. Grantee shall submit a report to Cal ICH on a form and method provided by Cal ICH that includes the ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds, as well as any additional information Cal ICH deems appropriate or necessary. If the Grantee fails to provide such documentation, Cal ICH may recapture any portion of the amount authorized by this Agreement with a 14-day written notification.

c) **Reporting Requirements**
i) Annual Report: The annual report shall contain detailed information in accordance with Health and Safety Code section 50223, subdivision (a). This information includes the following, as well as any additional information deemed appropriate or necessary by Cal ICH:

**(1)** Data collection shall include, but not be limited to, information regarding individuals and families served, including demographic information, information regarding partnerships among entities or lack thereof, and participant and regional outcomes.

**(2)** The performance monitoring and accountability framework shall include clear metrics, which may include, but are not limited to, the following:

**(a)** The number of individual exits to permanent housing, as defined by the United States Department of Housing and Urban Development, from unsheltered environments and interim housing resulting from this funding.

**(b)** Racial equity, as defined by the council in consultation with representatives of state and local agencies, service providers, the Legislature, and other stakeholders.

**(c)** Any other metrics deemed appropriate by the council and developed in coordination with representatives of state and local agencies, advocates, service providers, and the Legislature.

**(3)** Data collection and reporting requirements shall support the efficient and effective administration of the program and enable the monitoring of jurisdiction performance and program outcomes.

Data shall include progress towards meeting the grantee's outcome goals. If significant progress toward outcome goals has not been made, the applicant shall:

**(a)** Submit a description of barriers and possible solutions to meet those barriers

**(b)** Accept technical assistance from Cal ICH

**(c)** Include the progress towards outcome goals in all subsequent quarterly reports, until significant progress is made as deemed by Cal ICH

**ii)** Expenditure Report: The expenditure report shall contain data on expenditures of HHAP-4 funding including but not limited to obligated funds, expended funds, and other funds derived from HHAP-4 funding.

**iii)** Final Expenditure Plan: During the final fiscal year of reporting, grantees may be required to include a plan to fully expend HHAP-4 grant funding. This plan must be submitted with the quarterly expenditure report in a format to be provided by Cal ICH.

iv) Grantees or their subcontractors must report client data into their local Homeless Management Information Systems (HMIS) pursuant to the requirements of Assembly Bill (AB) 977 (Chapter 397, Statutes of 2021)

v) Cal ICH may require additional supplemental reporting with written notice to the Grantee.

vi) Grantee may, at their discretion, fully expend their HHAP-4 allocation prior to the end date of the grant term and will not be required to submit quarterly fiscal reports after the quarter in which their allocation was fully expended.

**d) Auditing**

Cal ICH reserves the right to perform or cause to be performed a financial audit. At Cal ICH request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. HHAP-4 administrative funds may be used to fund this expense. Should an audit be required, the Grantee shall adhere to the following conditions:

i) The audit shall be performed by an independent certified public accountant.

ii) The Grantee shall notify Cal ICH of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by Cal ICH to the independent auditor's working papers.

iii) The Grantee is responsible for the completion of audits and all costs of preparing audits.

iv) If there are audit findings, the Grantee must submit a detailed response acceptable to Cal ICH for each audit finding within 90 days from the date of the audit finding report.

**5) <u>Inspection and Retention of Records</u>**

**a) Record Inspection**

Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under this Agreement. The Grantee agrees to provide Cal ICH, or its designee, with any relevant information requested. The Grantee agrees to give Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the Homeless Housing, Assistance, and

Prevention Program laws, the HHAP-4 program guidance document published on the website, and this Agreement.

In accordance with Health and Safety Code section 50220.8, subdivision (m), if upon inspection of records Cal ICH identifies noncompliance with grant requirements, Cal ICH retains the right to impose a corrective action plan on the Grantee.

**b) Record Retention**

The Grantee further agrees to retain all records described in subparagraph a for a minimum period of five (5) years after the termination of this Agreement.

If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

**c) Public Records Act**

The grantees' final HHAP-4 application, this contract, and other documents related to the grant are considered public records, which are available for public viewing pursuant to the California Public Records Act.

**6) Breach and Remedies**

**a) Breach of Agreement**
Breach of this Agreement includes, but is not limited to, the following events:

**i)** Grantee's failure to comply with the terms or conditions of this Agreement.

**ii)** Use of, or permitting the use of, HHAP-4 funds provided under this Agreement for any ineligible activities.

**iii)** Any failure to comply with the deadlines set forth in this Agreement.

**b) Remedies for Breach of Agreement**
In addition to any other remedies that may be available to Cal ICH in law or equity for breach of this Agreement, Cal ICH may:

**i)** Bar the Grantee from applying for future HHAP funds;

**ii)** Revoke any other existing HHAP-4 award(s) to the Grantee;

**iii)** Require the return of any unexpended HHAP-4 funds disbursed under this Agreement;

**iv)** Require repayment of HHAP-4 funds disbursed and expended under this Agreement;

**v)** Require the immediate return to Cal ICH of all funds derived from the use of HHAP-4 funds

**vi)** Seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or participation in the technical assistance in accordance with HHAP-4 requirements.

**c)** All remedies available to Cal ICH are cumulative and not exclusive.

**d)** Cal ICH may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.

**7) Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of Cal ICH to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of Cal ICH to enforce these provisions.

**8) Nondiscrimination**

During the performance of this Agreement, Grantee and its subrecipients shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave. Grantees and Sub grantees shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its subrecipients shall comply with the provisions of California's laws against discriminatory practices relating to specific groups: the California Fair Employment and Housing Act (FEHA) (Gov. Code, § 12900 et seq.); the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.); and the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§ 11135 - 11139.5). Grantee and its subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

## 9) Conflict of Interest

All Grantees are subject to state and federal conflict of interest laws. For instance, Health and Safety Code section 50220.5, subdivision (i) states, "For purposes of Section 1090 of the Government Code, a representative of a county serving on a board, committee, or body with the primary purpose of administering funds or making funding recommendations for applications pursuant to this chapter shall have no financial interest in any contract, program, or project voted on by the board, committee, or body on the basis of the receipt of compensation for holding public office or public employment as a representative of the county."

Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Additional applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code sections 10410 and 10411.

**a)** Current State Employees: No State 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. No State officer or employee shall contract on his or her own behalf as an independent Grantee with any State agency to provide goods or services.

**b)** Former State Employees: 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. 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 twelve-month period prior to his or her leaving State service.

**c)** Employees of the Grantee: Employees of the Grantee shall comply with all applicable provisions of law pertaining to conflicts of interest, including but not limited to any applicable conflict of interest provisions of the Political Reform Act of 1974 (Gov. Code, § 81000 et seq.).

**d)** Representatives of a County: A representative of a county serving on a board, committee, or body with the primary purpose of administering funds or making funding recommendations for applications pursuant to this chapter shall have no financial interest in any contract, program, or project voted on by the board,

committee, or body on the basis of the receipt of compensation for holding public office or public employment as a representative of the county.

**10) Drug-Free Workplace Certification**

Certification of Compliance: By signing this Agreement, Grantee hereby certifies, under penalty of perjury under the laws of State of California, that it and its subrecipients will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, section 8350 et seq.) and have or will provide a drug-free workplace by taking the following actions:

Publish a statement notifying employees and subrecipients that unlawful manufacture distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, Grantees, or subrecipients for violations, as required by Government Code section 8355, subdivision (a)(1).

**a)** Establish a Drug-Free Awareness Program, as required by Government Code section 8355, subdivision (a)(2) to inform employees, Grantees, or subrecipients about all of the following:

**i)** The dangers of drug abuse in the workplace;

**ii)** Grantee's policy of maintaining a drug-free workplace;

**iii)** Any available counseling, rehabilitation, and employee assistance program; and

**iv)** Penalties that may be imposed upon employees, Grantees, and subrecipients for drug abuse violations.

**b)** Provide, as required by Government Code section 8355, subdivision (a)(3), that every employee and/or subrecipient that works under this Agreement:

**i)** Will receive a copy of Grantee's drug-free policy statement, and

**ii)** Will agree to abide by terms of Grantee's condition of employment or subcontract.

**11) Child Support Compliance Act**

For any Contract Agreement in excess of $100,000, the Grantee acknowledges in accordance with Public Contract Code 7110, that:

**a)** The Grantee 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)** The Grantee, to the best of its knowledge 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.

**12) Special Conditions – Grantees/Subgrantee**

The Grantee agrees to comply with all conditions of this Agreement including the Special Conditions set forth in Exhibit D. These conditions shall be met to the satisfaction of Cal ICH prior to disbursement of funds. The Grantee shall ensure that all Subgrantees are made aware of and agree to comply with all the conditions of this Agreement and the applicable State requirements governing the use of HHAP-4 funds. Failure to comply with these conditions may result in termination of this Agreement.

**a)** The Agreement between the Grantee and any Subgrantee shall require the Grantee and its Subgrantees, if any, to:

**i)** Perform the work in accordance with Federal, State and Local housing and building codes, as applicable.

**ii)** Maintain at least the minimum State-required worker's compensation for those employees who will perform the work or any part of it.

**iii)** Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount that is reasonable to compensate any person, firm or corporation who may be injured or damaged by the Grantee or any Subgrantee in performing the Work or any part of it.

**iv)** Agree to include all the terms of this Agreement in each subcontract.

**13) Compliance with State and Federal Laws, Rules, Guidelines and Regulations**

The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, environmental protection, equal opportunity, fair housing, and all other matters applicable and/or related to the HHAP-4 program, the Grantee, its subrecipients, and all eligible activities.

Grantee shall also be responsible for obtaining any and all permits, licenses, and approvals required for performing any activities under this Agreement, including those necessary to perform design, construction, or operation and maintenance of the activities. Grantee shall be responsible for observing and complying with any applicable federal, state, and local laws, rules or regulations affecting any such work, specifically those including, but not limited to, environmental protection, procurement, and safety laws, rules, regulations, and ordinances. Grantee shall provide copies of permits and approvals to Cal ICH upon request.

**14) Inspections**

**a)** Grantee shall inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

**b)** Cal ICH reserves the right to inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

**c)** Grantee agrees to require that all work that is determined based on such inspections not to conform to the applicable requirements be corrected and to withhold payments to the subrecipient until it is corrected.

**15) Litigation**

**a)** If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of Cal ICH, shall not affect any other provisions of this Agreement and the Initial of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are and shall be deemed severable.

**b)** The Grantee shall notify Cal ICH immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or Cal ICH, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of Cal ICH.

**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**

**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

1) All proceeds from any interest-bearing account established by the Grantee for the deposit of HHAP-4 funds, along with any interest-bearing accounts opened by subrecipients to the Grantee for the deposit of HHAP-4 funds, must be used for HHAP-4-eligible activities and reported on as required by Cal ICH.

2) Per Health and Safety Code section 50220.8 (g), any housing-related activities funded with HHAP-4 funds, including but not limited to emergency shelter (per Health and Safety Code section 50220.8(e)(8)(F)), rapid-rehousing, rental assistance, transitional housing and permanent supportive housing, must be in compliance or otherwise aligned with the core components of Housing First, as described in Welfare and Institutions Code section 8255, subdivision (b). Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used. In addition, HHAP-4 funding shall be used to adopt a Housing First approach within the entire local homelessness response system, including outreach and emergency shelter, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

3) Grantee shall utilize its local Homeless Management Information System (HMIS) to track HHAP-4-funded projects, services, and clients served. Grantee will ensure that HMIS data are collected in accordance with applicable laws and in such a way as to identify individual projects, services, and clients that are supported by HHAP-4 funding (e.g., by creating appropriate HHAP-4-specific funding sources and project codes in HMIS).

4) Grantee shall participate in and provide data elements, including, but not limited to, health information, in a manner consistent with federal law, to the statewide Homeless Management Information System (known as the Homeless Data Integration System or "HDIS"), in accordance with their existing Data Use Agreement entered into with the Council, if any, and as required by Health and Safety Code section 50220.6 and Welfare and Institutions Code section 8256. Any health information provided to, or maintained within, the statewide Homeless Management Information System shall not be subject to public inspection or disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code). For purposes of this paragraph, "health information" means "protected health information," as defined in Part 160.103 of Title 45 of the Code of Federal Regulations, and "medical

information," as defined in subdivision (j) of Section 56.05 of the Civil Code. The Council may, as required by operational necessity, amend or modify required data elements, disclosure formats, or disclosure frequency. Additionally, the Council, at its discretion, may provide Grantee with aggregate reports and analytics of the data Grantee submits to HDIS in support of the Purpose of this Agreement and the existing Data Use Agreement.

5) Grantee agrees to accept technical assistance as directed by Cal ICH or by a contracted technical assistance provider acting on behalf of Cal ICH and report to Cal ICH on programmatic changes the grantee will make as a result of the technical assistance and in support of their grant goals.

6) Grantee agrees to demonstrate a commitment to racial equity and, per Health and Safety Code section 50222 (a)(2)(B), the grantee shall use data provided through HDIS to analyze racial disproportionality in homeless populations and, in partnership with Cal ICH, establish clear metrics and performance monitoring for achieving equity in provision of services and outcomes for Black, Native, and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.

7) Grantee should establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.

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**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**

**Standard Agreement**

**EXHIBIT E**

**STATE OF CALIFORNIA GENERAL TERMS AND CONDITIONS**

This exhibit is incorporated by reference and made part of this agreement. The General Terms and Conditions (GTC 04/2017) can be viewed at the following link:

https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-April-2017-FINALapril2017.pdf?la=en&hash=3A64979F777D5B9D35309433EE81969FD69052D2

In the interpretation of this Agreement, any inconsistencies between the State of California General Terms and Conditions (GTC - 04/2017) and the terms of this Agreement and its exhibits/attachments shall be resolved in favor of this Agreement and its exhibits/attachments.

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Exhibit "B"
SCOPE OF WORK

Purpose of Project:

The purpose of this project is to complete predevelopment activities for rehabilitation and conversion of Ramkabir Motel into Permanent Supportive Housing for people experiencing or at-risk of homelessness.

Description:

SUBRECIPIENT will complete predevelopment activities for this Project as the CITY's co-applicant on the Homekey+ grant application. If awarded, the project will include renovation and conversion of the existing 37-room Ramkabir Motel located at 901 Union Avenue, Bakersfield, CA 93305 to approximately 30 Permanent Supportive Housing (PSH) units, a community space, and offices for supportive services. This Project will serve approximately 30 households who are experiencing or at-risk of homelessness and who face behavioral health challenges. A portion of the units will be set aside for veterans.

Eligible Expenses:

Eligible costs include but are not limited to:

- Architectural Services- Comprehensive architectural plans (floor plans, elevations, sections), Accessibility and building code compliance, Occupancy change considerations and documentation, construction document development and submission to City Building Department, assist with contractor bidding process and selection, provide construction oversight through Certificate of Occupancy.
- Interior Design- Selection of interior finishes and fixtures. Furniture layout and selection
- Specification Writing- Detailed construction specification documents
- Renderings- Creation of visual representations for proposed design
- Structural Engineer- Review existing structural components, fire damage and design any retrofit applications.
- Plumbing Engineering- System layout and design, fixture specifications, water, drainage, sewer, and gas piping design.
- Mechanical Engineering- heating, ventilation, and air conditioning (HVAC)- HVAC design, equipment sizing, ventilation, and ductwork
- Electrical Engineering- Lighting plans, power distribution, emergency and security systems
- Fire alarm system design

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- Landscape Architecture: Outdoor space planning, landscaping, irrigation, parking, fencing, and outdoor amenities
- Preliminary construction activities

Timeframe:

All funds granted to SUBRECIPIENT shall be fully expended within the term of the Agreement.

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Exhibit "C"
DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that: SUBRECIPIENT, representing the facility known as Community Action Partnership of Kern located at 1300 18th STREET SUITE 200, Bakersfield, CA 93301, will continue to provide a drug-free workplace by meeting all standards and requirements of the Code of Federal Regulations, Part 24, Subpart F as follows:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an ongoing drug-free awareness program to inform employees about:
   (a)The dangers of drug abuse in the workplace:
   (b)The grantee's policy of maintaining a drug-free workplace;
   (c)Any available drug counseling, rehabilitation, and employee assistance programs: and
   (d)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
   (a) Abide by the terms of the statement: and
   (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so

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convicted:

(a)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

(b)Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

8. This certification meets the objectives and requirements of the United States Department of Housing and Urban Development (HUD).

_____

Name Title

Community Action Partnership of Kern

Dated: _____

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# MEMORANDUM

To: Executive Committee

From: Emilio Wagner, Chief Facilities & Technology Officer

Date: July 8, 2026

Subject: *Agenda Item IV(b)*: Amendment to the Architectural Services Contract with Skarphol/Frank Associates – **Action Item**

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**Background**
A Request for Proposal (RFP) was released on May 17th, 2024, to seek an architect for general services to include the possible need to plan for the replacement of two Head Start modular buildings. The RFP was sent to 22 architects where five fully responsive proposals were received. After scoring the proposals Skarphol/Frank Associates (SFA) was selected and issued a contract not to exceed $240,000. Subsequently on March 18, 2025 the Board approved an amendment to adjust the not to exceed to $660,000 due to planning for the Homekey+ project in conjunction with the City of Bakersfield preconstruction activities agreement. SFA has extensive expertise in a variety of fields, which fit with the dynamic opportunities that CAPK is exposed to. CAPK has used SFA on other projects, which have all gone very smoothly, including the conversion of the Maintenance Warehouse to the Central Kitchen.

**Current Events**
In preparation of the award of funds related to the Ramkabir housing development project through Homekey+, full architectural support will be required for this project. SFA is also engaged in two other projects with CAPK that are running concurrently:

- McFarland modular building replacement – Head Start - $98,300
- University Park building modification – Head Start - $5,900

Skarphol Frank was authorized to proceed with phase one of the Housing development project up to the amount of $492,737. Phase II of the project is scheduled to be $342,912.50 for a total of $835,650.

In addition to the existing projects there is potential for a fourth project at the Friendship House to add one additional modular building. This is expected to cost approximately $95,000.

Considering all current and potential projects staff are seeking to adjust the “not to exceed” general contract to a total of $1,200,000. This will allow $165,150 for any potential change orders or any unforeseen future projects. SFA contract term runs through September 31, 2027 with an option to renew.

**Recommendation**
Staff recommend that the Executive Committee approve the amendment to the contract with Skarphol/Frank Associates, increasing the expenditure limitation to $1,200,000 and authorizing the Chief Executive Officer to execute the amendment.

***Attachments:***
*Skarphol/Frank Associates Contract Amendment II*
*Skarphol/Frank Associates Contract Amendment I*
*Skarphol/Frank Associates Original Contract*

**Community Action Partnership of Kern**

1300 18th Street, Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 336-5228

## AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT

This AGREEMENT is AMENDMENT II to the Contract for Services Agreement made by and between Skarphol/Frank Associates ("VENDOR") and Community Action Partnership of Kern ("CAPK"), dated August 6, 2024. The effective date of this ADDENDUM will be July 08, 2026.

***Section 5c. Billing Limitation of the original Agreement reads as follows:***
Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed $660,000.00.

***Section 5c. Billing Limitation of the original Agreement reads as follows:***
Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed $1,200,000.00.

All other terms of the original Agreement remain binding except where they contradict Amendment II, which shall prevail.

**VENDOR: Skarphol/Frank Associates**

**Signature:** _____ **Date:** _____

**Printed Name:** Gregory J. Frank **Title:** Architect, CA No. C-31980

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

**Signed by:** _____ **Date:** _____
**Jeremy T. Tobias, Chief Executive Officer**

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**Community Action Partnership of Kern**

1300 18th Street, Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 336-5228

## AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This AGREEMENT is ADMENDMENT I to the Contract for Services Agreement made by and between Skarphol/Frank Associates ("VENDOR") and Community Action Partnership of Kern ("CAPK"), dated August 6, 2024. The effective date of this ADDENDUM will be October 19, 2025.

***Section 5c. Billing Limitation of the original Agreement reads as follows:***
Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed $240,000.00.

***Section 5c. Billing Limitation of the original Agreement reads as follows:***
Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed $660,000.00.

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

**VENDOR:** **Skarphol/Frank Associates**

**Signature:** Gregory J. Frank
Gregory J. Frank (Mar 21, 2025 15:48 PDT)

**Date:** 03/21/2025

**Printed Name:** Gregory J. Frank

**Title:** Architect, CA No. C-31980

**CAPK:** **COMMUNITY ACTION PARTNERSHIP OF KERN**

**Signed by:**

**Date:** 03/20/2025

**Jeremy T. Tobias, Chief Executive Officer**

**Community Action Partnership of Kern**
1300 18th Street, Suite 200 • Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 864-1312

## CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of October 2024 by and between Skarphol Frank Associates ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **SERVICES.**
   a. **SCOPE**. Vendor is to perform services and install equipment and materials as per scope of work contained in the proposal submitted by vendor in response to **RFP-OPS-2024-009 Architect Services**. **Vendor's Bid Form for RFP-OPS-2024-009 Architect Services** is found in **Attachment A** attached to hereto and incorporated herein by reference.
   b. **VENDOR QUALIFICATIONS AND COMPLIANCE WITH LAWS**. Vendor and all persons engaged by Vendor to perform the Services shall possess all necessary licensing, training, permits and experience to perform the Services, safely, in a workmanlike and professional manner according to best practices. Vendor shall comply with all laws and regulations bearing on the Services. If any portions of the Services will involve work requiring governmental permission or approval, including but not limited to a permit, Vendor shall secure such permission or approval as required to perform the Services, before commencing such Services.
   c. **VENDOR PROJECT MANAGEMENT**. Vendor shall perform the Services in a timely manner and shall keep CAPK informed of progress and any developments that may affect the timeline for the completion of the Services or cause any variance to the Services as described on **Attachment A**. CAPK shall provide on a timely basis all information and documents requested by Vendor necessary for Vendor's effective representation of CAPK's interests in performing the Services.
   d. **CHANGES IN WORK**. During the course of providing the Service, CAPK may require changes in their scope. Such changes, including any increase or decrease in the amount of the Vendor's fees for such changes shall be agreed to by the parties in writing, through an addendum to this Agreement, at which time the scope of work shall be changed in accordance therewith. Vendor shall not deviate from the Services identified in **Attachment A** without such written amendment. Vendor shall not be entitled to any change in compensation for performing work that deviates from the Services identified in Exhibit A, that is not approved by CAPK in writing, prior to the performance of such Services.
   e. While performing the Services, Vendor shall abide by all instructions provided by CAPK and shall ensure that Vendor and all persons engaged by Vendor to perform the Services conduct themselves in a professional manner.
2. **TERM.**
   a. This agreement shall be effective, and all Services shall be provided for that period of time from October 1st, 2024, through September 31st, 2027.
3. **OPTION TO RENEW.**
   a. Upon mutual agreement of both parties, Vendor shall have the option to renew the Agreement for (1) one additional (1) one year term following the expiration of this agreement. Vendor shall notify CAPK of its intent to exercise such option by giving 60 days written notice prior to the expiration of this Agreement.
4. **TERMINATION.**
   a. **TERMINATION BY CAPK**. CAPK may discharge Vendor at any time, for any reason, by written notice provide according to this agreement, which shall be effective immediately if hand-delivered to Vendor, or upon forty-eight (48) hours of mailing such written notice. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice. Vendor shall be entitled to compensation for satisfactory work completed by Vendor, and all unfinished work in any form shall, at the option of CAPK, become CAPK's property.

b. **TERMINATION BY VENDOR.** Vendor may terminate this Agreement for a material breach by CAPK that is not cured within sixty (60) days' notice of such breach to CAPK.

c. **TERMINATION BY MUTUAL AGREEMENT**. The parties may mutually terminate this Agreement at any time by mutual agreement in writing.

**5. PAYMENT FOR SERVICES.**

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

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

Community Action Partnership of Kern,
Attn: Accounts Payable,
1300 18th St, Ste 200,
Bakersfield, CA 93301.

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

c. **BILLING LIMITATION**. Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed $240,000.00.

**6. RELATIONSHIP OF PARTIES.**

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

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

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

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

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

**7. REPRESENTATIONS OF THE PARTIES**

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

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

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

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

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

1. Is under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, nor or any of the foregoing actions pending against such person.
2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
3. Has been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

iii. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required

by this Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of this Agreement and approved by CAPK in writing.

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

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

**9. RESTRICTIVE COVENANTS.**

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

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

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

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

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

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

d. **DEFINITIONS**:

i. "Confidential Information" shall mean (i) information owned by CAPK, that gives or could give CAPK some competitive advantage or the disclosure of which could be detrimental to such owner's interests, (ii) information or material which is owned by CAPK, or in which CAPK has an interest, (iii) all information (in writing or otherwise) concerning CAPK (including, without limitation, information concerning such party's business, assets, liabilities, operations, affairs, financial condition, projections, contracts, customers, products, future plans or prospects) which is not generally known by the public, (iv) all analyses, compilations, studies, reports, records or other documents or materials which contain, or are prepared on

the basis of any information or material which either CAPK furnishes to Vendor, or which are prepared by CAPK for Vendor, for the purpose of providing the Services, and (v) information regarding CAPK's future engagements and operations that may require the future services of Vendor. Vendor acknowledges that each of the foregoing items of Confidential Information constitute valuable trade secrets that are not owned by Vendor and that the use of such Confidential Information in contravention of this Agreement would constitute the misappropriation of trade secrets under California law. Notwithstanding the above, "Confidential Information" does not include any information or material that (a) is or becomes public knowledge otherwise than by act or omission of Vendor; or (b) is or becomes available to Vendor without obligation of confidence from a source having the legal right to disclose such information; or (c) is already in the Vendor's knowledge and/or possession and was not received by the non-owner as a result of a prior relationship with the other party to this Agreement.

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

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

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

11. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

| Vendor: | CAPK: |
|---|---|
| Skarphol Frank Associates | Community Action Partnership of Kern |
| ATTN : Gregory Frank | ATTN: Emilio Wagner |
| 925 17th Street | 1300 18th Street, Ste 200 |
| Bakersfield, CA 93301 | Bakersfield, CA 93301 |
| Phone: (661)664-0177 | Phone: (661) 336-5236 |

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

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

**a.** Addendum A: Federal Assurances.

**b.** Addendum B: Certification Regarding Lobbying.

c. Addendum C: Debarment and Suspension Certification.
d. Addendum D: Non-collusion Affidavit.
e. Addendum E: Equal Opportunity.
f. Addendum F: Utilization of Women & Minority Business Enterprises.
g. Addendum G: Equal Opportunity for Special Disabled Veterans.
h. Addendum H: Certification of Workmen's Compensation.
i. Addendum I: Insurance Requirements.
j. Addendum J: Prevailing Wage Compliance Certification (if required);
k. Addendum K: Material and Workmanship Warranty (if required).
l. Addendum L: Additional Terms and Conditions

**14. MISCELLANEOUS PROVISIONS.**

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

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

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

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

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

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

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

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

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

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

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

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

m. **APPLICABLE LAW**. The laws of the State of California shall govern this Agreement. The sole and exclusive venue for any action filed to interpret or enforce this Agreement shall be the Superior Court of Kern County, California or the U.S. District Court for the Eastern District of California, Fresno Division, and each party hereby consents to any motion filed by the other to move to one of those venues any action filed in any other venue or jurisdiction.

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

**SIGNATURE PAGE TO FOLLOW**

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

**VENDOR: SKARPHOL FRANK ASSOCIATES**

**Signature:** Gregory J. Frank (Oct 7, 2024 10:33 PDT) **Date:** 10/07/2024

**Printed Name:** Gregory J. Frank **Title:** Architect, CA No. C-31980

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

**Signed by:** **Date:** 10/02/2024

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

KD

## ATTACHMENT A

Skarphol / Frank
Associates
ARCHITECTURE. PLANNING. INTERIORS.
Paul Skarphol, Architect • Gregory Frank, Architect

FEE REIMBURSABLE EXPENSES SCHEDULE
Effective September 27th, 2021

FEE:

| | |
|---|---|
| Principal Architect: | $195.00 per hour |
| Project Architect / Architect – CASp: | $180.00 per hour |
| Senior Project Manager / Client Relations: | $155.00 per hour |
| Senior Graphic Manager: | $150.00 per hour |
| Senior Project Manager: | $140.00 per hour |
| Project Manager: | $130.00 per hour |
| Assistant Project Manager: | $125.00 per hour |
| Assistant Graphic Technician: | $125.00 per hour |
| Senior CADD Technician: | $115.00 per hour |
| CADD Technician: | $105.00 per hour |
| Administrative Support Services: | $45.00 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) | $0.58 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 a rate of 1 1/2% per month (18% per annum) or the maximum allowable rate.

**ADDENDUM "A"**
**FEDERAL ASSURANCES**

The Vendor:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ADDENDUM "B"**

**CERTIFICATION REGARDING LOBBYING**

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

Gregory J. Frank
Gregory J. Frank (Oct 7, 2024 10:33 PDT)
Signature of Vendor

10/07/2024
Date

## ADDENDUM "C"

### TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
### DEBARMENT AND SUSPENSION CERTIFICATION

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

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

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

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

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

Gregory J. Frank
Gregory J. Frank (Oct 7, 2024 10:33 PDT)
Signature of Vendor

10/07/2024
Date

**ADDENDUM "D"**

**NONCOLLUSION AFFIDAVIT**

(Public Contract Code Section 7106)

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106, Gregory J. Frank (Name of Vendor)

deposes and says that he or she is Architect, CA No. C-31980 (Title) of Skarphol / Frank Associates (Company Name)

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

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

X Gregory J. Frank (Oct 7, 2024 10:33 PDT) — 10/07/2024

Signature of Vendor — Date

X

Address

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

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

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

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

Gregory J. Frank
Gregory J. Frank (Oct 7, 2024 10:33 PDT)
Signature of Vendor

10/07/2024
Date

## ADDENDUM "F"

## UTILIZATION OF WOMEN AND MINORITY BUSINESS ENTERPRISES

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

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

Gregory J. Frank
Gregory J. Frank (Oct 7, 2024 10:33 PDT)
Signature of Vendor

10/07/2024
Date

## ADDENDUM "G"

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

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

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

"Executive and top management" means any employee--

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

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

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

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

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

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

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

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

"Special disabled veteran" means--

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

(i) Rated at 30 percent or more; or

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

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

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

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

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

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

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

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

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

(b) General. (1) The Vendor shall not discriminate against the individual because the individual is a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, regarding any position for which the employee or

applicant for employment is qualified. The Vendor shall take affirmative action to employ, advance in employment, and otherwise treat qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans without discrimination based upon their disability or veterans' status in all employment practices such as--

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) The employment notices shall--

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

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

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

(4) The Vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement, or other contract understanding, that the Vendor is bound by the terms of the Act and is

committed to take affirmative action to employ, and advance in employment, qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

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

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

Gregory J. Frank

Gregory J. Frank (Oct 7, 2024 10:33 PDT)

Signature of Vendor

10/07/2024

Date

## ADDENDUM "H"

## VENDOR'S CERTIFICATE
## REGARDING WORKER'S COMPENSATION

Labor Code Section 3700 provides:

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

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

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

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

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

## ADDENDUM "I"
## INSURANCE REQUIREMENTS

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

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

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

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

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

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

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

**ADDENDUM "J"**
**PREVAILING WAGE REQUIREMENTS AND COMPLIANCE CERTIFICATION**

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

Concerning Classification of Labor and Wage Rate Determinations:

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

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

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

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

Gregory J. Frank
Vendor's Name (type or print)

Skarphol / Frank Associates
Name of Vendor's Company

Gregory J. Frank
Gregory J. Frank (Oct 7, 2024 10:33 PDT)
Vendor's Signature

10/07/2024
Dated

## ADDENDUM "K"
## MATERIAL AND WORKMANSHIP WARRANTY

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

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

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

## ADDENDUM "L"
## ADDITIONAL TERMS AND CONDITIONS

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

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

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

# Contract for Services - Skarphol Frank Associates RFP

Final Audit Report 2024-10-07

| | |
|---|---|
| Created: | 2024-10-01 |
| By: | Vanessa Arreguin (varreguin@capk.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAdppXXU4MMsIBHbrH2KwZN1u47x1x4uKK |

## "Contract for Services - Skarphol Frank Associates RFP" History

Document created by Vanessa Arreguin (varreguin@capk.org)
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Document e-signed by Jeremy Tobias (jtobias@capk.org)

Signature Date: 2024-10-02 - 7:55:42 PM GMT - Time Source: server- IP address: 12.244.102.118

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Document e-signed by Gregory J. Frank (greg@skarpholfrank.com)

Signature Date: 2024-10-07 - 5:33:52 PM GMT - Time Source: server- IP address: 74.87.3.214

Agreement completed.

2024-10-07 - 5:33:52 PM GMT

| | |
|---|---|
| DATE: | July 21, 2026 |
| TIME: | 12:00 pm |
| LOCATION: | CAPK Administrative Office<br>Board Room<br>1300 18th Street<br>Bakersfield, CA 93301 |

# Special Meeting
# Executive Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:00 pm on Tuesday, July 21, 2026 at the Community Action Partnership of Kern Administrative Office, located at 1300 18th St., Suite 200, Bakersfield, CA 93301.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Denise Boshers (Vice Chair), Fred Plane (Treasurer), Gina Martinez (Secretary)

   Absent: Curtis Floyd

   Others present: Jeremy Tobias, Chief Executive Officer; Lisa McGranahan, Chief Human Resources Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Susana Magana, Director of Health & Nutrition Services; Rebecca Morena, Director of Housing & Supportive Services; and other CAPK staff.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Good Neighbor Crew Policies & Procedures Manual – Rebecca Moreno, Director of Housing & Supportive Services – ***Action Item***

      Rebecca Moreno presented the above action item and reported that the Workforce Development Program called The Good Neighbor Crew has been operating in an unofficial capacity for the last few months providing cleanup and other services in the community, so much so that it is time to establish a formal Policy & Procedures Manual for this program, which has been reviewed by legal and CAPK's insurance carrier and management staff. Rebecca asked to pull the pricing document from the agenda as there will be no charges for the services, only donations will be accepted. Rebecca added that by moving forward with this pilot program where volunteers from the EPP are contracted through DHS, it will qualify them to participate in a paid internship and learn workforce skills. The clients and volunteers are gaining skills, building soft skills, team building, conflict resolution, and critical thinking skills. It is a volunteer program, and they can come and go as they please or change their mind at any point with no penalties. Stipends will be offered based on Tier Levels.

Fred Plane asked Rebecca to explain how the funding works, and if the County has been informed about this program in regard to the liability to the County. Rebecca said the services provided are outside of the services offered by the County and that the program has been vetted through the County. Fred requested that staff ask for a letter from the County to get their approval to move forward stating that CAPK should be cautious and have something in writing that the County is in support of this program.

Maritza Jimenez asked if we would advertise the volunteer services. Rebecca replied that for now, it is word of mouth, and social media. Staff are working with the marketing team to come up with flyers and it will be advertised as a Workforce Development Program. Rebecca also noted there is a price point on the Foundation website and donations are accepted there.

Denise Boshers asked about the accounting procedures to track the stipends and incoming donations, and stressed the need to make sure there are enough funds in the accounts to cover the stipends. Rebecca said that the stipends will come out of the special account and also advised the committee that much of the equipment was donated by Home Depot.

Gina Martinez asked if we have considered providing an official training certificate so the participants can provide the certificate for future employment opportunities. Rebecca said that the clients that participate in Project Hire Up are also eligible to participate in this program and staff will provide them with a letter of recommendation stating the skills learned in the program. Rebecca confirmed that this is a progressive step to proceed with obtaining certifications.

Maritza asked if there was a waiver for volunteers, and Rebecca said that the packet includes a waiver.

Jeremy Tobias recommended referring this item back to staff to address Fred's concerns about a more formal approval from the County.

Motion was made and seconded to refer this item back to staff and readdress at the August Board Meeting. Carried by unanimous vote (Martinez/Boshers).

b. Contract for Safe Camping / Parking Program with Kern Behavioral Health and Recovery Services – Rebecca Moreno, Director of Housing & Supportive Services – ***Action Item***

Rebecca Moreno presented the above action item and reported that the contract from Kern Behavioral Health has been received to continue the Safe Camping / Parking Program through June 30, 2027, along with a donation from the County of Kern, and additional funding is forthcoming from a separate County contract. Rebecca also noted that significant cuts were made to the budget to fall in line with the reduced funding. Staff recommend approval of the Kern Behavioral Health and Recovery Services contract presented today and for the upcoming contract with the County and authorize the Chief Executive Officer to execute both contracts and any amendments throughout the duration of the contract terms.

Fred Plane cautioned that as a matter of protocol and with the amount of press coverage this program has received, staff should be mindful to not make any formal announcements about the status of the program until all funding is in place.

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

c. Board & Committee Meeting Schedule – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias requested approval to amend the November meeting dates as a result of the CalCAPA Annual conference and the 3 holidays in November.

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

d. May 2026 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that it was not necessary to draw from the line of credit in May but we did draw from the line of credit in July due to the Department of Social Services delay in paying CAPK.

Tracy reminded the committee members that it is the Board's policy to achieve an equivalent of 30 days of operating funds in unrestricted reserves, and to date, we have reached 30.40% of the goal, which is very good. We are required by the Head Start Act to display funds from Central Kitchen and provide a report that shows the performance of the Central Kitchen. By the end of May, the MCAP and Center Based State programs were over earned. The CCTR program in San Joaquin County is doing well, and the enrollment for the State Preschool program is increasing. Tracy also reported that the finance staff are working to close out the financials for the fiscal year and also working with the auditors for their presentation to the Board in November.

Motion was made and seconded to approve the May 2026 Financial Statements. Carried by unanimous vote (Plane/Martinez).

e. Head Start / Early Head Start Budget to Actual Reports for May 31, 2026 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above info item and explained the current status of the HS/EHS Budget to Actual report. Tracy also noted that the McFarland modular project period of performance was extended to February 2027 to allow for the completion of the project.

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

Denise Boshers asked about the status of the Financial dashboard reports. Tracy said the priority is to complete the customized dashboards for each of the programs before moving on to the remainder of the dashboards.

Maritza Jimenez reported that the Wipfli Conference that she and 2 others board members attended was AI focused.

**6. <u>Closed Session</u>**

Motion was made and seconded to enter into closed session at 12:44 pm. Carried by unanimous vote (Plane/Boshers)

a. Employee Evaluation (Mid-Year Update) – Chief Executive Officer (Government Code Section 54957)

b. Reconvene into Open Session

Motion was made and seconded to reconvene into open session at 1:13 pm. Carried by unanimous vote (Martinez/Boshers).

**7. Closed Session Report**

Jeremy Tobias reported that he provided an update to the committee regarding goals and no action was taken.

**8. Next Scheduled Meeting**

Executive Committee
12:00 pm
December 16, 2026
Board Room
1300 18th Street, Suite 300
Bakersfield, CA 93301

**9. Adjournment**

The meeting was adjourned at 1:15 pm

# MEMORANDUM

To: Bord of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: July 21, 2026

Subject: *Agenda Item IV(a)*: Good Neighbor Crew Program Policy and Procedures Manual - **Action Item**

---

**Background and Purpose**

The Good Neighbor Crew is a structured volunteer and workforce development program operating under CAPK's Pathways initiative at the M Street Navigation Center. The program provides Navigation Center residents with meaningful structured activities, transferable skill development, financial literacy education, and opportunities to contribute positively to the surrounding community. The program is designed to support routine, purpose, personal development, and workforce readiness for individuals experiencing housing instability while maintaining a clear training-focused framework.

The Good Neighbor Crew Policy and Procedures Program Manual establishes the operational, safety, documentation, supervision, training, stipend administration, participant enrollment, incident response, and partner engagement requirements for the Good Neighbor Crew. The manual is intended to ensure that the program is implemented consistently, safely, and in alignment with CAPK's organizational expectations and the program's legal and risk management framework.

**Review and Compliance**

The Good Neighbor Crew Policy and Procedures Program Manual has been reviewed by Human Resources, Risk Management, Operations, CAPK's insurance carrier, and CAPK's legal representative. This review was completed to ensure that the program structure, participant protections, supervision requirements, stipend language, safety controls, insurance considerations, and documentation practices are appropriately addressed prior to implementation.

**Program Services, Packages, and Pricing**

The Good Neighbor Crew will provide community-based and residential support services that create structured training opportunities for participants while responding to neighborhood and community needs. Services may include yard maintenance and cleanup, litter and debris removal, light landscaping, moving support, furniture pickup and delivery, event setup and breakdown, light cleanup, handyman and minor repair support, painting touch-ups, light

plumbing tasks, sprinkler repair, small odd jobs, and other approved non-licensed activities within the program's safety and risk parameters.

A separate Good Neighbor Crew Services Price Packages document outlines proposed service packages and recommended pricing. Examples include small yard service beginning at approximately $50 per visit, medium residential yard service at approximately $75 per visit, large yard or corner lot service beginning at approximately $100 per visit, one-time cleanups beginning at approximately $175, and heavy cleanup or full-yard reset projects generally starting in the $350 to $500 range.

Moving-related services include labor-only moving support generally starting at $75 per hour with a two-hour minimum, furniture pickup and delivery at approximately $75 to $150 per trip, move-out cleanout support beginning at approximately $250 to $500, and large local move packages beginning in the $800 to $1,200 range.

**Budget Impact**

The Good Neighbor Crew will be funded through private funds and donations. No restricted federal, state, HUD, ESG, CoC, or other grant funds are anticipated for this program unless a separate compliance review is completed and approved prior to use. Budget expenses may include participant stipends, staff supervision and coordination, training materials, safety equipment and personal protective equipment, tools, supplies, transportation, insurance-related requirements, outreach materials, and other operating costs necessary to safely administer the program.

Program revenue generated through approved service packages, private contributions, donations, and community support may be used to offset program costs and support sustainability. Staff will monitor program expenses, service revenue, donation activity, and operational needs to ensure the program remains financially responsible and aligned with its workforce development purpose.

**Conclusion**

The Good Neighbor Crew Policy and Procedures Program Manual provides CAPK with a formal, reviewed, and structured framework for implementing a participant-centered workforce development program that promotes dignity, purpose, safety, skill-building, and community contribution. Acceptance of the manual supports responsible program implementation and provides clear guidance for staff, participants, community partners, and leadership.

The Good Neighbor Crew aligns with CAPK's Strategic Priority A: Community Investment, specifically Key Goal 2, by strengthening workforce development initiatives and empowering individuals and families toward self-sufficiency.

## **Recommendation:**

Staff recommend that the Executive Committee approve the Good Neighbor Crew Program Policy and Procedures Manual as the formal operating framework for the Good Neighbor Crew Pathways Volunteer and Stipend Program.

***Attachments:***
*Good Neighbor Program Policy Manual*
*Good Neighbor Crew Yard Services Price Packages*

**Community Action Partnership of Kern**

M Street Navigation Center

# GOOD NEIGHBOR CREW

## Pathways Volunteer & Stipend Program

### COMPREHENSIVE PROGRAM MANUAL

*Policies & Procedures • Standard Operating Procedures • Program Forms*

**⚠ DRAFT — FOR INTERNAL REVIEW ONLY**

*This document is a working draft prepared for team review and expansion prior to submission for legal review. Contents are subject to revision. Do not distribute externally.*

| | |
|---|---|
| **Version** | Draft 1.3 |
| **Prepared By** | Emilio Wagner, Chief Facilities & Technology Officer |
| **Program Director** | Rebecca Moreno, Director of Housing & Supportive Services |
| **Date** | May 2026 |
| **Legal Review Status** | Complete — Klein DeNatale Goldner |
| **Insurance Confirmation** | INSURICA — GL and Accident Policy coverage confirmed |
| **Operating Entity** | CAPK (private funds; no HUD/ESG/CoC restrictions) |

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| **Form B** | Participant Agreement, Waiver of Liability & Medical Consent |
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# Section 1 — Program Overview & Purpose

## 1.1 Mission and Vision

The Good Neighbor Crew is a structured volunteer and workforce development program operating under the CAPK's Pathways initiative at the M Street Navigation Center, Bakersfield, California. The program is designed to provide Navigation Center residents with meaningful structured activities, transferable skill development, financial literacy education, and community connection opportunities.

The program is grounded in the belief that people experiencing housing instability benefit from structured engagement, a sense of purpose and contribution, and practical skill-building and training in soft job skills that supports their transition toward stable housing and employment.

## 1.2 Program Goals

- Provide Navigation Center residents with structured daily and weekly activity that supports personal development and routine.
- Develop transferable vocational skills in landscaping, grounds maintenance, teamwork, time management, and professional conduct.
- Offer financial literacy education and bank account establishment support to build foundational economic stability.
- As a collateral impact, strengthen relationships between the Navigation Center and the surrounding M Street neighborhood by providing training and skills building to Navigation Center residents.
- Create documented training outcomes that support participants' readiness for employment and stable housing.
- Maintain a safe, well-supervised program that protects participant wellbeing and CAPK's organizational integrity.

## 1.3 Legal and Organizational Framework

The Good Neighbor Crew is funded using private, unrestricted funds. Legal counsel has reviewed the program and confirmed that it is legally viable under both the federal Fair Labor Standards Act (FLSA) and California Labor Code, provided it is structured, documented, and operated as a training and workforce development program in which community service activities serve as the vehicle for skill-building.

**LEGAL FRAMEWORK REQUIREMENT**

Per legal counsel guidance, all program documentation, supervision, and communications must frame the Good Neighbor Crew as a training operation. Activities — landscaping, cleanup, grounds maintenance — are the training medium. The development of vocational skills, professional habits, and workforce readiness is the program's stated purpose. This framing must be consistent across all documents, staff communications, and participant interactions.

## 1.4 Insurance Coverage

Community Action Partnership of Kern ("CAPK") maintains insurance intended to respond to covered claims arising out of Good Neighbor Crew program operations. All coverage is subject to the applicable policy terms, conditions, definitions, exclusions, and limits, and to the program operating in accordance with this Manual and any insurer/broker underwriting requirements.

Current program-related coverage includes:

- Commercial General Liability (CGL): Intended to address covered third-party bodily injury and property damage claims arising out of CAPK premises and program activities, when conducted within the approved program scope and under CAPK supervision.
- Participant Accident (Blanket Accident) Coverage: Intended to provide limited accident medical expense and specified accidental injury benefits for enrolled participants for covered accidents occurring during approved program activities. This is not liability insurance and is not health insurance. Benefit payments, exclusions, deductibles, and coordination with any other insurance are governed by the policy.
- Umbrella / Excess Liability: Provides additional limits above underlying liability policies, subject to the umbrella policy terms and conditions.

**Important: No staff member is authorized to promise or represent that any particular incident or activity is "covered." Questions regarding coverage, certificates, additional insured status, or program changes must be directed to the Risk Manager before implementation.**

### 1.5 Operating Entity

The Good Neighbor Crew is a program of CAPK. CAPK staff manage day-to-day operations under the direction of the Director of Housing & Supportive Services. For insurance purposes, Community Action Partnership of Kern is the named insured on all applicable policies. Any third-party contracts or community partner agreements must be reviewed to ensure the correct entity is named and that coverage is aligned.

## Section 2 — Program Policy (P&P)

### 2.1 Eligibility

- Participants must be current residents of the M Street Navigation Center.
- Participants must be 18 years of age or older.
- Participants must complete the required orientation prior to first activity session.
- Participants must have a signed Participant Agreement, Waiver of Liability, and Medical Consent (Form B) on file before participating in any activity.
- Participants must not have an active disciplinary action or shelter suspension at the time of participation.

### 2.2 Voluntary Participation

**POLICY — VOLUNTARY PARTICIPATION**

Participation in the Good Neighbor Crew is entirely voluntary. Participation is not a condition of shelter access, housing referral, case management services, or any other service offered at the Navigation Center. Staff are expressly prohibited from implying, suggesting, or stating that participation affects a resident's standing, services, or housing prospects in any way. Any coercion of a participant, whether actual or perceived, is grounds for disciplinary action against the staff member involved.

### 2.3 Training Operation Designation

The Good Neighbor Crew is formally designated as a workforce training and development program. All activities include structured instruction analogous to entry-level vocational training designed to develop the following competencies:

- Landscaping and grounds maintenance techniques

- Safe tool use and equipment handling
- Teamwork and communication in a supervised work environment
- Punctuality, reliability, and professional conduct
- Financial literacy and personal banking
- Community service ethic and civic engagement

Program activities are designed for training purposes and shall not replace, supplant, or reduce the need for paid positions or contracted services.

Supervisory staff must document training outcomes for each activity session, not simply task completion. The distinction between a training program and a labor service is maintained through this documentation, active skill instruction during sessions, and participant-facing curriculum.

## 2.4 Stipend Policy

Participants who complete qualifying activity sessions are eligible to receive participation-based stipends administered through the Pathways program. Stipends are provided solely to reduce barriers to participation in training activities, including transitional financial constraints and incidental expenses. Stipends are not tied to work performed and are necessary to enable participants to engage consistently in the training curriculum.

The following principles govern stipend administration:

- Stipends are participation incentives, not wages or compensation for work performed.
- Stipends do not create an employer-employee relationship between participants and CAPK.
- Stipend amounts are tied to participation consistency and tier level, not to productivity, output quality, or work completed.
- Stipends are subject to IRS reporting requirements as applicable. Program staff should consult with CAPK Finance regarding 1099 reporting thresholds.
- Participants will not be penalized for declining a stipend.
- Participants will be informed in advance that they will not receive wage compensation for their services or participation in the Pathways program.

CAPK evaluates each program activity to ensure that, if the activity were not provided through this training program, it would not otherwise be performed by paid employees or contractors. Where paid labor is appropriate, stipends will not be used as a substitute.

## 2.5 Non-Discrimination

The Good Neighbor Crew is open to all eligible Navigation Center residents without discrimination based on race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity, or any other protected characteristic. Participation decisions are based solely on eligibility criteria outlined in Section 2.1.

## 2.6 Confidentiality

Information about participants — including their enrollment, participation history, medical information, and personal circumstances — is confidential and protected under CAPK's privacy policies and applicable law. Participant information may not be shared with third parties, including community partners, without prior written consent of the participant except as required by law.

## 2.7 Funder Compliance

Because this program is funded entirely through private donations and CAPK Foundation funds, no federal or state funder restrictions (HUD, ESG, CoC, CDBG) currently apply. Should funding sources change in future program years, a compliance review must be completed before the program continues to ensure no funder restrictions conflict with client labor activities. Any change in funding source must be reported to the CFTO and HR/Legal prior to implementation.

## 2.8 Insurance and Risk Management

CAPK's ability to secure and preserve insurance protection depends on consistent program controls, documentation, and timely reporting. Program staff must maintain required documentation supporting program operations and risk controls, including (as applicable): signed participant forms, participant rosters, activity logs, PPE issuance records/receipts, tool inventories, site walk documentation, homeowner/partner consents, transportation logs, and incident reports.

### 2.8.1 Program Parameters and Coverage Confirmation

Program activities must remain within the approved scope, approved locations, and supervision requirements established by this Manual. Activities outside these parameters may jeopardize coverage, claims handling, and/or CAPK's risk profile.

The following changes require written pre-approval from the Risk Manager (and broker consultation as needed) before the change occurs:

- Any new activity type or task not listed in the approved scope (including but not limited to: ladder/roof work, tree trimming above shoulder height, confined spaces, hot work, chemical application, power tools, or heavy equipment).
- Any new off-site location or expansion of the approved geographic perimeter.
- Any new third-party partnership, event, or community partner worksite.
- Any change to the transportation plan (vehicles used, drivers, routes, or participant transport rules).

Any request for Certificates of Insurance (COIs), additional insured status, or contract insurance language.

### 2.8.2 Incident and Claim Reporting (Notice Requirements)

Program staff must notify the Program Director and Risk Manager immediately upon learning of any incident that could reasonably lead to a claim, complaint, media inquiry, or legal action.

At minimum, the Risk Manager must be notified of:

- Any participant injury (regardless of severity) or request for medical attention;
- Any property damage (including allegations of damage);
- Any incident involving police/fire/EMS response;
- Any allegation of inappropriate conduct, assault, harassment, or abuse;
- Any participant death, overdose, suicide attempt, or other serious medical emergency;
- Any written complaint, attorney inquiry, demand, or request for records related to an incident;
- Any incident likely to attract media attention;
- Any "near-miss" with high severity potential (e.g., vehicle near-strike, tool-related near amputation, significant exposure event).

Timing:

- Serious incidents (death, life-threatening injury/illness, police/EMS response, allegations of assault/abuse, or attorney/media involvement): report to the Risk Manager same day, as soon as practicable.
- All other incidents resulting in injury or property damage: report to the Risk Manager within 24 hours.

### 2.8.3 Evidence Preservation and Communications

To protect participants and CAPK—and to preserve accurate facts for incident review and insurance reporting—staff must:

- Secure the area and prevent further injury;
- Document conditions with photographs/video where appropriate;
- Identify witnesses and obtain contact information;
- Preserve relevant records (rosters, logs, tool inventory, PPE issuance, site walk notes);

- Preserve any available surveillance footage (download/export if necessary to prevent auto-deletion);
- Do not admit fault or make speculative statements about cause;
- Direct all external inquiries (family, partner, media, attorneys) to CAPK leadership/Risk Manager.

# Section 3 — Standard Operating Procedures (SOP)

## 3.1 Program Calendar and Scheduling

- Activity sessions are scheduled by program staff in coordination with the Navigation Center Site Manager.
- A monthly activity calendar must be posted at the Navigation Center common area no later than the last day of the preceding month.
- Session frequency: minimum two (2) sessions per week; maximum five (5) sessions per week.
- Session duration: minimum one (1) hour; maximum four (4) hours per session.
- Sessions may not be scheduled during extreme weather conditions (temperatures above 100°F, rain, or high wind advisories).

## 3.2 Supervision Requirements

Because activities are conducted as training exercises, each activity requires close supervision, instruction, correction, and oversight. Thus, the program requires:

- A minimum of one (1) CAPK staff member must be present and supervising instruction/training at all times during program activities.
- Supervision ratio: maximum eight (8) participants per staff member for on-site activities; maximum six (6) participants per staff member for off-site activities.
- Staff may not leave participants unsupervised at any time, including during breaks.
- Staff must be familiar with Stop Work conditions (Section 3.5) and empowered to halt any activity immediately if conditions warrant.
- Staff must hold a current First Aid and CPR certification. Program Director must ensure certifications are current for all supervising staff.

## 3.3 Pre-Session Checklist (Staff)

- ☐ Confirm participant roster for session; verify all have signed Form B on file.
- ☐ Inspect activity site for hazards prior to participant arrival; document any concerns.
- ☐ Confirm PPE is available and in good condition for all participants.
- ☐ Confirm water and sun protection are available (outdoor sessions).
- ☐ Confirm emergency contact list for all participants is accessible.
- ☐ Brief participants on instructions for completion of the respective tasks, training goals, and safety reminders before beginning.
- ☐ Complete activity header block on Form D (Daily Sign-In Log) before session begins.

## 3.4 Task and Risk Matrix

| Task Category | Risk Level | Required PPE | Notes |
|---|---|---|---|
| Litter / trash pickup (public areas) | Low | Gloves (ANSI rated A1 or A2), HiVis vest, | Approved |

| | | | |
|---|---|---|---|
| | | Long pants, closed-toe shoes | |
| Weed pulling / hand removal | Low | Gloves (ANSI rated A1 or A2), HiVis vest, long pants, closed-toe shoes | Approved |
| Sweeping / raking | Low | Gloves (ANSI rated A1 or A2) HiVis vest, long pants, Closed-toe shoes | Approved |
| Landscape trimming (hand tools) | Medium | Gloves (ANSI rated A3), Eye protection, HiVis vest, long pants, closed-toe shoes | Approved; staff demo required |
| Residential yard cleanup | Medium | Gloves (ANSI rated A5), Eye protection, HiVis vest, long pants, closed-toe shoes | Approved; off-site protocols apply (Section 9) |
| Meal service / food distribution support | Low | Food handler gloves (blue nitrile powder-free gloves) | Approved |
| Power tool operation – Limited to lawn mower | **High** | **Gloves (ANSI rated A5), Eye protection, HiVis vest, long pants, closed-toe shoes** | **Lawn mower Approved with training. All other Excluded** |
| Pesticide / chemical application | **High** | **NOT PERMITTED** | Excluded — licensing required |
| Biohazard / sharps cleanup | **High** | **NOT PERMITTED** | Excluded — specialized training required |
| Roof / ladder work | **High** | **NOT PERMITTED** | Excluded — fall risk |

## 3.5 Stop Work Conditions

Supervisors must halt all activity immediately and remove participants from the area if any of the following conditions occur:

- Any participant injury, regardless of severity.
- Discovery of biohazardous materials, sharps, chemicals, or unknown substances.
- Discovery of structural hazards at the activity site (broken glass, unstable surfaces, open pits).
- Any participant exhibiting signs of distress, illness, intoxication, or erratic behavior.
- Extreme weather conditions developing during a session.
- Any task that exceeds the approved scope of work in Section 3.4.
- Any request by a property owner or resident to stop work.
- Any situation in which the supervisor cannot maintain required supervision ratios.

*After stopping work: document the circumstances on Form D; notify Program Director immediately; complete an Incident Report (Form G) if any injury or property damage occurred.*

### 3.6 Post-Session Procedures (Staff)

- Collect all tools and PPE; inspect for damage; report any missing or damaged equipment to Program Director.
- Ensure activity site is left clean and in the same or better condition than found.
- Complete Form D (Sign-Out section) confirming all participants have departed or returned to the Navigation Center.
- Enter participation data in Form E (Participation & Stipend Tracking Log) within 24 hours of session completion.
- Document training outcomes and observations in the session notes section of Form D.
- Report any incidents, near misses, or participant concerns to Program Director before end of business.

## Section 4 — Participant Enrollment & Orientation

### 4.1 Enrollment Process

1. Resident expresses interest in Good Neighbor Crew participation to Navigation Center staff or case manager.
2. Staff confirms resident meets eligibility criteria (Section 2.1).
3. Resident completes Form A (Participant Enrollment Application).
4. Staff reviews application, confirms no active disciplinary action, and approves enrollment.
5. Resident is scheduled for program orientation (Section 4.2).
6. Resident completes orientation and signs Form B (Participant Agreement, Waiver of Liability, and Medical Consent) and Form C (Orientation Acknowledgment & PPE Receipt).
7. Resident is added to program roster and assigned a Tier Level (Tier 1 entry level).
8. Resident begins participation in scheduled activity sessions.

### 4.2 Orientation Content

Orientation must be completed before a participant's first activity session. Orientation covers the following topics:

- Program purpose, goals, and training framework.
- Voluntary participation — explicit statement that participation is not tied to shelter access or services.
- Stipend structure — what stipends are, how they are calculated, and what they are not (not wages; no employment relationship).
- Conduct expectations and rules.
- PPE — types used, how to wear, when required.
- Stop Work conditions and how to report a concern.
- Incident reporting procedure.
- Tier structure and how participants advance.
- Financial literacy program overview and schedule.
- Review and signing of Form B (Participant Agreement and Waiver).
- Issuance of PPE and signature on Form C.

*Orientation may be conducted individually or in small groups. Duration: approximately 60–90 minutes. A Program Director or designated staff member must facilitate orientation.*

### 4.3 Tier Structure

| Tier | Eligibility | Activities / Responsibilities | Stipend Level |
|---|---|---|---|
| **Tier 1 (Entry)** | Completion of orientation and signed Form B. | On-site activities only; all tasks with direct staff supervision. | *0* |
| **Tier 2 (Developing)** | Minimum 8 sessions at Tier 1; no conduct violations; demonstrated reliability. | On-site and off-site activities; eligible for peer mentor role. | *$50* |
| **Tier 3 (Advanced)** | Minimum 16 sessions at Tier 2; completion of financial literacy module; staff recommendation. | All activities; peer leader responsibilities; may assist with new participant orientation. | *$100* |

*Note: Stipend amounts to be finalized by Program Director and CAPK Finance and issued monthly. Amounts should be set at a level that functions as a genuine participation incentive while maintaining the non-wage characterization of the program.*

# Section 5 — Activity & Site Management

## 5.1 On-Site Activities (M Street Navigation Center)

On-site activities are conducted on or immediately adjacent to the M Street Navigation Center property (2900 M Street, Bakersfield, CA 93301). Activities include common area landscaping, weed abatement, litter collection, and grounds maintenance. These activities are fully covered under the current GL and Accident Policy.

- No separate site authorization is required for on-site activities.
- Supervisors must conduct a brief site walk before each session to identify hazards.
- Participants must remain within the designated activity zone at all times.

## 5.2 Neighborhood Public Right-of-Way Activities

Activities on public right-of-way (alleyways, public sidewalk areas) adjacent to the Navigation Center are permitted under the current insurance structure. Supervisors must:

- Confirm activity is within the approved geographic perimeter before the session.
- Ensure participants do not enter any private property without a completed Form F (Homeowner Consent Form) on file for that property.
- Maintain line-of-sight supervision of all participants at all times in public areas.

## 5.3 Equipment and Supply Management

- All tools and equipment used in program activities must be owned, maintained, and transported by CAPK. Participants may not bring personal tools.
- A tool inventory must be conducted before and after each session. Any missing or damaged tools must be reported to the Program Director within 24 hours.
- Tools with damaged handles, broken parts, or sharp edges must be removed from service immediately and tagged for repair or disposal.
- All equipment must be stored in a designated, locked storage area at the Navigation Center when not in use.
- Supplies (trash bags, gloves, safety vests) must be inventoried monthly and replenished as needed.

# Section 6 — Incident Response Procedures

## 6.1 Immediate Response — Participant Injury

1. Stop all activity. Ensure the area is safe for remaining participants.
2. Assess the injured participant. Call 911 if there is any doubt about the severity of injury.
3. Administer First Aid within the scope of staff certification.
4. Contact the participant's emergency contact (on file in Form B).
5. Contact Program Director and Risk Manager immediately.
6. Do NOT move the participant if spinal or head injury is suspected.
7. Remain with the participant until emergency services arrive or the participant is transported.
8. Complete Form G (Incident Report) within 24 hours.

## 6.2 Immediate Response — Property Damage

1. Stop the activity that caused or may have caused the damage.
2. Document the damage with photographs if possible.
3. Notify property owner or homeowner immediately if on private property.
4. Do NOT admit liability or make any statements about fault.
5. Contact Program Director and Risk Manager immediately.
6. Complete Form G (Incident Report) within 24 hours.
7. Risk Manager will contact insurance broker for claim guidance.

## 6.3 Insurance Claim Reporting

All incidents resulting in injury or property damage must be reported to insurance through Risk Manager within 24 hours of the incident. The following information must be available when reporting:

- Date, time, and location of incident.
- Names and contact information of all participants and witnesses.
- Description of what occurred.
- Photographs of the scene and any damage.
- Completed Form G.

# Section 7 — Stipend Administration

## 7.1 Eligibility and Calculation

- Stipend eligibility is based on verified session attendance documented in Form D (Sign-In Log) and Form E (Tracking Log).
- Participants must complete the full session (sign-in and sign-out) to receive credit for that session. Participation credit reflects engagement in structured training activities, including instructional components and supervised skill development.
- Stipend amounts are determined by Tier Level and number of qualifying sessions completed in the payment period. Tier advancement reflects progression in training, skill development, and program engagement, and is not tied to productivity, output, or the performance of labor.
- Stipends are structured as nominal participation incentives designed to support engagement in training activities and reduce barriers to participation. Stipends are not calculated based on hours worked, task completion, or the value of services performed.

- Stipend amounts must be reviewed and approved by Program Director and CAPK before each payment cycle.

### 7.2 Payment Process

- Stipend payments are processed through finance on a monthly schedule following verification of participation and eligibility.
- Program Director submits a verified participation summary to CAPK Finance by the 5th of each month.
- Participants must have a bank account to receive stipend payments. Participants without a bank account will be supported through the program's financial literacy curriculum and will provide assistance with establishing an account (Section 8).
- All stipend determinations must be supported by contemporaneous documentation reflecting participant engagement in the training activities. Records shall be retained for audit purposes.
- Finance must advise on IRS 1099 reporting thresholds and obligations for individual participant stipend totals.

### 7.3 Stipend Characterization

**POLICY — STIPEND IS NOT A WAGE**

All program materials, participant communications, and financial records must consistently characterize stipends as participation-based incentives. Stipends must never be described as payment for work performed, wages, or compensation. Stipends are intended solely to support participation in training activities and are not provided in exchange for labor or services. This characterization is essential to the program's legal framework under FLSA and California Labor Code. Any deviation from this characterization should be reported to HR and Legal immediately. Further, all participants must be informed, prior to participation, that they will not receive a wage for participation in the program.

## Section 8 — Training & Workforce Development Curriculum

### 8.1 Purpose

The training curriculum is the foundation of the Good Neighbor Crew's legal structure as a workforce development program. Curriculum delivery must be documented alongside each activity session to demonstrate that the program's primary purpose is skill-building, not labor service delivery.

### 8.2 Vocational Training Modules

- Module 1 — Introduction to Grounds Maintenance: Basic tools, safety, terminology, and landscaping fundamentals.
- Module 2 — Safe Work Practices: PPE use, hazard identification, Stop Work authority, first aid basics.
- Module 3 — Teamwork and Communication: Working in a supervised team environment, receiving direction, giving feedback.
- Module 4 — Time Management and Reliability: Punctuality, session preparation, consistent participation.
- Module 5 — Professional Conduct in Community Settings: Representing the program, engaging with the public, maintaining a positive presence.
- Module 6 — Advanced Skills (Tier 2/3): Mentoring, leadership, site assessment, training new participants.

### 8.3 Financial Literacy Curriculum

Financial literacy education is delivered in partnership with a third party financial advisor and incorporated into the program calendar. Topics include:

- Introduction to personal banking — account types, how banks work, fees and protections.

- Opening and managing a checking account — practical, step-by-step support.
- Budgeting basics — income, expenses, savings goals.
- Introduction to credit — credit scores, credit history, how to build credit.
- Financial goal-setting — connecting financial literacy to housing and employment stability.

*Financial literacy sessions are incorporated into the monthly activity calendar. Participation in financial literacy sessions counts toward tier advancement and stipend eligibility on the same basis as activity sessions.*

### 8.4 Training Documentation Requirements

Supervisors must document the following after each activity session:

- Skills demonstrated or practiced during the session.
- Any instructional content delivered (safety reminders, technique corrections, tool use instruction).
- Notable participant progress or areas for development.
- Any incidents, concerns, or behavioral observations.

*This documentation is maintained in the session notes section of Form D and is essential to demonstrating the training character of the program for legal and insurance purposes.*

## Section 9 — Off-Site Activity Protocols

### 9.1 Authorization Requirements

Off-site activities — meaning any activity conducted outside the boundaries of the M Street Navigation Center property — require the following before work begins:

- Site authorization from Program Director for any new off-site location.
- Completed and signed Form F (Homeowner / Site Owner Consent and Release Form) for any activity on private residential or commercial property.
- Pre-activity site inspection by supervising staff member.
- Only Tier 2 and Tier 3 participants are eligible for off-site activities (Section 4.3).
- Supervision ratio maintained at maximum 1 staff per 6 participants.

### 9.2 Site Inspection Checklist

Supervising staff must complete a site inspection before participants begin work at any off-site location:

- ☐ Identify and document any physical hazards (uneven surfaces, debris, obstacles).
- ☐ Check for presence of animals on property (dogs, wildlife).
- ☐ Confirm no biohazardous materials or sharps are present in the work area.
- ☐ Identify water source for hydration and handwashing.
- ☐ Confirm accessible exit route from the property.
- ☐ Confirm property owner or authorized representative is present or contactable.
- ☐ Document any conditions that require Stop Work consideration before participants arrive.

### 9.3 Off-Site Activity Scope

The following activities are approved for off-site residential locations, subject to the task and risk matrix (Section 3.4):

- Litter and debris collection from yard and surrounding areas.

- Weed pulling and hand removal of overgrowth.
- Sweeping, raking, and general cleanup of exterior areas.
- Light landscaping trimming using hand tools (no power tools).

Any activity beyond this scope must be pre-approved by Program Director and Risk Manager before being added to the program.

### 9.4 Transportation

- CAPK is responsible for transporting participants to and from off-site activity locations.
- Transportation must be in CAPK vehicles operated by authorized CAPK drivers.
- Participants may not use personal vehicles or public transportation for program activities.
- Vehicle capacity must not be exceeded. Schedule multiple trips if necessary.
- Participants must be transported back to the Navigation Center at the conclusion of each session.

## Section 10 — Third-Party Engagement & Community Partnerships

### 10.1 Policy

CAPK welcomes community partnerships that support the Good Neighbor Crew's training mission. However, all third-party engagements must be structured to preserve the program's legal framework as a training operation. No arrangement may be structured as a service contract in which CAPK is effectively providing labor services to a third party for compensation.

### 10.2 Partnership Authorization Process

8. Third-party organization contacts Program Director or CAPK leadership with interest in collaboration.
9. Program Director presents the opportunity to the CFTO and HR.
10. HR consults with Legal to confirm the arrangement can be structured within the training framework.
11. Risk Manager confirms insurance coverage extends to the proposed activity and location.
12. Program Director drafts a Community Partner Agreement (Form H template) for Legal review.
13. Agreement is executed before any activity begins.
14. Insurance broker is notified of the new partnership location and any additional insured requirements are addressed.

### 10.3 Additional Insured Requirements

Community partners who have Good Neighbor Crew participants working on their property or in connection with their events must be named as additional insureds under CAPK's GL policy, or must provide their own GL coverage with CAPK named as additional insured. This requirement must be addressed in the Community Partner Agreement (Form H) and confirmed with insurance broker before activities begin.

## Section 11 — Program Forms

**FORMS NOTE**

All forms should be reviewed by legal counsel before final deployment. Signed originals must be retained in participant files maintained by the Program Director. Electronic copies should be stored in the program SharePoint folder. Retention period: minimum 7 years from date of last participation.

## Form A — Participant Enrollment Application

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

---

**Full Legal Name:** _____

**Date of Birth:** _____ **Gender (optional):** _____

**Navigation Center Unit/Room #:** _____

**Date of Application:** _____ **Staff Member:** _____

**How did you hear about Good Neighbor Crew?** _____

### Eligibility Confirmation (Staff Completes)

| | |
|---|---|
| ☐ | Current Navigation Center resident |
| ☐ | 18 years of age or older |
| ☐ | No active disciplinary action or suspension |
| ☐ | Form B (Waiver) completed and on file |
| ☐ | Orientation scheduled |

**Staff Signature:** _____ **Date:** _____

**Approved:** _____ **Tier Assigned:** _____

## Form B — Participant Agreement, Waiver of Liability & Medical Consent

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

I, _____, ("Participant"), by signing below, agree to all of the following:

### Part 1 — Voluntary Participation and Stipend Acknowledgment

- My participation in the Good Neighbor Crew is completely and entirely voluntary.
- Participation is NOT required for shelter access, housing placement, case management services, or any other CAPK benefit.
- I may withdraw from the program at any time without penalty of any kind.
- Any stipend I receive is a participation-based incentive only — not wages, salary, or compensation for work performed.
- The stipend does NOT create an employer-employee relationship between me and CAPK.

### Part 2 — Conduct

- I will not possess, use, or be under the influence of alcohol, illegal drugs, or non-prescribed narcotics during program activities.
- I will dress appropriately and wear all assigned PPE.
- I will not bring weapons of any kind to program activities.
- I will remain within designated activity areas and follow all staff instructions.
- I will not damage or remove any property that does not belong to me.
- I will stop work and notify staff immediately if I observe any unsafe condition.

### Part 3 — Risk Acknowledgment and Waiver

I acknowledge that Good Neighbor Crew activities carry inherent risks including bodily injury, illness, death, and property damage. I voluntarily assume all such risks. I release, discharge, and covenant not to sue Community Action Partnership of Kern, and their officers, directors, agents, employees, and Board Members from any and all claims arising from my participation. I agree to indemnify and hold these parties harmless from any claims arising from my conduct during program activities.

### Part 4 — Medical Authorization

In the event of a medical emergency, I authorize CAPK supervisors to consent to emergency medical treatment on my behalf. I understand that the CAPK Blanket Accident Policy (National Union, Policy SRG0009164019) may provide accident medical expense coverage. I understand that medical costs not covered by this policy remain my responsibility.

**Emergency Contact:** _____

**Phone:** _____

**Medical Insurance:** _____

**Current Medications:** _____

**Medications NOT to give:** _____

**Relevant Medical History:** _____

By signing below, I confirm I have read this entire agreement and voluntarily agree to all provisions.

**Participant Name (Print):** _____

**Participant Signature:** _____

**Client / Resident #:** _____ **Date:** _____

**Staff Witness:** _____

## Form C — Orientation Acknowledgment & PPE Receipt

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

**Participant Name:** _____

**Orientation Date:** _____ **Facilitator:** _____

### Orientation Topics Covered (Staff Initials Each)

| Staff | |
|---|---|
| ____ | Program purpose, goals, and training framework |
| ____ | Voluntary participation — not connected to shelter services |
| ____ | Stipend structure — incentive, not wages, no employment relationship |
| ____ | Conduct expectations and rules |
| ____ | PPE — types used, proper wear, when required |
| ____ | Stop Work conditions and how to report a concern |
| ____ | Incident reporting procedure |
| ____ | Tier structure and advancement |
| ____ | Financial literacy program overview |
| ____ | Review and signing of Form B (Participant Agreement and Waiver) |

### PPE Issued

| Issued | Item | Issued | Item |
|---|---|---|---|
| ☐ | Work Gloves | ☐ | Safety Vest |
| ☐ | Closed-Toe Shoes (if needed) | ☐ | Sun Protection |
| ☐ | Eye Protection | ☐ | Other: |

*I confirm I have received the above PPE, understand how to use it, and will wear it as instructed during program activities.*

**Participant Signature:** _____ **Date:** _____

**Staff Signature:** _____ **Date:** _____

## Form D — Daily Activity Sign-In / Sign-Out Log

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

**Session Date:** _____

**Activity Location:** _____

**Activity Description / Training Focus:** _____

**Supervising Staff:** _____

**Participant Tier Level(s):]** _____

| Participant Name | Sign-In Time | Sign-Out Time | Tier | Participant Signature |
|---|---|---|---|---|
| | | | | |
| | | | | |
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### Session Notes / Training Outcomes (Required)

| |
|---|
| *Skills practiced / taught this session:* |
| *Incidents, concerns, or behavioral observations:* |
| *All participants returned safely to Navigation Center: ☐ Yes ☐ No (explain above)* |

**Supervisor Signature:** _____ **Date:** _____

## Form E — Participant Participation & Stipend Tracking Log

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program |*

*Monthly Period: _____*

| Participant Name | Tier | Sessions Completed | Fin Lit Sessions | Eligible for Stipend | Stipend Amount | Tier Advance? | Notes |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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| | | | | | | | |

**Prepared By:** _____ **Date:** _____

**Approved By (Program Director):** _____ **Date:** _____

**Submitted to Finance on:** _____

## Form F — Homeowner / Site Owner Consent & Release Form

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

This form must be completed and signed by the property owner or authorized representative before any Good Neighbor Crew activity is conducted on private property. This form does not apply to activities on public right-of-way.

### Property and Activity Information

**Property Address:** _____

**Property Owner Name:** _____ **Phone:** _____

**Date of Activity:** _____ **Estimated Duration:** _____

**Description of Work to Be Performed:** _____

**Known Hazards on Property (animals, obstacles, utilities, etc.):** _____

**CAPK Supervising Staff:** _____ **Contact Phone:** _____

### Property Owner Agreement

15. I am the owner or authorized representative of the above property and have authority to consent to this activity.
16. I consent to Community Action Partnership of Kern and Good Neighbor Crew participants entering my property on the date specified above to perform the described work under CAPK staff supervision.
17. I have disclosed all known hazards on the property to the CAPK staff contact named above.
18. I understand the Good Neighbor Crew is a training program staffed by Navigation Center residents and supervised by CAPK employees.
19. To the fullest extent permitted by law, I release and hold harmless Community Action Partnership of Kern and their officers, agents, and employees from any claims arising from this activity, including but not limited to accidental property damage that is not the result of gross negligence. I understand this release does not affect my rights against third parties.
20. I understand that CAPK's General Liability insurance covers activities conducted on my property under this program, and that I may request a certificate of insurance upon request.

*Note: This release is subject to review and approval by CAPK Legal Counsel before final deployment. Property owners are encouraged to review this form with their own legal or insurance advisor.*

**Property Owner / Authorized Rep Name (Print):** _____

**Signature:** _____

**Date:** _____ **Relationship to Property:** _____

**CAPK Staff Witness:** _____ **Date:** _____

## Form G — Incident / Injury Report Form

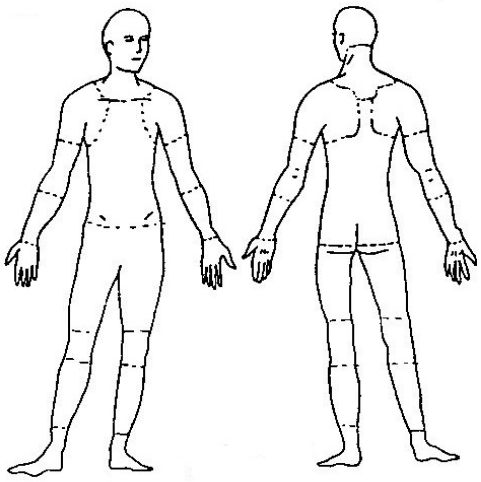
**Instructions**: All incidents involving clients of the Homeless Shelter must be reported using this form. Staff is to report all incidents, injuries, illnesses for investigations no matter how minor. Supervisors must complete this form immediately after an incident and assist in investigate with the Risk Manager Supervisor. All incidents must be reported within 8 hours.

### Step 1: Injured Client (complete this part for each injured client)

| Date/Time of Incident: | Date/Time of Incident reported to you: | |
|---|---|---|
| Name: | DOB: | ☐ Male ☐ Female |
| ☐ Day Visitor ☐ Client | ☐ Victim ☐ Assailant | |

Location of the incident (ex. in kitchen by stove, Southside of warehouse by loading dock):

Part of body affected (***shade all that apply***)



Type of Incident:

- ☐ Accident w/Major Injuries
- ☐ Assault/Battery
- ☐ Disaster Occurrence
- ☐ Drug Overdose
- ☐ Elder Abuse
- ☐ Infectious Disease
- ☐ Mental Illness/Unusual behavior
- ☐ Sexual Assault
- ☐ Theft
- ☐ Threats of Physical Violence
- ☐ Actual Physical Violence
- ☐ Weapons Violation
- ☐ Other

Action Take:

- ☐ On-site Security Called
- ☐ 911 Called
- ☐ Police/Fire/ Medical Called
- ☐ Behavioral Health called
- ☐ Elder Abuse called
- ☐ Minor First Aid On-site
- ☐ Secured Premises
- ☐ Kern County Animal Services
- ☐ Transported to Kern Medical
- ☐ Informed Risk Management

### Step 2: Describe the incident

What part of day? ☐ Preparing for Opening ☐ During a meal period ☐ Day Services
☐ Intake/bed assignments ☐ After lights out ☐ Other_____

| Names of other persons involved or witnesses if any. Please attach witness statements to form (see page 3) | Gender | Affected Person(s) |
|---|---|---|
| 1._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 2._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 3._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 4._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 5._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |

**Details of Incident**. Please give detailed description of the event. Include full names (first, last), sequence of events and contributing factors (if any)

_____

_____

_____

_____

_____

_____

_____

_____

Description continued on next page: ☐

## Step 3: Was there an unsafe condition(s) that exist? Check all that apply

- ☐ Unguarded hazard
- ☐ Drugs were not found at intake
- ☐ Safety device is defective
- ☐ Workstation layout
- ☐ Unsafe lighting
- ☐ Lack of personal protective equipment
- ☐ Lack of appropriate equipment/tools
- ☐ Unsafe clothing/shoes
- ☐ No training or insufficient training
- ☐ Improper storage/Item stored incorrectly
- ☐ Housekeeping
- ☐ Pet was not leashed
- ☐ Using equipment in an unapproved way
- ☐ Unsafe lifting
- ☐ Improper body mechanics
- ☐ Taking an unsafe position or posture
- ☐ Distraction, inattentive, teasing, horseplay
- ☐ Failure to wear personal protective equipment
- ☐ Failure to use the available equipment / tools Other:
- ☐ _____

Why did the unsafe condition(s) exist?

Were the unsafe conditions reported prior to the incident? ☐ Yes ☐ No

If yes, to whom: When:

Have there been similar incidents prior to this one? ☐ Yes ☐ No

## Step 4: How can future incidents be prevented?

What do you suggest will prevent this incident from happening again?

What action has been taken?

## Step 5: Who completed this form?

| Completed By: (Name and Title) | Date: |
|---|---|
| Employee's Signature: | Title: |

Please attach all witness statements and photos, if any. Send completed report to Laurie Sproule at lsproul@capk.org. Send original to Laurie Sproule. If you have any questions, please call me at 661.304.2293.

# ***HOMELESS SHELTER - CRITICAL INCIDENT STATEMENT***

| Name : | Cell phone number: |
|---|---|
| Address: | |

Statement

| Completed By: (Name and Title or Relationship: | Date: |
|---|---|
| Signature | Title: |

## Form H — Community Partner Agreement Template

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

This Community Partnership Agreement ("Agreement") is entered into as of _____, 2026, by and between:

CAPK, a California nonprofit organization, operating the Good Neighbor Crew — Pathways Volunteer & Workforce Development Program at 1300 18th Street, Suite 200, Bakersfield, CA 93301.

AND

_____ **("Partner")**, located at _____.

### 1. Purpose and Training Framework

The parties agree to collaborate in support of the Good Neighbor Crew's workforce development mission. The Good Neighbor Crew is a structured training program in which Navigation Center residents develop vocational skills, professional habits, and employability through supervised community service activities. This Agreement is a training partnership arrangement, not a service contract. CAPK provides no guarantee of work quality, output, or scheduling beyond what is achievable within the program's training framework.

### 2. Scope of Activities

Partner requests Good Neighbor Crew participation in the following activity:

**Activity Description:** _____

**Location:** _____ **Frequency:** _____

**Anticipated Dates:** _____ **Duration per session:** _____

### 3. Supervision and Safety

CAPK will provide at least one (1) trained staff supervisor for all activities. Supervision ratios will not exceed 1:6 (staff to participants). Partner will ensure the activity site is free of known hazards prior to each session. Either party may halt activity at any time for safety reasons without liability.

### 4. Insurance

CAPK maintains General Liability and Blanket Accident insurance coverage for program activities. Partner agrees to: (a) provide CAPK with a certificate of insurance naming CAPK as additional insured under Partner's GL policy with minimum limits of $1,000,000 per occurrence,

or (b) obtain additional insured status on CAPK's GL policy — to be coordinated through CAPK's Risk Manager prior to the first activity date.

### 5. Confidentiality

Partner agrees that participant information — including names, participation history, or any identifying information — is confidential and may not be disclosed by Partner to any third party.

### 6. No Compensation

This Agreement involves no financial exchange between the parties. CAPK receives no payment, in-kind contribution, or other consideration from Partner in connection with Good Neighbor Crew activities. Partner receives no warranty of service delivery or output.

### 7. Term and Termination

This Agreement is effective from the date signed below and continues through _____ unless terminated earlier by either party upon 14 days written notice.

**CAPK Authorized Signatory:** _____ **Title:** _____

**Signature:** _____

**Date:** _____ _____

**Partner Authorized Signatory:** _____ **Title:** _____

**Signature:** _____

**Date:** _____ _____

## Form I — Program Completion Certificate

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

---

### Community Action Partnership of Kern

Good Neighbor Crew — Pathways Volunteer & Workforce Development Program

# Certificate of Program Participation

*This certifies that*

_____

*has successfully completed the Good Neighbor Crew Pathways Program demonstrating commitment to community, personal development, and workforce readiness.*

Sessions Completed: _____ | Tier Achieved: _____ | Date: _____

**Skills and Training Completed:**

☐ Grounds Maintenance & Landscaping ☐ Safe Work Practices & PPE ☐ Teamwork & Communication

☐ Professional Conduct ☐ Financial Literacy ☐ Bank Account Established

**Program Director Signature:** _____ **Date:** _____

**Director of Housing & Supportive Services:** _____ **Date:** _____

# Good Neighbor Crew Yard Services Price Packages

The following price packages are recommended for the Good Neighbor Crew based on a review of local and regional yard service pricing in Bakersfield and Kern County. Current online pricing shows basic lawn mowing services generally starting between $19 and $50 per visit, standard lawn care visits averaging approximately $56 to $75, and larger cleanup projects ranging from approximately $180 to more than $600 depending on yard size, overgrowth, debris, and hauling needs.

Because the Good Neighbor Crew is intended to provide reliable, community-based yard support while also accounting for labor, supervision, fuel, equipment, and disposal costs, the recommended pricing is positioned slightly below or within the lower-to-mid range of comparable private vendors.

| Package | Recommended Price | Best For | Included Services |
|---|---|---|---|
| **Basic Neighbor Package** | $50 per visit | Small, regularly maintained yards | Mowing, edging, light trimming, and blowing hard surfaces clean. |
| **Standard Yard Care Package** | $75 per visit | Average residential yards needing routine upkeep | Mowing, edging, trimming, blowing, light weed removal, and minor debris pickup. |
| **Large Yard Package** | $100–$125 per visit | Larger lots or yards requiring additional time | Routine mowing and trimming services for larger areas, with additional edging, blowing, and light cleanup as needed. |
| **Enhanced Clean-Up Package** | $175–$275 per visit | Moderate overgrowth or yards needing a one-time refresh | Weed clearing, mowing or cutting down overgrowth, debris collection, bagging, light shrub trimming, and general yard reset. |
| **Full Yard Reset Package** | $350–$500 per visit | Heavy overgrowth, larger debris, or significant cleanup needs | Extended weed abatement, heavy debris removal, bagging, hauling preparation, curb appeal cleanup, and full property reset support. |
| **Monthly Maintenance Package** | $180–$300 per month | Customers needing ongoing upkeep | Two scheduled visits per month, including mow, edge, trim, blow, and light cleanup at each visit. |

## Recommended Pricing Guidelines

- Small yards should generally be priced at $50 per visit when the yard is already maintained and does not require significant weed removal or debris cleanup.
- Medium or average residential yards should generally be priced at $75 per visit and should include routine mowing, edging, trimming, blowing, and light cleanup.

- Large yards, corner lots, or properties requiring additional time should start at $100 per visit, with pricing adjusted based on size and condition.
- One-time cleanups should start at $175 and increase based on overgrowth, debris volume, hauling needs, and staff time required.
- Heavy cleanup or full yard reset projects should be quoted after an on-site assessment, with a general starting range of $350 to $500.

## Pricing Assumptions

Prices assume standard residential yard service within the local service area. Additional charges may apply for excessive green waste, dump fees, large item removal, hazardous materials, tree work, sprinkler repair, pest control, or any service requiring specialized licensing or equipment. Final pricing should be confirmed after reviewing the property size, yard condition, access, disposal needs, and estimated crew time.

# Good Neighbor Crew Moving Services Price Packages

The following moving service packages are recommended for the Good Neighbor Crew based on a review of Bakersfield and Kern County moving service pricing. Local moving labor rates commonly range from approximately $50 to $175 per hour, while full-service local moves with movers and a truck may range from approximately $525 to $1,260 for a typical two- to three-bedroom move. Market pricing varies based on number of hours, access conditions, stairs, heavy items, packing needs, mileage, and whether a truck is included.

Because the Good Neighbor Crew is intended to provide practical, community-based support, the recommended moving service rates are positioned below or within the lower range of comparable private vendors while still accounting for labor, supervision, transportation, fuel, equipment, and scheduling needs.

| **Package** | **Recommended Price** | **Best For** | **Included Services** |
|---|---|---|---|
| **Labor-Only Moving Help** | $75–$100 per hour | Customers with their own truck, trailer, storage unit, or moving container | Loading, unloading, carrying boxes and furniture, basic placement of items, and move-day support. |
| **Small Move Package** | $200–$350 flat rate | Studio apartments, single-room moves, small furniture pickups, or limited household items | Up to three hours of support, loading, transport support if available, unloading, and basic furniture placement. |

| | | | |
|---|---|---|---|
| **Standard Local Move Package** | $450–$700 flat rate | One- to two-bedroom apartments or small homes within the local service area | Loading, local transport support if available, unloading, and basic setup of large items. |
| **Large Local Move Package** | $800–$1,200 starting range | Two- to three-bedroom homes, larger apartments, or moves requiring extended time | Loading, unloading, basic furniture placement, and additional time for larger volume moves. |
| **Furniture Pickup and Delivery** | $75–$150 per trip | Single-item or small-load pickups, donation deliveries, or furniture transport | Pickup, loading, local delivery, unloading, and placement of one or more approved items. |
| **Move-Out Cleanout Support** | $250–$500 starting range | Clients needing help clearing remaining belongings, bagging items, or preparing a unit for turnover | Removal of non-hazardous items, bagging, sorting support, loading, and hauling preparation. Disposal or dump fees may be charged separately. |

## Recommended Pricing Guidelines

- Labor-only moving support should generally start at $75 per hour, with a two-hour minimum recommended.
- Small moves should generally be offered as flat-rate packages when the move can be completed within approximately two to three hours.
- Standard local moves should be priced based on home size, number of items, distance, access, and estimated crew time.
- Large moves, multi-stop moves, upstairs units, long carries, or moves involving heavy furniture should be quoted after an assessment.
- Furniture pickup and delivery services should be priced separately from full moving packages and should include consideration of mileage, item size, and loading difficulty.
- Disposal fees, dump fees, packing materials, truck rental, fuel surcharges, or specialty equipment should be billed separately when applicable.

## Moving Services Assumptions

Prices assume local residential moving support within the service area and do not include long-distance moves, commercial moves, piano moving, safes, hazardous materials, pest-infested items, major appliance installation, packing supplies, storage fees, or specialized moving equipment unless approved in advance. Final pricing should be confirmed after reviewing the number of rooms, estimated item volume, distance between locations, stairs or elevator access, parking availability, heavy items, truck availability, and estimated service time.

# Good Neighbor Crew Handyman and Light Repair Services Price Packages

The following handyman and light repair service packages are recommended for the Good Neighbor Crew based on a review of Bakersfield and Kern County handyman pricing. Local handyman rates commonly range from approximately $50 to $100 per hour, with many small repair visits ranging from approximately $75 to $400 depending on the task, materials, access, and complexity. Larger or multi-task projects may range from approximately $400 to more than $1,000 when they require multiple hours, specialized materials, or several service areas.

Because the Good Neighbor Crew is intended to provide practical, community-based repair support, the recommended rates are positioned below or within the lower-to-mid range of comparable private vendors while still accounting for labor, supervision, tools, transportation, materials coordination, and scheduling needs.

| Package | Recommended Price | Best For | Included Services |
|---|---|---|---|
| **Quick Fix Package** | $75–$125 per visit | Small, simple repairs that can be completed quickly | Minor door adjustments, tightening hardware, small patching, replacing knobs, basic caulking, hanging small items, or other simple odd jobs. |
| **Hourly Handyman Support** | $50–$75 per hour, two-hour minimum | Customers with multiple small repair needs | General repair support, basic maintenance tasks, minor installations, furniture assembly, touch-ups, and other approved non-specialized work. |
| **Half-Day Repair Package** | $225–$350 flat rate | Bundled small jobs or repair lists requiring several hours | Up to four hours of handyman support for multiple approved tasks such as patching, minor repairs, fixture replacement, light carpentry, and general maintenance. |
| **Interior Painting Touch-Up Package** | $150–$300 per area | Small rooms, accent walls, trim touch-ups, or paint refresh areas | Basic prep, patching small nail holes, taping as needed, painting touch-ups, trim refresh, and cleanup. Paint and materials may be billed separately. |
| **Light Plumbing Package** | $125–$250 per visit | Minor non-emergency plumbing needs | Replacing faucet fixtures, tightening connections, replacing toilet parts, clearing simple sink |

| | | | |
|---|---|---|---|
| | | | clogs, replacing showerheads, and addressing minor leaks when no licensed plumbing work is required. |
| **Sprinkler Repair Package** | $125–$300 per visit | Basic irrigation or sprinkler issues | Replacing sprinkler heads, adjusting spray patterns, repairing minor line breaks, replacing simple valves, checking zones, and basic irrigation troubleshooting. |
| **Small Odd Jobs Package** | $100–$250 per visit | Miscellaneous household or property tasks | Furniture assembly, shelf installation, curtain rod installation, screen repair, light hauling preparation, small fence fixes, minor trim repair, and other approved tasks. |
| **Full-Day Maintenance Package** | $450–$650 starting range | Properties with multiple repair, painting, plumbing, or odd-job needs | Up to eight hours of scheduled support for a prioritized repair list, with work limited to approved non-licensed tasks and available crew skill level. |

## Recommended Pricing Guidelines

- Quick fix services should generally start at $75 per visit to cover travel, setup, basic tools, and staff time.
- Hourly handyman support should be used when the customer has several small tasks and the total scope is difficult to estimate in advance.
- Flat-rate packages should be used when the task is clearly defined, such as painting one small room, replacing a faucet, repairing a sprinkler head, or completing a short list of odd jobs.
- Materials, replacement parts, paint, irrigation parts, fixtures, dump fees, or specialty supplies should be billed separately unless included in the quote.
- Jobs requiring permits, licensed electrical work, major plumbing, gas lines, structural repairs, roofing, HVAC, or hazardous materials should be referred to a licensed contractor.
- Final pricing should be adjusted based on urgency, property access, travel distance, number of tasks, required materials, and estimated crew time.

## Handyman and Light Repair Services Assumptions

Prices assume small-scale residential repair and maintenance services within the local service area. Services are intended for simple handyman tasks, painting touch-ups, minor non-emergency plumbing, basic sprinkler repair, and small odd jobs that do not require a licensed trade professional. Final pricing should be confirmed after reviewing the task list, site conditions, materials needed, safety considerations, and estimated service time. The Good Neighbor Crew should not perform

work that requires a contractor license, permit, specialized certification, or work that presents safety risks beyond the approved scope.

## Good Neighbor Crew Special Event Setup, Installation, and Breakdown Price Packages

The following special event setup, installation, and breakdown packages are recommended for the Good Neighbor Crew based on a review of Bakersfield and Kern County event labor, party rental, decor, and backdrop pricing. Local event setup and teardown services commonly charge for labor, delivery, setup, breakdown, and cleanup, while backdrop and decor rentals may range from approximately $60 to $200 for basic backdrop pieces, $99 and up for simple pipe-and-drape backdrop kits, and $300 or more for custom party decor or balloon/decor installations depending on size, materials, and design complexity.

Because the Good Neighbor Crew is intended to provide practical, community-based event support, the recommended rates are positioned below or within the lower-to-mid range of comparable private vendors while still accounting for labor, supervision, transportation, setup time, breakdown time, materials coordination, and scheduling needs.

| Package | Recommended Price | Best For | Included Services |
|---|---|---|---|
| **Basic Event Setup Support** | $150–$250 flat rate | Small gatherings, meetings, showers, or simple room setups | Table and chair placement, basic layout setup, linen placement if provided, light decor placement, and setup support for customer-provided items. |
| **Setup and Breakdown Package** | $250–$450 flat rate | Events needing both pre-event setup and post-event breakdown | Setup of tables, chairs, decor areas, customer-provided supplies, post-event breakdown, light cleanup, item consolidation, and loading preparation. |
| **Backdrop Installation Package** | $200–$400 per backdrop | Photo areas, dessert tables, ceremony areas, or branded event displays | Installation of a basic backdrop stand, draping or panels, placement of simple decor accents, basic staging of the backdrop area, and post-event breakdown. |
| **Custom Party Decor Package** | $300–$750 starting range | Birthday parties, showers, community events, themed | Custom decor planning support, assembly of approved decor items, balloon or floral-style accents if materials are provided, table display |

| | | | |
|---|---|---|---|
| | | celebrations, or special displays | setup, backdrop accents, and themed presentation. |
| **Event Install Crew Package** | $75–$100 per hour | Vendors, venues, or customers needing labor-only installation support | Loading, unloading, carrying supplies, placing decor, setting up customer-provided items, assisting vendors, and completing install tasks under the customer or event lead's direction. |
| **Breakdown and Reset Package** | $150–$350 flat rate | Post-event cleanup, teardown, and venue reset support | Breaking down tables and chairs, removing decor, bagging trash, consolidating rentals, loading preparation, and light venue reset. |
| **Full Event Support Package** | $600–$1,200 starting range | Larger events requiring setup, custom decor, backdrop installation, and breakdown | Scheduled setup support, basic layout support, decor installation, backdrop setup, event-area staging, post-event breakdown, and light cleanup. Pricing should be finalized after reviewing event size and scope. |

## Recommended Pricing Guidelines

- Simple setup-only services should generally start at $150 to cover travel, service time, basic layout setup, and coordination.
- Setup and breakdown packages should be priced higher when services must continue after the event or occur during late evening, weekend, or tight venue windows.
- Backdrop installation should be priced separately from general setup because it requires additional assembly time, staging, safety review, and breakdown.
- Custom party decor should be quoted based on design complexity, size of the display, number of decor areas, materials needed, and time required for assembly.
- Labor-only event support should be billed hourly when the customer or vendor provides the layout, supplies, equipment, and on-site direction.
- Delivery, mileage, specialty materials, balloons, flowers, signage, lighting, rentals, dump fees, or replacement costs should be billed separately unless included in the quote.

## Special Event Services Assumptions

Prices assume local event support within the service area and are intended for small to mid-size events, basic setup, decor placement, backdrop installation, and post-event breakdown. Services do not include full event planning, licensed electrical work, complex rigging, large tent installation, alcohol service, catering, security, stage production, pyrotechnics, or any installation that requires specialized certification, permits, or equipment beyond the approved scope. Final pricing should be

confirmed after reviewing the event date, location, guest count, setup window, breakdown window, number of decor areas, materials needed, parking or access conditions, and estimated service time.

# MEMORANDUM

To: Bord of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: July 21, 2026

Subject: *Agenda Item IV(b)*: Contract for Safe Camping / Parking Program with Kern Behavioral Health and Recovery Services - **Action Item**

---

## Background

The Safe Camping and Parking Program supports Kern County's homeless response system by providing a managed, low-barrier location for individuals experiencing unsheltered homelessness to access basic services, supportive engagement, housing navigation, and behavioral health connections.

## Funding Source and County Partner Summary

The Safe Camping and Parking Program was previously supported through American Rescue Plan Act (ARPA) funds, which provided initial funding for program implementation and operations. As those funds are no longer the primary funding source for the program, continued operation requires support through a combination of County funding sources.

For Fiscal Year 2026–2027, Kern Behavioral Health and Recovery Services (KBHRS) will provide up to $480,000 through the Behavioral Health Bridge Housing Program, administered by the California Department of Health Care Services, to support housing and stabilization services for individuals experiencing homelessness who have serious behavioral health needs.

In addition, due to the change from the prior ARPA funding source, the County Administrative Office (CAO) will complete a separate contract to provide an additional $308,386 from County General Funds. This separate agreement will carry the same term dates, beginning retroactively July 1, 2026, and ending June 30, 2027, unless otherwise terminated or amended in accordance with the agreement.

Together, the $480,000 KBHRS agreement and the $308,386 CAO contribution will provide a combined program budget of $788,386 for Fiscal Year 2026–2027. These combined funding sources will replace the prior ARPA-funded structure and support the continued operation of the Safe Camping and Parking Program, including eligible staffing, service delivery, site support, reporting, compliance, and other allowable program costs.

## Budget and Staffing

The agreement provides up to $480,000 to support eligible program operations, staffing, direct service delivery, reporting, compliance, site support, and other allowable costs.

The staffing model includes:

- **3.0 FTE Shelter Workers** for daily operations, participant engagement, site monitoring, safety support, and service coordination.
- **1.0 FTE Program Specialist** for administration, documentation, compliance tracking, data coordination, reporting, and partner coordination.

This staffing structure supports consistent site coverage, participant engagement, and contract compliance.

## Alignment with CAPK Strategic Action Plan

This agreement aligns with CAPK's Strategic Action Plan Strategic Priority A – Community Investment: Supports initiatives that foster pathways out of poverty by expanding access to affordable housing, healthcare, and essential services. Key Goal A1 – Affordable Housing: Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028.

## Recommendation

Staff recommends approval of the agreement and authorization for the Chief Executive Officer to execute the contract and any related amendments, renewals, or additional contracts necessary to support continuation of the Safe Camping and Parking Program through the County Administrative Office.

***Attachments:***
*Draft Contract*
*Safe Camp Budget*

**Kern County Agreement No. _____**

# CONTRACT NEGOTIATION COPY

## AGREEMENT FOR PROFESSIONAL SERVICES

## (COUNTY OF KERN – COMMUNITY ACTION PARTNERSHIP OF KERN)

## SAFE CAMPING AND PARKING PROGRAM

## FY 2026 – 2027

**[GREEN FONT = DECISION POINTS]**

**[BLUE FONT = LINKS TO POLICY]**

**[RED FONT = 26-27 CHANGES]**

**AGREEMENT FOR PROFESSIONAL SERVICES**

**COUNTY OF KERN – COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**THIS AGREEMENT** is made and entered into on _____, by and between the County of Kern ("County"), a political subdivision of the State of California, as represented by the Behavioral Health and Recovery Services Department ("County", "BHRS" or "Department"), and Community Action Partnership of Kern ("Contractor"), a California Non-Profit, whose principal place of business is located at 5005 Business Park North, Bakersfield, CA 93309.

**WITNESSETH:**

**WHEREAS:**

**A.** Government Code sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained and experienced and competent to perform those services; and

**B.** The Department requires a full continuum of Operation of Safe Camping and Parking Program services for Kern County clients of diverse ethnic, racial, and social backgrounds residing in Bakersfield who require Safe Camping and Parking services; and

**C.** County desires to engage Contractor to provide said services and Contractor, by reason of Contractor's qualifications, experience, and facilities for doing the type of work herein contemplated, has offered to provide the required services in accordance with the terms set forth herein.

**NOW, THEREFORE, IT IS AGREED** between the parties hereto as follows:

## 1. TERM

This agreement shall commence on July 1, 2026, and shall remain in effect through June 30, 2027, unless sooner terminated as hereinafter provided.

## 2. MODIFICATIONS OF AGREEMENT

Material changes to this agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

## 3. STANDARDS OF SERVICE

**A.** Contractor shall provide the services and adhere to the standards of service described in **Exhibit A, Description and Standards of Services,** which is attached hereto and made a part hereof. Failure to comply with the standards of service shall be deemed a material breach of this agreement and may result in termination of the agreement.

**B.** Contractor shall comply with all applicable regulations set forth by the California Department of Health Care Services (DHCS) and any other applicable governing bodies. By this reference, those regulations are made a part of this agreement. Additionally, County requires Contractor to provide proof of adherence to specific administrative and ethical principles in order to be eligible to contract

with County. These principles are included in **Exhibit D**, **Additional Administrative and Ethical Requirements**, which is attached hereto and made a part hereof. Failure to comply with all applicable regulations and principles shall be deemed a material breach of this agreement and may result in termination of the agreement.

**C.** Contractor shall not be required to provide, reimburse for, or provide coverage of, a counseling or referral service if Contractor objects to the service on moral or religious grounds. (Section 1932(b)(3)(B)(i) of the Social Security Act, 42 Code of Federal Regulations ("CFR") § 438.10(g)(2)(ii)(A) and 438.102(a)(2).) If there are any referrals to services or counseling that Contractor will not provide, Contractor shall inform BHRS prior to the execution of this agreement or at least thirty (30) days prior to the effective date during the performance of this agreement. Contractor shall provide the same information to potential beneficiaries before and during enrollment and to beneficiaries at least thirty (30) days prior to the effective date of the policy for any particular service.

## 4. COMPENSATION TO CONTRACTOR:

**A.** Through the Behavioral Health Bridge Housing (BHBH) Program, the California Department of Health Care Services (DHCS) will provide FIFTEEN MILLION ONE HUNDRED FIFTY-NINE THOUSAND FOUR DOLLARS ($15,159,004) in funding to provide services to BHBH eligible individuals in Kern County to address the immediate and sustainable housing needs of people experiencing homelessness who have serious behavioral health conditions, including a serious mental illness (SMI) and/or substance use disorder (SUD). The program, which was signed into law on September 2022 under Assembly Bill (AB) 179 (Ting, Chapter 249, Statutes of 2022), provides funding through June 30, 2027.

**B.** BHRS through the BHBH Program funds will provide **FOUR HUNDRED EIGHTY THOUSAND DOLLARS ($480,000)** to CAPK to support the operations of the Safe Camping and Parking Program located on site with the County owned M Street Navigation Center

**C.** Contractor is qualified by experience, preparation, organization, staffing, and management to operate programs on behalf of homeless individuals and is familiar with existing homeless services in Kern County

**D.** Draws for the Safe Camping and Parking Program funding will occur pursuant to regulations and conditions of the Behavioral Health Bridge Housing (BHBH) Grant. BHRS through the BHBH Program funds will reimburse up to the maximum amount to be compensated over the entire term of this agreement. Compensation amount can be referenced in the **Exhibit E, Funding Schedule**.

**Reimbursement and Billing Requirements**

1. CAPK shall submit for review and processing, a monthly Expense Report for payment of allowable expenses, no later than the 15th calendar day following the month in which services were rendered. Each invoice shall be accompanied by any applicable supporting documentation.

2. Payment shall be made to CAPK within thirty (30) days of receipt and approval of each invoice by BHRS.

3. This agreement is State Funded and as such:

a. It is mutually understood by both parties that this agreement may have been written before ascertaining the availability of State/Federal appropriation of funds, for the mutual benefit of both

parties, in order to avoid program and fiscal delays which would occur if the agreement were executed after the determination was made.

b. This agreement is valid and enforceable only if sufficient funds are made available to BHRS for the fiscal year(s) covered by the term of this agreement. In addition, this agreement is subject to any additional restrictions, limitations, or conditions enacted by the State, which may affect the provisions, terms, or funding of this agreement in any manner.

c. It is mutually agreed that if sufficient funds are not appropriated for the program, this agreement shall be amended to reflect any reduction in funds.

d. If funds are not appropriated for this program and agreement, this agreement shall be deemed terminated and shall be of no further force or effect. Upon such termination, BHRS will be released from any further financial obligation to CAPK, except for services performed prior to the date of termination or any liability due to any default existing at the time this cluse is exercised. CAPK will provide BHRS with notice of any such action.

e. CAPK shall comply with all audit exceptions by appropriate Federal, State, and County audit agencies as prescribed by the auditing agency and provide all required audit documentation to BHRS pertaining to the services required under this agreement.

If Contractor is utilizing more than one funding stream for operation of the Program, Contractor is responsible for tracking and reporting the services delivered, the expenditures, and revenue received to ensure that no duplicate cost is paid.

**Evaluation:**

Services to be provided by the CAPK shall be evaluated by BHRS on a continuing basis. Any deficiencies noted during evaluation shall be stated and placed in detailed written form, and a copy submitted to CAPK. CAPK shall respond in writing to the deficiencies statement within twenty (20) days from the date of receipt. A plan to remedy these deficiencies shall be implemented within sixty (60) days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of this agreement by BHRS.

**E.** County shall reimburse Contractor for costs incurred in the provision of services in accordance with **Exhibit A** up to the maximum amount set forth in **Exhibit E, Funding Schedule** which is attached hereto and made a part hereof. Funds provided to the Contractor may be from one (1) or more of the funding sources detailed in **Exhibit E**; however, County may vary the allocated amount of each funding source within a budget unit, by formal amendment, duly executed by the parties. All expenses must be necessary and reasonable for the proper and efficient administration of Contractor's services.

1. Payment terms are net thirty (30) days from the date County receives an acceptable Claim for Payment from Contractor.

**F**. Availability of funding

1. The funding in this agreement is intended to reimburse Contractor for the actual cost of providing the services listed in **Exhibit A**.

2 Maximum contract funding shown in **Exhibit E** absolutely limits County's liability to Contractor for services provided under this agreement, in total for the agreement as a whole and individually for each funding source.

3. No funding other than from sources listed in **Exhibit E** is available for reimbursement of costs associated with this agreement.

4. Funds provided to Contractor may be from one (1) or more of the funding sources detailed in **Exhibit E**. However, County may vary the allocated amount of each funding source within a budget unit, by formal amendment, duly executed by the parties.

**G.** Interim payments

1. Maximum monthly payment shall not exceed the program's unreimbursed year-to-date pro-rated funding for each individual funding source listed in **Exhibit E**.

2. Each program specified in this agreement may be assigned its own program, within the electronic health record, that is unique to the delivery location.

3. It is Contractor's responsibility to properly enter all services given into the appropriate program.

4. Contractor must submit separate cost statements for each program or location identified in this agreement. Contractor shall work with BHRS Finance staff to determine the correct content of claims.

**H.** Submission of Cost Statement and Claim for Payment Form

1. BHRS will verify Contractor's cost statements from time to time through its financial monitoring process. Contractor will be notified of any necessary adjustments in writing. Should Contractor disagree with adjustments, the Contractor shall use the **"DISPUTE AND ISSUE RESOLUTION"** process found in this agreement.

2. Paid costs that are inappropriately charged to County programs are immediately payable to County. The Department may opt to withhold inappropriately charged costs from subsequent claims.

3. A separate cost statement for each program or location in this agreement must be included with the Claim for Payment.

4. All expenses being claimed through a monthly Claim for Payment must be in conformity with 2 Code of Federal Regulations (CFR) Parts 215, 220, 225, or 230, and 48 CFR 31.2, as applicable, and necessary and reasonable for the proper and efficient administration of Contractor's services in order to be considered for County's reimbursement to Contractor.

5. Contractor, and any subcontractor or any network provider of Contractor, shall report to County within sixty (60) calendar days when it has identified payments in excess of amounts specified for reimbursement of Medicaid services. (42 CFR § 438.608(c)(3))

6. **Exhibit F, "Statement of Program Cost,"** which is attached hereto and made a part hereof, depicts County's preferred cost statement format. Contractor's actual cost statement format may vary from **Exhibit F** with explicit written approval from County. Contractor must submit a pro forma Cost Statement format for County's approval prior to using such format for interim claiming purposes.

7. **Exhibit K "Program Integrity,** which is attached hereto and made a part hereof, describes requirements related to exclusions reporting. Information regarding exclusions reports are required at the time of claim submission. Contractor has two (2) options to satisfy the exclusion reporting requirements listed in **Exhibit K**. The options are as follows:

a. Option 1: Contractor shall submit with each claim for payment the results of the previous month's exclusion reporting, along with the appropriate exclusion attestation, required in **Exhibit I** of this agreement. Should Contractor not submit the appropriate exclusion attestation, BHRS will not process the submitted claim for payment. Any delayed payments will be processed upon receipt of the exclusion report(s).

b. Option 2: BHRS will complete the exclusion reporting requirement for Contractor. In order for BHRS to complete this task, Contractor shall provide the following information with each Claim for Payment:

1. A list of all active employees on the appropriate attestation form for the time period on the Claim for Payment

2. A copy of each employee's driver's license and social security card. Copies of these documents are only needed one (1) time to verify identity of listed employee. These documents will be scanned into a secure monitoring tool and the paper copies will then be destroyed.

3. BHRS will run the required exclusion reports. BHRS will notify Contractor immediately if an employee's name appears on any Excluded list. Contractor will work with the BHRS Credentialing team to determine if the excluded individual is their employee and/or will provide objective verifiable evidence that the results of the exclusion list was a false positive and not their employee.

4. Should Contractor not submit the required information listed above with their claim for payment to allow BHRS to run the required exclusion lists, the Department's Finance Division will not process the claim for payment. Any delayed payments will be processed upon receipt of the missing information.

**I.** Amending the Contract Funding

1. Any change in funding terms between the parties shall require a mutually agreed upon formal amendment to the agreement.

2. BHRS reserves the right to reduce the contract funding during the term of this agreement based on any of the following elements:

a. Projected underspending of funding based on claims and anticipated costs to date;

b. Contractor not meeting the outcome measurements identified in the contract;

c. Contractor not providing the number of services negotiated between the parties;

d. BHRS identifying indicators of reduced or unsatisfactory performance, and/or

e. BHRS budget reductions related to a decrease in the availability of state/federal funds.

**J.** No funds paid to Contractor through this agreement shall be utilized to compensate employees of the Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off, pursuant to the Fair Labor Standards Act of 1938, 29 United States Code (USC) Section 201, et seq., or applicable state law.

**K**. Payments to Contractor shall be made only upon BHRS's receipt of a County of Kern Claim for Payment form, **Exhibit M "Claim for Payment** which is attached hereto and made a part hereof. Such claim shall be submitted to BHRS within twenty-five (25) calendar days following the end of the month in which services are provided. Contractor's Claim for Payment submitted beyond the twenty-five (25) day period may be accepted at BHRS's sole discretion. However, such claims must be filed no later than **four (4) months** following the month that services are rendered.

**L.** This agreement is subject to County's annual appropriation process. In the event that funds representing Contractor's compensation and reimbursement for expenses of the services provided pursuant to this agreement are not appropriated within the approved County budget in any fiscal year, this agreement shall be deemed terminated and shall be of no further force or effect as of the date County's budget is approved. County will provide Contractor with thirty (30) days' prior notice of any such action.

**M.** No payment shall be made to Contractor if Contractor has any federal, state, or county liens outstanding. Should County discover a record of an outstanding lien, County shall immediately notify Contractor about the lien record, immediately investigate the circumstances, and determine a course of action within thirty (30) days of discovery. The Department may consider a repayment arrangement between Contractor and the lien-maker as reasonably satisfying this agreement stipulation. Contractor shall provide to County, within fifteen (15) days of request, a copy of the repayment arrangement document(s), the name of the contact person with the lien-maker agency that can verify the repayment arrangement, and a written statement explaining what resources Contractor is using to accomplish the repayment.

**N.** County will periodically evaluate Contractor's program costs for the purpose of assessing the reasonableness of County's payments for services provided. Contractor will be provided reasonable notice if additional contractual and/or service delivery issues are to be reviewed. Contractor is expected to prepare necessary reports and other material to adequately explain Contractor's use of funds as specified in **Exhibit E** of this agreement. County may prescribe specific report formats and data content as deemed necessary at the sole discretion of County.

**O.** It is the intent of County not to make payments that exceed actual cost. Actual cost is the reasonable and necessary cost that provides a direct or indirect benefit to the specific County programs under this agreement, and which can be verified by original supporting documentation. In all instances, the cost guidelines set forth in **Exhibit G**, **"Cost Guidelines**, shall apply. When payments are found to be in excess of cost, adjustments to subsequent payments shall be made such that estimated total payments for the agreement term do not exceed estimated total cost or the maximum sum set forth in **Exhibit E**, whichever is lower.

## 5. PROGRAM DIRECTION, FISCAL AUDIT, INSPECTION, AND RETENTION OF RECORDS

**A.** Contractor agrees to maintain and make available to County all of its premises, physical facilities, documents, contracts, computers, other electronic systems, accurate books, and records relative to all activities of the organization, including client information, information related to Medi-Cal enrollees, Medi-Cal related activities and information included in personnel records, limited to that needed for the

verification of credentialing, experience, background and payroll testing. Review of the organization's personnel files shall be subject to applicable confidentiality laws. Contractor shall maintain such data and records in an accessible location and condition for a minimum of ten (10) years after the close of the fiscal year in which services are rendered or until all audit issues are resolved, whichever is later, in accordance with 42 CFR 438.3(h), 42 CFR 438.3(u), and Welfare and Institutions Code, Section 14124.1. The State of California and/or any federal agency having an interest in the subject of this agreement shall have the same rights conferred upon County herein.

**B.** BHRS, DHCS, Centers for Medicare/Medicaid Services ("CMS"), or the Health and Human Services ("HHS") Inspector General may inspect, evaluate, and audit Contractor at any time if there is a reasonable possibility of fraud or similar risk. The inspection shall occur at Contractor's place of business, premises, or physical facilities. Contractor shall make all of its books and records available, in a form maintained in accordance with general standards, applicable to such books or recordkeeping, for a term of at least ten (10) years from the close of the fiscal year in which the subcontract was in effect. Contractor will need to contact County to ensure the time period for retaining these records has been exceeded before record destruction occurs. Contractor shall inform BHRS of all scheduled and unscheduled audits that occur at Contractor's place of business related to the services in this agreement and provide copies of all results and reports to BHRS. Additionally, Contractor shall provide all results and/or audit reports to BHRS.

**C.** Contractor shall permit County to audit, examine, and make excerpts and transcripts from such records; and to conduct audits, reviews, and monitoring of Medi-Cal and financial records; and all other data related to matters covered by this agreement. At County's discretion, County may request that Contractor deliver by mail or electronic transmission to County, a copy of Contractor's accounting records prior to an on-site audit by County. Failure by Contractor to allow review shall be a material breach of this agreement by Contractor. County, at its sole option, may terminate this agreement and obtain damages from Contractor resulting from said breach, or County may exercise the option to withhold payments from Contractor until such time as all required documents are made available. Further, as one component of Medi-Cal records review and financial monitoring, Contractor may be required, at the sole option of County, to complete a Corrective Action Plan. County may exercise the option to withhold payments from the Contractor until such time as County accepts the Corrective Action Plan.

## 6. FISCAL AUDIT REQUIREMENT

**A.** If Contractor receives any federal awards over **ONE MILLION DOLLARS ($1,000,000)** or grosses more than **TWO MILLION DOLLARS ($2,000,000)** in revenues annually, then Contractor, at Contractor's expense, is required to submit an independent audit report of its financial statements no later than nine (9) months after the close of Contractor's fiscal year. The audit report shall be performed by a Certified Public Accountant (CPA) licensed to perform attestations in the state of California. The independent audit shall be conducted in conformity with Public Law 98-502, the Federal Single Audit Act of 1984, the Single Audit Act Amendments of 1996, OMB Circular A-133, 2 CFR Part 200 and CFR 48 subpart 31.2, the American Institute of Certified Public Accountants, and/or Government Auditing Standards, as applicable.

1. If a cost report is not required, then audited financial statements are not needed.

**B.** In addition to the basic financial statements, the independent audit shall include a Statement of Functional Expenses. The Statement of Functional Expenses shall include a breakout of all Department expenses with each program identified separately. Contractor shall provide a supplemental schedule to the Statement of Functional Expenses that breaks out all Department

expenses for each program. If Contractor provides services to other County departments, then each department shall have a separate categorization. The expenses charged to County programs under the terms of this agreement as shown in Contractor's financial records must correlate with the costs claimed by Contractor in the annual cost reports.

1. The independent auditor engaged by Contractor shall be required by Contractor to prepare a description of Contractor's methods used to allocate costs to the various programs included in the Statement of Functional Expense.

2. If the complete audit report is not submitted to County by the due date, County may exercise the option to withhold payments from Contractor until the audit report has been provided.

3.County does not have the authority to grant deadline extensions for the submission of audit reports.

## 8. RECOVERY FROM OTHER SOURCES OR PROVIDERS

**A.** Contractor shall recover the value of covered services rendered to beneficiaries whenever the beneficiaries are covered for the same services, either fully or partially, under any other state or federal medical care program or under other contractual or legal entitlement including, but not limited to, a private group or indemnification program, but excluding instances of the tort liability of a third party or casualty liability insurance.

**B.** The monies recovered are retained by the Contractor. However, Contractor's claims for Federal Financial Participation (FFP) for services provided to beneficiaries under this agreement shall be reduced by the amount recovered.

**C.** Contractor shall maintain accurate records of monies recovered from other sources.

**D.** Nothing in this section supersedes Contractor's obligation to follow federal requirements for claiming FFP for services provided to beneficiaries with other coverage under this agreement.

## 9. FINANCIAL SOLVENCY

Contractor shall maintain adequate provisions against the risk of insolvency.

## 10. TAX INFORMATION REPORTING

**A.** Contractor shall submit its signed IRS form W-9, "Request for Taxpayer Identification Number and Certification," or Social Security Number, whichever is applicable, to facilitate appropriate fiscal management and reporting, and to ensure compensation is paid to the proper party. A new W-9 will need to be completed every five (5) years.

**B.** Upon County's request, Contractor shall provide County with certain documents relating to Contractor's employee income tax withholding. These documents shall include, but not be limited to:

1. A copy of Contractor's federal and state quarterly income tax withholding returns, i.e., federal form 941 and state Form DE-9 or their equivalents.

2. A copy of a receipt for or other proof of payment of, each employee's federal and state income tax withholding, whether such payments are made on a monthly or quarterly basis.

## 11. COMPLIANCE WITH LAW

**A.** Contractor shall observe and comply with all applicable county, state, and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference, including, but not limited to, CCR Title 9, Chapter 11, Section 1810.436(a)(1-5) and 42 CFR § 438.230(c)(2), and 42 CFR § 438.3(d)(3)(4) which provide that:

i. Medi-Cal beneficiaries shall receive the same level of care as provided to all other clients; and

ii. Contractor shall not, on the basis of health status or need for health care services, discriminate against individuals, including but not limited to, Medi-Cal eligible individuals who require an assessment or meet medical necessity criteria for specialty mental health services (SMHS) or substance use disorder services (SUD) and

iii. Contractor shall not discriminate against individuals, including but not limited to Medi-Cal eligible individuals who require an assessment or meet medical necessity criteria for SMHS or SUD services on the basis of race, color, national origin, sex, sexual orientation, gender identity, or disability and will not use any policy or practice that has the effect of discriminating on the basis of race, color, or national origin, sex, sexual orientation gender identity, or disability; and

iv. Medi-Cal beneficiaries shall not be discriminated against in any manner; and

v. Rates charged for Medi-Cal beneficiaries shall be the same or less than rates charged to beneficiaries of other programs or private pay individuals; and

vi. The rate paid is considered to be payment in full, subject to third party liability and beneficiary share-of-cost for the specialty mental health or substance use disorder services provided; and

vii. Contractor shall make all records, program compliance, and beneficiary complaints available for authorized review and fiscal audit whenever requested to do so by county, state, or federal authorities; and

viii. Contractor shall adhere to Title XIX of the Social Security Act and conform to all other applicable federal and state statutes and regulations.

**C.** Failure to submit the independent audit within the timeframe stipulated in **Paragraph 6.A.** may result in sanctions such as withholding of payments, corrective action notices, or any other actions deemed necessary to prompt and ensure contract and performance compliance.

**D.** The independent auditor engaged by Contractor to conduct the independent audit shall be instructed and authorized by Contractor to send a copy of the audited financial statements and the management letter to the Director of BHRS or his/her designee. BHRS will then forward reports to the Kern County Auditor Controller County Clerk's Office and to the State of California. Should the independent auditor prepare any other reports about Contractor's performance, internal control, adherence to applicable laws, rules and regulations, or any other matters, such other reports shall also be copied to the Director of BHRS or his/her designee.

## 12. FINANCIAL AND STATISTICAL RECORDS

**A.** Contractor shall maintain and preserve all fiscal records, documents, and correspondence related to this agreement for a minimum period of ten (10) years after the close of the fiscal year in which services are rendered, or ten (10) years after final payment is made (Medi-Cal or MHSA), or until all audit issues are resolved, whichever is latest.

**B**. Contractor shall maintain all financial, statistical, or accounting records associated with the provision of each type of service described in **Exhibit A** of this agreement, necessary to support the costs claimed pursuant to this agreement or any other federal or state reimbursement claim report forms. Moreover, Contractor shall maintain all statistical data necessary to support the allocation of such cost among programs or types of programs and/or among payers; shall maintain auditable records, in accordance with generally accepted accounting principles, reflecting the methods and calculations used to make such allocations; and shall maintain such other statistical data as shall be necessary to satisfy the requirements of state and federal law.

**C.** Contractor shall make any and all records, whether fiscal or other, generated pursuant to this agreement available for County's inspection. At County's discretion, County may request that Contractor deliver by mail or electronic transmission to County, a copy of Contractor's accounting records prior to an on-site audit by County. The State of California and/or federal agency having an interest in the subject of this agreement shall have the same rights conferred upon County herein.

## 13. ADDITIONAL PROVISIONS

**A. Books and Records** - Contractor shall maintain such books and records as are necessary to disclose how Contractor discharged its obligations under this agreement. These books and records shall identify the quantity of covered services provided under this agreement, the quality of those services, the manner and amount of payment made for those services, the beneficiaries who received covered services, the manner in which Contractor administered the provision of specialty mental health services or substance use disorder services, and the cost thereof.

1. Such books and records shall include, but are not limited to, all physical records originated or prepared pursuant to performance under this agreement including working papers, reports submitted to the Department, financial records, all medical and treatment records, medical charts and prescription files, and other documentation pertaining to services rendered to beneficiaries.

2. These books and records shall be maintained for a minimum of ten (10) years after the final payment is made and all pending matters closed, or, in the event Contractor has been notified that the Department, DHCS, HHS, or the Comptroller General of the United States, or their duly authorized representatives, have commenced an audit or investigation of the agreement, until such time as the matter under audit or investigation has been resolved, including the exhaustion of all legal remedies, whichever is later.

3. Contractor shall include in any subcontract for a sum in excess of Ten Thousand Dollars ($10,000), which utilizes state funds a provision that states: "The contracting parties shall be subject to the examination and audit of the Department or Auditor General for a period of ten (10) years after final payment under contract (Government Code § 8546.7)." Contractor shall also be subject to the examination and audit of the Department and the State Auditor General for a period of ten (10) years after final payment under contract (Government Code § 8546.7).

**B. Transfer of Care** - Prior to the termination or expiration of this agreement, and upon request by the Department, Contractor shall assist the state in the orderly transfer of mental health or substance use disorder care for beneficiaries in Kern County. In doing this, Contractor shall make available to the

Department copies of medical records, patient files, and any other pertinent information, including information maintained by any subcontractor that is necessary for efficient case management of beneficiaries, as determined by the Department. Costs of reproduction shall be borne by the Department. In no circumstances shall a beneficiary be billed for this service.

**C. Department Memos, DHCS Letters and Behavioral Health Information Notices, and Requirements From State Contract Agreements** - Contractor shall comply with all policy memos issued by the Department. Contractor shall also comply with DHCS Letters and Information Notices issued to all Mental Health Plans as defined in California Code title 9, § 1810.226, County Alcohol and Drug Administrators, Substance Use Disorder ("SUD") state plans and DMC-ODS plan, as such DHCS Letters and Information Notices remain in effect unless amended, repealed, or readopted by the Department. DHCS Letters and Information Notices shall provide specific details of procedures established for performance of contract terms when procedures not covered in this agreement are determined to be necessary for performance under this agreement but are not intended to change the basis and general terms of the agreement.

1. Contractor shall permit county to audit and monitor compliance with such regulations. Contractor may be required, at the sole option of the county, to complete a Corrective Action Plan. County may exercise the option to withhold payments from the Contractor until such time as County accepts the Corrective Action Plan".

## 14. NOTICES

**A.** All notices required or provided for in this agreement shall be provided to the parties at the following addresses, by personal delivery or deposit in the U.S. Mail, postage prepaid, registered or certified mail, addressed as specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received five (5) business days after deposit. A party may change the address to which notice is to be given by giving notice as provided below.

1. To County:

Behavioral Health and Recovery Services
Attn: Director
PO Box 1000
Bakersfield, CA 93302-1000

cc: Contracts Management

2. To Contractor:

Jeremy T. Tobias
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309
jtobias@capk.org

**B.** County requires Contractor to notify County thirty (30) days prior to any change in name, legal business status, corporate address, service site address, or Contractor's signatory power that occurs during the term of this agreement. At its option, County may choose to acknowledge a notice of these specific changes without a written amendment to the agreement.

**C.** Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this agreement by personal service.

## 15. MANDATORY MEETINGS

Contractor is required to participate in a monthly provider meeting and other meetings that the BHRS Administrator may call. Meetings may be held at Contractor's site, at a County location, or through video conferencing as the BHRS Administrator determines. Meeting attendees must be familiar with and well-versed in the requirements of this agreement. Failure to comply with this requirement may lead to termination of the agreement.

## 16. CULTURAL COMPETENCE

Contractor shall comply with Cultural Competence requirements set forth by County, in accordance with Welfare and Institutions Code Section 5600.2 and CCR Title 9 Section 1810.410. Contractor shall participate in the Department's efforts to promote the delivery of services in a culturally and linguistically competent manner to all enrollees, including those with limited English proficiency and diverse cultural and ethnic backgrounds, disabilities, and regardless of gender, sexual orientation, or gender identity. Failure to comply with the following requirements may result in sanctions such as withholding of payments, corrective action notices, or any other actions deemed necessary to ensure contract and performance compliance (i.e., DHCS 10-02 and 10-17 and the Federal CLAS standards).

**A.** No later than thirty (30) days after the beginning date of the agreement, Contractor must use the provided cultural competence plan checklist and submit its agency's annual cultural competence plan or relevant evidence of compliance to the Department's Ethnic Services Manager via the Cultural Competence email address CulturalCompetence@KernBHRS.org.

**B**. Contractor must submit its agency's Bilingual Quarterly Report prior to the fifteenth (15th) of the month following the close of the calendar quarter to their System of Care Administrator.

**C**. Contractor understands that its staff must receive at least six (6) hours of cultural competence training each year. Training that is not provided through the Department must have the pre-approval of the Department's Ethnic Services Manager by submitting course material via the Cultural Competence email address CulturalCompetence@KernBHRS.org. If Contractor has Board of Behavioral Sciences or similar authorization to provide continuing education units for training it provides, it does not need pre-approval.

**D.** BHRS will monitor Contractor's attendance of required Cultural Competence trainings through the Relias training system if Contractor utilizes this program. If Contractor does not utilize Relias, Contractor will need to develop an internal tracking mechanism to monitor their staff's attendance. This tracking system should be available for County to review at any time to ensure that these required trainings are being completed.

**E.** Contractor will provide additional cultural competence training specifically regarding Transgender, Gender Diverse, and Intersex in compliance with BHIN 25-019 (W&I Code 14197.09).

## 17. TRANSLATION AND INTERPRETATION SERVICES

**A**. Contractor shall make translation and interpretation services available for beneficiaries, as needed. Pursuant to WIC Section 14029.91(a)(1)(C), Contractor shall not require a beneficiary with limited

English proficiency to provide his or her own interpreter or rely on a staff member who does not meet the qualifications described in WIC 14029.91(a)(1)(B).

**B.** Contractor shall not rely on an adult or minor child accompanying the limited-English-proficient beneficiary to interpret or facilitate communication except under the circumstances described in WIC Section 14029.91 (a)(1)(D).

**C**. Contractor shall not require a beneficiary with limited English proficiency to accept language assistance services, pursuant to 45 CFR Section 92.201.

**D**. Contractor shall notify its beneficiaries that oral interpretation is available for any language and written translation is available in prevalent languages to individuals whose primary language is not English. This may include, but is not limited to, qualified interpreters and information written in other languages.

**E.** Contractor shall notify its beneficiaries that auxiliary aids and services are available upon request and at no cost for beneficiaries with disabilities to help them communicate better. These aids and services may include qualified sign language interpreters and written information in other formats.

**F**. Pursuant to WIC 14029.91(a)(1)(B), oral interpretation services shall be provided by an interpreter that, at a minimum, meets all of the following qualifications:

i. Demonstrated proficiency in speaking and understanding both spoken English and the target language spoken by the limited-English-proficient beneficiary. Contractors should submit to CulturalCompetence@KernBHRS.org how proficiency is determined, which language(s) are supported via staff, and how these staff are supported in their knowledge of necessary specialized vocabulary.

ii. Knowledge in both English and the target language of health care terminology and concepts relevant to health care delivery systems. The ability to interpret effectively, accurately, and impartially, both receptively and expressly, to and from the language spoken by the limited-English-proficient beneficiary and English, using any necessary specialized vocabulary, terminology, and phraseology.

iii. Adheres to generally accepted interpreter ethics principles, including client confidentiality.

## 18. NON-DISCRIMINATION AND FAITHFUL PERFORMANCE

**A.** The parties mutually agree to abide by all federal, state, and local laws including, but not limited to, all laws respecting employment discrimination. Each party further agrees to fully and faithfully perform all covenants and portions of this agreement, and to take no action that may be inimical to the other party's faithful performance hereof.

**B.** Contractor shall provide services that incorporate the racial and ethnic values and beliefs of the client and shall deliver such services in a manner which meets the needs of the client and their families' lifestyles whenever possible.

**C.** Contractor shall have in place written policies regarding nondiscrimination on the basis of race, color, creed, etc., and shall include nondiscrimination and compliance provisions in all subcontracts. Contractor and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from discrimination and harassment.

## 19. EMERGENCY AND DISASTER PREPARATION AND RESPONSE

**A.** Contractor shall develop and maintain an emergency response plan specific to each service delivery site. Plans shall be updated annually and submitted to the BHRS Director or his or her designee within sixty (60) days of the execution of this agreement. Contractor shall provide, at each service delivery site, annual training to its employees regarding the provisions of Contractor's plan. Failure to develop an emergency response plan, and train staff on the provisions of the plan, may result in sanctions such as withholding of payments, corrective action notices, or any other actions deemed necessary to prompt and ensure contract and performance compliance.

**B.** Upon request, Contractor shall expeditiously provide any additional information necessary to aid the County in planning to serve clients prior to an imminent man-made or natural disaster.

**C.** In the event of a declared local, state, or federal disaster, and while providing requested disaster behavioral health services, Contractor shall complete all necessary documentation required to support County's reimbursement claims.

## 20. PUBLIC ANNOUNCEMENTS AND LITERATURE

**A.** In public announcements and literature distributed by Contractor for the purpose of apprising clients and the general public of the nature of its treatment services, Contractor shall clearly indicate that the County of Kern funds the services that Contractor provides under this agreement.

**B.** Contractor shall provide all written materials for potential beneficiaries and beneficiaries in a font size no smaller than twelve (12) point. (42 CFR 438.10(d)(6)(ii).)

**C.** Contractor shall ensure its written materials are available in alternative formats, including large print, upon request of the potential beneficiary or beneficiary at no cost. Large print means printed in a font size no smaller than twenty (20) point. (42 CFR § 438.10(d)(3)).

**D.** Contractor shall make its written materials that are critical to obtaining services, including, at a minimum, provider directories, beneficiary handbooks, appeal and grievance notices, denial and termination notices, and Contractor's mental health and/or substance use education materials, available in the prevalent non-English languages in the county. (42 CFR § 438.10(d)(3).)

**E.** Contractor shall include language taglines in the top sixteen (16) non-English languages in the state, as well as large print, explaining the availability of written translation or oral interpretation to understand the information provided. (42 CFR § 438.10(d)(2).)

**F.** Contractor shall include language taglines in the top sixteen (16) non-English languages in the state, as well as large print, explaining the availability of the toll-free and Teletypewriter Telephone/Text Telephone (TTY/TDY) telephone number of Contractor's member/customer service unit. (42 CFR § 438.10(d)(3).)

**G.** Contractor shall notify beneficiaries that written translation is available in prevalent non-English languages free of cost and shall notify beneficiaries how to access those materials. (42 C.F.R. § 438.10(d)(5)(i), (iii); Cal. Code Regs., Title. 9, § 1810.410(e)(4).)

**H.** Contractor shall make auxiliary aids and services available upon request and free of charge to each beneficiary. (Contractor shall also notify beneficiaries of how to access these services. (42 CFR §

438.10(d)(5)(ii)-(iii).) 42 CFR § 438.10(d)(3)-(4).) Contractor shall also notify beneficiaries of how to access these services. (42 CFR § 438.10(d)(5)(ii)-(iii).)

**I.** Contractor shall make oral interpretation and auxiliary aids, such as TTY/TDY and American Sign Language (ASL), available and free of charge for any language. (42 CFR § 438.10(d)(2), (4)-(5).) Contractor shall notify beneficiaries that the service is available and of how to access those services. (42 CFR § 438.10(d)(5)(i), (iii).)

## 21. SERVICE VERIFICATION

Contractor shall comply with the requirements pertaining to services verification contained in **Exhibit K, Program Integrity Requirements,** attached herein.

## 22. REPORTING UNUSUAL OCCURRENCES

**A.** Contractor shall comply with BHRS policy 11.1.1, Unusual Occurrence Reporting (UOR). Contractor shall utilize the Unusual Occurrence Reporting application referenced in BHRS policy 11.1.1. No other variations of reporting will be accepted.

An unusual occurrence is any event or situation that has occurred at a service site or in the field that may have caused, or has the potential to cause, physical or psychological harm to clients who are receiving services from BHRS or contracted providers. This definition also applies to visitors (i.e., individuals who are not directly receiving behavioral health services). An unusual occurrence that takes place in any type of work capacity must be reported.

In addition, an Unusual Occurrence report is required when:

1. A client may have injured a staff member, another client, or visitor;
2. A client makes a serious threat to harm another person;
3. There is a suspected violation of professional licensure and/or ethics.
4. There is an unauthorized/inappropriate release of PHI, PI, and/or PII; and/or
5. There is the possibility of threat or legal action and/or negative media attention for the department.

**B.** Principles: Unusual occurrences shall include but not be limited to:

1. Death other than by suicide;
2. Death by suspected or known suicide;
3. Suicide attempt requiring Emergency Medical Treatment (EMT);
4. Suicide threat with intent or plan;
5. Tarasoff Report, i.e., client makes a threat to harm another person;
6. Aggressive/Threatening or destructive behaviors;

7. Intentional injury (not suicide attempt) requiring EMT;

8. Seclusion, restraint, or emergency manual/chemical containment;

9. Client or visitor in possession of a weapon at the treatment site;

10. Client unintentionally injured another client or visitor at a BHRS site or work-related site;

11. Client injured in a vehicular accident during treatment activities;

12. Slip, trips, falls, non-serious accidents not requiring immediate medical attention;

13. Natural disaster, environmental hazard or biohazard exposure while at treatment site;

14. Medication prescription and/or administration errors;

15. Medical health incident requiring immediate/urgent medical attention;

16. Client exposed to communicable disease while at treatment site;

17. Client exposed to infections (BBP, OPIM) while at treatment site;

18. Allegations of neglect, verbal, physical, sexual assault of client/visitor as reported;

19. Client/visitor is a victim of physical, sexual or verbal assault as observed / witnessed by staff;

20. Client/visitor is a perpetrator of physical, sexual, or verbal assault as observed / witnessed by staff;

21.Unauthorized/inappropriate access, use, disclosure or storage of PHI, PI, and/or PII;

22. PHI, PI, and/or PII compromised due to inadequate security measures or theft;

23. Allegations of unethical relationships, behaviors, or other unprofessional conduct or licensure violation by staff;

24. Observation and/or information regarding questionable or inappropriate staff behavior related to client or visitor's care;

25. Possibility or threat of legal action and/or negative media attention;

26. Client at PEC longer than 23:59 hours;

27. AWOL from facility, elopement, or wandering;

28. Unauthorized use and/or possession of legal or illegal substances; and

29. Allegations of client/visitor's property loss as reported.

**C.** County retains the right to independently investigate unusual occurrences with the cooperation of Contractor.

## 23. CONFLICT OF INTEREST

**A.** Contractor shall comply with the conflict of interest safeguards described in 42 CFR Part 438.58 and the prohibitions described in Section 1902(a)(4)(C) of the Act. (42 CFR § 438.3(f)(2).)

**B.** Contractor's officers and employees shall not have a financial interest in this agreement, or a subcontract of this agreement made by them in their official capacity, or by anybody or board of which they are members unless the interest is remote. (Gov. Code §§ 1090, 1091; 42 CFR § 438.3(f)(2).)

**C.** Contractor shall not utilize in the performance of this agreement any state or county officer or employee in the state or county civil service or other appointed state or county official unless the employment, activity, or enterprise is required as a condition of the officer or employee's regular state or county employment. (Pub. Con. Code § 10410; 42 CFR § 438.3(f)(2).) Contractor shall submit documentation to BHRS of employees (current and former state and county employees) who may present a conflict of interest.

**D.** The parties to this agreement have read and are 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. Contractor agrees that it is unaware of any financial or economic interest of any public officer or employee of County relating to this agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this agreement, County may immediately terminate this agreement by giving written notice thereof. Contractor shall comply with the requirements of Government Code Section 87100, et seq., during the term of this agreement.

## 24. DISCLOSURE OF OWNERSHIP AND CONTROL INTEREST STATEMENT

Contractor shall comply with the requirements pertaining to the Disclosure of Ownership and Control Interest Statement contained in **Exhibit K, Program Integrity Requirements,** and submit to County the **Disclosure of Ownership and Control Interest Statement,** included herein as **Exhibit L.**

## 25. HIPAA/HITECH COMPLIANCE

**A.** Contractor is a Business Associate under the federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

**B.** Contractor agrees to execute a **Business Associate Addendum** with County to supplement this agreement, which is attached as **Exhibit H**, and incorporated herein by reference.

**C.** Contractor represents that it has in place policies and procedures that will adequately safeguard any PHI it receives or creates, and Contractor specifically agrees, on behalf of itself, its subcontractors, and agents, to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations. Policies must address the confidentiality, integrity, and availability of all PHI and electronic Protected Health Information (ePHI) that is created, received, maintained or transmitted; identify and protect against reasonably anticipated threats to the security or integrity of PHI and ePHI; protect against reasonably anticipated, impermissible uses and disclosures; and ensure compliance by workforce members.

**D.** No later than thirty (30) days after the beginning date of the initial agreement, Contractor must submit to the BHRS Privacy and Corporate Compliance Office, the names and contact information of its current Privacy Officer, Security Officer, and Compliance Officer, and within thirty (30) days of any change of officer(s) during the year in any subsequent agreements, in accordance with federal and state regulations.

**E.** Where applicable, Contractor agrees to implement appropriate safeguards and maintain individually identifiable patient health information ("Protected Health Information or "PHI," including electronic PHI) as required by HIPAA.

**F.** Contractor agrees to submit to County a current copy of their HIPAA Security Rule Annual Risk Assessment upon request.

**G.** Contractor shall use and disclose only the minimum necessary PHI.

**H.** Contractor may use and disclose PHI only as permitted under HIPAA for legal, management, and administrative purposes in connection with treatment, payment, and healthcare operations or as required by law.

**I.** Contractor shall require third parties to whom it may disclose PHI to agree in writing to similar restrictions and to comply with HIPAA.

**J.** Contractor shall track disclosures of PHI as required under HIPAA, to include the nature of the information disclosed, the date of the disclosure, to whom the information was disclosed, address of the recipient, if known, and the purpose of the disclosure and provide County with an accounting of such disclosures promptly upon request.

**K.** Contractor shall notify County of disclosures of PHI in violation of HIPAA and this agreement and take steps to mitigate, to the extent practicable, deleterious effects of improper use of PHI within twenty - four (24) hours.

**L.** Contractor shall promptly make PHI available to County and clients upon request.

**M.** Contractor shall permit clients to request amendment to or correction of PHI, amend and/or correct PHI as appropriate when so requested, notify County of requests for correction and amendments to PHI by clients, and incorporate into PHI amendments and/or corrections made to PHI by County as directed by County.

**N.** Contractor acknowledges that PHI received from County shall remain County's property and that within ten (10) business days of County's request or upon termination of this agreement, said PHI shall be returned to County or be destroyed, if County so directs.

**O.** If such return or destruction is infeasible, Contractor shall use such PHI only for purposes that make such return or destruction infeasible, and the provisions of this agreement shall survive termination of the agreement with respect to such PHI. Contractor has established internal policies and procedures regarding HIPAA compliance, privacy, and security and agrees to make such policies and procedures available to County upon request.

**P.** Contractor will share/exchange PHI with the Department for treatment and referral purposes, even if the "patient" has not signed an authorization to release or exchange information. Federal and state privacy laws allow doctors, nurses, hospitals, laboratory technicians, and other health care providers

to disclose PHI for treatment/referral purposes without the patient's authorization. This includes sharing the information to consult with other providers and in situations in which the patient is receiving involuntary services.

**Q.** Contractor agrees to comply with the terms set forth in **Exhibit I, Privacy and Information Security Provisions,** This Exhibit contains language from the Department of Health Care Services Performance contract, which discusses controls for public, confidential, sensitive, and personal information.

**R**. Contractor shall agree to comply with the terms set forth in **Exhibit K, Program Integrity Requirements.** This Exhibit contains language from the Department of Health Care Services Performance contract, which addresses the Compliance conditions for receiving payment under a Medi-Cal managed care program.

## 26. INDEMNIFICATION

Contractor agrees to indemnify, defend, and hold harmless County and County's agents, board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, cost, and expense (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by county, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, that arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim, or suit arising from or connected with any services performed pursuant to this agreement on behalf of Contractor by any person or entity.

## 27. IMMIGRATION REFORM AND CONTROL ACT

Contractor, and all subcontractors hired by Contractor to perform services under this agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA") of 1986, Public Law 99-603. Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend, and hold harmless County, its agents, officers, and employees, from any liability, damages, or causes of action arising out of or relating to any claims that Contractor's employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Contractor or Contractor's subcontractor(s).

## 28. INSURANCE

Contractor, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company

shown on the certificate. Upon request, Contractor shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The Contractor shall promptly deliver a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Contractor shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Contractor or County as an additional insured.

**A.** Workers' Compensation and Employers Liability Insurance Requirements:

In the event Contractor has employees or volunteers who may perform any services pursuant to this agreement, Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of section 3700 of the California Labor Code.

Contractor shall require any subcontractors to provide workers' compensation for all of the subcontractors' employees, unless the subcontractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this agreement is not covered by California Labor Code section 3700, Contractor shall provide and/or require each subcontractor to provide adequate insurance for the coverage of employees not otherwise covered.

Contractor shall also maintain employer's liability insurance with limits of **ONE MILLION DOLLARS ($1,000,000)** for bodily injury or disease.

**B.** Liability Insurance Requirements:

Contractor shall maintain in full force and effect, at all times during the term of this agreement, the following insurance:

a. Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this agreement with the county), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Contractor shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this agreement. The amount of said insurance coverage required by this agreement shall be the policy limits, which shall be at least **ONE MILLION DOLLARS ($1,000,000) each occurrence and TWO MILLION DOLLARS ($2,000,000)** aggregate.

b. Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this agreement with coverage equal to the policy limits, which shall be at least **ONE MILLION DOLLARS ($1,000,000)** each occurrence.

c. Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this agreement, with coverage equal to the policy limits, which shall not be less than **ONE MILLION DOLLARS ($1,000,000) per occurrence and THREE MILLION DOLLARS ($3,000,000)** aggregate.

d. If the Commercial General Liability policy or Professional Liability policy is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering sexual abuse or molestation. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least **ONE MILLION DOLLARS ($1,000,000) per occurrence or claim and TWO MILLION DOLLARS ($2,000,000)** aggregate.

e. Cyber Liability Insurance/Technology Professional Liability Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, involving access to personal and or confidential information, software or technology services where a data breach or exposure to personal and or confidential information could impact the County, coverage shall be equal to the policy limits, which shall be at least **ONE MILLION DOLLARS ($1,000,000) per occurrence and TWO MILLION DOLLARS ($2,000,000)** aggregate. Coverage shall respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The Commercial General Liability insurance required in this sub-paragraph B shall include an endorsement naming County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on Insurance Services Office (ISO) form Commercial General (CG) 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

**C.** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Liability insurance. No insurance or self-insurance maintained by the County, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss.

**D.** Any self-insured retentions in excess of **ONE HUNDRED THOUSAND DOLLARS ($100,000)** must be declared on the Certificate of Insurance or other documentation provided to county and must be approved by the County Risk Manager.

**E.** If any of the insurance coverages required under this agreement is written on a claims-made basis, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least five (5) years following the termination of this agreement with coverage extending back to the effective date of this agreement; (ii) purchase an extended reporting period of not less than five (5) years following the termination of this agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

**F.** Cancellation of Insurance – The above-stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this

agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor must be endorsed to provide that the coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except after ten (10) days written notice in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. Such notice shall be by certified mail, return receipt requested. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

**G.** All insurance shall be issued by a company or companies admitted to do business in the State of California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County's Risk Manager.

**H.** If Contractor is, or becomes during the term of this agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. County will not accept such coverage unless County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.

**I.** All insurance afforded by Contractor pursuant to this agreement shall be primary to and not contributing to all insurance or self-insurance maintained by County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the county.

**J.** Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude County from taking such other actions as are available to it under any other provision of this agreement or otherwise in law.

**K.** Failure by Contractor to maintain all such insurance in effect at all times required by this agreement shall be a material breach of this agreement by Contractor. County, at its sole option, may terminate this agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Contractor pursuant to this agreement is insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this agreement.

## 29. SUBROGATION

In the event a beneficiary is injured by the act or omission of a third party, or has a potential or existing claim for a workers' compensation award, or a claim/recovery through uninsured motorist coverage, the right to pursue subrogation and the receipt of payments shall be as follows:

**A.** Contractor may submit to the Department claims for Medi-Cal covered services rendered, but Contractor shall not make claims to or attempt to recoup the value of these services from the above-referenced entities.

**B.** Contractor shall notify the Department within ten (10) days of discovery of all cases that could reasonably result in recovery by the beneficiary of funds from a third-party, third-party insurance carrier, workers' compensation award, and/or uninsured motorist coverage.

## 30. REPRESENTATIONS

Contractor makes the following representations, which are agreed to be material to and form a part of the inducement of this agreement:

**A.** Contractor has the expertise, training, and experience necessary to provide the services described in this agreement; and

**B.** Contractor does not have any actual or potential interest adverse to County nor does Contractor represent a person or firm with an interest adverse to County with reference to the subject of this agreement; and

**C.** Contractor is willing and able to diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this agreement; and

**D.** Contractor shall provide a beneficiary's choice of the person providing services to the extent feasible in accordance with California Code of Regulations, Title 9, Section 1830.225 and 42 CFR Part 438.3(l).

## 31. POLITICAL-RELIGIOUS ACTIVITY

**A.** No person performing any service or providing any goods designated under this Contract shall participate in any political or religious activity on County time or in any manner involving the use of county property or expenditure of public funds nor conveying the implication of County endorsement or support for a candidate for local, state, or federal office.

**B.** Notwithstanding the foregoing, nothing in this Contract shall be construed to unlawfully limit an individual's Constitutional rights. Accordingly, the limitations contained in this section are for the sole purpose of preventing proselytizing and politicking while engaged in the performance of services under this Contract.

## 32. NON-ASSIGNMENT AND SUBCONTRACTING

**A.** Contractor shall not assign, sublet, or transfer this agreement, or any part hereof, nor assign any monies due or that become due to Contractor under this agreement, without the prior written or electronic and express approval of County.

**B.** Functions undertaken by Contractor may be carried out under subcontracts only upon obtaining the prior written approval of County. All such subcontracts shall be in writing and shall abide by such federal, state, and local laws and regulations that pertain to this agreement. No subcontract shall terminate or lessen the legal responsibility of Contractor to County to ensure that all activities under this agreement will be carried out.

**C.** This section is applicable to only those subcontracts entered into by Contractor, the purpose of which is to provide services required under this agreement, and not to any other contracted services obtained by Contractor.

**D.** Individuals subcontracted to work within contracted programs, who are working under programmatic supervision of Contractor, may be subject to the pre-approval requirement, as determined by County.

**E.** Subcontracting requirements contained in the agreement between the California Department of Health Care Services (DHCS) and County of Kern specify the following:

1. No subcontract terminates the legal responsibility of County to the state to ensure all activities under this contract are carried out.

2. All inpatient subcontracts shall require that subcontractors maintain necessary licensing and certification.

3. No person performing any service or providing any goods designated under this Contract shall participate in any political or religious activity on County time or in any manner involving the use of county property or expenditure of public funds nor conveying the implication of County endorsement or support for a candidate for local, state, or federal office. Notwithstanding the foregoing, nothing in this Contract shall be construed to unlawfully limit an individual's Constitutional rights. Accordingly, the limitations contained in this section are for the sole purpose of preventing proselytizing and politicking while engaged in the performance of services under this Contract.

4. Each subcontract shall contain:

a. Full disclosure of the method and amount of compensation or other consideration to be received by the subcontractor from County.

b. Specification of the services to be provided.

c. Specification that the subcontract shall be governed by County and construed in accordance with all laws and regulations and all contractual obligations of County to the state DHCS.

d. Specification of the term of the subcontract including the beginning and ending dates, as well as methods for amendment, termination and, if applicable, extension of the subcontract. The subcontract must be subject to full or partial termination if Contractor's performance is inadequate.

e. Contractor's agreement to make all of its books and records, contracts, computer or other electronic systems of the subcontractor, or of the subcontractor's Contractor pertaining to the goods and services furnished or determination of amounts payable under the terms of the subcontract available for inspection, examination, evaluation, or copying by the Department, DHCS, United States Department of Health and Human Services (HHS), the Comptroller General of the United States, and other authorized federal and state agencies, or their duly authorized representatives.

f. The subcontract shall also state that inspection shall occur at all reasonable times, at Contractor's place of business, or at such other mutually agreeable location in California, in a form maintained in accordance with the general standards applicable to such book or record keeping, for a term of at least ten (10) years from the close of the state fiscal year in which the subcontract was in effect or from the date of completion or any audit, whichever is later. If the Department, DHCS, HHS, or the Comptroller General of the United States determines that there is a reasonable possibility of fraud or similar risk, they may inspect, evaluate, and audit the subcontractor at any time.

g. Contractor's agreement that assignment or delegation of the subcontract shall be void unless prior written approval is obtained from County.

h. Contractor's agreement to hold harmless both the state and beneficiaries in the event the County cannot or does not pay for services performed by the subcontractor pursuant to the subcontract.

i. Contractor's agreement to comply with County's policies and procedures on advance directives and County's obligations for Physician Incentive Plans, if applicable based on the services provided under the subcontract.

j. A requirement that County monitors Contractor and Contractor's obligation to provide a corrective action plan if deficiencies are identified.

## 33. NO THIRD-PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement, shall be strictly reserved to County and Contractor. Nothing contained in this agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Contractor that any such person or entity, other than County or Contractor, receiving services or benefits under this agreement shall be deemed an incidental beneficiary only.

## 34. AUTHORITY TO BIND COUNTY

It is understood that Contractor, in Contractor's performance of any and all duties under this agreement, except as otherwise provided in this agreement, has no authority to bind County to any agreements or undertakings.

## 35. DISPUTE AND ISSUE RESOLUTION

**A.** Should a dispute occur concerning Contractor's performance or Contractor's interpretation of specific terms of this agreement, including, but not limited to, the validity of overpayment demands and proposed budget modifications, Contractor shall notify the BHRS Administrator of this issue within sixty (60) days of its occurrence. Such notification shall include specific identification of the issue(s) under dispute, Contractor's factual basis for the issue, Contractor's proposed solutions, and the documentary support for the solutions.

**B.** The BHRS Administrator shall have fifteen (15) workdays from receipt of the notification to render a decision on the dispute. The BHRS Administrator may convene a conference between County and Contractor as part of the decision-making process. The BHRS Administrator and Contractor may agree to extend the time period for a decision by the execution of a written memorandum, signed by the parties, specifying the new time period. The decision made by the BHRS Administrator shall be in writing and shall contain sufficient factual data and documentary evidence to reasonably explain the decision.

**C.** If Contractor disputes the decision made by the BHRS Administrator, Contractor may request that the Director of BHRS, or the Director's designee, review the decision. Such request shall be in writing and received by the Director, or the Director's designee, within five (5) workdays of the date of the BHRS Administrator's decision. Such request shall include identification of the items under dispute, Contractor's proposed solutions in summary form, the date of the BHRS Administrator's decision and

any additional information Contractor deems necessary in support of its position. The Director, or the Director's designee, shall have fifteen (15) workdays from the date of receipt of Contractor's request to render a final administrative decision. The Director, or the Director's designee, may convene a conference between County and Contractor as a part of the decision-making process. The decision of the Director, or the Director's designee, shall be the final administrative decision. Nothing in this agreement prevents Contractor from seeking judicial review of such a final administrative decision.

**D**. Pending conclusion of any dispute, the interpretation placed upon the agreement by County will govern operation hereunder, and Contractor shall proceed diligently with the performance of the agreement, except that Contractor may terminate this agreement in the manner set forth herein.

**E.** Contractor Appeal Process

Contractor may appeal a denied or modified request for County payment authorization or a dispute with County concerning the processing or payment of a provider's claim to county.

1. The written appeal shall be submitted to County within ninety (90) calendar days of the date of receipt of the non-approval of payment or within ninety (90) calendar days of County's failure to act on the request in accordance with time frames required by the California Code of Regulations, Title 9, "Provider Appeal Process."

2. County has sixty (60) calendar days from its receipt of the appeal to inform Contractor in writing of the decision, including a statement of the reasons for the decision that addresses each issue raised by Contractor, and any action required by Contractor to implement the decision.

3. If the appeal is not granted in full, Contractor shall be notified of any right to submit an appeal to the state as required by the California Code of Regulations, Title 9.

4. If applicable, Contractor shall submit a revised request for County payment authorization within thirty (30) calendar days from receipt of County's decision.

5. If applicable, County shall have fourteen (14) calendar days from the date of receipt of Contractor's revised request for County payment authorization to submit the documentation to the Medi-Cal fiscal intermediary that is required to process County's payment authorization.

6. If County does not respond within sixty (60) calendar days to the appeal, the appeal shall be considered denied in full by the Mental Health Plan (MHP) and DMC ODS**.**

## 36. CHOICE OF LAW AND VENUE

The parties hereto agree that the provisions of this agreement will be construed pursuant to the laws of the state of California. This agreement has been entered into and is to be performed in the County of Kern. Accordingly, the parties agree that the venue of any action relating to this agreement shall be in the County of Kern.

## 37. NON-WAIVER

No covenant or condition of this agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Contractor. County shall be entitled to invoke any remedy available to County under this agreement or by law or in equity despite said forbearance or indulgence.

## 38. ENFORCEMENT OF REMEDIES

No right or remedy herein conferred upon or reserved to County is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder, now or hereafter existing by law or in equity or by statute or otherwise and may be enforced concurrently or from time to time.

## 39. CAPTIONS AND INTERPRETATION

**A.** Paragraph headings in this agreement are used solely for convenience and shall be wholly disregarded in the construction of this agreement.

**B.** No provision of this agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this agreement shall be construed as if jointly prepared by the parties.

## 40. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this agreement.

## 41. COUNTERPARTS

This agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instruments.

## 42. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this agreement with County. Contractor has not received from County any incentive or special payments, or considerations not related to the provision of services under this agreement.

## 43. ENTIRE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the parties relating to the services, rights, obligations, and covenants contained herein and assumed by the parties respectively. No inducements, representations, or promises have been made, other than those recited in this agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

## 44. NEGATION OF PARTNERSHIP

In the performance of all services under this agreement, Contractor shall be, and acknowledges that Contractor is, in fact and law, an independent contractor and not an agent or employee of County. Contractor has and retains the right to exercise full supervision and control of the manner and methods of providing services to County under this agreement. Contractor retains full supervision and control over the employment, direction, compensation, and discharge of all persons assisting Contractor in the provision of services under this agreement. With respect to Contractor's employees, if any, Contractor

shall be solely responsible for payment of wages, benefits, and other compensation, compliance with all occupational safety, welfare, and civil rights laws, tax withholding and payment of employee taxes, whether federal, state, or local, and compliance with any and all other laws regulating employment.

## 45. SEVERABILITY

Should any part, term, portion, or provision of this agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement that the parties intended to enter into in the first instance.

## 46. TERMINATION

Either party may terminate this agreement in whole, with or without cause, upon thirty (30) days' prior written notice to the other party. In the event of termination of this agreement for any reason, County shall have no further obligation to pay for any services rendered or expenses incurred by Contractor after the effective date of the termination, and Contractor shall be entitled to receive compensation for services satisfactorily rendered, calculated on a prorated basis up to the effective date of termination. Should DHCS or any other oversight agency or BHRS determine that the delivery of service is unsatisfactory, BHRS may terminate the agreement in part or in whole.

## 47. IMMEDIATE TERMINATION

Notwithstanding the foregoing, County shall have the right to terminate this agreement effective immediately after giving written notice to Contractor in the event County determines that Contractor does not have the proper credentials, experience, or skill to perform the required services under this agreement; or in the event that continuation by Contractor in the providing of services may result **(i)** in civil, criminal, or monetary penalties against County, **(ii)** in the breach of any federal or state or regulatory rule or regulation or condition of accreditation or certification, or **(iii)** in the loss or threatened loss of County's ability to participate in any federal or state health care program, including Medicare or Medi-Cal.

## 48. REQUIRED DOCUMENTS

**A.** Agreements That Are Renewed Annually: Contractor shall submit all required documents to the Contract Monitoring Unit before BHRS sends the contract to the Board of Supervisors or County Purchasing Manager to be executed. Required documents include but are not limited to: Pre-Award Risk Assessment, and Disclosure of Ownership Form.

1. If applicable, Telehealth Attestations are collected each year, upon initial contact.

**B.** Multi-Year Agreements: Contractor shall submit all required documents to the Contract Monitoring Team **on or before March 1 annually**. Failure to submit the required documents in a timely manner shall be deemed a material breach of this agreement and may result in termination of the agreement.

## 49. SIGNATURE AUTHORITY

Each party has full power and authority to enter into and perform this agreement, and the person signing this agreement on behalf of each party has been properly authorized and empowered to enter into this agreement.

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**IN WITNESS TO WHICH**, each party to this agreement has signed this agreement upon the date indicated, and agrees for itself, its employees, officers, partners, and successors, to be fully bound by all terms and conditions of this agreement.

**APPROVED AS TO CONTENT:**
Behavioral Health and Recovery Services

By: _____
Alison Burrowes, MA, LCSW, Director

**COUNTY OF KERN**
Board of Supervisors

By: _____
Chairman

**APPROVED AS TO FORM:**
Office of the County Counsel

By:_____
Kyle Holmes, Deputy

**COMMUNITY ACTION PARTNERSHIP OF KERN**

By:_____
Jeremy T. Tobias, Chief Executive Officer

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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT A – DESCRIPTION AND STANDARDS OF SERVICES**

1. **Scope of Work Summary:**

**A.** Activities:

Contractor shall perform all services set forth in the Agreement. Contractor will be responsible for administering the program and providing the operational services to the Premises as described further herein, in a manner satisfactory to the County and consistent with any standards required as a condition of providing these funds.

**B.** Program Description

Contractor will operate a Safe Camping and Parking Program located at 2900 M Street, Bakersfield, CA 93301 (the Premises), for those experiencing homelessness in particular for those currently dwelling around downtown Bakersfield.

**C.** Eligible Participants

For purposes of the BHBH Program, the definition of "homeless" is based on the definition used in the Enhanced Care Management program (ECM Policy Guide, May 2022, page 8), as outlined below. An individual or family experiencing homelessness is defined as any of the following:

- An individual or family that lacks adequate nighttime residence
- An individual or family with a primary residence that is a public or private place not designed for or ordinarily used for habitation
- An individual or family living in a shelter
- An individual exiting an institution (including incarceration) into homelessness
- An individual or family who will imminently lose housing in next 30 days
- Unaccompanied youth and homeless families and children and youth defined as homeless under other federal statutes
- Individuals fleeing intimate partner violence

Notes on this definition:

This definition is based on the HUD definition of "homeless," with the following modifications:

- If exiting an institution, individuals are considered homeless if they were experiencing homelessness immediately prior to entering that institutional stay, regardless of the length of the institutionalization.

- The time frame for an individual or family that will imminently lose housing has been extended from 14 days (HUD definition) to 30 days.

**D.** Use of Funds:

Funds will be used to provide contracted services and operations of the Premises, such as providing safety net services, including shelter and connections to service providers. Said services

and operations shall be to provide people experiencing homelessness a pathway to service connections, health care, housing and stability.

If Contractor is utilizing more than one funding stream for operation of the Program, Contractor is responsible for tracking and reporting the services delivered, the expenditures, and revenue received to ensure that no duplicate cost is paid.

**E.** Reporting:

i. Deliverables: Contractor is required to submit monthly reports of project deliverables in a form mutually agreed upon by the Contractor and County. Details may include but are not limited to residents/clients, entries and exits, meals, care items, hours of service, complaints/disputes, etc.

Other reporting items will be determined in coordination with County. Contractor is required to enter the data in the Homeless Management Information System (HMIS) along with other designated and approved data collection and reporting software.

Contractor will collaborate with County on Coordinated Entry System and other Continuum of Care services/efforts.

ii. Financial Reports: Contractor is required to submit financial reports and audits in accordance with the terms of this agreement.

iii. Mandatory Reporting: In the event of the occurrence of a critical incident that may create potential liability on the part of the County, including any threats or incidents of sexual assault, assault or other violence, theft, disaster occurrence, infectious disease, unsafe conditions or unlawful activity, or any incident that is required to be reported to any governmental agency, Contractor shall notify County immediately and in no case later than forty-eight (48) hours, and shall retain any video or documentary evidence of such incidents for County access and review.

**2. Description of Program**

The Contractor will provide the following:

Safe Camping - Homeless individuals wishing to utilize a safe space will be offered overnight services in a designated space on the property of the M Street Navigation Center. All participants will be offered a tent and/or sleeping bag, outreach services, three (3) daily meals, medical outreach, mental health, and access to restrooms. There will be approximately 50 spaces provided for individuals experiencing homelessness. An increase or decrease in the number of spaces is permitted if agreed upon between County and Contractor.

Safe Parking - Parking of approximately ten (10 spaces will be provided for individuals experiencing homelessness who reside in their vehicles. Individuals will have access to community resources and access to restrooms. An increase or decrease in the number of spaces permitted if agreed upon between County and Contractor.

See Attached Exhibit B

**3. Description of Services/Contractor Responsibilities**

The Premises will meet the County's need to provide safe space to those homeless individuals who are shelter resistant. This will include operating, maintaining, staffing and coordinating the resources of the Premises. Applicant must have the ability to operate 24/7 and 365 days a year.

**A. Shelter Requirements**

Contractor will:

i. Ensure that Premises will be in operation 24/7 (24 hours per day, 7 days a week, 365 days per year). Contractor is expected to have a 24-hour contact available to staff for emergency purposes.

**B. Site Management Tasks**

Contractor will:

i. Take appropriate action for medical/mental health emergencies.

ii. Complete a management report gathering data mutually agreed on by Contractor and County.

iii. Provide supervision of the homeless guests including shelter entry registration and the scheduling of meals, restroom services, and other personal services as needed. Contractor will provide appropriate staff coverage for day/evening shifts, with a minimum of two (2) staff on duty at all times. Contractor will further BHRS with a staffing plan if requested.

**C. Administrative Management Tasks**

Contractor will:

i. Work in partnership with the County to be a "Good Neighbor", informing the public about the positive aspects of the Premises, being responsive to community concerns, and working closely with local government to minimize the impact of the Premises on the surrounding neighborhood.

ii. Submit policies and procedures for the Premises including but not limited to all aspects of services, management plan, staff responsibilities and staff coordination.

iii. Coordinate with County agencies engaged with the homeless including local agencies, social services programs and volunteers to assist with services.

iv. Provide 24/7 on-call staff for emergencies.

v. Provide Liability and other required insurances to cover accidents or injuries caused as a result of operating shelters for the homeless at the sites.

vi. Provide supplies and equipment as needed. It is the Contractor's responsibility to inventory the supplies.

vii. Review all billings and assure payments, if applicable.

viii. Provide staff training as needed, and direction to engaged community groups and volunteers, as appropriate.

ix. Coordinate with Kern County community resources, other County agencies and community-based organizations, as necessary and appropriate.

**4. Program Design**

**A.** Low Barrier Criteria - The site is designed to encourage participation by providing low barriers to entry and accommodate any person who identifies as homeless. All persons identifying as homeless or hungry and seeking help will be welcomed, and Contractor will refer families with children, unaccompanied youth, and victims of domestic violence/sex trafficking to area agencies who can provide specialized programs and services to better address the needs of these populations as quickly as possible.

**B.** Entry criteria for adults who are homeless include:

- Homeless (HUD Definition)
- Age 18 or older (youth will be immediately triaged to a youth provider if possible)
- Ambulatory and not requiring hospital or nursing home care
- Agree to be non-violent
- Agree not to use or sell drugs or illegal substances on the premises
- Agree to treat other clients, staff and the property with respect
- Agree to obey fire and other safety regulations
- Agree to abide by pet/animal requirements
- Agree to follow posted Premises rules, including signing in at entry

**C.** Safe Shelter Access - The Premises will be open 24 hours a day, seven days a week, including all holidays. Camping and/or Parking will be available on a first-come-first-serve basis. The goal will be to provide a safe, secure sleeping area for those in need. It is anticipated that the service needs of most of the homeless guests will be very high, and Contractor has developed staffing plans based on addressing those needs while keeping everyone sale.

**D.** Sleeping Areas –

- Safe Camping: Up to fifty (50 safe camping sites will be made available each night. Contractor will configure the site to accommodate a variety of needs. Because the area designated for shelter has uncovered areas, some areas may be susceptible to flooding or rain exposure during inclement weather. Contractor will assign spaces to clients and if needed, provide a tent and/or sleeping bag. Individuals will have access to community resources and access to restrooms.

- Safe Parking: Up to ten (10) spaces will be provided for individuals experiencing homelessness who reside in their vehicles each night. Contractor will configure the site to accommodate ten (10) vehicles. Individuals will have access to community resources and access to restrooms.

**E.** Meals – Contractor will coordinate food delivery and is expected to provide 3 meals each day to guests. It is highly encouraged that the Contractor seeks food donations where possible.

Storage - Contractor expects that guests will be allowed to bring a small amount of personal items into their sleeping area. Contractor recognizes that guests value their belongings, and

Contractor will work with every guest to find the balance between creating a safe and sanitary environment while honoring the value of personal possessions.

**F.** Pets – Client pets are allowed on the Premises based on the established Pet Policy.

**G.** Entry Process – During the daytime, Security will ask those entering to sign in and staff will be on hand to assist guests to services they may choose to access. New intakes are welcome anytime between 8:00 am to 4:00 pm. Returning guests must return for daily check-in no later than 7:30 pm. Security will assist those who are not staying transition out of the area.

No one seeking shelter for the night will be turned away provided they are not a danger to themselves or others. Anyone who chooses to leave during the night is free to do so; however, they will not be allowed back in until a 24 hour period has passed, and stored items might not be immediately accessible and may need to be retrieved the following day.

Because of various language barriers and illiteracy rates among the guests, guests will be asked in their native language if they completely understand any intake/assessment forms which may be completed for services. Guests needing additional assistance will have the rules and intake forms explained to them. When English is their second language, the rules and intake forms will be explained in their primary language whenever feasible.

**H.** Security - Security will be in place 24 hours a day, 7 days a week, to help provide a peaceful environment for those seeking services and respite from the streets. There will be security on the Premises at all times. Contract will follow policies and procedures that promote utmost safety for clients, staff, providers, volunteers and the overall community and will strive to provide an atmosphere that promotes community, remains alert for signs of conflict, and confronts behaviors to prevent escalation.

**I**. Contractor acknowledges that they are required to collaborate with other homeless services agencies.

**J.** Contractor will ensure all insurance coverage requirements are fulfilled during the term of this agreement.

**K.** Contractor shall comply with all State of California and local regulations, as applicable.

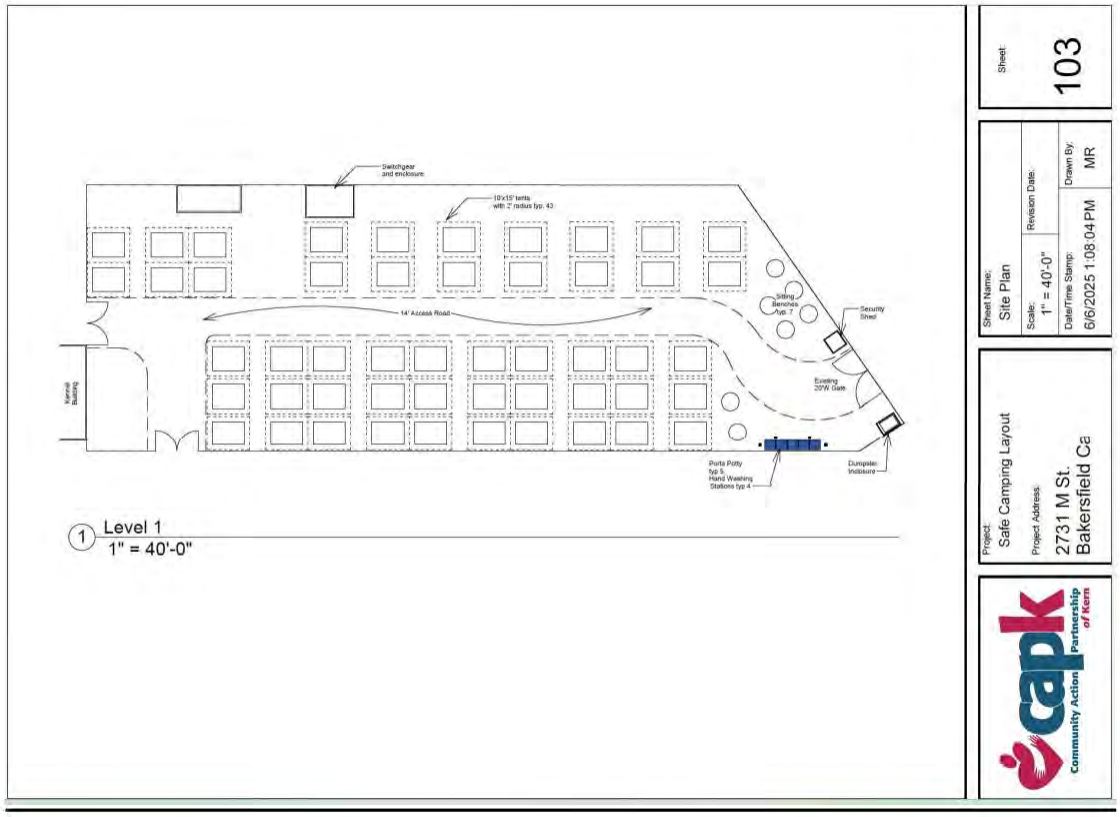
**L.** Contractor will partner with medical or law enforcement in the event of an emergency. With the nature of the population being served at the shelter, there is a need to take precautions, should a medical need or emergency arise. The first reaction for any emergency situation would be to call 9-1-1. Staff and volunteers at these sites will be provided with additional emergency contact numbers. All staff and volunteers at the Premises shall be trained on appropriate emergency procedures in order to handle crisis situations in the most effective manner possible.

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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT B – SAFE CAMPING AND PARKING FLOOR PLAN**




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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT C – DEFINITIONS**

## Bridge Housing

For purposes of the BHBH Program, “bridge housing” is defined as short- and mid-term residential programs with a goal to connect individuals to long-term housing stability. The BHBH Program uses a broad definition of “bridge housing” that may include, and may not be limited to, emergency/interim housing, rental assistance, and auxiliary funding in assisted living settings (commonly referred to as “board and care patches”). See Attachment C for more details on bridge housing types. BHBH settings must offer supportive services that address the housing needs of participants. BHBH Programs are low barrier and use harm reduction strategies and Housing First principles. However, when indicated, funding may be used to support recovery residences and sober living environments for individuals with significant substance use disorder needs. Bridge housing must meet the ESG Minimum Habitability Standards and, when possible and as applicable, should also meet CoC Housing Quality Standards (HQS).

## Family

“Family” includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family. (Source: HUD Continuum of Care Program FAQ)

## Homeless Management Information Systems (HMIS)

HMIS collects and organizes information related to local populations of people experiencing homelessness and the ways that programs meet their needs. More specifically, HMIS allows communities and programs to:

- Assess individual needs and services to improve case management and care coordination
- Connect people experiencing homelessness or at risk of homelessness with housing and supportive services

HMIS also helps communities, states, and the federal government to:

- Evaluate how programs can better serve people experiencing or at risk of homelessness
- Inform applications for local, state, and federal funding for homeless services programs
- Inform local, state, and federal policy changes

## Housing First

Housing First is defined in WIC Section 8255 (11)(d)(1)-(2)(A) as “the evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and do not make housing contingent on participation in

services. Housing First includes time-limited rental or services assistance, so long as the housing and service provider assists the recipient in accessing permanent housing and in securing longer-term rental assistance, income assistance, or employment."

Consistent with the national Housing First model and WIC section 8255, abstinence from alcohol or other substances cannot be a requirement or prerequisite for housing funded by the BHBH Program, nor can the use of alcohol or other substances in and of itself be grounds for eviction; services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to optional evidence-based treatment. However, when indicated, funding may be used to support recovery residences and sober living environments for individuals with significant substance use disorder needs.

**Housing Navigation**

Housing navigation is an integral part of the process of assisting people in identifying housing options, resources, and services. Housing navigators work with individuals to help them find, move in to, and retain affordable housing. They also develop relationships with community partners, other service providers, agencies offering housing subsidies, and property owners and managers. Navigators help individuals eliminate or reduce the impact of personal housing barriers such as criminal records, poor credit, or prior housing judgments due to eviction, as well as transportation needs, application fees, and/or utility payments. Additionally, housing navigators may assist in identification and reporting of instances of housing discrimination. They may link individuals with bridge housing and housing subsidy agencies and assist them in completing application. They may also work with property owners and public housing authorities (PHAs) to facilitate approvals, assisting with documentation, timely inspections, and corrective action requests.

**Serious Behavioral Health Condition**

The BHBH Program eligibility criteria are adapted from the Specialty Mental Health Services (SMHS) access criteria (BHIN 21-073) and the Drug Medi-Cal Organized Delivery System/Drug Medi-Cal access criteria ( BHIN 21-071; BHIN 23-001), including all CARE Program participants. There are no age restrictions on BHBH Program participants. To be eligible for a BHBH Program-funded project, an individual must meet one of the following criteria:

1. The individual has one or more of the following:

    a. Significant impairment, where "impairment" is defined as distress, disability, or dysfunction in social, occupational, or other important activities, including education and family relationships
    b. A reasonable probability of significant deterioration in an important area of life functioning
    c. A need for SMHS, regardless of presence of impairment (for individuals under age 21)

    AND

    The individual's condition, as defined in a, b, and/or c, is due to either of the following:

    a. A diagnosed mental and/or substance-related or addictive disorder, according to the criteria of the current editions of the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Statistical Classification of Diseases and Related Health Problems (ICD)

b. A suspected mental and/or substance-related or addictive disorder that has not yet been diagnosed

OR

2. The individual has at least one of the following:

a. At least one diagnosis from the current edition of the DSM for Substance-Related and Addictive Disorders, with the exception of Tobacco-Related Disorders and Non-Substance-Related Disorders
b. At least one suspected diagnosis from the current edition of the DSM for Substance-Related and Addictive Disorders, with the exception of Tobacco-Related Disorders and Non-Substance-Related Disorders

OR

3. The individual is a CARE Program participant, regardless of whether they meet the criteria in paragraph (1) or (2), above.

**Short-Term and Mid-Term**

For purposes of the BHBH Program, “short-term” is defined as less than 90 days and “mid-term” is a period between 90 days and 2 years, with the possibility of a 1-year extension. Because the BHBH Program sunsets on June 30, 2027, its funds cannot be used to support longer-term housing or rental assistance. County BHAs are encouraged to allow flexible lengths of stay in bridge housing settings to ensure housing navigation and placement services can take place and that individuals are exited to permanent housing to the greatest extent possible.

**Supportive Services**

Supportive services are those services necessary to help program participants obtain and maintain housing, manage symptoms of serious behavioral health conditions, and support recovery and wellness. Examples include peer support, employment assistance, transportation assistance, and group and individual activities that promote a sense of purpose and community participation. Services covered by Medi-Cal cannot be paid for with BHBH Program funding. BHBH funds cannot be used as a match for Medi-Cal services. Counties must leverage Medi-Cal to the greatest extent possible, through use of California Advancing and Innovating Medi-Cal (CalAIM) programs including Enhanced Care Management, as well as the housing-related community supports.

**Homeless**

For purposes of the BHBH Program, the definition of “homeless” is based on the definition used in the Enhanced Care Management program (ECM Policy Guide, May 2022, page 8), as outlined below.
An individual or family experiencing homelessness is defined as any of the following:

- An individual or family that lacks adequate nighttime residence
- An individual or family with a primary residence that is a public or private place not designed for or ordinarily used for habitation
- An individual or family living in a shelter

• An individual exiting an institution (including incarceration) into homelessness
• An individual or family who will imminently lose housing in next 30 days
• Unaccompanied youth and homeless families and children and youth defined as homeless under other federal statutes
• Individuals fleeing intimate partner violence

Notes on this definition:

This definition is based on the HUD definition of “homeless,” with the following modifications:

• If exiting an institution, individuals are considered homeless if they were experiencing homelessness immediately prior to entering that institutional stay, regardless of the length of the institutionalization.
• The time frame for an individual or family that will imminently lose housing has been extended from 14 days (HUD definition) to 30 days.

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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT D – ADDITIONAL ADMINISTRATIVE AND ETHICAL REQUIREMENTS**

Contractor shall provide to County:

**1. Mission:** Contractor's mission statement and related policies indicating Contractor's dedication to the same or similar mission as Kern Behavioral Health and Recovery Services. The statement or policies shall include a requirement that employees will be trained in and expected to uphold a code of ethical conduct.

**2. Oversight:** Proof that the organization has a Board of Directors that conforms to the requirements set forth in the organization's Articles of Incorporation. The Board of Directors shall be responsible for the actions of the organization and able to demonstrate due diligence in the following areas.

**3. Insurance:** Certificates of adequate and appropriate insurance as required in the paragraph of this agreement entitled **"INSURANCE."** A written description of the Board of Directors accountability process assuring Contractor maintains proper and adequate insurance.

**4.Statutory Responsibilities:** Documentation delineating Contractor's plan to monitor the following statutory responsibilities:

A. Ensuring that all labor laws relating to individuals and employers are obeyed.

B. Adherence to labor standards, human rights, and occupational health and safety regulations.

C. Commitment to an anti-drug work environment.

D. Enforcement of non-smoking regulations.

E. Ensuring that all computer software copyright laws are enforced.

F. Complying with laws related to fundraising practices and the maintenance of non-profit status, including, but not limited to, those required by Internal Revenue Service and the Franchise Tax Board.

**5. Fiscal:** Written documentation in the form of plans, policies and/or statements outlining and demonstrating their strategies to accomplish the following fiscal responsibilities:

A. Developing a financial budget and monitoring financial performance.

B. Avoiding a deficit and meeting the requirement of the paragraph entitled **"Financial Solvency"** of this agreement.

C. Ensuring the collection and remittance of required employee payroll deductions.

D. Ensuring that expenditures reflect the appropriate use of funds and are appropriately authorized.

E. Demonstrating compliance with all applicable CFR circulars.

F. Ensuring that no board member holds a financial interest in or receives financial benefit from the organization.

G. Maintaining accurate and appropriate financial records.

**6. Standards of Care:** A current copy of their standards of care and related policies, which outline measures taken to ensure that standards are followed, and staff is trained in the concepts therein. Standards shall clearly state the following:

A. The range of programs.

B. Services provided.

C. How quality and outcomes are measured and tracked.

**7. Contracts:** A statement or plan proving their awareness of organizational obligations regarding contracts, including the requirements and consequences for failure to meet funding source obligations, and a plan for monitoring the organization's compliance with contractual obligations.

**8. Conflict of Interest:** Policies showing the requirement for all employees, including members of the Board of Directors, and corporate officers, to adhere to each of the standards related to conflict of interest as is applicable to governing boards, officers, and employees of public entities.

**9. By-Laws:** By-laws and policies that incorporate and set the courses of action for the following practices:

A. Financial management.

B. Human resources.

C. Personnel safety.

D. Client care.

**10. Monitoring:** A monitoring plan indicating that the Board of Directors is responsible for completing the following:

A. Reviews of financial statements (monthly or quarterly).

B. Initiation of an audit of financial transactions (annually).

C. Review of all reports on activities (e.g. monthly executive director's report).

D. Monitoring the implementation of key policies (e.g. part of the annual evaluation for the executive director).

**11. Accreditation:** In lieu of the above, Contractor shall provide to County documentation of accreditation from a County-recognized accreditation body, including but not limited, to CARF, Council on Accreditation, or the Joint Commission on Accreditation of Healthcare Organizations. Such accreditation warrants, and County concurs, that Contractor meets the requirements set forth in this Exhibit, provided that Contractor continuously maintains valid accreditation during the term of this

agreement. Contractor shall notify County within twenty-four (24) hours of any change in the status of its accreditation. Contractor agrees that County may ask for, and Contractor shall provide, information with regard to the items listed above.

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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT E – FUNDING SCHEDULE**

**JULY 1, 2026 – JUNE 30, 2027**

| COST CENTER 1670CC | STATE / FEDERAL | TOTAL FUNDING |
|---|---|---|
| FISCAL YEAR 2026-2027 | ALLOWED | $480,000 |
| MAXIMUM REIMBURSEMENT | | $480,000 |

Service Delivery Site(s):
2900 M Street, Bakersfield, CA 93301

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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT F – STATEMENT OF PROGRAM COST**

**NOTE: COMPLETED COPY ON FILE WITH FINANCE**

**Program Name:** _____ **Program Code:** _____

| COST ELEMENTS | CURRENT MONTH YTD COST | PREVIOUS MONTH YTD COST | CURRENT MONTH COST |
|---|---|---|---|
| Direct Clinical Salaries & Benefits | | | |
| All Other Salaries & Benefits | | | |
| **Total Salaries & Benefits** | | | |
| Rent | | | |
| Depreciation | | | |
| Office Expenses | | | |
| Equipment Purchases (over $5K) | | | |
| IT Hardware (over $1K) | | | |
| IT Software and Other expenses | | | |
| All Other Direct Program Expenses | | | |
| **Total Non-Salary Direct Program Costs** | | | |
| **Total Direct Cost** | | | |
| General & Administrative | | | |
| Allocated Cost | | | |
| **Total Indirect Costs** | | | |
| **Total Claim for Month** | | | |

**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT G – COST GUIDELINES**

1. Unless specified otherwise in this agreement, Contractor must follow the cost principles and guidelines set forth in 2 CFR Part 200 and 48 CFR subpart 31.2 as applicable to Contractor's organization type.

2. Only those costs that are reasonable, necessary and that provide a direct or indirect benefit to the County programs under this agreement will be allowable.

3. Contractor must maintain complete, detailed, and original supporting documentation for all costs. Examples of original documentation are original invoices, timecards, written lease agreements, and bank statements. Such documentation must be made readily available to County personnel for review purposes after County provides reasonable notice to Contractor. All direct and indirect costs that are not supported by original documentation or that are not made readily available for review by County shall be disallowed.

4. All personnel information, including contracted personnel costs, such as salaries and fringe benefits, must be supported by individual detailed time records, which indicate time charged to County programs. All time records must show evidence of having been reviewed and approved by a supervisor. Time records of therapists, counselors, etc., shall also be based upon client logs or other such information, that can verify time charged to County programs. Personnel records may also be reviewed for pay rate and documentation supporting the employee's right to work in the United States.

5. In no instance shall costs be allocated to County programs based upon revenue or the funding in **Exhibit E** of this agreement. Such reported costs are unacceptable and will be disallowed or adjusted as necessary.

6. All allocations of indirect, administrative, or overhead costs must be based upon the following: cost; salaries and benefits; full-time equivalent employees; square footage; or some other base which is equitable and consistently applied across the organization. Contractor shall allocate costs using the most reasonable base that provides the highest-level relationship of cost versus benefit. Costs allocated using revenue or contract funding amounts as an allocation basis will be disallowed. If the agreement has cost reimbursement services and services paid at a rate, the cost shall be equitably distributed between the programs.

7. No indirect, administrative, or overhead costs allocated to County programs under this agreement will be allowed if such costs provide no benefit to those programs. An example of such a disallowed cost would be the travel costs of Contractor's employees in relation to a non-County program. Such a cost would be a direct cost to the non-County program and should not be included in any allocation of indirect or administrative costs. Another example of unallowable costs would be personal expenses, benefits, gifts or other forms of compensation, which are not documented as being part of an employee's total compensation. Such costs shall not be allocated or directly charged to County programs.

8. Costs passed through from parent or affiliated organizations and charged to County programs will be allowed only to the extent that Contractor can provide documentation that such costs are reasonable and benefited County programs. Documentation may include original invoices, timecards, etc.

9. Duplicate costs charged to County programs will be disallowed.

10. Costs for meals, travel, and meetings must be consistent with those normally allowed by the organization in its regular operations and shall not exceed the established federal per diem levels. In the absence of an established organizational policy instituting meal per diem values, original receipts/invoices shall be required. Written descriptions as to purpose and in the cases of meals/meetings, names of participating individuals shall be provided in all instances.

11. The Department will be conducting specific monitoring activities to obtain information about the indirect cost Contractor is assigning to County programs. These reviews will be conducted throughout the agreement term and may include on-site visits to review documentation supporting indirect cost allocations and may include requests for reports detailing the specifics used to allocate indirect costs. It is expected the approach used by Contractor to allocate indirect costs will meet appropriate federal CFR guidelines. Any indirect cost deemed to not meet applicable CFR or this Attachment's Cost Guidelines will be disallowed.

12. County shall reimburse Contractor for the Chief Executive Officer's (or other such title) salary, benefits, and perquisites no more than the amount stated in the GuideStar Nonprofit Compensation Report for California Organizations, median range, based on budget size or actual total compensation costs, whichever is lower. Costs shall include both direct and indirect and total compensation costs and must be based on the lower of actual total compensation or the compensation limit set forth in GuideStar. (This should only be for cost reimbursement agreements).

13. For purposes of determining the GuideStar limitation, Contractor's budget shall be its adopted operating budget, which must closely correlate with actual operating expenses. Capital acquisitions are not considered to be part of Contractor's operating budget. The version of GuideStar applicable is the latest version published on the execution date of this agreement. (This should only be for cost reimbursement agreements).

14. County shall not provide reimbursement for any portion of the Chief Executive Officer's (or other such title) compensation costs charged to a program in excess of that which is determined reimbursable in accordance with subparagraph 12, or any other limitation set forth by applicable state and federal agencies. (This should be only for cost reimbursement agreements.)

15. Contractor shall provide County with the total compensation expected to be paid to the Chief Executive Officer (or other such title) over the term of agreement. If the term of agreement covers more than one (1) operating cycle for Contractor, the report on total compensation shall identify the expected total compensation for that portion of each operating cycle that will be allocated against county programs. Contractor shall provide the above information: (1) Within sixty (60) days of execution of agreement; and (2) during the last month of the term of agreement. It is County's expectation that each report will include actual data to the extent possible.

17. The form and content of the adopted operating budget provided to County shall be that which is normally provided to Contractor's Board of Directors, Chief Executive Officer, Chief Financial Officer, Owner, Partner, or other such governing authority.

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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT H - BUSINESS ASSOCIATE ADDENDUM**

**THIS BUSINESS ASSOCIATE ADDENDUM** ("Addendum") supplements and is made a part of the agreement ("agreement") by and between the County of Kern ("Covered Entity" or "CE") and **Community Action Partnership of Kern** ("Business Associate" or "BA"). This Addendum is effective as of date first written above (the "Addendum Effective Date").

**RECITALS:**

A. CE wishes to disclose certain information to BA pursuant to the terms of the agreement, some of which may constitute Protected Health Information ("PHI"), Personal Information ("PI"), or Personally Identifiable Information ("PII") (defined below). For the purpose of this Exhibit, PHI, PI, and PII all refer to confidential information that must be protected.

B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e), and 164.504(e) of the Code of Federal Regulations ("CFR") and contained in this Addendum.

D. In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

**1. DEFINITIONS**

A. Catch-All Definition: The following terms used in this agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

B. Specific Definitions:

1. Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean **Community Action Partnership of Kern.**

2. Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the County of Kern.

3. Electronic Health Record shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 USC Section 17921.

4. HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

5. Personal Information (PI) shall mean information that identifies or describes an individual, including, but not limited to, name, social security number, physical description, address, telephone number, education, financial matters, and medical or employment history. It includes statements made by, or attributed to, the individual.

6. Personally Identifiable Information (PII) means any information about an individual which can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, and biometric records. This information can be in paper or electronic files and includes, but is not limited to, education records, financial transactions, employment history, criminal records, and medical files.

7. Privacy Rule shall mean the HIPAA Regulation that is codified at 45 CFR Parts 160 and 164, Subparts A and E.

8. Protected Health Information (PHI) means individually identifiable health information that is transmitted or maintained in any form or medium, created or received by a health care provider or health plan, that relates to past, present, and future physical or mental health condition of an individual; provisions of healthcare to an individual; or past, present, and future payment for the provision of healthcare to an individual. Health information that is considered subject to the regulations contained in the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) includes: name, date of birth, telephone number, names of relatives, names of employers, photographic images, facsimile number, medical record number, finger or voice prints, certificate/license number, social security number, internet (IP) address, web URL, e-mail address, and any device or serial number. "Protected Health Information" includes electronic protected health information.

**2. PERMITTED USES AND DISCLOSURES**

A. BA may only use or disclose PHI, PI, or PII as necessary to perform the services set forth in the attached agreement.

B. BA may use or disclose PHI, PI, or PII as required by law.

C. BA agrees to make uses and disclosures and requests for PHI, PI, or PII consistent with CE's minimum necessary policies and procedures.

D. BA may not use or disclose PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by CE except for the specific uses and disclosures set forth below.

E. BA may use PHI, PI, or PII for the proper management and administration of BA or to carry out the legal responsibilities of BA.

F. BA may disclose PHI, PI, or PII for the proper management and administration of BA or to carry out the legal responsibilities of BA, provided the disclosures are required by law, or BA obtains reasonable assurances from the person to whom the information is disclosed that the information will remain

confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies BA of any instances of which it is aware in which the confidentiality of the information has been breached.

G. BA may provide data aggregation services relating to the health care operations of CE.

**3. OBLIGATIONS AND ACTIVITIES OF BA**

BA agrees to:

A. Use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI to prevent use or disclosure of PHI other than as provided for by the agreement;

B. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of BA agree to the same restrictions, conditions, and requirements that apply to BA with respect to such information;

C. Make available PHI in a designated record set to CE as necessary to satisfy CE's obligations under 45 CFR 164.524;

D. Make any amendment(s) to PHI in a designated record set as directed or agreed to by CE pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy CE's obligations under 45 CFR 164.526;

E. Maintain and make available the information required to provide an accounting of disclosures to CE as necessary to satisfy CE's obligations under 45 CFR 164.528;

F. Provide beneficiaries with the Notice of Privacy Practices, in accordance with 45 CFR 164.520 and BHRS Policy 10.1.21;

G. To the extent BA is to carry out one or more of CE's obligations under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to CE in the performance of such obligation(s);

H. Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

I. Report to CE any use or disclosure of PHI, PI, or PII not provided for by the agreement of which it becomes aware, including breaches of unsecured PHI as required at 45 CFR 164.410, and any security incident of which it becomes aware, without unreasonable delay, and in no case later than one (1) business day of discovery [42 USC Section 17921; 45 CFR Section 164.504(e)(2)(ii)(C); 45 CFR Section 164.308(b)].

4. BA's Agents. BA shall ensure that any agents, including subcontractors, to whom it provides PHI, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by Paragraph A above with respect to Electronic PHI [45 CFR Section 164.504(e)(2)(ii)(D); 45 CFR Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 CFR Sections 164.530(f) and 164.530(e)(1)).

5. Amendment of PHI. If applicable, within ten (10) days of receipt of a request from CE for an amendment of PHI or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such PHI available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR Section 164.526. If any individual requests an amendment of PHI directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of PHI maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 CFR Section 164.504(e)(2)(ii)(F)].

6. Accounting Rights. Within ten (10) days of notice by CE of a request for an accounting of disclosures of PHI, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR Section 164.528, and the HITECH Act, including but not limited to 42 USC Section 17935(c), as determined by CE.

A. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request, for all disclosures made without written consent. However, accounting of disclosures from an Electronic Health Record for treatment, payment, or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement.

B. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received PHI and, if known, the address of the entity or person; (iii) a brief description of PHI disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.

C. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any PHI except as set forth in this Addendum [45 CFR Sections 164.504(e)(2)(ii)(G) and 164.528]. The provisions of this subparagraph shall survive the termination of this agreement.

7. Governmental Access to Records. BA shall make its internal practices, books, and records relating to the use and disclosure of PHI available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 CFR Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any PHI that BA provides to the Secretary concurrently with providing such PHI to the Secretary.

8. Data Ownership. BA acknowledges that BA has no ownership rights with respect to the PHI.

9. BA shall report to covered entity any use or disclosure of PHI not provided for by the agreement of which it becomes aware, including breaches of unsecured PHI as required at 45 CFR 164.410, 45 CFR Section 164.504(e)(2)(ii)(C) and 45 CFR Section 164.308(b).

10. Notification of Breach. During the term of the agreement, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion, or unauthorized use or disclosure of PHI, PI, or PII of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by

applicable federal and state laws and regulations (including conducting a "risk of compromise" assessment and/or appropriate patient notification under applicable state and/or federal law). For specific instruction on breach notification, see **Exhibit I, "Privacy and Information Security Provisions."**

11. Breach Pattern or Practice by CE. Pursuant to 42 USC Section 17934(b), if BA knows of a pattern of activity or practice of CE that constitutes a material breach or violation of the CE's obligations under the agreement or Addendum or other arrangement, BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, BA must terminate the agreement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of CE that BA believes constitutes a material breach or violation of CE's obligations under the agreement or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

12. Audits, Inspection and Enforcement. Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, information systems, policies, and procedures relating to the use or disclosure of PHI, PI, or PII pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing, and location of such an inspection; (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by BA. A. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies, and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the agreement or Addendum. BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office of Civil Rights.

13. PROVISIONS FOR CE TO INFORM BA OF PRIVACY PRACTICES AND RESTRICTIONS

A. CE shall notify BA of any limitation(s) in the Notice of Privacy Practices of CE under 45 CFR 164.520, to the extent that such limitation(s) may affect BA's use or disclosure of PHI.

B. CE shall notify BA of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI, to the extent that such changes may affect BA's use or disclosure of PHI.

C. CE shall notify BA of any restriction on the use or disclosure of PHI that CE has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect BA's use or disclosure of PHI.

14. TERMINATION

A. Material Breach. A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the agreement and shall provide grounds for immediate termination of the agreement, any provision in the agreement to the contrary notwithstanding. [45 CFR Section 164.504(e)(2)(iii)].

B. Judicial or Administrative Proceedings. CE may terminate the agreement, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations, or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations, or other security or privacy laws is made in any administrative or civil proceeding in which BA has been joined.

C. Obligations of BA Upon Termination. Upon termination of this agreement for any reason, BA, with respect to PHI, PI, or PII received from CE, or created, maintained, or received by BA on behalf of CE, shall:

1. Retain only that PHI, PI, or PII which is necessary for BA to continue its proper management and administration or to carry out its legal responsibilities;

2. Return to CE the remaining PHI, PI, or PII that the BA still maintains in any form;

3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI to prevent use or disclosure of the PHI, other than as provided for in this Section, for as long as BA retains the PHI;

4. Not use or disclose the PHI, PI, or PII retained by BA other than for the purposes for which such PHI, PI, or PII was retained and subject to the same conditions set out in this agreement above which applied prior to termination; and

5. Return to CE or, if agreed to by CE, destroy the PHI, PI, and PII retained by BA when it is no longer needed by BA for its proper management and administration or to carry out its legal responsibilities.

15. INDEMNIFICATION: BA agrees to indemnify, defend, and hold harmless CE and CE's agents, board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by CE, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any negligent act or omission of BA or BA's officers, agents, employees, independent BAs, subcontractor of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of CE; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this agreement on behalf of BA by any person or entity.

16. DISCLAIMER: CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

17. CERTIFICATION: To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures, and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations, or this Addendum.

18. AMENDMENT: The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the agreement or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all PHI. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other applicable laws. CE may terminate the agreement upon thirty (30) days' written notice in the event (i) BA does not promptly enter into negotiations to amend the agreement or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the agreement or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

19. ASSISTANCE IN LITIGATION OR ADMINISTRATIVE PROCEEDINGS: BA shall make itself, and any subcontractors, employees, or agents assisting BA in the performance of its obligations under the agreement or Addendum, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers, or employees based upon a claimed violation of HIPAA, the HITECH Act, The Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor employee or agent is a named adverse party.

20. NO THIRD-PARTY BENEFICIARIES: Nothing expressed or implied in the agreement or Addendum is intended to confer, nor shall anything herein confer, upon any person other than CE, BA, and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

21. EFFECT ON AGREEMENT: Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the agreement shall remain in force and effect.

22. INTERPRETATION: The provisions of this Addendum shall prevail over any provisions in the agreement that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule, and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule, and the Security Rule.

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**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT I - PRIVACY AND INFORMATION SECURITY PROVISIONS**

This Exhibit is intended to protect the privacy and security of specified Kern Behavioral Health and Recovery Services (County) information that Contractor may access, receive, or transmit under this agreement. County information covered under this Exhibit consists of: (1) Protected Health Information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191; (2) Personal Information (PI) as defined under the California Information Practices Act (CIPA), at California Civil Code Section 1798.3; Personal Information may include data provided to the Department by the Social Security Administration; and (3) Personally Identifiable Information (PII); however, to the extent that data is PHI or ePHI and PI or PII, this Exhibit shall apply.

**1. RECITALS.**

A. In addition to the Privacy and Security Rules under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which defines Protected Health Information (PHI), County is subject to various other legal and contractual requirements with respect to the personal information (PI) and personally identifiable information (PII) it maintains. These include:

1. The California Information Practices Act of 1977 (California Civil Code §§ 1798 et seq.).

2. The Agreement between the Social Security Administration (SSA) and the Department of Health Care Services (DHCS), known as the Information Exchange Agreement (IEA), which incorporates the Computer Matching and Privacy Protection Act Agreement (CMPPS) between the SSA and the California Health and Human Services Agency.

3. Title 42 Code of Federal Regulations, Chapter I, Subchapter A, Part 2.

4. California Welfare and Institutions Code § 5328 et seq.

B. The terms used in this Exhibit but not otherwise defined, shall have the same meanings as those terms have in the above referenced statute and agreement. Any reference to statutory, regulatory, or contractual language shall be to such language as in effect or as amended.

C. For the purpose of this Exhibit, PHI, PI, and PII all refer to confidential information that must be protected.

**2. DEFINITIONS.**

A. Breach shall have the meaning given to such term under the IEA, CMPPA and under HIPAA, the HITECH Act, and the HIPAA regulations at 45 C.F.R §164.402. It shall include a security incident, intrusion, or unauthorized access, use or disclosure of County PHI, ePHI, PI or PII.

B. Breach of the security of the system shall have the meaning given to such term under the California Information Practices Act, Civil Code section 1798.29(f).

C. CMPPA agreement means the Computer Matching and Privacy Protection Act agreement between the Social Security Administration and the California Health and Human Services Agency (CHHS).

D. Confidential Information: Information that is exempt from disclosure under the provisions of the California Public Records Act (Government Code sections 6250-6265) or other applicable state or federal laws.

E. Department PI shall mean Personal Information, accessed in a database maintained by County, received by Contractor from County or acquired or created by Contractor in connection with performing the functions, activities and services specified in this agreement on behalf of County.

F. Notice-triggering Personal Information shall mean the personal information identified in Civil Code section 1798.29 whose unauthorized access may trigger notification requirements under Civil Code section 1798.29. For purposes of this provision, identity shall include, but not be limited to, name, address, email address, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print, a photograph, or a biometric identifier. Notice-triggering Personal Information includes PI in electronic, paper, or any other medium.

G. Personally Identifiable Information (PII): Any information about an individual which can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, and biometric records. This information can be in paper or electronic files and includes, but is not limited to, education records, financial transactions, employment history, criminal records, and medical files.

H. Personal Information (PI): Information that identifies or describes an individual, including, but not limited to, name, social security number, physical description, address, telephone number, education, financial matters, and medical or employment history. It includes statements made by, or attributed to, the individual.

I. Protected Health Information (PHI): Individually identifiable health information that is transmitted or maintained in any form or medium, created or received by a health care provider or health plan, that relates to past, present, and future physical or mental health condition of an individual; provisions of healthcare to an individual; or past, present and future payment for the provision of healthcare to an individual. Health information which is considered subject to the regulations contained in the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) including: name, date of birth, telephone number, names of relatives, names of employers, photographic images, facsimile number, medical record number, finger or voice prints, certificate/license number, social security number, internet (IP) address, web URL, e-mail address, and any device or serial number. "Protected Health Information" includes electronic protected health information.

J. Public Information: Information that is not exempt from disclosure under the provisions of the California Public Records Act (Government Code sections 6250-6265) or other applicable state or federal laws.

K. Required by law means a mandate contained in law that compels an entity to make a use or disclosure of PI or PII that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.

L. Security Incident means the attempted or successful unauthorized access, use, disclosure,

modification, or destruction of PHI, PI, PII or confidential data utilized in complying with this Agreement; or interference with system operations in an information system that processes, maintains or stores P H I , PI, or PII.

M. Sensitive Information: Information that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public information or confidential information. It is information that requires a higher than normal assurance of accuracy and completeness. Thus, the key factor for sensitive information is that of integrity. Typically, sensitive information includes records of agency financial transactions and regulatory actions.

1. Contractor and its employees, agents, or subcontractors shall promptly transmit to the County Contract Manager all requests for disclosure of any PHI, PI, or PII not emanating from the person who is the subject of PHI, PI, or PII without a signed Consent for Release of Information.

2. Contractor shall not disclose, except as otherwise specifically permitted by this agreement or authorized by the person who is the subject of PHI, PI, or PII, any PHI, PI, or PII to anyone other than DHCS without prior written authorization from the County Contract Manager, except if disclosure is required by state or federal law.

**3. TERMS OF AGREEMENT**

A. Permitted Uses and Disclosures of BHRS PHI, PI, and PII by Contractor:

1. Except as otherwise indicated in this Exhibit, Contractor may use or disclose Department PHI, PI, and/or PII only to perform functions, activities, or services for or on behalf of BHRS pursuant to the terms of this agreement provided that such use or disclosure would not violate the California Information Practices Act (CIPA) if done by BHRS.

2. Contractor shall not directly or indirectly receive remuneration in exchange for County PHI.

B. Responsibilities of Contractor

Contractor agrees:

1. Nondisclosure. To protect from unauthorized disclosure any Sensitive or Confidential information. Not to use or disclose BHRS PHI, PI, or PII other than in carrying out the Contractor's obligations under this agreement or as permitted or required by applicable state and federal law.

2. Safeguards. To implement appropriate and reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of BHRS PHI, PI, and PII, to protect against anticipated threats or hazards to the security or integrity of BHRS PHI, PI, and PII, and to prevent use or disclosure of BHRS PHI, PI, or PII other than as provided for by this agreement. Contractor shall develop and maintain a written privacy and information security program that include administrative, technical, and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities. Contractor will provide BHRS with its current policies upon request.

3. Security. Contractor shall take any and all steps necessary to ensure the continuous security of all computerized data systems containing PHI, PI, and/or PII, and to protect paper documents containing PHI, PI, and/or PII. These steps shall include, at a minimum:

A. Complying with all of the data system security precautions listed in Business Associate Agreement Data Security Requirements.

B. Providing a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A- 130, Appendix III- Security of Federal Automated Information Systems, which sets forth guidelines for automated information systems in federal agencies.

4. Mitigation of Harmful Effects. To mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of BHRS PHI, PI, or PII by Contractor or its subcontractors in violation of this Exhibit.

5. Contractor's Agents and Subcontractors. To impose the same restrictions and conditions set forth in this Exhibit on any subcontractors or other agents with whom Contractor subcontracts any activities under this agreement that involve the disclosure of Department PHI, PI, or PII to the subcontractor.

6.Availability of Information to County. To make County PHI, PI, and PII available to County for purposes of oversight, inspection, amendment, and response to requests for records, injunctions, judgments, and orders for production of County PHI, PI, and PII. If Contractor receives County PHI, PI, and/or PII, upon request by County, Contractor shall provide County with a list of all employees, contractors, and agents who have access to County PHI, PI and/or PII, including employees, contractors, and agents of its subcontractors and agents.

7. Cooperation with County. With respect to County PHI, PI, and/or PII, to cooperate with and assist County to the extent necessary to ensure County's compliance with the applicable terms of the California Information Practice Act including, but not limited to, accounting of disclosures of County PHI, PI, and/or PII, correction of errors in County PHI, PI, and/or PII, production of County PHI, PI, and/or PII, disclosure of a security breach involving County PHI, PI, and/or PII, and notice of such breach to the affected individual(s).

8. Confidentiality of Substance Use Disorder and Treatment Records. Contractor agrees to comply with all confidentiality requirements set forth in Title 42 Code of Federal Regulations, Chapter I, Subchapter A, Part 2. Contractor is aware that civil and/or criminal penalties may be imposed for a violation of these confidentiality requirements.

**4. SAFEGUARDS**.

Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the PHI, PI, and/or PII, including electronic PHI, PI, and/or PII that it creates, receives, maintains, uses, or transmits on behalf of County. Contractor shall develop and maintain a written information privacy and security program that includes administrative, technical, and physical safeguards appropriate to the size and complexity of the Contractor's operations and the nature and scope of its activities, including at a minimum the following safeguards:

**1. Personnel Controls**

A. Employee Training. All workforce members must complete privacy and information security training through the Relias training system, upon hire and annually thereafter. If Contractor does not

have access to Relias, Contractor may utilize the Microsoft Teams training available through the BHRS Privacy & Corporate Compliance Office. Contractor may also utilize their own training platform. Contractor will need to document their staff's training attendance, including maintaining a sign-in sheet, e-sign or certificate, indicating the staff member's name and the date on which the training was completed. These certifications must be retained for a period of ten (10) years following contract termination. Contractor will need to develop an internal tracking mechanism to monitor their staff's attendance. This tracking system shall be available for the County to review at any time, to ensure that this required training is completed. Contractor's Privacy and Information Security training must consist of the following:

1. HIPAA Privacy and Security regulations (45 CFR Part 160 and 164)

2. California Welfare and Institutions Code § 5328 et seq (required if Contractor provides mental health services)

3. Title 42 Code of Federal Regulations, Chapter I, Subchapter A, Part 2 (required if Contractors provides any substance use services, even if Contractor is a primary mental health provider).

4. Contractor's internal policies and procedures related to sections 1-3 above.

   a. Employee Discipline. Appropriate sanctions must be applied against workforce members who fail to comply with privacy policies and procedures or any provisions of these requirements, including termination of employment where appropriate.

   b. Confidentiality Statement. All persons that will be working with County PHI, PI, and/or PII must sign a confidentiality statement that includes, at a minimum, General Use, Security and Privacy Safeguards, Unacceptable Use, and Enforcement Policies. The statement must be signed by the workforce member prior to being provided access to Department PHI, PI, or PII. The statement must be renewed annually. Contractor shall retain each person's written confidentiality statement for County inspection for a period of six (6) years following contract termination.

   c. Background Check. Before a member of the workforce may access County PHI, PI, and/or PII, a thorough background check of that worker must be conducted, with evaluation of the results to assure that there is no indication that the worker may present a risk to the security or integrity of confidential data or a risk for theft or misuse of confidential data. Contractor shall retain each workforce member's background check documentation for a period of three (3) years following contract termination.

**2. Technical Security Controls**

A. Workstation/Laptop encryption. All workstations and laptops that process and/or store County PHI, PI, and/or PII must be encrypted using a FIPS 140-2 certified algorithm which is 128-bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk unless approved by the County Information Security Officer.

B. Server Security. Servers containing unencrypted County PHI, PI, and/or PII must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.

C. Minimum Necessary. Only the minimum necessary amount of County PHI, PI, and/or PII required to

perform necessary business functions may be copied, downloaded, or exported.

D. Removable media devices. All electronic files that contain County PHI, PI, and/or PII data must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives, floppies, CD/DVD, Smart Phone, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm which is 128-bit or higher, such as AES.

E. Antivirus software. All workstations, laptops and other systems that process and/or store County PHI, PI, and/or PII must install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.

F. Patch Management. All workstations, laptops and other systems that process and/or store County PHI, PI, and/or PII must have critical security patches applied, with system reboot if necessary. There must be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable patches must be installed within thirty (30) days of vendor release.

G. User IDs and Password Controls. All users must be issued a unique username for accessing County PHI, PI, and/or PII. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password, at maximum within twenty four (24) hours. Passwords are not to be shared. Passwords must be at least ten (10) characters and must be a non-dictionary word. Passwords must not be stored in readable format on the computer. Passwords must be changed every ninety (90) days, preferably every sixty (60) days. Passwords must be changed if revealed or compromised. Passwords must be composed of characters from at least three (3) of the following four groups from the standard keyboard:

- Upper case letters (A-Z)
- Lower case letters (a-z)
- Arabic numerals (0-9)
- Non-alphanumeric characters (punctuation symbols)

H. Data Destruction. When no longer needed, all County PHI, PI, and/or PII must be wiped using the Gutmann or U.S. Department of Defense (DoD) 5220.22-M (7 Pass) standard, or by degaussing. Media may also be physically destroyed in accordance with NIST Special Publication 800-88. Other methods require prior written permission of the County Information Security Officer.

I. System Timeout. The system providing access to County PHI, PI, and/or PII must provide an automatic timeout, requiring re-authentication of the user session after no more than fifteen (15) minutes of inactivity.

J. Warning Banners. All systems providing access to County PHI, PI, and/or PII must display a warning banner stating that data is confidential, systems are logged, and system use is for business purposes only by authorized users. User must be directed to log off the system if they do not agree with these requirements.

L. System Logging. The system must maintain an automated audit trail which can identify the user or system process which initiates a request for County PHI, PI, and/or PII, or which alters County PHI, PI, and/or PII. The audit trail must be date and time stamped, must log both successful and failed accesses, must be read only, and must be restricted to authorized users. If County PHI, PI, and/or PII is stored in a database, database logging functionality must be enabled. Audit trail data must be archived for at least three (3) years after occurrence. Audit Trail logs must be reviewed for potential violations and/or breaches on a regular basis.

M. Access Controls. The system providing access to County PHI, PI, and/or PII must use role-based access controls for all user authentications, enforcing the principle of least privilege.

N. Transmission Encryption. All data transmissions of County PHI, PI, and/or PII outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm which is 128-bit or higher, such as AES. Encryption can be end-to-end at the network level, or the data files containing PHI, PI, or PII can be encrypted. This requirement pertains to any type of PHI, PI, or PII in motion such as website access, file transfer, and E-Mail. Any transmission of unencrypted PHI, PI and/or PII outside of Contractor's secure network, must be reported to the BHRS Privacy and Corporate Compliance office. (Contacts are listed at the end of this Exhibit).

O. Intrusion Detection. All systems involved in accessing, holding, transporting, and protecting County PHI, PI, and/or PII that are accessible via the Internet must be protected by a comprehensive intrusion detection and prevention solution.

**3. Business Continuity / Disaster Recovery Controls**

A. Emergency Mode Operation Plan. Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of electronic County PHI, PI, and/or PII in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this agreement for more than twenty-four (24) hours.

B. Data Backup Plan. Contractor must have established documented procedures to back up County PHI, PI, and/or PII to maintain retrievable exact copies of County PHI, PI, and/or PII. The plan must include a regular schedule for making backups, storing back-ups offsite, an inventory of backup media, and an estimate of the amount of time needed to restore County PHI, PI, and/or PII should it be lost. At a minimum, the schedule must be a weekly full backup and monthly offsite storage of County data.

**4. Paper Document Controls**

A. Supervision of Data. County PHI, PI, and/or PII in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk, or office. Unattended means that information is not being observed by an employee authorized to access the information. County PHI, PI, and/or PII in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.

B. Escorting Visitors. Visitors to areas where County PHI, PI, and/or PII is contained shall be escorted and County PHI, PI, and/or PII shall be kept out of sight while visitors are in the area.

C. Confidential Destruction. County PHI, PI, and/or PII must be disposed of through confidential means, such as cross-cut shredding and pulverizing.

D. Removal of Data. County PHI, PI, and/or PII must not be removed from the premises of Contractor except with express written permission of County.

E. Faxing. Faxes containing County PHI, PI, and/or PII shall not be left unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before

sending the fax.

F. Mailing. Mailings of County PHI, PI, and/or PII shall be sealed and secured from damage or inappropriate viewing of PHI, PI, or PII to the extent possible. Mailings which include five hundred (500) or more individually identifiable records of County PHI, PI, and/or PII in a single package shall be sent using a tracked mailing method which includes verification of delivery and receipt, unless the prior written permission of County to use another method is obtained.

**5. Audit Controls**

A. System Security Review. All systems processing and/or storing County PHI, PI and/or PII must have at least an annual system risk assessment/security review that provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews should include vulnerability scanning tools.

1. Log Reviews. All systems processing and/or storing County PHI, PI, and/or PII must have a routine procedure in place to review system logs for unauthorized access.

2. Change Control. All systems processing and/or storing County PHI, PI, and/or PII must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity, and availability of data.

3. Receiving and Investigating Privacy Issues. Contractor shall have a process for staff or individuals to make complaints or report privacy issues. Contractors must document all complaints received and privacy issues investigated, including their disposition. Contractor shall provide to County, documentation of privacy issues investigated, upon request. Additionally, Contractor must submit a quarterly report, utilizing **Exhibit J, Privacy and Compliance Investigation Summary**, to the BHRS Privacy and Corporate Compliance office via email to BHRSPrivacy@KernBHRS.org within thirty (30) calendar days of the end of each fiscal quarter.

B. Security Officer. Contractor shall designate an Information Security Officer to oversee its data security program who will be responsible for carrying out its privacy and security programs and for communicating on security matters with County, under 45 CFR 164.308.

C. Privacy Officer. Contractor shall designate a Privacy official who is responsible for the development and implementation of HIPAA policies and procedures per 45 CFR § 164.530(a)(1)(i). Contractor must designate a contact person or office who is responsible for receiving complaints under 45 CFR § 164.530(a)(1)(ii).

D. Discovery and Notification of Breach. Contractor shall notify County **immediately by telephone call at (661) 868-6868 and email at BHRSPrivacy@KernBHRS.org** upon the discovery of a breach (or suspected breach) of privacy or security of PHI, PI, and/or PII in electronic, paper, spoken or in any other media, if the PHI, PI, and/or PII was not securely transmitted, or is reasonably believed to have been, accessed, acquired by an unauthorized person, or upon the discovery of a suspected privacy or security incident that involves data provided to County by the Social Security Administration or involving County PHI, PI, and/or PII; **or by email within twenty-four (24) hours** of the discovery of any suspected security incident, intrusion, or unauthorized use or disclosure of PHI, PI, and/or PII in violation of this agreement or the Business Associate Agreement, or potential loss of confidential data affecting this agreement. A breach shall be treated as discovered by Contractor as of the first day on which the breach is known, or by exercising reasonable diligence, would have been known, to any person (other than the person committing the breach) who is an employee, officer, or

other agent of Contractor.

Notification shall be provided to the BHRS Contract Manager, the BHRS Privacy & Corporate Office, and the BHRS Information Security Officer. If the incident occurs after business hours or on a weekend or holiday and involves electronic PHI, PI, and/or PII, notification shall be provided by calling the BHRS Information Security Officer at (661) 203-5397. Alternately, contact the BHRS Information Technology Services Division (ITSD) Help Desk at 661-868-6740. Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use, or disclosure of PHI, PI, and/or PII, Contractor shall take:

1. Prompt corrective action to mitigate any risks or damages involved with the breach and to protect the Contractor's operating environment and information confidentiality and security requirements.

2. Any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

E. Investigation of Breach. In the event Contractor's actions or inactions cause a security incident, breach or unauthorized use or disclosure of PHI, PI, and/or PII, Contractor shall immediately investigate such security incident, breach, or unauthorized use or disclosure of PHI, PI, and/or PII and within **forty eight (48)** hours of the discovery, Contractor shall submit an initial Department of Health Care Services (DHCS) "Privacy Incident Report," containing the information marked with an asterisk and all other applicable information listed on the form, to the extent known at that time. Contractor shall use the most current version of this form, which is posted on the DHCS Information website https://www.dhcs.ca.gov/formsandpubs/laws/priv/Documents/Privacy-Incident-Report-PIR.pdf. Submit this report to the BHRS Privacy and Corporate Compliance Office via email at BHRSPrivacy@KernBHRS.org.

F. Written Report. Contractor shall provide a final written report of the investigation to the BHRS Privacy & Corporate Compliance Office, via email to BHRSPrivacy@KernBHRS.org within ten (10) working days of the discovery of the breach or unauthorized use or disclosure. The report shall be submitted on the DHCS "Privacy Incident Report" form and shall include an assessment of all known factors relevant to a determination of whether a breach occurred. The report shall also include a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure. If necessary, a Supplemental Report may be used to submit revised or additional information after the completed report is submitted, by submitting the revised or additional information on an updated "Privacy Incident Report" form. BHRS Privacy & Corporate Compliance Office will submit this information to DHCS, who will review and approve the determination of whether a breach occurred and whether individual notification is required. Contractor shall also submit, to the BHRS Privacy & Corporate Compliance Office, an internal incident or investigation report, completed by Contractor.

G. Notification of Individuals. In the event Contractor's actions or inactions cause a breach or unauthorized use or disclosure of PHI, PI, and/or PII, Contractor shall notify individuals of the breach or unauthorized use or disclosure when notification is required under state or federal law, and shall pay any costs of such notifications, as well as any costs associated with the breach.

1. Once DHCS has made a breach determination, Contractor shall draft a (de-identified) proposed breach notification letter, using guidelines provided in the SIMM 5340-C (State of California, California Information Security Office: Requirements to Respond to Incidents Involving a Breach of Personal Information), as instructed, and submit to the BHRS Privacy & Corporate Compliance Office via email at BHRSPrivacy@KernBHRS.org, who will submit the letter to DHCS for approval.

2. When the proposed breach notification letter is approved by DHCS, BHRS Privacy & Corporate Compliance Office or designee will notify Contractor, who shall then proceed with mailing the notification letter(s) to the affected beneficiary/beneficiaries without reasonable delay, and in no event later than sixty (60) calendar days following the date of discovery.

3. Contractor shall notify the Department of Health and Human Services (HHS), Office for Civil Rights (OCR) no later than sixty (60) days after the end of the calendar year in which the breach is discovered, for a breach affecting less than five hundred (500) individuals, by visiting the HHS website (https://ocrportal.hhs.gov/ocr/breach/wizard_breach.jsf?faces-redirect=true) and filling out and electronically submitting a breach report form. If the breach affects five hundred (500) or more individuals, the BHRS Privacy & Corporate Compliance Office will coordinate next steps with Contractor, including HHS notification.

H. Effect on lower tier transactions. The terms of this Exhibit shall apply to all contracts, subcontracts, and subawards, regardless of whether they are for the acquisition of services, goods, or commodities. Contractor shall incorporate the contents of this Exhibit into each subcontract or subaward to its agents, subcontractors, or independent consultants.

I. Contact Information. To direct communications to the below referenced BHRS staff, Contractor shall initiate contact as indicated herein. BHRS reserves the right to make changes to the contact information below by giving written notice to Contractor. Said changes shall not require an amendment to this Exhibit or the agreement into which it is incorporated.

| **Behavioral Health and Recovery Services Contract Manager** | **Behavioral Health and Recovery Services Privacy Officer** | **Behavioral Health and Recovery Services Information Security Officer** |
|---|---|---|
| Name: Michelle Culy<br>E-Mail: mculy@kernbhrs.org<br>Phone: (661) 868 - 1745<br><br>Kern Behavioral Health and Recovery Services<br>P.O. Box 1000<br>Bakersfield, CA 93302 | Privacy & Corporate Compliance Officer<br>Elizabeth Brown<br>Email: EBrown@KernBHRS.org<br>Direct Line: 661-868-6821<br><br>Kern Behavioral Health and Recovery Services<br>P.O. Box 1000<br>Bakersfield, CA 93302<br><br>Privacy and Corporate Compliance Office<br>Telephone: (661) 868-6868<br>Email:BHRSPrivacy@KernBHRS.org | Information Security Officer<br>Rachelle Hunt<br>Email: RHunt@KernBHRS.org<br><br>Kern Behavioral Health and Recovery Services<br>P.O. Box 1000<br>Bakersfield, CA 93302<br><br>Help Desk<br>Telephone: (661) 868-6740<br>Email: BHRSHelpDesk@KernBHRS.org |

J. Audits and Inspections. From time to time, BHRS may inspect the facilities, systems, books and records of Contractor to monitor compliance with the safeguards required in this Exhibit. Contractor shall promptly remedy any violation of any provision of this Privacy and Information Security Exhibit. The fact that BHRS inspects, or fails to inspect, or has the right to inspect Contractor's facilities, systems, and procedures does not relieve Contractor of its responsibility to comply with this Exhibit.

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## COMMUNITY ACTION PARTNERSHIP OF KERN

## SAFE CAMPING AND PARKING PROGRAM

## EXHIBIT J - PRIVACY AND COMPLIANCE INVESTIGATION SUMMARY

**NOTE: COMPLETED COPY ON FILE WITH PRIVACY AND CORPORATE COMPLIANCE**

Contractor must provide this summary to the KernBHRS Privacy and Corporate Compliance office by email @ BHRSPrivacy@KernBHRS.org, within 30 calendar days of the end of each quarter. Please keep in mind that privacy and compliance investigations do not have a negative impact. Investigating privacy and compliance issues and following up on issues/risks identified are a way to show that a Privacy or Compliance Program is effective.

**Report for: FY**Click or tap here to enter text. ☐Qtr. 1 (July-Sept) ☐ Qtr. 2 (Oct-Dec) ☐ Qtr. 3 (Jan-Mar) ☐Qtr. 4 (Apr-Jun)

**Contractor:** Click or tap here to enter text.
**Contractor Address:** Click or tap here to enter text.
**Name of Privacy Officer:** Click or tap here to enter text.
Phone: Click or tap here to enter text. Email:Click or tap here to enter text.
**Name of Compliance Officer**: Click or tap here to enter text.
Phone:Click or tap here to enter text. Email:Click or tap here to enter text.
**Name of Information Security Officer:** Click or tap here to enter text.
Phone:Click or tap here to enter text. Email: Click or tap here to enter text.

**Privacy Investigations:**

Total investigations this quarter: Click or tap here to enter text.
Attestation: Did you report all investigations to KernBHRS
Yes ☐ No ☐
How many of the total investigations did your agency determine were violations? Click or tap here to enter text.
Select the type and enter the total number of each type of investigation

| Type of Investigation | Total | Type of Investigation | Total |
|---|---|---|---|
| Select One: | | Select One: | |
| ☐Access to EHR | | ☐Access to EHR | |
| ☐Access to PHI (other than HER | | ☐Access to PHI (other than HER | |
| ☐Disclosure Of PHI | | ☐Disclosure Of PHI | |
| ☐Electronic PHI lost or stolen | | ☐Electronic PHI lost or stolen | |
| ☐Misdirected fax/mail | | ☐Misdirected fax/mail | |
| ☐Non-electric PHI lost or stolen | | ☐Non-electric PHI lost or stolen | |
| ☐Security of electronic PHI | | ☐Security of electronic PHI | |
| ☐Social Media related | | ☐Social Media related | |
| ☐Storage of PHI | | ☐Storage of PHI | |
| ☐An unencrypted email containing PHI, PI, or PII | | ☐An unencrypted email containing PHI, PI, or PII | |

**Corporate Compliance Investigations**

Total investigations this quarter: Click or tap here to enter text.
Attestation: Did you report all investigations to KernBHRS
Yes ☐ No ☐
How many of the total investigations did your agency determine were violations? Click or tap here to enter text.
Select the type and enter the total number of each type of investigation

| Type of Investigation | Total | Type of Investigation | Total |
|---|---|---|---|
| Select One: | | Select One: | |
| ☐Code of Ethics Violation | | ☐Code of Ethics Violation | |
| ☐Conflict of Interest | | ☐Conflict of Interest | |
| ☐Inaccurate/Inappropriate Billing | | ☐Inaccurate/Inappropriate Billing | |
| ☐Service Delivery Standards | | ☐Service Delivery Standards | |
| ☐Fraud Related to Credentials | | ☐Fraud Related to Credentials | |
| ☐Doing Business With Excluded Entity or Person | | ☐Doing Business With Excluded Entity or Person | |
| ☐Fraud, Waste & Abuse | | ☐Fraud, Waste & Abuse | |

Signature: Click or tap here to enter text. Title: Click or tap here to enter text.
Name (Please print):Click or tap here to enter text. Date:Click or tap here to enter text.

**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT K - PROGRAM INTEGRITY REQUIREMENTS**

## 1. GENERAL REQUIREMENTS

As a condition for receiving payment under a Medi-Cal managed care program, Contractor shall comply with the provisions of 42 CFR §§ 438.602, 438.608, 438.610, 455.1(a)1, 455.104-455.106, 455.434; Social Security Act §§ 1128, 1156, and 1842(j)(2).

## 2.COMPLIANCE PROGRAM

Contractor shall have administrative or management arrangements or procedures designed to guard against fraud and abuse. Contractor shall comply with the provisions of 42 CFR 438.608.

### A. Option 1: Utilize the BHRS Corporate Compliance Program

1. Contractor must designate a Compliance Officer (CO), who reports directly to the CEO and the Board of Directors (BoD) and is charged with overseeing the organization's compliance with requirements under the contract.

2. Contractor must abide by all tenets of the BHRS Corporate Compliance Program.

3. Contractor must adopt all policies and procedures contained within the BHRS Corporate Compliance Program.

4. All Contractor's workforce members must complete BHRS Corporate Compliance and Ethics training, through the Relias training system, upon hire and annually thereafter. Additionally, Contractor must ensure all workforce members are familiarized with the BHRS Compliance Program and know where to locate it, as well as providing all workforce members with contact information for the Contractor's Compliance Officer (CO) and training on how to report a compliance issue or concern. Contractor shall track employee trainings, to ensure training is completed at required intervals.

5. Contractor must establish effective lines of communication between the CO and the organization's employees, including routine communication with workforce members regarding pertinent compliance issues.

6. Contractor must provide enforcement of standards through well-publicized disciplinary guidelines.

7. Contractor must establish and implement procedures and a system for routine internal monitoring and auditing of compliance risks, prompt response to compliance issues as they are raised, investigation of potential compliance problems as identified in the course of self-evaluation and audits, correction of such problems promptly and thoroughly (or coordination of suspected criminal acts with law enforcement agencies) to reduce the potential of recurrence, and ongoing compliance with the requirements under the contract. Contractor must submit a quarterly report, **utilizing Exhibit J, "Privacy and Compliance Investigation Summary",** to the Privacy and Corporate Compliance office, via email to BHRSPrivacy@KernBHRS.org**,** within thirty (30) calendar days of the end of each fiscal quarter.

8. Contractor's Compliance Officer must report any violation of the BHRS Corporate Compliance program, including policies and procedures contained therein, to the BHRS Privacy and Corporate Compliance Office via email to BHRSPrivacy@KernBHRS.org. Any allegation of fraud, waste or abuse must be reported promptly.

9. **Contractors utilizing Option 1 must notify the BHRS Privacy and Corporate Compliance Office** of their decision to utilize the BHRS Compliance Program, within thirty (30) days of the executed agreement and annually thereafter for every fiscal year covered under the executed agreement. Additionally, within sixty (60) days of the executed agreement, Contractor must submit supplemental training materials/plans for ensuring all workforce members are familiarized with the BHRS Compliance Program and where to locate it, as well as contact information for the Contractor's Compliance Officer and how to report a compliance issue or concern. This information must be submitted utilizing the contact information listed below.

| **Kern County Behavioral Health and Recovery Services Compliance Officer** |
|---|
| Compliance Officer: Elizabeth Brown<br>Telephone: 661-868-6821<br>Email: EBrown@kernbhrs.org<br><br>Privacy and Corporate Compliance Office<br>Telephone: (661) 868-6868<br>Email: BHRSPrivacy@KernBHRS.org<br><br>Behavioral Health and Recovery Services<br>PO Box 1000<br>Bakersfield, CA 93302 |

**B. Option 2: Contractor shall implement and maintain a Compliance Program that must include, at a minimum, the seven (7) essential elements outlined in items 1-7 below**

1. Written policies, procedures, and standards of conduct that articulate the organization's commitment to comply with all applicable requirements and standards under the contract, and all applicable federal and state requirements.

2. Designation of A Compliance Officer (CO) who is responsible for developing and implementing policies, procedures, and practices designated to ensure compliance with the requirements of the contract, and who reports directly to the CEO and the Board of Directors (BoD).

3. A Regulatory Compliance Committee (RCC) on the BoD and the senior management level, charged with overseeing the organization's compliance program and its compliance with the requirements under the contract.

4. A system for training and education for the CO, the organization's senior management, and the organization's employees for the federal and state standards and requirements under the contract, including specialized training on Contractor's Compliance Program, including training on the False Claims Act.

a. Contractor's workforce members must complete Corporate Compliance and Ethics training, through the Relias training system upon hire and annually thereafter. Contractor shall track employee trainings to ensure training is completed at required intervals. In addition to the Relias

training, Contractor shall ensure staff receive training on their specific Compliance Program, including contact information for the Contractor's Compliance Officer and training on how to report a compliance issue or concern.

b. If Contractor does not have access to Relias, Contractor must provide training to all staff that includes specifics on Contractor's Compliance Program, which includes detection and prevention of fraud, waste and abuse, False Claims Act – including rights of employees to be protected as whistleblowers, Contractor's standards of conduct, code of ethics, how to report compliance issues, as well as contact information for Contractor's Compliance Officer.

c. Contractor will need to document their staff's attendance, including maintaining a sign-in sheet, e-sign or certificate, indicating the staff member's name and the date on which the training was completed. These certifications must be retained for a period of ten (10) years following contract termination. Contractor will need to develop an internal tracking mechanism to monitor their staff's attendance. This tracking system shall be available for the County to review at any time, to ensure that this required training is completed.

5. Effective lines of communication between the CO and the organization's employees.

6. Enforcement of standards through well-publicized disciplinary guidelines.

7. The establishment and implementation of procedures and a system with dedicated staff for routine internal monitoring and auditing of compliance risks, prompt response to compliance issues as they are raised, investigation of potential compliance problems as identified in the course of self-evaluation and audits, correction of such problems promptly and thoroughly (or coordination of suspected criminal acts with law enforcement agencies) to reduce the potential for recurrence, and ongoing compliance with the requirements under the agreement. Contractor shall provide to County, documentation of monitoring and auditing of compliance risk and response, upon request. Contractor must submit via email to BHRSPrivacy@KernBHRS.org, a quarterly report, utilizing **Exhibit J, "Privacy and Compliance Investigation Summary,"** to the Privacy and Corporate Compliance office within thirty (30) calendar days of the end of each fiscal quarter. Additionally, Contractor must report any allegation of fraud, waste or abuse promptly.

8. Contractors utilizing Option 2 must provide to the BHRS Privacy and Corporate Compliance Office a copy of Contractor's Compliance Program and training materials utilized to train workforce members within sixty (60) days of the executed agreement and annually thereafter for every fiscal year covered under the executed agreement. The BHRS Privacy and Corporate Compliance Office will review the submitted Compliance Program. If it doesn't meet regulatory requirements, as outlined in 42 CFR 438.608 (or doesn't include contact information for Contractor's Compliance and Privacy Officer(s)), it will be returned to the Contractor for corrections. Contractor will have a maximum of thirty (30) calendar days to resubmit the Compliance Program, with corrections completed. Should Contractor not submit the required Compliance Program and training materials within the above timeframes, BHRS will not process submitted claim for payment. Any delayed payments will be processed upon receipt of the approved Compliance Program and training materials from Contractor. This information must be submitted utilizing the contact information provided below.

| **Kern County Behavioral Health and Recovery Services Compliance Officer** |
|---|
| Compliance Officer: Elizabeth Brown<br>Telephone: 661-868-6821<br>Email: EBrown@kernbhrs.org<br><br>Privacy and Corporate Compliance Office<br>Telephone: (661) 868-6868<br>Email: BHRSPrivacy@KernBHRS.org<br><br>Behavioral Health and Recovery Services<br>PO Box 1000<br>Bakersfield, CA 93302 |

**3. EXCLUDED PROVIDERS**

A. Contractor shall not knowingly have a relationship with any individual or entity that is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in any of such programs by any federal agency or by any department, agency or political subdivision of the state.

B. For purposes of this paragraph, "principal" means an officer, director, owner of any portion of the entity, partner, key employee, subcontractor, or other person with primary management or supervisory sections, or a person who has a critical influence or substantive control over Contractor's operations. Contractor shall be required to submit a Disclosure of Ownership and Control Interest Statement during the initial contracting, re-contracting and/or recredentialing process or upon request by County.

C. Consistent with the requirements of **42 CFR § 438.602(d)**, Contractor must confirm the identity and determine the exclusion status of all employees and any subcontractor, as well as any person with an ownership or control interest, or who is an agent or managing employee through routine checks of federal and state databases.

1. List of Excluded Individuals/Entities (LEIE), which is maintained by the United States Department of Health and Human Services (HHS), Officer of the Inspector General (OIG), upon hire and monthly thereafter.

2. Contractor shall submit Exclusion report with claim for payment.

3. This list includes entities and individuals who have been suspended from receiving payments for services provided under any provider number to Medi-Cal beneficiaries. If Contractor or subcontractor is listed, this agreement shall terminate consistent with the paragraph entitled, **"IMMEDIATE TERMINATION."** Contractor shall ensure that any excluded individual is immediately prevented from performing services resulting in claims for payment for services, directly or indirectly to a Medicare or Medi-Cal recipient.

a. The excluded individual should also be removed from active duty in any position in which the person's salary or the services rendered or prescribed are paid in whole or in part, by federal health care programs or federal funds until such time the person is removed from the Exclusions lists. Contractor shall maintain records confirming verification of initial and monthly monitoring for a minimum of ten (10) years after the employee's separation from employment.

b. Contractor shall provide affirmation of review to the SOC Administrator monthly, the Quality Improvement Division designee during annual audits and upon request, and shall, as prescribed by Department, report any provider individual, employee or subcontractor provider, appearing on any of these exclusions lists, databases or indices.

4. The parties mutually represent and warrant to one another that they and their respective representatives are not: (i) currently excluded, debarred, or otherwise ineligible to participate in the federal health care program as defined in **42 U.S.C. section 1320a-7b (f)** (the federal health care programs) and/or present on the exclusion database of the Office of the Inspector General ("OIG"); (ii) convicted of a criminal offense related to the provision of health care items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the federal health care programs; or (iii) debarred, suspended, excluded, or disqualified by any federal governmental agency or department or otherwise declared ineligible from receiving federal contracts or federally approved sub-contracts or from receiving federal financial and nonfinancial assistance and benefits.

5. This shall be an on-going representation and warranty during the term of this agreement and a party shall immediately notify the other party of any change in the status of any of the representations and/or warranties set forth in this section. At a minimum, the parties shall verify all current staff against the sources at the frequency identified in the **IMMEDIATE TERMINATION**. Any breach of this section shall give the non-breaching party the right to terminate this agreement immediately.

6. If Contractor or subcontractor is identified as an excluded provider, this agreement shall terminate consistent with the guidelines in the paragraph entitled, **"IMMEDIATE TERMINATION."**

**A. Contractor must conduct an initial check, prior to hire new staff, of the following databases:**

1.Social Security Administration's Death Master File, which is maintained by the United States Social Security Administration.

2. National Plan and Provider Enumeration System (NPPES), which is maintained by the Centers for Medicaid and Medicare.

3. List of Excluded Individuals/Entities (LEIE).

4. System for Award Management Excluded Parties List System (SAM-EPLS).

5. Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List (S&I List)

**A1. Contractor must conduct monthly checks of the following databases:**

1. List of Excluded Individuals/Entities (LEIE).

2. System for Award Management Excluded Parties List System (SAM-EPLS).

3. Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List (S&I List)

a. Contractor understands that it must comply with the National Provider Identification (NPI) system, and will provide the County NPI numbers for all staff providing direct health care or clinical services. Contractor further agrees to verify the NPI numbers(s) upon hiring staff, and to apply for

NPI numbers on new employees within five (5) business days of the hiring date, immediately providing confirmation of NPI application to the Department.

b. Contractor further understands that all services entered in the **BHRS electronic health record** will suspend and agrees that electronic billings for services will not be accepted without the inclusion of the NPI number(s). If the NPI number is not received within ninety (90) days after the service, the service will no longer be billable and reimbursable to Contractor. Contractor shall notify the department within twenty-four (24) hours of any change to staff NPI numbers or related information, including the termination of employment of any Contractor staff. NPI numbers are also required for each physical delivery site.

**A2. Contractor shall submit reports in accordance with BHRS Policy 3.1.15 (Screening for Ineligible and Suspended Employees and Entities),** providing verification that each database referenced in BHRS policy 3.1.15, and this section of this contract, are monitored at the required intervals (upon hire/monthly, depending on the database). Contractor shall not knowingly have a relationship with an individual or entities that are excluded from participating in any Federal health care program per §1128 of the Social Security Act, including:

1. Any individual or entity that has been convicted of a criminal offense related to the delivery of an item or service under Title XVIII or under any state health care program.

2. Any individual or entity that has been convicted, under federal or state law, of a criminal offense relating to neglect or abuse of patient in connection with the delivery of a health care item or service.

3. Any individual or entity that has been convicted for a criminal offense consisting of a felony relating to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct after the enactment of the Health Insurance Portability and Accountability Act of 1996.

4. Any individual or entity that has been convicted for an offense consisting of a felony relating to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance which occurred after the date of the enactment of the Health Insurance Portability and Accountability Act of 1996.

**A3. Federal Financial Participation** is not available for any amount furnished to an excluded individual or entity, or at the direction of a physician during the period of exclusion when the person providing the service knew or had reason to know of the exclusion, or to an individual or entity when the Department failed to suspend payments during an investigation of a credible allegation of fraud. (42 U.S.C. section 1396b(i)(2).)

1. In accordance with Section 1903(i) of the Social Security Act, the Contractor is prohibited from making payment:

i. With respect to any amount expended for an item or service that is furnished at the medical direction or on the prescription of a physician, during the period when such physician is excluded from participation under title V, XVIII, or XX or under this title pursuant to sections 1128, 1128A, 1156, or 1842(j)(2) of the Social Security Act and when the person furnishing such item or service knew, or had reason to know, of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person).

ii. With respect to any amount expended for an item or service that is furnished by an individual or entity to whom the state has failed to suspend payments during any period when there is a

pending investigation of a credible allegation of fraud against the individual or entity, unless the state determines there is good cause not to suspend such payments.

iii. With respect to any amount expended for which funds may not be used under the Assisted Suicide Funding Restriction Act (ASFRA) of 1997.

2. These lists include entities and individuals who have been suspended from receiving payments for services provided under any provider number to Medi-Cal beneficiaries. If Contractor or subcontractor is listed, this agreement shall terminate consistent with paragraph entitled, **"IMMEDIATE TERMINATION."**

3. Contractor shall ensure that any excluded individual is immediately prevented from performing services resulting in claims for payment for services, directly or indirectly to a Medicare or Medi-Cal recipient. The excluded individual should also be removed from active duty in any position in which the person's salary or the services rendered or prescribed are paid in whole or in part, by federal health care programs or federal funds until such time the person is removed from the Exclusions lists. Contractor shall maintain records confirming verification of initial and monthly monitoring for a minimum of ten (10) years after the employee's separation from employment. Contractor shall provide affirmation of review to the SOC Administrator monthly, the Quality Improvement Division designee during annual audits and upon request, and shall, as prescribed by Department, report any provider individual, employee or subcontractor provider, appearing on any of these exclusions lists, databases or indices.

4. The parties mutually represent and warrant to one another that they and their respective representatives are not: (i) currently excluded, debarred, or otherwise ineligible to participate in the federal health care program as defined in 42 U.S.C. section 1320a-7b(f) (the federal health care programs) and/or present on the exclusion database of the Office of the Inspector General ("OIG"), the General Services Administration ("GSA") or the Medi-Cal ineligible list; (ii) convicted of a criminal offense related to the provision of health care items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the federal health care programs; or (iii) debarred, suspended, excluded, or disqualified by any federal governmental agency or department or otherwise declared ineligible from receiving federal contracts or federally approved sub-contracts or from receiving federal financial and nonfinancial assistance and benefits.

i. This shall be an ongoing representation and warranty during the term of this agreement, and a party shall immediately notify the other party of any change in the status of any of the representations and/or warranties set forth in this section. At a minimum, the parties shall verify all current staff against the sources at the frequency identified in this Exhibit. Any breach of this section shall give the non-breaching party the right to terminate this agreement immediately.

ii. If Contractor or subcontractor is identified as an excluded provider, this agreement shall terminate consistent with the guidelines in the paragraph entitled**, "IMMEDIATE TERMINATION."**

**4. SERVICE VERIFICATION**

**A.** Pursuant to 42 C.F.R. § 438.608(a)(5), Contractor shall implement and maintain arrangements or procedures designed to detect and prevent fraud, waste, and abuse that include provisions to verify, by sampling or other methods, whether services that have been represented to have been delivered, were received by beneficiaries, and the application of such verification processes on a regular basis.

1. Contractor shall utilize the County's prescribed method of Service Verification for all office-based, billable, face-to-face services.

2. For billable field-based and group services, Contractor may choose one of two options for Service Verification:

a. Contractor may use the County's method of obtaining Service Verification for billable, field-based and group services, **OR**

b. Contractor may select an alternate method of Service Verification. If Contractor selects an alternate method:

i. This method must be submitted to the BHRS Privacy and Corporate Compliance office (BHRSPrivacy@KernBHRS.org) at least thirty (30) days prior to the beginning of an upcoming audit cycle, e.g., proposed Service Verification method must be submitted by September 1, December 1, March 1 and June 1.

ii. Contractor will be responsible for maintaining the Service Verification process, monitoring the process meets the County standards, and reporting the data to the BHRS Privacy and Corporate Compliance office by encrypted email, to BHRSPrivacy@KernBHRS.org, by the last business day of the fiscal quarter (September, December, March and June).

**4. FRAUD REPORTING REQUIREMENTS**

A. Contractor shall implement and maintain arrangements or procedures designed to detect and prevent fraud, waste and abuse that include prompt reporting to County about the following:

1. Any potential fraud, waste or abuse. (42 CFR §438.608(a), (a)(7).)

2. All overpayments identified or recovered, specifying the overpayments due to potential fraud. (42 C.F.R. §438.608(a), (a)(2).)

3. Information about changes in a beneficiary's circumstances that may affect the beneficiary's eligibility including changes in the beneficiary's residence or the death of the beneficiary. (42 C.F.R. §438.608(a), (a)(3).)

B. If Contractor identifies an issue or receives notification of a complaint concerning an incident of potential fraud, waste or abuse, in addition to notifying the County within **twenty-four (24) hours,** the Contractor shall conduct an internal investigation to determine the validity of the issue/complaint, and develop and implement corrective action, if needed, notifying the County of the outcome of the investigation.

C. Contractor shall implement and maintain written policies for all employees that provided detailed information about the False Claims Act and other federal and state laws, including information about rights of employees to be protected as whistleblowers. (42 CFR §438.608(a), (a)(6).)

D. County shall suspend payments to Contractor if there is a credible allegation of fraud. (42 CFR §438.608(a), (a)(5).)

**6. DISCLOSURES OWNERSHIP CONTROL INTEREST STATEMENT**

A. Contractor agrees to furnish County with the names of its officers, owners, stockholders owning more than five percent (5%) of its stock, and major creditors holding more than five percent (5%) of the debt of Contractor. This information shall become public record on file with the U.S. Department of Health and Human Services.

B. Contractor agrees to comply with the requirements set forth in the federal regulations 42 CFR 455.104-455.106 in reference to the Medicare, Medicaid, or Title XX service programs.

C**.** Contractor agrees to submit to County the completed form attached herein as **Exhibit L, Disclosure of Ownership and Control Interest Statement** upon submitting the provider application, during the re-validation of enrollment, and upon request. Any person with a five percent (5%) or more direct or indirect interest in Contractor must include results of fingerprints/criminal background check.

D**.** Contractor agrees to notify County and update **Exhibit L, Disclosure of Ownership and Control Interest Statement** within thirty-five (35) days if a change in ownership occurs.

E. County may terminate the Agreement if any person with a five percent (5%) or greater direct or indirect ownership interest in Contractor does not submit timely and accurate information and cooperate with any screening methods required in 42 CFR 455.416.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

## COMMUNITY ACTION PARTNERSHIP OF KERN

## SAFE CAMPING AND PARKING PROGRAM

## EXHIBIT L - DISCLOSURE OF OWNERSHIP AND CONTROL INTEREST STATEMENT

**NOTE: COMPLETED COPY ON FILE WITH CONTRACT MONITORING TEAM**

The federal regulations set forth in 42 CFR 455.101, 455.104, 455.105, 455.106, and 455.434 require providers who are entering into or renewing a provider agreement to disclose to the U.S. Department of Health and Human Services, the state Medicaid agency, and to Managed Care Organizations that contract with the state Medicaid Agency: 1) the identity of all owners with a control interest of five percent **(5%) or greater**, 2) certain business transactions as described in 42 CFR 455.105 and 3) the identity of any excluded individual or entity with an ownership or control interest in the provider, the provider group, or disclosing entity or who is an agent or managing employee of the provider group or entity or who is an agent or managing employee of the provider entity and 4) arrange for fingerprint clearance for criminal background checks and submit proof of clearance along with Disclosure of Ownership and Control Interest Statement documentation. Any changes in ownership during the contract year will require all documentation to be updated.

**Please attach a separate sheet if necessary.**

| **Provider Entity Information** |
|---|
| **Circle the Type of disclosing entity:**<br><br>**__Individual Member of a Group or Sole Proprietor __Partnership __Corporation __Limited Liability**<br><br>**____Other (Specify)_____** |
| Legal Name of individual or entity ("**Provider Entity**"): |
| DBA Name: |
| Group Name: |
| Primary/Main Office Address: |
| Mailing Address (if different from above) |
| Practice Address 1: |
| Practice Address 2: |
| Federal Tax Identification #: |
| Medicaid ID#: |
| National Provider ID (NPI) #: |
| Provider CAQH #: |

***If applicable, add the group, provider or health care professional name and EIN when the Provider Entity is part of a group practice, attach a separate sheet if necessary.**

**Section I**

Are there any individuals or organizations with an Ownership or Control Interest of 5% or more in the Provider Entity?
**___Yes ___No**

List the **name, title, address, date of birth (DOB**) and **Social Security Number** (SSN) for **all individuals** having an ownership or control interest in the Provider Entity of 5% or greater. This Should match those listed in the organizational chart. For Owners list the percentage of ownership. Attach additional pages if needed to **identify all parties** with ownership or control interest.

List the name, Tax Identification Number (TIN), business address of each organization, corporation, or entity having an ownership of corporation, or entity having an Ownership or Control Interest of **5% or greater**. (42 CFR 455.104 (b) (1) (ii))

| **Name/Title** | **DOB** | **Address (Adress Line)** | **Address (City, State & Zip Code)** | **SSN (if listing an individual)** | **TIN (if listing an entity)** | **% Interest** |
|---|---|---|---|---|---|---|
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| Section II | |
|---|---|
| Are any of the individuals listed in Section I above related to each other? ___**Yes** ___**No**<br><br>If yes, list the individuals identified and the relationship to each other (spouse, sibling, parent, child).<br>Are any individuals listed in Section I above related to any individuals with an ownership or control interest in any of the subcontractors listed in Section III below? ___**Yes** ___**No**<br><br>If yes, list their name and relationship. (42 CFR.455.104 (b) (2)) | |
| **Name Of Individuals** | **Relationships** |
| | |
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| Section III | | | | |
|---|---|---|---|---|
| Does the Provider Entity have a Direct or Indirect Ownership Interest in any Subcontractor 5% or more that another individual or organization also has an Ownership or Controlling Interest? ___**Yes** ___**No**<br><br>If yes, list the following information for each person with an Ownership or controlling Interest in any Subcontractor in which the Provider Entity has Direct or Indirect Ownership of 5% or more. (42 CFR 455.104) | | | | |
| **Name/Title** | **Address** | **DOB** | **SSN (if listing an individual)<br>TIN (if listing an entity)** | **% Interest** |
| | | | | |
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| Section IV | | | |
|---|---|---|---|
| Has any person who has an ownership or control interest in the provider entity, or is an agent or managing employee of the Provider Entity ever been convicted of a crime related to that person's involvement in any program under Medicaid, Medicare or Title XX program? ___**Yes** ___**No** (verify through HHS-OIG List of Excluded individuals/Entities (LEIE), General Services Administration (GSA) Excluded Parties List (EPLS), the Medicare Exclusion Database (the MED) databases and any State specific database.)<br><br>**Any person who has a 5% or more direct or indirect interest must also submit fingerprints and a background check.**<br><br>**If yes**, please list those persons below. (42 CFR 455.106) | | | |
| **Name/Title** | **DOB** | **Address** | **SSN (if listing an individual)<br>TIN (if listing an entity)** |
| | | | |
| | | | |
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| Section V |
|---|
| Business Transactions: Has the provider Entity had any business transactions with Subcontractors or Wholly Owned Supplier totaling more than $25,000 or 5% or operating expenses in the previous twelve (12) month period __Yes __No<br><br>If yes, list the ownership of Subcontractor with whom the Provider Entity has had a business transaction totaling more than $25,000 during the previous twelve 12-month period; and any Significant Business Transaction between this provider and any wholly owned supplier exceeding the lesser of $25,000 or 5% operating expense, during the past 5-year period. This information must be provided within 35 days of the request.<br><br>Attach a separate sheet if necessary.<br>(42 CFR 455.104 and 42 CFR 455.105) |

| Name of Supplier/ Subcontractor | Address | Owner | SSN (if listing an individual) TIN (if listing an entity) | Transaction Amount |
|---|---|---|---|---|
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| Section VI |
|---|
| **Managing Employees:** Does the Provider Entity have any Managing Employees? __**Yes** __**No**<br><br>If yes, for Disclosing Entities, list each member of the Board of Directors, Governing Board, and Managing Employees (general manager, business manager, administrator or director), including the name, date of birth (DOB), Address, Social Security Number (SSN), and percent of interest. |

| Name of Supplier/ Subcontractor | Address | Owner | SSN (if listing an individual) TIN (if listing an entity) | Transaction Amount |
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I certify that the information provided herein, is true, accurate and complete.

Any person who has a 5% or more direct or indirect interest must also submit fingerprints and the background check results with the Disclosure of Ownership form.

Additions or revisions to the information above will be submitted immediately upon revision. Additionally, I understand that misleading, inaccurate, or incomplete data may result in a denial of participation. Individuals and Sole Proprietors must sign their own form. An authorized representative may sign for Partnership, Corporation, LLC or Other disclosing entities.

**Contractor:** Click or tap here to enter text.

Signature: Click or tap here to enter text.

Print: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

**COMMUNITY ACTION PARTNERSHIP OF KERN**

**SAFE CAMPING AND PARKING PROGRAM**

**EXHIBIT N - CLAIM FOR PAYMENT**

**NOTE: COMPLETED COPY ON FILE WITH FINANCE**

## CLAIM FOR PAYMENT

COUNTY OF KERN
STATE OF CALIFORNIA

CLAIM OF _____ DATE _____ DEPARTMENT _____

ADDRESS _____

SOCIAL SECURITY OR FEDERAL TAX ID NO. _____

INSTRUCTIONS TO CLAIMANT:

(1) CLAIMS MUST BE SIGNED BY THE CLAIMANT AND APPROVED BY THE HEAD OF THE DEPARTMENT BEFORE SUBMISSION TO THE COUNTY AUDITOR-CONTROLLER.
(2) CLAIMANT PERFORMING SERVICES TO TWO OR MORE COUNTY DEPARTMENTS MUST MAKE SEPARATE CLAIMS FOR EACH DEPARTMENT.
(3) CLAIMS FOR REIMBURSEMENT OF TRAVEL EXPENSES MUST INCLUDE A STATEMENT OF THE PURPOSE OF COUNTY BUSINESS.
(4) NO CLAIMS WILL BE AUDITED OR ALLOWED UNTIL THE ABOVE REQUIREMENTS HAVE BEEN MET.

| DATE | DESCRIPTION | DOLLARS | CENTS |
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| | TOTAL → | | |

The undersigned, under penalty of perjury, states: That the above claim and the items are therein set out are true and correct; that no part thereof has been heretofore paid; that the amount therein is justly due; and that the same is presented not later than one year after the accrual of the cause of action.

DON'T sign firm name . . . sign Your name here.

FOR FILING STAMP ONLY

CLAIMANT SIGNATURE _____ DATE _____

BELOW FOR COUNTY USE ONLY

Expenditure Authorized and Approved By:

AUTHORIZED DEPARTMENTAL SIGNATURE _____ SUPERVISOR _____

| Department No. | Claim No. | Appropriation Unit | Contract No. | FP | Fund No. |
|---|---|---|---|---|---|
| 7-15 000 | | 013 | 008 | | 014 |

| Issue Date | Vendor No. | Descriptive Purpose of Claim. Limit to 30 Spaces |
|---|---|---|
| 009 | 023 | 011 |

| | Rep. Code | Amount | FY | Division | Project | Activity | Facility |
|---|---|---|---|---|---|---|---|
| 102 | | & | | & | & | & | & |
| 102 | | & | | & | & | & | & |
| 102 | | & | | & | & | & | & |
| 102 | | & | | & | & | & | & |
| TOTAL | 006 | $ | | | | | |

If so stated, above is a LOCAL CHARGE against the County for the sum of $ _____

County Counsel

Audited and Allowed

Auditor-Controller

By: _____

AUDITOR-CONTROLLER

Date _____

P.A.S. 580 1151 (REV. 3/87)

**[END OF AGREEMENT]**

COMMUNITY ACTION PARTNERSHIP OF KERN
COUNTY OF KERN - SAFE CAMPING

| | | Budget |
|---|---|---|
| **Personnel** | | |
| **Salaries** | | 176,114 |
| **Benefits @ 35%** | | 61,640 |
| **Total Personnel** | | **237,754** |
| | | |
| **Operations** | Facility Repairs/Maintenance | 10,000 |
| | Utilities | 36,000 |
| | Supplies | 30,000 |
| | Hiring Costs | 1,000 |
| | Vehicle Repair/Maintenance | 2,000 |
| | Equipment Lease | 60,000 |
| **Total Operations** | | **139,000** |
| | | |
| **Security & Safety** | Security | **270,600** |
| | | |
| **Client Services** | | |
| | Client Services | 56,560 |
| | | |
| **Total Client Services & Supplies** | | **56,560** |
| | | |
| | | |
| **Indirect @ 12%** | | **84,472** |
| | | |
| **GRAND TOTAL** | | **788,386** |
| | | |
| ***individuals per year*** | | ***14,334*** |

# 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 | | | | | 7/21 | |
| 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 | 10/21 | | | 10/28 |
| November | 11/4 | 11/12 | 11/18 | 11/13 | | 11/23 |
| December | | | | | 12/16 | |

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

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

**Notes:**

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

- For the November Committee meetings, there are 3 holidays so there are 2 meetings scheduled during the second week of November and the Board meeting is scheduled for Monday, November 23rd.

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

Approved: _____

Helping People. . . Changing Lives.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## EXECUTIVE COMMITTEE

### JULY 21, 2026

## FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| **UNRESTRICTED** | | | | | | |
| GENERAL FUND | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 501000 | NOT APPLICABLE |
| DISCRETIONARY FUND | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 502000 | NOT APPLICABLE |
| FOOD BANK | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 504000 | SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC. |
| FOOD BANK EXPANSION | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 505000 | DONATIONS |
| ENERGY | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 524000 | NOT APPLICABLE |
| SHAFTER YOUTH CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 527000 | DONATIONS, RENTAL INCOME |
| FRIENDSHIP HOUSE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 531000 | DONATIONS, RENTAL INCOME |
| EAST KERN FAMILY RESOURCE CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 533000 | DONATIONS |
| OASIS FAMILY RESOURCE CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 534000 | DONATIONS |
| 211 | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 536000 | FEE FOR SERVICE |
| M STREET NAVIGATION CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 541000 | DONATIONS |
| M STREET WORKFORCE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 541000 | DONATIONS |
| TAX ASSISTANCE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 545000 | DONATIONS |
| VETERANS SERVICES | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 564000 | DONATIONS |
| FUND RAISING | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 595000 | DONATIONS |
| **RESTRICTED** | | | | | | |
| EARLY HEAD START/HEAD START | 40,091,425 | 93.600 | 09CH012489-03 | 03/01/26 - 02/28/27 | 108000/109000/117000 | U S DEPT OF HEALTH & HUMAN SERVICES |
| HUD - COORDINATED ENTRY SYSTEM | 251,909<br>268,035 | 14.267 | CA1799L9D042406<br>CA1799L9D042507 | 08/01/25 - 07/31/26<br>08/01/26 - 07/31/27 | 160025<br>160026 | U S DEPT OF HOUSING AND URBAN DEVELOPMENT<br>OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT |
| CITY OF BAKERSFIELD - HOME TBRA | 1,000,000 | 14.239 | | 05/01/26 - 10/31/28 | 161026 | U.S DEPT OF HOUSING AND URBAN DEVELOPMENT,<br>CITY OF BAKERSFIELD |
| VITA | 375,500 | 21.009 | 26VITA0276 | 10/01/25 - 09/30/26 | 149025 | U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE |
| TAX COUNSELING FOR THE ELDERLY (TCE) | 18,847 | 21.006 | 26TCEP0015 | 10/01/25 - 09/30/26 | 149125 | U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE |
| CSBG (COMMUNITY SERVICES BLOCK GRANT) | 1,791,327 | 93.569 | 26F-5015 | 01/01/26 - 12/31/26 | 103026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF<br>DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) | 8,319,924 | 93.568 | 26B-4012 | 11/1/25 - 6/30/27 | 122026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF<br>CALIFORNIA,<br>DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |

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**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) | 40,306 | 93.568 | 26Q-3561 | 05/01/26 - 05/31/27 | 122126 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW) | 3,630,998 | 81.042 | 22P-7010 | 06/01/23 - 06/30/29 | 123022 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| DOE (DEPARTMENT OF ENERGY) WAP (WEATHERIZATION ASSISTANCE PROGRAM | 50,000 | 81.042 | 25C-8007 | 01/01/26 - 09/30/26 | 123025 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| GENERAL CENTER CHILD CARE | 1,184,616<br>856,077 | 93.575 | CCTR - 5068<br>CCTR - 6068 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 253025<br>253026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| GENERAL CENTER CHILD CARE | 105,401<br>100,457 | 93.596 | CCTR - 5068<br>CCTR - 6068 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 253025<br>253026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| MIGRANT ALTERNATIVE PAYMENT | 5,411,000<br>5,411,000 | 93.575 | CMAP - 5000<br>CMAP - 6000 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 261025<br>261026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| NEOPB CAL FRESH HEALTHY LIVING | 487,170 | 10.561 | 23-10317 | 10/01/25 - 04/30/26 | 145025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH |
| EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM) | 463,977 | 10.568/.569 | 15 - MOU - 00118 | 10/01/25 - 09/30/26 | 105000/111000 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| CITY OF BAKERSFIELD HOME REPAIR SLFRF | 932,464 | 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 | 21.027 | | 07/01/25 - 06/30/26 | 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) | 556,147 | 10.565 | MOU-20-6003 | 10/01/25 - 09/30/26 | 147025 | 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 | 10/01/25 - 09/30/26 | 112025/139025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION |
| WIC (WOMEN, INFANTS & CHILDREN) | 4,671,207 | 10.557 | 22 - 10236 | 10/01/25 - 09/30/26 | 115025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH |
| SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) | 1,415,768 | 64.033 | 13-CA-090 | 10/01/25 - 09/30/26 | 153025 | U S DEPT OF VETERAN AFFAIRS |
| VA HOMELESS GRANT AND PER DIEM PROGRAM (GPD) | 1,116,024 | 64.024 | CVAF044-4808-691-PD-24 | 10/01/25 - 09/30/26 | 154025 | U S DEPT OF VETERAN AFFAIRS |

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**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| HOME ARP - CITY OF BAKERSFIELD | 247,852 | 14.239 | 2024-308 | 12/01/24 - 09/30/26 | 162024 | US DEPT OF HOUSING AND URBAN DEVELOPMENT - CITY OF BAKERSFIELD |
| SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG | 64,693 | 10.561 | 22 - CF - SUB - KERN | 10/01/25 - 09/30/26 | 164025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO |
| 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, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP |
| CALCAPA DIAPER DISTRIBUTION PILOT | 125,000 | 93.647 | 90EDA0009-DDDRP | 10/01/23 - 06/30/26 | 191023 | U.S. DEPT OF SOCIAL SERVICES, CAL CAPA |
| SJCOE HEADSTART | 1,998,719 | 93.600 | N/A | 02/01/26 - 01/31/27 | 157026 | U S DEPT OF HEALTH & HUMAN SERVICES , SAN JOAQUIN COUNTY OFFICE OF EDUCATION |
| KCCD CERF REGIONAL CONVENER | 93,993 | N/A | | 11/14/24 - 09/30/26 | 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 |
| 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, HOMELESS AND HOUSING ASSISTANCE AND PREVENTION, CITY OF BAKERSFIELD |
| CITY OF BAKERSFIELD - FHCC SPORTS FIELD | 1,000,000 | N/A | 2023 - 073 | 07/01/22 - 07/30/26 | 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) |
| 211 CALL CENTER TOBACCO CESSATION | 386,290 | N/A | 25-10569 | 03/01/26 - 06/30/29 | 236026 | STATE OF CALIFORNIA, DEPARTMENT OF PUBLIC HEALTH |
| CITY OF BAKERSFIELD - COMMUNITY VITALITY | 630,000 | N/A | 2026-106 | 06/24/26 - 03/31/28 | 239026 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, CITY OF BAKERSFIELD |
| TCC LOW INCOME ENERGY EFFICIENCY PROGRAM | 4,630,006 | N/A | 2025-169 | 9/10/25 - 3/10/29 | 240025 | STATE OF CALIFORNIA, STRATEGIC GROWTH COUNCIL, CITY OF BAKERSFIELD |
| TCC STAKEHOLDER ENGAGEMENT | 36,520 | N/A | ED26-004 | 3/1/26 - 3/10/29 | 240126 | STATE OF CALIFORNIA, STRATEGIC GROWTH COUNCIL, CITY OF BAKERSFIELD |
| CITY OF BAKERSFIELD - CALVIP OUTREACH | 225,000 | N/A | 2023-244 | 10/11/23 - 03/31/26 | 243023 | STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD |
| STATE OF CALIFORNIA - YOUTH CENTERS NATURE AND CULTURE PROGRAM | 500,000 | N/A | YA24029-0 | 12/22/25 - 04/30/27 | 244025 | STATE OF CALIFORNIA NATURAL RESOURCES AGENCY |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| CITY OF BAKERSFIELD CALVIP | 578,731<br>375,000 | N/A | 2022-199<br>2026-070 | 9/21/22-12/31/25<br>05/13/26 - 09/30/29 | 247022<br>247026 | 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<br>2,458,117 | | N/A | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 248025<br>248026 | 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 | | N/A | 07/01/25 - 06/30/26 | 259025<br>259025 | STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION |
| MIGRANT ALTERNATIVE PAYMENT | 31,802,685<br>31,802,685 | | CMAP - 5000<br>CMAP - 6000 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 261025<br>261026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| GENERAL CENTER CHILD CARE | 2,706,453<br>3,039,936 | | CCTR - 5068<br>CCTR - 6068 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 253025<br>253026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| CALIFORNIA STATE PRESCHOOL PROGRAM | 7,612,170<br>8,087,274 | | CSPP-5118<br>CSPP-6117 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 258025<br>258026 | STATE OF CALIFORNIA, DEPT OF EDUCATION |
| MIGRANT CHILD CARE | 293,823<br>293,823 | | CMIG - 5004<br>CMIG - 6004 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 250025<br>250026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| MIGRANT SPECIALIZED SERVICES | 44,073<br>44,073 | | CMSS - 5004<br>CMSS - 6004 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 252025<br>252026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT | 403,728 | | 25T-7015 | 11/1/25 - 9/30/26 | 234025 | STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND |
| HOME VISIT INITIATIVE (COUNTY OF KERN) | 3,892,756<br>3,892,756 | | 047-2026 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 270025<br>270026 | STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY |
| POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) | 102,384<br>102,384 | | 267-2025<br>296-2026 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 271025<br>271026 | STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY |
| COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL | 2,715,812 | | 017-2020 | 07/01/25 - 06/30/26 | 275025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY |
| BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP) | 300,000<br>200,000<br>150,000<br>150,000 | | 2023-302<br>645-2023<br>2023-313<br>2023-320 | 05/01/23 - 06/30/26<br>12/01/23 - 12/31/25<br>06/01/24 - 10/01/26<br>11/01/24 - 06/30/27 | 276003<br>276013<br>276023<br>276004 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE |
| TAX CHECK - OFF (FOOD BANK) | 10,209 | | 15 MOU - 00118 | 07/01/25 - 06/30/25 | 216025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD | 258,464 | | MOU-22-00118 | 07/01/25 - 05/30/26 | 216025-2087 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE | 339,726 | | MOU-22-00118 | 07/01/23 - 06/30/26 | 216025-2088 | 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, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS | 1,737,540 | | N/A | 07/01/25 - 04/30/26 | 216025-2102 | 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 COHORT 3 | 750,000 | | BSCC 1012-22 | 10/01/22 - 01/31/27 | 277024 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS |
| BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF COHORT 4 | 2,225,000 | | BSCC 1270-33 | 06/30/25 - 12/31/28 | 277025 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS |
| FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER | 145,000 | | 2025.2.02 | 07/01/25 - 06/30/26 | 281025 | KERN, FIRST 5 KERN |
| | 145,000 | | 2025.2.02 | 07/01/26 - 06/30/27 | 281026 | |
| FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER | 155,000 | | 2025.2.03 | 07/01/25 - 06/30/26 | 286025 | STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF |
| | 155,000 | | 2025.2.03 | 07/01/26 - 06/30/27 | 286026 | KERN, FIRST 5 KERN |
| BKRHC - ENCAMPMENT RESOLUTION FUNDING | 139,968 | | 2023-307 | 12/01/23 - 06/30/26 | 293023 | STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE |
| CITY OF BAKERSFIELD - HHAP CM | 356,037 | | N/A | 04/01/23 - 03/31/26 | 294001 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD |
| BKRHC HHAP YOUTH | 212,883 | | N/A | 03/01/24 - 04/30/26 | 295001 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE |
| COUNTY OF KERN HELPLINE 211 | TBD | | N/A | TBD | 389026 | COUNTY OF KERN |
| READY KERN | TBD | | N/A | TBD | 366000 | COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVI |
| DAY ONE FAMILIES FUND | 5,000,000 | | N/A | 12/01/23 - 11/30/27 | 410023 | DAY ONE FAMILIES FUND |
| 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 | 07/01/25 - 06/30/26 | 536000-4230 | CALIFORNIA 211 PROVIDERS NETWORK |
| 211 KINGS COUNTY | 22,868 | | N/A | 07/01/25 - 06/30/26 | 536000-4231 | KINGS UNITED WAY |
| 211 TULARE COUNTY | 63,017 | | N/A | 07/01/25 - 06/30/26 | 536000-4232 | UNITED WAY OF TULARE COUNTY |
| 211 STANISLAUS COUNTY | 93,600 | | N/A | 07/01/25 - 06/30/26 | 536000-4234 | UNITED WAY OF STANISLAUS COUNTY |
| 211 FRESNO AND MADERA COUNTIES | 96,737 | | N/A | 07/01/25 - 06/30/26 | 536000-4235 | UNITED WAY OF FRESNO AND MADERA COUNTIES |
| 211 MERCED & MARIPOSA | 25,910 | | N/A | 07/01/25 - 06/30/26 | 536000-4235 | UNITED WAY OF MERCED & MARIPOSA COUNTIES |
| FOOD BANK FREE FARMERS MARKET - WASCO | 150,000 | | N/A | 12/01/25 - 11/30/26 | 467025 | THE WONDERFUL COMPANY FOUNDATION |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| RESIDENCES AT EAST HILLS | 82,800 | | | | 464006 | HOUSING AUTHORITY OF KERN |
| PARK 20TH | 17,850 | | | | 464007 | HOUSING AUTHORITY OF KERN |
| COVEY COTTAGES | TENANT RENT | | N/A | 03/01/26 - 02/28/27 | 564008 | TENANT RENT |
| 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 |

COMMUNITY ACTION PARTNERSHIP OF KERN

**LINE OF CREDIT ADVANCES AND REPAYMENTS**

FISCAL YEAR 2026/27

| Date | Advance Amount | Repayment Amount | No. of Days Borrowed | Interest Expense | Interest Rate |
|---|---|---|---|---|---|
| 03/31/26 | n/a | | | | |
| 04/30/26 | n/a | | | | |
| 05/31/26 | n/a | | | | |

Note 1: As of 2/14/2025, a $3 million line of credit is establsihed at Citizens Business Bank

# CAPK — Unrestricted Cash Reserve Dashboard

*Helping People...Changing Lives.*

Board Policy 26-0121 | Minimum 30-day unrestricted cash reserve | Formula: (Annual Operating Expenses ÷ 365) × 30 | FY 2026–27 Target: $11.5M

| Current Reserve Balance | Policy Minimum (30 Days) | Shortfall from Goal | Annual Operating Budget | |
|---|---|---|---|---|
| $3,505,507 | $11,543,959 | $8,038,452 | $140,451,503 | 30.4% of goal |
| 9 days of expenses | FY 2026-27 Board-approved target | 21 days remaining | Daily cost ≈ $384,799 | |

## PROGRESS TOWARD 30-DAY RESERVE GOAL

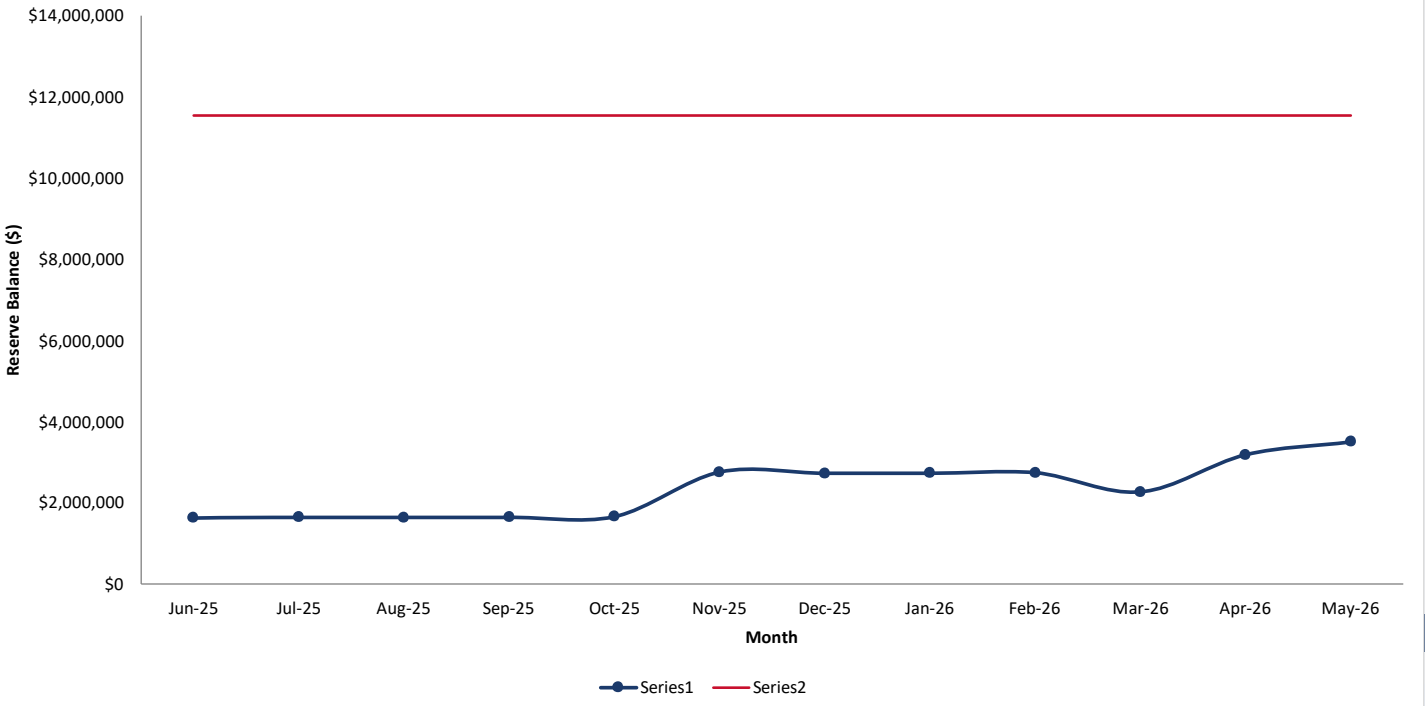
**Reserve Balance vs. Goal** — 30.4%

30%

$0 | $2.8M (25%) | $5.6M (50%) | $8.3M (75%) | $11.5M ✓

| ✓ 25% — $2.8M | ✓ 50% — $5.6M | 75% — $8,657,969 | 100% — $11,543,959 |
|---|---|---|---|

## MONTHLY RESERVE TREND




Policy 26-0121 — Reserve requirement = (Annual operating expenses ÷ 365 days) × 30 days. Any use reducing reserves below the minimum requires Board notification within 15 business days and a replenishment plan within 30 days. CFO shall report reserve adequacy quarterly to the Board.

| COMMUNITY ACTION PARTNERSHIP OF KERN<br>OPERATING CASH SUMMARY AS OF MAY 31, 2026 | |
|---|---|
| **PROGRAM (FUND)** | **CASH BALANCE** |
| CHILD AND ADULT CARE FOOD PROGRAM | (407,250.49) |
| HEAD START/EARLY HEAD START | 4,166,061.40 |
| SJCOE Head Start | (337,723.82) |
| **SUBTOTAL** | **3,421,087.09** |
| CACFP - San Joaquin | (30,900.40) |
| SAN JOAQUIN COE GENERAL CHILD CARE | (289,350.11) |
| MIGRANT CHILD CARE | 184,837.42 |
| MIGRANT SPECIALIZED SERVICES | (2,755.00) |
| GENERAL CHILD CARE | (527,959.49) |
| STATE PRESCHOOL | 880,827.45 |
| SJCOE State Preschool (CSPP) | (198,235.27) |
| Child Care Facilities | 114,084.67 |
| MIGRANT A/P | 507,711.35 |
| Child Development Reserve Fund No. 1 | 120,365.17 |
| Child Development Reserve Fund No. 2 | 90,352.12 |
| **SUBTOTAL** | **848,977.91** |
| COMMODITY SUPPLEMENTAL FOOD PROGRAM | (193,643.15) |
| EF&S | 0.00 |
| EFAP | (196,201.11) |
| USDA Commodities | 0.00 |
| County of Kern Food Distribution | (670,684.41) |
| FOOD BANK | (509,462.23) |
| FOOD BANK EXPANSION | (50,569.57) |
| FOOD BANK CAPACITY PROGRAM | 0.00 |
| FOOD BANK - STATE | 629,403.27 |
| WONDERFUL FOOD BANK EXPANSION | 0.00 |
| WONDERFUL FOUNDATION | 182,296.99 |
| CDFA Healthy Refrigeration Grant Program (HRGP) | 0.00 |
| **SUBTOTAL** | **(808,860.21)** |
| ENERGY | (146,835.13) |
| LIHEAP | (104,509.99) |
| DOE | (336,180.54) |
| LIWHAP | 0.00 |
| PG&E | (15,720.99) |
| PG&E Arrears Case Management Program | 356,873.87 |
| TRANSFER NEGATIVE BALANCE | 246,372.78 |
| **SUBTOTAL** | **0.00** |
| CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT | 0.00 |
| **SUBTOTAL** | **0.00** |
| CSBG | (120,562.74) |
| CSBG Discretionary 2025 | 0.00 |
| WIC | (763,069.03) |
| City of Bakersfield Home Repair SLFRF | (321,842.77) |
| Local Purchase Assistance (LFPA) USDA | (29,907.52) |
| HOMELESS SAFE CAMPING - CSLRFR (ARPA) | (90,821.56) |
| NEOPB CAL FRESH HEALTHY LIVING | (48,134.24) |
| IRS - VITA | (12,575.54) |
| SSVF 2025-26 | (145,563.79) |
| Grant Per Diem | 49,257.10 |
| HUD-COORDINATED ENTRY SYSTEM | (34,548.53) |
| HOME ARP - City of Bakersfield | (41,014.77) |
| CAL FRESH | (23,715.82) |
| CalCAPA-Diaper Distribution Pilot | (315.44) |
| BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP) | 75.16 |
| KCCD CERF REGIONAL CONVENOR | (33,903.90) |
| KCCD CWDB High Road Training Partnership | 56,699.72 |
| City of Bakersfield Ramkabir Project HHAP 4 | (145,568.74) |
| City of Bakersfield - FHCC Sports Field | (19,688.00) |
| California SGC - CRC | (200,853.70) |
| CALEITC | (137,237.21) |
| 211 Call Center Tobacco Cessation | (17,600.77) |
| TCC Low Income Energy Efficiency Program | (40,406.43) |
| City of Bkfd-Cal VIP Outreach | (12,070.54) |
| Youth Centers Nature and Culture Program 2025-2027 | (196,183.80) |
| CITY OF BAKERSFIELD CAL VIP | (43,773.49) |
| CA Farm to School Incubator Grant | (2,608.22) |
| HOME VISIT INITIATIVE (CO OF KERN) | (225,069.54) |
| POSITIVE YOUTH DEV SVC | (20,684.34) |
| POSITIVE YOUTH M | (1,319.65) |
| COUNTY OF KERN LOW BARRIER HOMELESS CENTER | (457,422.77) |
| BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION | (139,774.00) |
| ARG III - Warm Handoff | (237,071.63) |
| FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER | (21,251.44) |
| FIRST 5 HELP ME GROW | 761.92 |
| FIRST 5 RIDGECREST FAMILY RESOURCE CENTER | (32,352.43) |
| FIRST 5 KERN 211 | 0.00 |
| BKRHC-Encampment Resolution | 0.00 |
| City of Bakersfield HHAP | 12,621.13 |
| BKRHC HHAP Youth Services (VSS) | (37,370.09) |
| Day 1 Families Housing Support | 4,719,235.05 |
| Kaiser | 60,724.90 |
| Kaiser 211 Kern | 65.00 |
| FEEDING AMERICA SERVICE INSIGHTS | 20,000.00 |
| Kaiser - Food Locker Pilot | 0.00 |
| UNITED WAY 211 | 0.00 |
| Sustain Our Future - East Kern | 54,488.82 |
| SCE - 211 Access PSPS | (72,028.45) |
| California Veterans Assistance Foundation | (11,985.82) |
| GENERAL FUND | 119,061.76 |
| DISCRETIONARY FUND | 3,505,507.03 |
| SHAFTER YOUTH CENTER | 19,647.24 |
| FRIENDSHIP HOUSE | (21,356.53) |
| EAST KERN FAMILY RESOURCE CENTER | 24,816.08 |
| OASIS FAMILY RESOURCE CENTER | 22,949.98 |
| 211 | 7,490.94 |
| M ST NAVIGATION CENTER | (4,291.39) |
| M Street Workforce | 303.01 |
| TAX ASSISTANCE | 29,245.92 |
| CALAIM HOMELESS PREVENTION SERVICES | 394,128.28 |
| CalAIM Enhanced Case Management | (138,903.86) |
| CalAIM Asthma | (165.00) |
| CalAIM East Kern Family Resource Center | 299,498.16 |
| Veterans Services | 103,791.78 |
| CAPK FOUNDATION | (83,325.28) |
| GAAP FUND | 0.22 |
| INDIRECT FUND | 976,726.13 |
| COST POOLS | (135,142.42) |
| Facilities Cost Pools | 36,450.64 |
| LESS: ENERGY NEGATIVE BALANCE | (246,372.78) |
| ADD: LINE OF CREDIT | 0.00 |
| **SUBTOTAL** | **6,145,692.00** |
| **TOTAL OPERATING CASH** | 9,606,896.79 |

**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**
**CHILD DEVELOPMENT RESERVE #1**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
**May 31, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **05/31/26** | | **120,365.17** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **05/31/26** | | **120,365.17** |

| | | | |
|---|---|---|---|
| **BALANCE PER G/L** | **04/30/26** | | **244,043.34** |
| 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 | | 123,681.91 | |
| **BALANCE PER G/L** | **05/31/26** | | **120,365.17** |

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 06/08/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/09/2026

**Community Action Partnership of Kern**
Journal Entries
05/31/2026
CDR #1 - Bank Charges

| | Initials | Date |
|---|---|---|
| Prepared By: | Yolanda Nunez | 6/8/2026 |
| Approved By: | Naomi Ibarra | 06/09/2026 |

| Account Description | Date | Account Code | Debit | Credit |
|---|---|---|---|---|
| Restricted Bank Account | 5/31/2026 | 1125-262000- 1000-100-100-100 | 3.74 | |
| Interest Income | 5/31/2026 | 4310-262000-1000-100-100-100 | | 3.74 |
| | | | | |
| Interest Income | 5/31/2026 | 6695-262000-1000-100-100-100 | - | 0.00 |
| Restricted Bank Account | 5/31/2026 | 1125-262000- 1000-100-100-100 | 0.00 | - |

Explanation:
To Rec Processing Fees, Int., and Trans. Fees for May 2026

| | Debit | Credit |
|---|---|---|
| Total | 3.74 | 3.74 |

ABILA DESCRIPTION

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

BANK RECONCILIATION FOR MONTH ENDING
**May 31, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **05/31/26** | | **55,274.67** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **05/31/26** | | **55,274.67** |

| | | | |
|---|---|---|---|
| **BALANCE PER G/L** | **04/30/26** | | **55,273.79** |
| ADD: DEPOSITS | | 0.00 | |
| INTEREST | | 0.88 | |
| BANK ACCOUNT TRANSFER | | 0.00 | |
| LESS: CHECKS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANK ACCOUNT TRANSFER | | 0.00 | |
| **BALANCE PER G/L** | **05/31/26** | | **55,274.67** |

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant II DATE: 06/08/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/09/2026

**Community Action Partnership of Kern**

Journal Entries

05/31/2026

CDR #2 - Bank Charges

| | Initials | Date |
|---|---|---|
| Prepared By: | Yolanda Nunez | 6/8/2026 |
| Approved By: | | 06/09/2026 |

| Account Description | Date | Account Code | Debit | Credit |
|---|---|---|---|---|
| Restricted Bank Account | 5/31/2026 | 1125-265000-1000-100-100-101 | 0.00 | |
| Interest Income | 5/31/2026 | 6695-265000-1000-101-100-101 | | 0.00 |
| Restricted Bank Account | 5/31/2026 | 1125-265000-1000-100-100-100 | 0.88 | |
| Interest Income | 5/31/2026 | 4310-265000-1000-101-100-100 | | 0.88 |

Explanation:

TO REC PROCESSING FEES, INT., AND TRANS. FEES FOR May 2026

| | | |
|---|---|---|
| Total | 0.88 | 0.88 |

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

BANK RECONCILIATION FOR MONTH ENDING
**May 31, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **05/31/26** | | **896.92** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **05/31/26** | | **896.92** |
| **BALANCE PER G/L** | **04/30/26** | | **896.92** |
| ADD: DEPOSITS | | 0.00 | |
| INTEREST/WAIVE FEE | | 0.00 | |
| BANK ACCOUNT TRANSFER FROM GENERAL FUND | | 0.00 | |
| LESS: CHECKS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS | | 0.00 | |
| **BALANCE PER G/L** | **05/31/26** | | **896.92** |
| | | DIFFERENCE: | 0.00 |

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 06/10/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/10/2026

**Community Action Partnership of Kern**

Journal Entries

#

CSD ADVANCES ACCOUNT

Initials | Date

Prepared By: Yolanda Nunez # 06/10/26

Approved By: Naomi Ibarra # 06/10/2026

| Account Description | Account Code | Debit | Credit |
|---|---|---|---|
| Restricted Bank Account | 1125-103026-4000-100-400-100 | - | |
| Interest Income | 4310-103026-4000-100-400-100 | | - |
| Restricted Bank Account | 1125-122026-3000-100-300-100 | - | |
| Interest Income | 4310-122026-3050-147-320-130 | | - |
| Restricted Bank Account | 1125-122093-3000-100-300-100 | - | |
| Interest Income | 4310-103026-3000-100-300-100 | | - |
| Restricted Bank Account | 1125-123022-3000-100-300-100 | - | |
| Interest Income | 4310-123022-3054-147-320-130 | | - |

Explanation:

To record the May 2026 interest income for CSD Advances Acct., acct. #521105968 with Citizens Business Bank.

| Account Allocation: | | |
|---|---|---|
| Fund - 103026 | 40.20 | 4% |
| Fund - 122026 | 844.90 | 94% |
| Fund - 122093 | - | 0% |
| Fund - 123022 | 11.82 | 1% |
| | 896.92 | 99% |

| Current Month's Interest: | | |
|---|---|---|
| Fund - 103026 | - | 4% |
| Fund - 122026 | - | 94% |
| Fund - 122093 | - | 0% |
| Fund - 123022 | - | 1% |
| TOTAL | - | 99% |

| | | |
|---|---|---|
| Total | 0.00 | 0.00 |

Batch Total $ -

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

BANK RECONCILIATION FOR MONTH ENDING
**May 31, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **05/31/26** | | **5,553.91** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **05/31/26** | | **5,553.91** |
| **BALANCE PER GENERAL LEDGER** | **04/30/26** | | **5,553.82** |
| ADD: DEPOSITS (Credit Card Donations & Shared Fee) | | 0.00 | |
| WIRE TRANSFER | | 0.00 | |
| PAYPAL DEPOSIT | | 0.00 | |
| INTEREST/ WAIVE FEE | | 0.09 | |
| LESS: APPLIED MERCHANT DEBITS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANKCARD FEES | | 0.00 | |
| CASH CONCENTRATION FEE | | 0.00 | |
| FUND TRANSFER TO CITIZENS BUSINESS | | 0.00 | |
| | | 0.00 | |
| **BALANCE PER GENERAL LEDGER:** | **05/31/26** | | **5,553.91** |

*Difference:* **0.00**

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 06/08/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/09/2026

**Community Action Partnership of Kern**
Journal Entries
05/31/2026

Initiated By Yolanda Nunez 6/8/2026

Approved By Naomi Ibarra 6/8/2026

| Account Description | Date | Account Code | Debit | Credit |
|---|---|---|---|---|
| Restricted Bank Account | 5/31/2026 | 1125-410023-4000-100-400-100 | 0.09 | |
| Interest Income | 5/31/2026 | 4310-410023-4000-100-400-100 | | 0.09 |
| Client Analysis Charge | 5/31/2026 | 6695-410023-4000-100-400-100 | 776.70 | |
| Restricted Bank Account | 5/31/2026 | 1155-410023-4000-100-400-100 | | 776.70 |
| Restricted Bank Account | 5/31/2026 | 1155-410023-4000-100-400-100 | 13,613.09 | |
| Donation | 5/31/2026 | 4310-410023-4000-100-400-100 | | 13,613.09 |
| TO REC DAY 1 FAMILIES, INT, & FEES FOR May 2026 | | | 14,389.88 | 14,389.88 |

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

**BANK RECONCILIATION FOR THE MONTH ENDED**
**May 31, 2026**

**CITIZENS BUSINESS BANK**
**701 N HAVEN AVE**
**ONTARIO, CA 91764**

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

| | | |
|---|---|---|
| **BANK BALANCE AT 05/31/26** | | 3,947,529.78 |
| LESS: OUTSTANDING CHECKS | 467,210.28 | |
| **ADJUSTED BANK BALANCE AT 05/31/26** | | 3,480,319.50 |
| **GENERAL LEDGER BALANCE AT 04/30/26** | | 4,775,424.11 |
| ADD: DEPOSITS | 2,599,773.67 | |
| US TREAS DRAWDOWNS | 3,736,139.16 | |
| FUNDS FROM OTHER GRANTS | 3,959,233.09 | |
| TRANSFERS FROM CBB 5984 | 123,681.91 | |
| ADP /HEALTH EQUITY REFUND | 15,973.10 | |
| REIMBURSEMENT OF ALTERED PAYEE | - | |
| LOAN | - | |
| LESS: CHECKS | 1,155,011.19 | |
| ADP PAYROLL 05/15/26 | 2,064,489.36 | |
| ADP PAYROLL 05/29/26 | 2,193,584.90 | |
| ADP PAYROLL | - | |
| ADP PAYROLL | - | |
| EFTS FOR HRA/HSA/ STD/403B | 722,201.21 | |
| TRANSFERS FROM RESTRICTED ACCOUNTS | | |
| TRANSFERS TO RESTRICTED ACCOUNTS 0 | - | |
| CREDIT CARD | 73,497.59 | |
| BANK FEES | - | |
| ACH VOUCHERS | 5,521,121.29 | |
| RETURN DEPOSITS | - | |
| **GENERAL LEDGER BALANCE AT 05/31/26** | | 3,480,319.50 |
| | DIFFERENCE: | 0.00 |

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant II DATE: 06/08/2026

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/10/2026

Naomi Abarca 06/10/2026

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

BANK RECONCILIATION FOR MONTH ENDING
**May 31, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **05/31/26** | | **1,227,966.44** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **05/31/26** | | **1,227,966.44** |

| | | | |
|---|---|---|---|
| **BALANCE PER G/L** | **04/30/26** | | **1,227,946.93** |
| ADD: DEPOSITS | | 0.00 | |
| INTEREST | | 19.51 | |
| WAIVE FEE | | 0.00 | |
| BANK ACCOUNT TRANSFER FROM GENERAL FUND | | 0.00 | |
| LESS: CHECKS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS | | 0.00 | |
| **BALANCE PER G/L** | **05/31/26** | | **1,227,966.44** |
| | | 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: 06/09/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/10/2026

**Community Action Partnership of Kern**
Journal Entries
05/31/26
Head Start Accrued Vacation

| | Initials | Date |
|---|---|---|
| Prepared By: | Yolanda Nunez | 6/9/2026 |
| Approved By: | | 6/9/2026 |

| Account Description | Account Code | | | | | Debit | Credit |
|---|---|---|---|---|---|---|---|
| Restricted Bank Account | 1145 | 108000 | 1000 | 100 | 100 | 100 | 5.15 | |
| Interest Income | 4310 | 108000 | 1001 | 100 | 100 | 100 | | 5.15 |
| Restricted Bank Account | 1145 | 109000 | 1000 | 100 | 100 | 100 | 11.17 | |
| Interest Income | 4310 | 109000 | 1001 | 100 | 100 | 100 | | 11.17 |
| Restricted Bank Account | 1145 | 117000 | 1000 | 100 | 100 | 100 | 3.19 | |
| Interest Income | 4310 | 117000 | 1001 | 100 | 100 | 100 | | 3.19 |

Explanation:

To record interest income for headstart accrued vac 05/31/26 acct. #4945066256 with CBB

| Account Allocation: | | |
|---|---|---|
| Fund - 108 | 324,439.57 | 26.42% |
| Fund - 109 | 703,249.59 | 57.27% |
| Fund - 110 | - | 0.00% |
| Fund - 117 | 200,257.76 | 16.31% |
| Fund - 502 | 0.01 | 0.00% |
| | 1,227,946.93 | 100.00% |

| Current Month's Interest: | | |
|---|---|---|
| Fund - 108 | 5.15 | 26.42% |
| Fund - 109 | 11.17 | 57.27% |
| Fund - 110 | 0.00 | 0.00% |
| Fund - 117 | 3.19 | 16.31% |
| TOTAL | 19.51 | 100.00% |

| Current Month's Fees: | | |
|---|---|---|
| Fund - 108 | 0.00 | 26.42% |
| Fund - 109 | 0.00 | 57.27% |
| Fund - 117 | 0.00 | 16.31% |
| TOTAL | 0.00 | 100.00% |
| | 0.00 | |

| | | |
|---|---|---|
| Total | 19.51 | 19.51 |
| Batch Total | | $ 39.02 |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**ELAN (CBB) VISA SUMMARY**
**STATEMENTS DATED May 1, 2026 - May 31, 2026**

| Cardholder | Position | Amount Charged |
|---|---|---|
| CAPK | Accounts Payable | $ (388.99) |
| Catherine Anspach | Foundation Director of Development | 6,227.35 |
| Gloria Barbero | Administrator - EHS San Joaquin | 2,587.16 |
| Yolanda Gonzales | Director of Head Start/State Child Development Programs | 5,526.96 |
| Freddy Hernandez | Director of Youth and Community Services | 7,208.82 |
| Lisa McGranahan | Director of Human Resources | 1,413.53 |
| Jerry Meade | Assistant Director of Head Start/State Child Development Programs | 233.50 |
| Pritika Ram | Chief Business Development Officer | 2,548.02 |
| Jeremy Tobias | Chief Executive Officer | 6,811.21 |
| Emilio Wagner | Chief Facilities and Technology Officer | 5,499.65 |
| Tracy Webster | Chief Financial Officer | 18,838.28 |
| Rebecca Moreno | Director of Housing Support Services | 8,469.13 |
| Susana Magana | Director of Nutrition Services | 5,286.00 |
| Sabrina Jones | Administrator - 211 | - |
| Veterans (VSS) | Veterans - Food Service | 2,088.07 |
| Veterans (VSS) | Veterans - Fuel Card | 937.98 |
| Energy | Energy - Team Cards - 5 | 115.84 |
| Misc | Gas Cards - 4 | 95.08 |
| | Total | $ 73,497.59 |

# Cardholder Activity

**Name:** ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/02/2026<br>05/04/2026 | CRUISE AMERICA - CEN<br>MESA, AZ | **($602.99)**<br>($602.99) | USD | (602.99) | RETURN CREDIT FOR RV RENTAL FOR STAFF DEVELOPMENT DAY. |
| 05/18/2026<br>05/19/2026 | SPECTRUM<br>855-707-7328, MO | **$214.00**<br>$214.00 | USD | 214.00 | MONTHLY CHARGE FOR SPECTRUM FOR DELANO HS |

| Activity Totals | Purchases | Payments |
|---|---|---|
| ($388.99) | ($388.99) | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/24/2026<br>04/27/2026 | SMART AND FINAL 344<br>BAKERSFIELD, CA | **$23.10**<br>$23.10 | USD | 23.10 | Drinks for Lunch and Learn Event |
| 04/24/2026<br>04/27/2026 | RESTO RUNN*<br>RESTO RUNN<br>WWW.RESTAURAN, CA | **$453.51**<br>$453.51 | USD | 453.51 | Food for Lunch and Learn Event |
| 04/25/2026<br>04/27/2026 | HILTON HOTEL SAN DIEGO<br>SAN DIEGO, CA | **$125.00**<br>$125.00 | USD | 125.00 | Incidentals charge for C.Anspach room for AFP ICON Conference (April 25-28) San Diego, CA |
| 04/28/2026<br>04/29/2026 | ENTERPRISE RENT-A-CAR<br>BAKERSFIELD, CA | **$276.78**<br>$276.78 | USD | 276.78 | Rental Car for AFP Icon Conference (April 25-28) San Diego, CA |
| 04/28/2026<br>04/30/2026 | ARCO 914219<br>SAN DIEGO, CA | **$75.77**<br>$75.77 | USD | 75.77 | Gas for Rental Car (AFP Icon Conference. April 25-28. San Diego, CA) |
| 04/28/2026<br>04/30/2026 | ARCO 919879<br>BAKERSFIELD, CA | **$47.13**<br>$47.13 | USD | 47.13 | Gas for Rental Car (AFP Icon Conference. April 25-28. San Diego, CA) |
| 04/28/2026<br>04/30/2026 | HILTON HOTEL SAN DIEGO<br>SAN DIEGO, CA | **$1,109.97**<br>$1,109.97 | USD | 1,109.97 | C. Anspach Hotel for AFP Icon (April 25-28) San Diego, CA. |
| 04/28/2026<br>04/30/2026 | HILTON HOTEL SAN DIEGO<br>SAN DIEGO, CA | **$1,334.97**<br>$1,334.97 | USD | 1,334.97 | Hotel & Valet for L.Popkin (AFP Icon. April 25-28 San Diego, CA) |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/28/2026<br>04/30/2026 | HILTON HOTEL SAN DIEGO<br>SAN DIEGO, CA | **$1,109.97**<br>$1,109.97 | USD | 1,109.97 | Hotel for A.Perez-Corona (AFP ICON April 25-28, San Diego, CA) |
| 04/28/2026<br>05/05/2026 | HILTON HOTEL SAN DIEGO<br>619-5643333, CA | **($125.00)**<br>($125.00) | USD | (125.00) | Refund for Incidental charge (AFP ICON April 25-28, San Diego, CA) for C.Anspach |
| 05/04/2026<br>05/05/2026 | WALGREENS #11532<br>800-289-2273, CA | **$97.21**<br>$97.21 | USD | 97.21 | Photos for Oasis Ribbon Cutting event |
| 05/08/2026<br>05/11/2026 | OFFICEMAX/DEPOT 6235<br>BAKERSFIELD, CA | **$81.65**<br>$81.65 | USD | 81.65 | Boxes needed for Food Drive Event |
| 05/12/2026<br>05/14/2026 | TST*CENTRO CAL BREWING<br>BAKERSFIELD, CA | **$63.12**<br>$63.12 | USD | 63.12 | Meeting with Partner for Gourmet for Good |
| 05/18/2026<br>05/20/2026 | COLOR ME MINE - BAKERSFIE<br>BAKERSFIELD, CA | **$162.27**<br>$162.27 | USD | 162.27 | Gourmet for Good- Auction Items |
| 05/19/2026<br>05/20/2026 | HOMEGOODS #0518<br>BAKERSFIELD, CA | **$490.74**<br>$490.74 | USD | 490.74 | Gourmet for Good- Auction Items |
| 05/19/2026<br>05/20/2026 | DOLLAR TREE<br>BAKERSFIELD, CA | **$131.35**<br>$131.35 | USD | 131.35 | Gourmet for Good- Auction Items |
| 05/19/2026<br>05/21/2026 | HOBBY LOBBY #556<br>BAKERSFIELD, CA | **$734.13**<br>$734.13 | USD | 734.13 | Gourmet for Good- Auction Items |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/21/2026<br>05/22/2026 | SEQUOIA SANDWICH COMPAN<br>BAKERSFIELD, CA | **$35.68**<br>$35.68 | USD | 35.68 | Cookies for Gourmet for Good Training |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $6,227.35 | $6,227.35 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/23/2026<br>04/27/2026 | UNITED<br>0162396306612<br>UNITED.COM, TX | **$341.07**<br>$341.07 | USD | 341.07 | Flight for Aide Avelar HBE attending the HS West First 1,000 days EHS Conference - June 8-11, 2026 |
| 04/23/2026<br>04/27/2026 | UNITED<br>0162396306613<br>UNITED.COM, TX | **$341.07**<br>$341.07 | USD | 341.07 | Flight for Teresa Martinez HBE attending the HS West First 1,000 days EHS Conference - June 8-11, 2026 |
| 04/23/2026<br>04/27/2026 | UNITED<br>0162396306614<br>UNITED.COM, TX | **$341.07**<br>$341.07 | USD | 341.07 | Flight for Phounang Keovongsack HBE attending the HS West First 1,000 days EHS Conference - June 8-11, 2026 |
| 04/27/2026<br>04/28/2026 | PTICKETLODI<br>800-5258553, CA | **$378.95**<br>$378.95 | USD | 378.95 | Parking citation issued when a temporary employee from Exact Staffing operating a company vehical , parked in a designated handicap space (Memorandum Attached). |
| 04/28/2026<br>04/30/2026 | CITY OF STOCKTON<br>209-9378561, CA | **$366.00**<br>$366.00 | USD | 366.00 | 6 W Main Street - Stockton Fire Inspection permit fee. |
| 05/11/2026<br>05/12/2026 | CI STOCKTON ADMIN SVCS<br>STOCKTON, CA | **$28.00**<br>$28.00 | USD | 28.00 | 6 W Main Street - Initial Application for the Business License. |
| 05/13/2026<br>05/14/2026 | PB *ADVANCED MINI STORAGE<br>775-5448005, CA | **$282.00**<br>$282.00 | USD | 282.00 | Auto payment for the Advance Mini Storage Unit L005 |
| 05/14/2026<br>05/15/2026 | PB *ADVANCED MINI STORAGE<br>775-5448005, CA | **$326.00**<br>$326.00 | USD | 326.00 | Auto payment for the Advance Mini Storage Unit L004 |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/14/2026<br>05/18/2026 | CITY OF STOCKTON<br>209-9378561, CA | **$183.00**<br>$183.00 | USD | 183.00 | 6 W Main Street - Stockton Fire Permit fee. |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $2,587.16 | $2,587.16 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/04/2026<br>05/05/2026 | SHERATON<br>612-3326000, MN | **$1,665.00**<br>$1,665.00 | USD | 1,665.00 | 108000@36%=$599.40/109000@64%=$1,065.60<br>Loding for letisha Brooks to attend the 2026 NHSA Conference and Expo in Minneapolis, Minnesota on May 4-7th |
| 05/07/2026<br>05/11/2026 | SHERATON<br>612-3326000, MN | **$1,621.96**<br>$1,621.96 | USD | 1,621.96 | 108000@36%=$583.91/109000@64%=$1,038.05<br>Loding for Cynthia Rodriguez to attend the 2026 NHSA Conference and Expo in Minneapolis, Minnesota on May 4-7th |
| 05/19/2026<br>05/20/2026 | ZOOM.COM<br>888-799-9666<br>ZOOM.US, CA | **$2,199.00**<br>$2,199.00 | USD | 2,199.00 | 108000@31%=$681.69/109000@56%=$1,231.44/117000@13%=$285.87<br>Annual Automatic Zoom Subscription Renewal |
| 05/19/2026<br>05/21/2026 | AMTRAK .COM<br>1390659614691<br>WASHINGTON, DC | **$41.00**<br>$41.00 | USD | 41.00 | 108000@36%=$14.76/10900@64%=$26.24<br>Amtrak ticket for Sylvia Ortega to Return to Bakersfield after attending the SJCOE-CAPK Profile Meeting on 5/20/26 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $5,526.96 | $5,526.96 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/26/2026<br>04/28/2026 | HOTEL 414 ANAHEIM<br>ANAHEIM, CA | **($229.77)**<br>($229.77) | USD | (229.77) | National Association of Training and Environmental Consulting- Energy- Ignacio Ramirez- Refund |
| 04/26/2026<br>04/28/2026 | HOTEL 414 ANAHEIM<br>ANAHEIM, CA | **($229.77)**<br>($229.77) | USD | (229.77) | National Association of Training and Environmental Consulting- Energy- Paul Dobis- Refund |
| 04/28/2026<br>04/29/2026 | TODAY CLEANERS #16<br>BAKERSFIELD, CA | **$70.00**<br>$70.00 | USD | 70.00 | Supplies- Energy Outreach |
| 04/30/2026<br>05/04/2026 | QUALITY INNS<br>ANAHEIM, CA | **$173.36**<br>$173.36 | USD | 173.36 | NATEC Conference- Anaheim, Ca.- 4/30/2026-5/1/2026- Paul Dobis |
| 04/30/2026<br>05/04/2026 | QUALITY INNS<br>ANAHEIM, CA | **$173.36**<br>$173.36 | USD | 173.36 | NATEC Conference- Anaheim, Ca.- 4/30/2026-5/1/2026- Ignacio Ramirez |
| 04/30/2026<br>05/04/2026 | QUALITY INNS<br>ANAHEIM, CA | **$17.25**<br>$17.25 | USD | 17.25 | NATEC Conference- Anaheim, Ca.- 4/30/2026-5/1/2026- Parking |
| 05/04/2026<br>05/05/2026 | MANDATED REPORTER<br>MANDATEDREPOR, CA | **$8.99**<br>$8.99 | USD | 8.99 | Mandated training certification- Jeannette Hernandez- Oasis FRC |
| 05/05/2026<br>05/06/2026 | SMITHS BAKERIES INC<br>BAKERSFIELD, CA | **$78.96**<br>$78.96 | USD | 78.96 | Oasis FRC- 5 Year anniversary ribbon cutting ceremony |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/05/2026<br>05/07/2026 | LA COSTA MARISCOS INC<br>BAKERSFIELD, CA | **$157.72**<br>$157.72 | USD | 157.72 | 2026 CSD Audit and Review meeting- Energy |
| 05/07/2026<br>05/11/2026 | DON PEPES BAR & GRILL<br>661-7466183, CA | **$364.65**<br>$364.65 | USD | 364.65 | SGC CRC Colaborative Town Hall Meeting |
| 05/12/2026<br>05/12/2026 | ADTSECURITY MYADT.COM<br>800-238-2727, FL | **$65.71**<br>$65.71 | USD | 65.71 | Security Alarm System Installation Deposit - EKFRC |
| 05/14/2026<br>05/15/2026 | EL BUEN PASTOR TACOS Y M<br>BAKERSFIELD, CA | **$500.00**<br>$500.00 | USD | 500.00 | Reservation Deposit for VITA Appreciation Dinner |
| 05/14/2026<br>05/18/2026 | THE CITIZEN MARRIOTT<br>SACRAMENTO, CA | **$1,427.42**<br>$1,427.42 | USD | 1,427.42 | Hotel for CalCAPA Advocacy Day- 5-13-26- Sacramento, Ca. - Freddy Hernandez |
| 05/19/2026<br>05/21/2026 | EL BUEN PASTOR FINE ME<br>661-4798367, CA | **$3,455.66**<br>$3,455.66 | USD | 3,455.66 | VITA Volunteer Appreciation Meeting |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/22/2026<br>05/25/2026 | HYATT REGENCY SEATTLE<br>SEATTLE, WA | **$1,175.28**<br>$1,175.28 | USD | 1,175.28 | NEUAC conference- Seattle, WA. -5/17/2026-5/22/2026- Freddy Hernandez |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $7,208.82 | $7,208.82 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name: LISA MC GRANAHAN** **Account Number: **7461**

**Cycle End Date: 5/25/2026**

| Trans Date Posting Date | Merchant Name City, State/Prov. | Transaction Total Allocation Amount | Explanation of Expense |
|---|---|---|---|
| 05/04/2026 | Ezcater | **307.08** | Personnel Committee Lunch 5/6/2026 |
| 05/10/26 | Biometrics4All | **$18.00** | Relay Fees for New Hire Fingerprints |
| 05/15/2026 | Safety Holdings | **$1,088.45** | Driving Monitoring Service |
| | | | |
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| | | | |
| | | | |
| | | **$1,413.53** | **Total Expenses for Cycle with End Date of 5/25/2026** |

Account Number : 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
LISA MCGRANAHAN
Statement Date : 05-25-2026

elan



## Account Summary

| | |
|---|---|
| Previous Balance | $0.00 |
| Purchases and Other Charges | $1,413.53 |
| Cash Advances | $0.00 |
| Cash Advance Fees | $0.00 |
| Late Payment Charges | $0.00 |
| Credits | $0.00 CR |
| Payments | $0.00 PY |
| **Total Activity** | **$1,413.53** |
| Disputed Amount | $0.00 |

## General Information

Total Activity $1,413.53

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 |
|---|---|---|---|---|
| 05-07 | 05-06 | 24036296126714861971965 | EZCATER*FRESCO MEXICAN 800-488-1803 MA | 307.08 |
| 05-11 | 05-10 | 2475542613028130209 1114 | BIOMETRICS4ALL 714-5689888 CA | 18.00 |
| 05-18 | 05-15 | 2490641613525778354 2050 | SAFETY HOLDINGS 888-9472622 NM | 1,088.45 |

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**

106481879741553 S

LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

**This area intentionally left blank.**

# Cardholder Activity

**Name:** JERRY MEADE **Account Number:** **9143 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/29/2026<br>04/29/2026 | NATIONAL CACFP SPONSORS<br>512-850-8278, TX | **$147.00**<br>$147.00 | USD | 147.00 | Registration for virtual CACFP training held May 19th, 2026. Staff attending , Keven Goudge, Lorena Orozco and Andrew Chavez<br>6645-108000/109000-1002-120-150-105 |
| 05/18/2026<br>05/20/2026 | DOMINO'S 7393<br>310-473-6575, CA | **$86.50**<br>$86.50 | USD | 86.50 | Lunch provided for DRDP training held 5/15/26 at Rosamond CDC. Staff members from multiple outline Eastern Kern sites attended.<br>6680-108000/109000-1002-120-150-100 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $233.50 | $233.50 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount |
|---|---|---|---|---|
| 04/23/2026<br>04/27/2026 | EMBASSY SUITE GIFT SHP<br>SACRAMENTO, CA | **$40.00**<br>$40.00 | USD | 40.00 |
| 04/24/2026<br>04/27/2026 | EPIDEMIC SOUND AB<br>STOCKHOLM, | **$299.88**<br>$299.88 | USD | 299.88 |
| 05/03/2026<br>05/04/2026 | FACEBK *MMVBALV552<br>650-5434800, CA | **$33.60**<br>$33.60 | USD | 33.60 |
| 05/04/2026<br>05/05/2026 | EB *2026 IMAGE AWARDS<br>801-413-7200, CA | **$242.16**<br>$242.16 | USD | 242.16 |
| 05/05/2026<br>05/05/2026 | EB *2026 IMAGE AWARDS<br>801-413-7200, CA | **$60.54**<br>$60.54 | USD | 60.54 |
| 05/05/2026<br>05/07/2026 | JAKES ORIGINAL TEX-MEX CA<br>BAKERSFIELD, CA | **$273.17**<br>$273.17 | USD | 273.17 |
| 05/13/2026<br>05/14/2026 | EZCATER*FLAME SKEWERS<br>800-488-1803, MA | **$229.71**<br>$229.71 | USD | 229.71 |
| 05/20/2026<br>05/21/2026 | LUIGIS RESTAURANT<br>BAKERSFIELD, CA | **$220.14**<br>$220.14 | USD | 220.14 |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount |
|---|---|---|---|---|
| 05/21/2026<br>05/21/2026 | 2026 COMMUNITY VIOLENC<br>121-0412742, CA | **$1,148.82**<br>$1,148.82 | USD | 1,148.82 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $2,548.02 | $2,548.02 | $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 : 05-25-2026



## Account Summary

| | | |
|---|---|---|
| Previous Balance | $0.00 | |
| Purchases and Other Charges | $6,811.21 | |
| Cash Advances | $0.00 | |
| Cash Advance Fees | $0.00 | |
| Late Payment Charges | $0.00 | |
| Credits | $0.00 | CR |
| Payments | $0.00 | PY |
| **Total Activity** | **$6,811.21** | |
| Disputed Amount | $0.00 | |

## General Information

Total Activity $6,811.21

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 |
|---|---|---|---|---|
| 04-27 | 04-23 | 24316056114726735141149 | SHELL OIL12822045014 BAKERSFIELD CA | 93.65 |
| 04-29 | 04-28 | 24492166119100010912608 | KERN COMMUNITY FOUNDAT KERNFOUNDATIO CA | 721.65 |
| 04-30 | 04-29 | 24492166119100056781636 | RESTO RUNN* RESTO RUNN WWW.RESTAURAN CA | 623.85 |
| 05-01 | 04-29 | 24071056120939124798240 | WIPFLI LLP MADISON WI | 1,850.00 |
| 05-01 | 04-29 | 24071056120939124798257 | WIPFLI LLP MADISON WI | 1,850.00 |
| 05-04 | 05-02 | 24071056122939175335882 | MISTER CAR WASH #1006 866-2543229 CA | 32.99 |
| 05-08 | 05-06 | 24316056127741834350132 | SHELL OIL12822045014 BAKERSFIELD CA | 72.84 |
| 05-14 | 05-12 | 24316056133748869338082 | SHELL OIL12822045014 BAKERSFIELD CA | 93.16 |
| 05-14 | 05-13 | 2494300613343007651871 7 | CAESARS PALACE ADV RSVN 866-209-4732 NV 182751868662094732 ARRIVAL:07-13-26 | 206.35 |
| 05-18 | 05-14 | 24122546135751425293454 | ARCO#83819TRINITY PARKWA STOCKTON CA | 79.63 |
| 05-18 | 05-14 | 24692166135409309458670 | THE CITIZEN MARRIOTT SACRAMENTO CA 575928 ARRIVAL:05-12-26 | 857.71 |
| 05-21 | 05-20 | 24943006140434283512688 | CAESARS PALACE ADV RSVN 866-209-4732 NV 182928308662094732 ARRIVAL:07-14-26 | 206.35 |
| 05-25 | 05-22 | 24137466143001807307231 | USPS PO 0504720502 BAKERSFIELD CA | 17.30 |
| 05-25 | 05-22 | 24316056143760790199168 | SHELL OIL12822045014 BAKERSFIELD CA | 105.73 |

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**

106481879743929 S

JEREMY T TOBIAS
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

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# Cardholder Activity

**Name: JEREMY T TOBIAS** **Account Number: **8558**

**Statement Date: 5/25/2026**

| Transaction Date | Merchant Name City, State/Prov. | Transaction Total Allocation Amount | Explanation of Expense |
|---|---|---|---|
| 04/23/26 | Shell Oil | **$93.65** | Gasoline for CEO's Agency Vehicle |
| 04/28/2026 | Kern Community Foundation | **$721.65** | Tickets for KAN Leadership Awards Luncheon |
| 04/29/2026 | Restaurant Runner (Food-Ex) | **$623.85** | Lunch for Board Meeting on 4/29/26 |
| 04/29/2026 | Wipfli | **$1,850.00** | Registration Fee for Board Member D. Boshers - Wipfli Conference in Las Vegas, NV 7/14/26 - 7/17/26 |
| 04/29/2026 | Wipfli | **$1850.00** | Registration Fee for Board Member F. Plane - Wipfli Conference in Las Vegas, NV 7/14/26 - 7/17/26 |
| 05/02/2026 | Mister Car Wash | **$32.99** | Monthly Car Wash Fee for CEO's Agency Vehicle |
| 05/06/2026 | Shell Oil | **$72.84** | Gasoline for CEO's Agency Vehicle |
| 05/12/2026 | Shell Oil | **$93.16** | Gasoline for CEO's Agency Vehicle |
| 05/13/2026 | Caesars Palace | **$206.35** | Hotel Deposit Fee for Board Member D. Boshers - Wipfli Conference in Las Vegas, NV 7/14/26 - 7/17/26 |
| 05/14/2026 | ARCO | **$79.63** | Gasoline for CEO's Agency Vehicle |
| 05/14/2026 | The Citizen Marriott Sacramento | **$857.71** | Hotel Room Fee for J. Tobias - CalCAPA Advocacy Day in Sacramento, CA from 5/12/26 - 5/14/26 |
| 05/20/2026 | Caesars Palace | **$206.35** | Hotel Deposit Fee for Board Member F. Plane - Wipfli Conference in Las Vegas, NV 7/14/26 - 7/17/26 |
| 05/22/2026 | USPS | **$17.30** | Postage to mail election materials to East Kern Board Candidate, Victoria Davis. CAPK's postage machine cannot accommodate large, heavy boxes. |
| 05/22/2026 | Shell Oil | **$105.73** | Gasoline for CEO's Agency Vehicle |
| | | | |
| | | | |
| | | **$6,811.21** | **Total Expenses for Statement Date of 5/25/2026** |

Account Number : 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
EMILIO WAGNER
Statement Date : 05-25-2026

elan



## Account Summary

| | |
|---|---|
| Previous Balance | $0.00 |
| Purchases and Other Charges | $5,499.65 |
| Cash Advances | $0.00 |
| Cash Advance Fees | $0.00 |
| Late Payment Charges | $0.00 |
| Credits | $0.00 CR |
| Payments | $0.00 PY |
| **Total Activity** | **$5,499.65** |
| Disputed Amount | $0.00 |

## General Information

Total Activity $5,499.65

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 | |
|---|---|---|---|---|---|
| 05-04 | 05-01 | 24755426122291227226596 | AXIOM HOTEL SAN FRANCISCO CA 55079397 ARRIVAL:04-27-26 | 1,172.28 | EW Sage Future Conference San Francisco 4/27-5/01 |
| 05-05 | 05-01 | 24789306124681800102739 | MASON OFARREL GARAGE SAN FRANCISCO CA | 152.00 | SageFuture Conf 4/27-5/01 parking |
| 05-11 | 05-09 | 24204296129000403736212 | MICROSOFT-G157104440 701-2817490 WA | 1,728.37 | Microsoft Azure Standard 4/01-4/30 |
| 05-12 | 05-11 | 24011346131100115056248 | ANTHROPIC: CLAUDE TEAM ANTHROPIC.COM CA | 976.41 | Anthropic premium seat fee M.Ahmed |
| 05-19 | 05-19 | 24011346139100073187532 | MINDBODY, INC. WWW.MINDBODYO CA | 578.65 | Monthly subscription |
| 05-21 | 05-21 | 24011346141100028000612 | MSFT * E0400ZA6SD MICROSOFT.COM WA | 408.49 | Microsoft Azure 3/24-4/23 |
| 05-21 | 05-19 | 24137466140501073662261 | U-HAUL-CT-SOUTHSIDE #7097 BAKERSFIELD CA 28133889 | 163.36 | Truck rental to pick up IKEA donation for Housing and Supportive Services |
| 05-22 | 05-20 | 24137466141501140360856 | U-HAUL-CT-SOUTHSIDE #7097 BAKERSFIELD CA 28176265 | 320.09 | Truck rental to pick up IKEA donation for Housing and Supportive Services |

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**

106481879741770 S

EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

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# Cardholder Activity

**Name:** TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/24/2026<br>04/27/2026 | TAXBANDITS.COM<br>704-684-4751, SC | **$122.50**<br>$122.50 | USD | 122.50 | TIN Matching for 1099 Processing |
| 05/01/2026<br>05/04/2026 | PARC 55 HOTEL<br>SAN FRANCISCO, CA | **$364.80**<br>$364.80 | USD | 364.80 | Hotel Parking for SAGE Conference in SF for Tracy Webster |
| 05/01/2026<br>05/04/2026 | PARC 55 HOTEL<br>SAN FRANCISCO, CA | **$364.80**<br>$364.80 | USD | 364.80 | Hotel Parking for SAGE Conference in SF for Naomi Ibarra |
| 05/01/2026<br>05/04/2026 | AXIOM HOTEL<br>415-3983200, CA | **$1,172.28**<br>$1,172.28 | USD | 1,172.28 | Hotel Parking for SAGE Conference in SF for Tracy Webster |
| 05/01/2026<br>05/04/2026 | AXIOM HOTEL<br>415-3983200, CA | **$1,172.28**<br>$1,172.28 | USD | 1,172.28 | Hotel Parking for SAGE Conference in SF for Naomi Ibarra |
| 05/01/2026<br>05/04/2026 | AXIOM HOTEL<br>SAN FRANCISCO, CA | **$164.80**<br>$164.80 | USD | 164.80 | Remaining Fee for SAGE Conference Hotel for Yolanda Pompa |
| 05/01/2026<br>05/04/2026 | AXIOM HOTEL<br>415-3983200, CA | **$1,172.28**<br>$1,172.28 | USD | 1,172.28 | Hotel Parking for SAGE Conference in SF for Liliana Solorio |
| 05/04/2026<br>05/05/2026 | MYFEDTRAINER<br>WWW.MYFEDTRAI,<br>MD | **$350.00**<br>$350.00 | USD | 350.00 | Online Procurement Course for Naomi Ibarra |
| 05/04/2026<br>05/05/2026 | GOODY<br>TECHNOLOGIES INC<br>ONGOODY.COM, OR | **$3,793.62**<br>$3,793.62 | USD | 3,793.62 | Gift Certificates for Staff Development Day Winners |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/05/2026<br>05/06/2026 | CA SECRETARY OF STATE WEB<br>916-6951338, CA | **$25.00**<br>$25.00 | USD | 25.00 | Annual Certification Fee |
| 05/07/2026<br>05/11/2026 | HODEL'S COUNTRY DINING<br>BAKERSFIELD, CA | **$235.12**<br>$235.12 | USD | 235.12 | Breakfast for M. Street |
| 05/07/2026<br>05/11/2026 | MOSSMAN'S KITCHEN<br>BAKERSFIELD, CA | **$5,719.82**<br>$5,719.82 | USD | 5,719.82 | Dinner for M. Street |
| 05/08/2026<br>05/11/2026 | FRESCO MEXICAN GRILL<br>661-3261977, CA | **$1,271.37**<br>$1,271.37 | USD | 1,271.37 | Dinner for M. Street |
| 05/08/2026<br>05/11/2026 | CHICK-FIL-A #04799<br>BAKERSFIELD, CA | **$1,659.26**<br>$1,659.26 | USD | 1,659.26 | Lunch for M. Street |
| 05/10/2026<br>05/11/2026 | INTUIT *QBOOKS ONLINE<br>CL.INTUIT.COM, CA | **$275.00**<br>$275.00 | USD | 275.000 | Monthly Online Quickbooks fee for VSS |
| 05/15/2026<br>05/18/2026 | CTC-VIS<br>279-842-9957, CA | **$32.13**<br>$32.13 | USD | 32.13 | Annual Fee's for Food Bank Vehicle |
| 05/15/2026<br>05/18/2026 | CTC-VIS *SVC<br>279-842-9957, MD | **$0.96**<br>$0.96 | USD | 0.96 | Annual Fee's for Food Bank Vehicle |
| 05/18/2026<br>05/20/2026 | UNITED 0162103810287<br>UNITED.COM, TX | **$731.30**<br>$731.30 | USD | 731.30 | Gabrielle Alexander's flight to NCAP |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/19/2026<br>05/20/2026 | FASTRAK VIOLATION CENT<br>415-486-8655, CA | **$10.75**<br>$10.75 | USD | 10.75 | Toll Fee for San Francisco for SAGE Conference |
| 05/20/2026<br>05/21/2026 | EZCATER*OLIVE GARDEN<br>800-488-1803, MA | **$200.21**<br>$200.21 | USD | 200.21 | Lunch for Budget & Finance Committee Mtg. |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $18,838.28 | $18,838.28 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/28/2026<br>04/30/2026 | DOUBLETREE BERKELEY MARI<br>BERKELEY, CA | **$334.08**<br>$334.08 | USD | 334.08 | Hotel for Anita Andersen while attending SSVF Regional Conferfence in Berkeley, CA |
| 04/30/2026<br>05/04/2026 | DOUBLETREE BERKELEY MARI<br>BERKELEY, CA | **$408.18**<br>$408.18 | USD | 408.18 | Hotel for Erica Molina while attending SSVF Regional Conference in Berkeley, CA |
| 04/30/2026<br>05/04/2026 | DOUBLETREE BERKELEY MARI<br>BERKELEY, CA | **$6.00**<br>$6.00 | USD | 6.00 | Charge for 2 bottles of water at hotel for Anita Andersen (SSVF Regional Conference in Berkeley, CA) |
| 04/30/2026<br>05/04/2026 | DOUBLETREE BERKELEY MARI<br>BERKELEY, CA | **$22.80**<br>$22.80 | USD | 22.80 | Hotel erroneously charged Anita Andersen for parking (SSVF Regional Conference in Berkeley, CA) |
| 04/30/2026<br>05/04/2026 | DOUBLETREE BERKELEY MARI<br>BERKELEY, CA | **$6.00**<br>$6.00 | USD | 6.00 | Charge for 2 bottles of water at hotel for Anita Andersen (SSVF Regional Conference in Berkeley, CA) |
| 05/01/2026<br>05/04/2026 | WESTGATE HOTEL<br>6192381818, CA | **$635.04**<br>$635.04 | USD | 635.04 | Hotel for Rebecca Moreno while attending CA Leader-ship Cohort in San Diego, CA |
| 05/05/2026<br>05/07/2026 | HILTON INTERNATIONALS<br>202-4833000, DC | **$320.02**<br>$320.02 | USD | 320.02 | One night hotel deposit at Washington Hilton for Anita Anderson while attending National Coalition for Homeless Vets May 26-30, 2026 |
| 05/05/2026<br>05/07/2026 | HILTON INTERNATIONALS<br>202-4833000, DC | **$320.02**<br>$320.02 | USD | 320.02 | One night hotel deposit at Washington Hilton for Tiffany Williams while attending National Coalition for Homeless Veterans |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/05/2026<br>05/07/2026 | SSP*NATIONALCOAL VETERANS<br>202-5461969, DC | **$685.00**<br>$685.00 | USD | 685.00 | Registration fee for Anita Andersen to attend National Coalition for Homeless Veterans in Washington, DC May 26-30, 2026 |
| 05/05/2026<br>05/07/2026 | SSP*NATIONALCOAL VETERANS<br>202-5461969, DC | **$685.00**<br>$685.00 | USD | 685.00 | Registration fee for Tiffany Williams to attend National Coalition for Homeless Veterans in Washington, DC May 26-30, 2026 |
| 05/09/2026<br>05/11/2026 | SECURCARE SELF STORAGE<br>661-3227834, CA | **$411.00**<br>$411.00 | USD | 411.00 | Storage fee for Housing and Supportive Services |
| 05/14/2026<br>05/15/2026 | AMERICAN AIR0012342877125<br>FORT WORTH, TX | **$1,160.80**<br>$1,160.80 | USD | 1,160.80 | Flight for Tiffany Williams to attend National Coalition for Homeless Vets in WA, DC May 26-30, 2026 |
| 05/14/2026<br>05/15/2026 | AMERICAN AIR0012342881357<br>FORT WORTH, TX | **$1,160.80**<br>$1,160.80 | USD | 1,160.80 | Flight for Anita Andersen to attend National Coalition for Homeless Vets in WA, DC May 26-30, 2026 |
| 05/14/2026<br>05/15/2026 | AMERICAN AIR0010648717655<br>FORT WORTH, TX | **$36.00**<br>$36.00 | USD | 36.00 | Airline ran out of seats in regular economy section making it necessary to accept preferred seating for one flight for Anita Andersen. |
| 05/14/2026<br>05/18/2026 | HILTON WASHINGTON SERTIFI<br>202-4833000, DC | **$960.07**<br>$960.07 | USD | 960.07 | Hotel for Anita Andersen to attend National Coalition for Homeless Veterans in Washington DC May 26-30, 2026 |
| 05/14/2026<br>05/18/2026 | HILTON WASHINGTON SERTIFI<br>202-4833000, DC | **$960.07**<br>$960.07 | USD | 960.07 | Hotel for Tiffany Williams to attend National for Homeless Veterans in Washington DC May 26-30, 2026 |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/14/2026<br>05/18/2026 | PPY*DERRELS MINI STORAGE,<br>BAKERSFIELD, CA | **$61.70**<br>$61.70 | USD | 61.70 | Purchase of locks for storage unit |
| 05/14/2026<br>05/18/2026 | PPY*DERRELS MINI STORAGE,<br>949-8944500, CA | **$319.35**<br>$319.35 | USD | 319.35 | Storage fee for Housing and Supportive Services |
| 05/18/2026<br>05/20/2026 | DOUBLETREE BERKELEY MARI<br>BERKELEY, CA | **($22.80)**<br>($22.80) | USD | (22.80) | Refund of erroneous parking fee for Anita Andersen (Anita traveled with other CAPK staff to SSVF Regional Conference in Berkeley, CA) |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $8,469.13 | $8,469.13 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/29/2026<br>04/30/2026 | TEXTEDLY<br>TEXTEDLY.COM, CA | **$317.00**<br>$317.00 | USD | 317.00 | Monthly text service subscription for CSFP |
| 04/30/2026<br>05/04/2026 | FOUR POINTS SHERATON B<br>661-3259700, CA | **$122.29**<br>$122.29 | USD | 122.29 | Hotel for Sarah Hodges (Needles, CA location while attending WIC Training in Bakersfield, CA |
| 04/30/2026<br>05/04/2026 | FOUR POINTS SHERATON B<br>661-3259700, CA | **$122.29**<br>$122.29 | USD | 122.29 | Hotel for Yolanda Hughes (Needles, CA location) while attending WIC Training in Bakersfield, CA |
| 05/05/2026<br>05/06/2026 | LASSENS NATURAL FOODS-BK<br>BAKERSFIELD, CA | **$48.01**<br>$48.01 | USD | 48.01 | Purchase of Special Diet Foods/Milk |
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>619-8816900, CA | **$313.16**<br>$313.16 | USD | 313.16 | Hotel for Laura Porta while attending CDA meeting in San Diego, CA May 5-7, 2026 |
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>SAN DIEGO, CA | **$379.16**<br>$379.16 | USD | 379.16 | Hotel for Susana Magana while attending CDA meeting in San Diego, CA May 5-7, 2026<br>Folio includes parking fees |
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>SAN DIEGO, CA | **$313.16**<br>$313.16 | USD | 313.16 | Hotel for Evelyn Ramirez while attending CDA meeting in San Diego, CA May 5-7, 2026 |
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>SAN DIEGO, CA | **$313.16**<br>$313.16 | USD | 313.16 | Hotel for Graciela Espinoza while attending CDA meeting in San Diego, CA May 5-7, 2026 |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>SAN DIEGO, CA | **$313.16**<br>$313.16 | USD | 313.16 | Hotel for Brenda Quintero while attending CDA meeting in San Diego, CA May 5-7, 2026 |
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>SAN DIEGO, CA | **$313.16**<br>$313.16 | USD | 313.16 | Hotel for Alan Rodriguez while attending CDA meeting in San Diego, CA May 5-7, 2026 |
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>619-8816900, CA | **$313.16**<br>$313.16 | USD | 313.16 | Hotel for Susana Bailon while attending CDA meeting in San Diego, CA May 5-7, 2026 |
| 05/07/2026<br>05/11/2026 | DOUBLETREE HOTELS<br>SAN DIEGO, CA | **$313.16**<br>$313.16 | USD | 313.16 | Hotel for Zaira Sevilla while attending CDA meeting in San Diego, CA May 5-7, 2026 |
| 05/11/2026<br>05/12/2026 | TARGET T-2524<br>BAKERSFIELD, CA | **$21.16**<br>$21.16 | USD | 21.16 | Purchase of Special Diet Foods/Milk |
| 05/18/2026<br>05/19/2026 | LASSENS NATURAL FOODS-BK<br>BAKERSFIELD, CA | **$76.86**<br>$76.86 | USD | 76.86 | Purchase of Special Diet Foods/Milk |
| 05/18/2026<br>05/20/2026 | OFFICE DEPOT #943<br>800-463-3768, CA | **$342.48**<br>$342.48 | USD | 342.48 | Urgent purchase of toner for newly installed printers at satellite offices. |
| 05/18/2026<br>05/20/2026 | OFFICE DEPOT #952<br>800-463-3768, CA | **$683.29**<br>$683.29 | USD | 683.29 | Urgent purchase of toner for newly installed printers at satellite offices. |
| 05/18/2026<br>05/20/2026 | SPROUTS FARMERS MAR<br>BAKERSFIELD, CA | **$53.94**<br>$53.94 | USD | 53.94 | Purchase of Special Diet Foods/Milk |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/19/2026<br>05/21/2026 | HOLIDAY INN EXPRESS<br>9169231100, CA | **$155.27**<br>$155.27 | USD | 155.27 | Hotel for Ashley Padron while visiting Food Banks in Fresno/Sacramento/Oakland May -18-20, 2026 |
| 05/20/2026<br>05/22/2026 | HYATT REGENCY SACRAMENTO<br>9164431234, CA | **$737.20**<br>$737.20 | USD | 737.20 | Hotel for Jeffrey Marsh while attending CAFB meeting in Sacramento, CA May 17-20, 2026 |
| 05/21/2026<br>05/22/2026 | WALMART.COM<br>800-925-6278, AR | **$34.93**<br>$34.93 | USD | 34.93 | Purchase of Special Diet Foods/Milk |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $5,286.00 | $5,286.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** SABRINA JONES-ROBERTS **Account Number:** **6725 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>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:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/29/2026<br>04/30/2026 | IC* INSTACART<br>888-246-7822, CA | **$424.17**<br>$424.17 | USD | 424.17 | Grocery charge for GPD Residents (FoodsCo) |
| 05/07/2026<br>05/07/2026 | IC* INSTACART<br>888-246-7822, CA | **$670.95**<br>$670.95 | USD | 670.95 | Grocery charge for GPD Residents (FoodsCo) |
| 05/13/2026<br>05/14/2026 | IC* INSTACART<br>888-246-7822, CA | **$516.57**<br>$516.57 | USD | 516.57 | Grocery Charge for GPD Residents (FoodsCo) |
| 05/21/2026<br>05/22/2026 | IC* INSTACART<br>888-246-7822, CA | **$476.38**<br>$476.38 | USD | 476.38 | Grocery Charge for GPD Residents (FoodsCo) |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $2,088.07 | $2,088.07 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** VETERANS SVC FUEL CARD **Account Number:** **2335 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/23/2026<br>04/27/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$74.00**<br>$74.00 | USD | 74.00 | fuel charge for GPD vehicle (caravan) |
| 04/24/2026<br>04/27/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$11.95**<br>$11.95 | USD | 11.95 | Ride charge for GPD residents |
| 04/24/2026<br>04/27/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$57.99**<br>$57.99 | USD | 57.99 | fuel charge for SSVF vehicle (Red Rogue) |
| 04/24/2026<br>04/27/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$60.81**<br>$60.81 | USD | 60.81 | fuel charge for SSVF vehicle (Black Rogue #1) |
| 04/24/2026<br>04/27/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$30.57**<br>$30.57 | USD | 30.57 | fuel charge for SSVF vehicle (Black Rogue #2) |
| 04/24/2026<br>04/27/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$35.64**<br>$35.64 | USD | 35.64 | fuel charge for YS vehicle (transit) |
| 04/25/2026<br>04/27/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$15.95**<br>$15.95 | USD | 15.95 | Uber charge for GPD resident |
| 04/27/2026<br>04/29/2026 | ARCO 916623<br>BAKERSFIELD, CA | **$37.00**<br>$37.00 | USD | 37.00 | fuel charge for GPD vehicle (Chrysler) |
| 04/27/2026<br>04/29/2026 | ARCO 916623<br>BAKERSFIELD, CA | **$42.26**<br>$42.26 | USD | 42.26 | fuel charge for GPD vehicle (Buick) |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 04/30/2026<br>05/01/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$17.96**<br>$17.96 | USD | 17.96 | Uber charge for GPD resident |
| 04/30/2026<br>05/01/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$12.93**<br>$12.93 | USD | 12.93 | Uber charge for GPD resident |
| 04/30/2026<br>05/04/2026 | VALERO MOUNTAIN HOUSE<br>TRACY. CA | **$61.52**<br>$61.52 | USD | 61.52 | SSVF vehicle fuel charge for staff attending conference |
| 05/04/2026<br>05/06/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$80.00**<br>$80.00 | USD | 80.00 | fuel charge for GPD vehicle (caravan) |
| 05/08/2026<br>05/11/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$8.96**<br>$8.96 | USD | 8.96 | Uber charge for GPD resident |
| 05/08/2026<br>05/11/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$10.95**<br>$10.95 | USD | 10.95 | Uber charge for GPD resident |
| 05/09/2026<br>05/11/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$15.95**<br>$15.95 | USD | 15.95 | Uber charge for GPD resident |
| 05/12/2026<br>05/14/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$101.80**<br>$101.80 | USD | 101.80 | fuel charge for GPD vehicle (caravan) |
| 05/13/2026<br>05/13/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$14.96**<br>$14.96 | USD | 14.96 | Uber Charge for GPD residents |
| 05/20/2026<br>05/21/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$11.93**<br>$11.93 | USD | 11.93 | Uber charge for GPD residents |

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/21/2026<br>05/22/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$77.27**<br>$77.27 | USD | 77.27 | fuel charge for SSVF vehicle (Red Rogue) |
| 05/21/2026<br>05/22/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$47.65**<br>$47.65 | USD | 47.65 | fuel charge for SSVF vehicle (Black Rogue #2) |
| 05/21/2026<br>05/25/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$75.03**<br>$75.03 | USD | 75.03 | fuel charge for GPD vehicle (Caravan) |
| 05/22/2026<br>05/25/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$18.96**<br>$18.96 | USD | 18.96 | Uber trip for GPD resident |
| 05/23/2026<br>05/25/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$15.94**<br>$15.94 | USD | 15.94 | Uber charge for GPD resident |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $937.98 | $937.98 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 1 ENERGY **Account Number:** **7425 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 2 ENERGY **Account Number:** **7433 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 3 ENERGY **Account Number:** **7441 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/01/2026<br>05/04/2026 | THE HOME DEPOT 1060<br>BAKERSFIELD, CA | **$94.23**<br>$94.23 | USD | 94.23 | WX- Emergency purchase Supply DOEIIJA22-118 5/01/2026 |
| 05/12/2026<br>05/14/2026 | THE HOME DEPOT #1050<br>BAKERSFIELD, CA | **$21.61**<br>$21.61 | USD | 21.61 | WX- Emergency purchase Inventory DOEIIJA22-122 5/12/2026 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $115.84 | $115.84 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 4 ENERGY **Account Number:** **4149 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 5 ENERGY **Account Number:** **4156 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** FHCC GAS CARD **Account Number:** **6442 **Cycle End Date:** 05/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/06/2026<br>05/07/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$75.03**<br>$75.03 | USD | 75.03 | Gas for FHCC vehicle to pick-up youth participants. |
| 05/06/2026<br>05/07/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$20.05**<br>$20.05 | USD | 20.05 | Gas for FHCC vehicle to pick-up youth participants. |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $95.08 | $95.08 | $0.00 |

**Cardholder Name:** Lois Hannible **Signature:** Lois Hannible

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD EAST KERN FRC **Account Number:** **4107 **Cycle End Date:** 05/25/2026

| 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:** GAS CARD M STREET **Account Number:** **4131 **Cycle End Date:** 05/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD OASIS FRC **Account Number:** **4099 **Cycle End Date:** 05/25/2026

| 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:** _____

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**CENTRAL KITCHEN - BUDGET TO ACTUAL**
**FOR THE PERIOD MARCH 1, 2026 TO FEBRUARY 28, 2027 (3 OF 12 MONTHS OR 25.0%)**

| Line Item | 2026/27 Budget | 3/1/26 - 2/28/27 Actual | % Expended | Available Budget |
|---|---|---|---|---|
| USDA Revenue (Note A) | 1,630,185 | 436,758 | 26.8% | 1,193,427 |
| Head Start Subsidy | 930,137 | 473,834 | 50.9% | 456,303 |
| Total Revenue | 2,560,322 | $ 910,592 | 35.6% | 1,649,730 |
| Expenditures (Note B) | | | | |
| Salaries | 1,013,002 | 218,071 | 21.5% | 794,931 |
| Benefits | 341,693 | 64,075 | 18.8% | 277,618 |
| Vehicle Gasoline, Repair/Maintenance | 62,300 | 9,887 | 15.9% | 52,414 |
| Space Costs | 94,700 | 43,129 | 45.5% | 51,571 |
| Supplies - Office & Food Service | 6,000 | 63,685 | 1061.4% | (57,685) |
| Equipment Repair/Maintenance & Lease | 27,000 | 5,562 | 20.6% | 21,438 |
| Communication | 13,000 | 1,839 | 14.1% | 11,161 |
| Risk Insurance | 12,700 | 7,783 | 61.3% | 4,917 |
| Printing | 1,000 | - | 0.0% | 1,000 |
| Hiring & Employee Costs | 100 | - | 0.0% | 100 |
| First Aid | 500 | - | 0.0% | 500 |
| Raw Food/Vended Meals | 974,761 | 372,237 | 38.2% | 602,524 |
| Sub Total | 2,546,756 | 786,269 | 30.9% | 1,760,487 |
| Adult Meals Prepared | 128,794 | 53,645 | 41.7% | 75,149 |
| Indirect | 193,994 | 70,678 | 36.4% | 123,316 |
| Total Expenditures | 2,869,544 | 910,592 | 31.7% | 1,958,952 |

| | Prior Period | May 2026 | Cumulative |
|---|---|---|---|
| Total Meals Prepared and Vended (Note C) | 137,775 | 54,496 | 192,271 |
| Total Meals Claimed | 98,720 | 40,039 | 138,759 |
| Difference | 39,055 | 14,457 | 53,512 |
| Percentage Claimed to Prepared/Vended | 71.7% | 73.5% | 72.2% |

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT**
**FOR THE PERIOD 7/1/25 - 6/30/26 (11 OF 12 MONTHS = 91.7%)**

| 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 | $ 1,799,384 | $ 1,953,904 | $ 2,082,971 | $ 2,247,152 | $ 2,119,191 | $ 2,393,033 | $ 2,392,157 | $ 2,309,340 | $ 2,585,591 | $ 2,738,923 | $ 2,758,147 | $ - | $ 25,379,791.13 | | |
| Add: Family Fees | - | 280 | 280 | 280 | 314 | 314 | - | - | - | - | - | - | $ 1,468 | | |
| Net Provider Payments | $ 1,799,384 | $ 1,954,184 | $ 2,083,251 | $ 2,247,432 | $ 2,119,505 | $ 2,393,347 | $ 2,392,157 | $ 2,309,340 | $ 2,585,591 | $ 2,738,923 | $ 2,758,147 | $ - | $ 25,381,259 | 80.09% | |
| Maximum Reimburseable Amount (MRA) for Provider Payments | | | | | | | | | | | | | **29,398,811** | | **86.33%** |
| Administration & Support Services Revenue | | | | | | | | | | | | | | | |
| Provider Payments | $ 1,799,384 | $ 1,954,184 | $ 2,083,251 | $ 2,247,152 | $ 2,119,415 | $ 2,393,347 | $ 2,392,157 | $ 2,309,340 | $ 2,585,591 | $ 2,738,923 | $ 2,758,147 | $ - | $ 25,380,889 | | |
| 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 | $ 478,318 | $ 519,467 | $ 553,776 | $ 597,345 | $ 563,389 | $ 636,207 | $ 635,890 | $ 613,876 | $ 687,309 | $ 728,069 | $ 733,179 | $ - | $ 6,746,824 | | |
| Program Administration/Support Services Costs | 185,959 | 256,013 | 401,754 | 268,390 | 312,479 | 278,824 | 318,485 | 378,644 | 276,975 | 304,621 | 472,430 | - | 3,454,576 | 10.90% | |
| Indirect (10% x MTDC) Costs | 199,163 | 218,903 | 246,368 | 249,516 | 240,305 | 263,916 | 267,931 | 265,918 | 280,549 | 301,301 | 320,234 | - | 2,854,104 | 9.01% | |
| Transfer Indirect to CSBG | - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Total Operating Costs | $ 385,122 | $ 474,917 | $ 648,122 | $ 517,906 | $ 552,784 | $ 542,740 | $ 586,416 | $ 644,562 | $ 557,525 | $ 605,922 | $ 792,664 | $ - | 6,308,679 | 19.91% | |
| Revenue Earned Over/(Under) Costs | $ 93,196 | $ 44,551 | $ (94,346) | $ 79,438 | $ 10,605 | $ 93,467 | $ 49,475 | $ (30,687) | $ 129,785 | $ 122,146 | $ (59,485) | $ - | 438,145 | | |
| TOTAL COSTS - NET OF FAMILY FEES | $ 2,184,506 | $ 2,429,101 | $ 2,731,373 | $ 2,765,338 | $ 2,672,288 | $ 2,936,087 | $ 2,978,572 | $ 2,953,902 | $ 3,143,115 | $ 3,344,845 | $ 3,550,811 | $ - | 31,689,938.45 | 100.00% | |

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

| | |
|---|---|
| Provider payments | 25,381,259 |
| Reimbursement Rate (21.0% / 79.0%) | x 26.5823% |
| Revenue Earned | 6,746,922 |

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

| | | |
|---|---|---|
| Provider Payments | 29,398,811 | 79.00% |
| Administration | 6,642,643 | 17.85% |
| Support Services | 1,172,231 | 3.15% |
| Maximum Reimbursable Amount (MRA) | 37,213,685 | 100.00% |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**STATE DEPARTMENT OF EDUCATION 2025/26 CONTRACTS - EARNED REVENUE**
**FOR THE PERIOD 7/1/25 - 6/30/26 (11 OF 12 MONTHS = 91.7%)**

| | 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 | 10,218 | 10,146 | 9,293 | - | 107,732 | |
| 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 | $ 526,719 | $ 523,039 | $ 479,045 | $ - | $ 5,533,826 | **138.47%** |
| 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% | 98.96% | 98.96% | 97.17% | 0.00% | | **98.95%** |
| Five Percent Flexibility, Maximum = 100 Percent | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 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 | 18,566 | 17,440 | 14,644 | - | 158,218 | |
| 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 | $ 1,026,140 | $ 963,936 | $ 809,369 | $ - | $ 8,744,714 | **114.88%** |
| 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% | 98.29% | 98.50% | 97.93% | 0.00% | | **98.71%** |
| Five Percent Flexibility, Maximum = 100 Percent | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 5.00% | | 100.00% |
| MIGRANT CHILD CARE (CMIG-5004) | | | | | | | | | | | | | | |
| Adjusted Days of Enrollment - Certified | - | - | - | - | 19 | 42 | 44 | 40 | 46 | 44 | 42 | - | 276 | |
| 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 | $ 2,041 | $ 2,382 | $ 2,268 | $ 2,071 | $ - | $ 14,149 | **4.82%** |
| 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% | 100.00% | 100.00% | 100.00% | 100.00% | 0.00% | | **100.00%** |
| Five Percent Flexibility, Maximum = 100 Percent | 5.00% | 5.00% | 5.00% | 5.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 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 (11 OF 12 MONTHS = 91.7%)**

| | 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 | 4,826 | 4,816 | 3,765 | - | 49,824 | |
| 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 | $ 235,717 | $ 235,233 | $ 183,871 | $ - | $ 2,433,423 | **80.88%** |
| 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% | 99.25% | 99.77% | 100.00% | 0.00% | | **99.39%** |
| Five Percent Flexibility, Maximum = 100 Percent | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 5.00% | | 100.00% |
| CALIFORNIA STATE PRESCHOOL (CSPP-5XXX) | | | | | | | | | | | | | | |
| Adjusted Days of Enrollment - Certified | - | 52 | 384 | 749 | 784 | 1,202 | 1,361 | 1,333 | 1,944 | 2,135 | 1,663 | | 11,606 | |
| 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 | $ 95,515 | $ 104,920 | $ 81,735 | $ - | $ 570,336 | **25.34%** |
| 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% | 99.19% | 99.34% | 99.89% | 0.00% | | **99.20%** |
| Five Percent Flexibility, Maximum = 100 Percent | 5.00% | 91.11% | 98.95% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 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 Cooperative Agreement with the San Joaquin County Office of Education

# Community Action Partnership of Kern

**Finance Division — Monthly Activity Report | Helping People...Changing Lives.**

| | | | |
|---|---|---|---|
| **Division/CFO:** | Tracy Webster, CFO | **Month/Year:** | May 2026 |
| **Program/Work Unit:** | Finance | **Director of Finance:** | Gabrielle Alexander |
| **Services:** | Overall financial and accounting functions of the organization | | |

## Activities

| Description | May 2026 Number | May 2026 Amount | Year to Date Number | Year to Date Amount |
|---|---|---|---|---|
| **Bank/Wire Deposits** | 84 | 10,435,245 | 264 | 34,678,013 |
| **Vendor Checks Issued** | 1,825 | 6,750,075 | 5,501 | 22,616,028 |
| **Payroll Disbursed** | | $4,258,074 | | 14,616,878 |
| **Grant Reports Prepared** | 43 | | 129 | |
| CAFB Food Access for Farmworkers Initiative | | | | |
| 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** | 661 | 66 | 595 | 1,190 |
| **Contracts** | 46 | 5 | 41 | 82 |
| **Leases** | 10 | 1 | 9 | 18 |
| **Requests for Proposals** | 19 | 2 | 18 | 35 |

**Total Division Staffing - 32 Positions**

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

# Community Action of Partnership of Kern
## Agency Total

**STATEMENT OF POSITION (UNAUDITED)**

**AS OF FEBRUARY 28, 2026**

| | |
|---|---|
| **ASSETS** | |
| Cash in Bank | 14,227,676 |
| Cash - Vacation Reserve | 1,975,302 |
| Petty Cash | - |
| Accounts Receivable | 10,334,467 |
| Travel Advance | 16,005 |
| Prepaid Expense | 837,658 |
| Inventory | 3,643,842 |
| Net Fixed Assets - Unrestricted | 10,273,156 |
| Net Fixed Assets - Restricted | 43,988,718 |
| Operating lease ROU | 3,880,140 |
| **Total Assets** | 89,176,963 |
| **LIABILITES AND NET ASSETS** | |
| Accounts Payable | 3,946,270 |
| Accrued Expenses | 2,777,919 |
| Accrued Vacation | 1,086,506 |
| Line of Credit | - |
| Note Payable | 7,333,531 |
| Advance Payable | 653,146 |
| Deferred Revenue | 4,168,431 |
| Operating Lease Liability | 2,626,165 |
| **Total Liabilites** | 22,591,968 |
| **Total Net Assets** | 66,584,995 |
| **Total Liabilities and Net Assets** | 89,176,963 |

**STATEMENT OF OPERATIONS (UNAUDITED)**

**FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026**

| | |
|---|---|
| **REVENUE** | |
| Grant Revenue | 144,668,261 |
| Donations | 43,141,734 |
| Other Revenue | 13,418,228 |
| In-Kind | 30,754 |
| **Total Revenue** | 201,258,978 |
| **EXPENDITURES** | |
| Salaries | 54,211,203 |
| Benefits | 19,018,791 |
| Travel | 977,912 |
| Space Costs | 10,113,063 |
| Supplies | 4,308,637 |
| Consultant/Contract Services | 5,193,377 |
| Other Costs | 4,612,975 |
| Program Costs | 75,979,978 |
| Capital Expenditures | - |
| Indirect | 11,866,645 |
| In-Kind | 30,754 |
| **Total Expenditures** | 186,313,336 |
| **Net Change in Assets** | 14,945,642 |
| **Net Assets, beginning** | 51,639,353 |
| **Net Assets, ending** | 66,584,995 |

# Community Action of Partnership of Kern
## Agency Total

**STATEMENT OF POSITION (UNAUDITED)**

**AS OF MAY 31, 2026**

| | |
|---|---|
| **ASSETS** | |
| Cash in Bank | 8,378,930 |
| Cash - Vacation Reserve | 1,227,966 |
| Petty Cash | - |
| Accounts Receivable | 9,556,948 |
| Travel Advance | 38,189 |
| Prepaid Expense | 1,576,845 |
| Inventory | 3,608,614 |
| Net Fixed Assets - Unrestricted | 10,110,707 |
| Net Fixed Assets - Restricted | 43,073,629 |
| Operating lease ROU | 3,714,073 |
| **Total Assets** | 81,285,903 |
| **LIABILITES AND NET ASSETS** | |
| Accounts Payable | 4,492,184 |
| Accrued Expenses | 145,281 |
| Accrued Vacation | 1,086,506 |
| Line of Credit | - |
| Note Payable | 7,199,134 |
| Advance Payable | 666,823 |
| Deferred Revenue | (1,782,038) |
| Operating Lease Liability | 2,460,098 |
| **Total Liabilites** | 14,267,987 |
| **Total Net Assets** | 67,017,916 |
| **Total Liabilities and Net Assets** | 81,285,903 |

**STATEMENT OF OPERATIONS (UNAUDITED)**

**FOR THE PERIOD MARCH 1, 2026 TO MAY 31, 2026**

| | |
|---|---|
| **REVENUE** | |
| Grant Revenue | 36,014,525 |
| Donations | 188,026 |
| Other Revenue | 3,996,847 |
| In-Kind | 3,226,696 |
| **Total Revenue** | 43,426,093 |
| **EXPENDITURES** | |
| Salaries | 13,005,746 |
| Benefits | 4,893,424 |
| Travel | 229,545 |
| Space Costs | 2,845,071 |
| Supplies | 1,036,207 |
| Consultant/Contract Services | 1,857,678 |
| Other Costs | 1,230,344 |
| Program Costs | 11,483,368 |
| Capital Expenditures | - |
| Indirect | 3,185,095 |
| In-Kind | 3,226,696 |
| **Total Expenditures** | 42,993,173 |
| **Net Change in Assets** | 432,921 |
| **Net Assets, beginning** | 66,584,995 |
| **Net Assets, ending** | 67,017,916 |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 05-31-26 (25.0%)

| | AGENCY TOTAL | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 52,054,666 | 11,680,708 | 40,373,959 | 22% |
| BENEFITS | 16,958,590 | 4,469,635 | 12,488,955 | 26% |
| TRAVEL | 847,800 | 200,331 | 647,469 | 24% |
| SPACE COST | 7,431,356 | 1,763,538 | 5,667,818 | 24% |
| SUPPLIES | 2,480,901 | 920,847 | 1,560,054 | 37% |
| EQUIPMENT | 120,000 | - | 120,000 | 0% |
| CONSULTANT/CONTRACT SERVICES | 3,583,586 | 1,470,863 | 2,112,723 | 41% |
| OTHER COSTS | 3,349,644 | 904,100 | 2,445,544 | 27% |
| PROGRAM COSTS | 39,641,476 | 11,483,368 | 28,158,108 | 29% |
| INDIRECT | 13,983,484 | 3,202,262 | 10,781,222 | 23% |
| TOTAL | 140,451,503 | 36,095,650 | 104,355,853 | 26% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 05-31-26 (25.0%)

| | EDUCATION | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 38,310,569 | 8,615,944 | 29,694,625 | 22% |
| BENEFITS | 12,375,549 | 3,350,399 | 9,025,150 | 27% |
| TRAVEL | 609,486 | 98,367 | 511,119 | 16% |
| SPACE COST | 3,518,156 | 1,068,451 | 2,449,706 | 30% |
| SUPPLIES | 1,804,230 | 622,936 | 1,181,294 | 35% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 1,485,575 | 433,651 | 1,051,924 | 29% |
| OTHER COSTS | 1,703,800 | 316,798 | 1,387,002 | 19% |
| PROGRAM COSTS | 34,577,866 | 9,822,082 | 24,755,784 | 28% |
| INDIRECT | 10,814,414 | 2,442,128 | 8,372,286 | 23% |
| TOTAL | 105,199,645 | 26,770,755 | 78,428,890 | 25% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 05-31-26 (25.0%)

| | NUTRITION | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 4,587,972 | 957,951 | 3,630,021 | 21% |
| BENEFITS | 1,484,997 | 314,625 | 1,170,372 | 21% |
| TRAVEL | 90,986 | 61,499 | 29,487 | 68% |
| SPACE COST | 944,161 | 192,543 | 751,618 | 20% |
| SUPPLIES | 187,641 | 166,144 | 21,497 | 89% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 17,554 | 61,237 | (43,683) | 349% |
| OTHER COSTS | 445,652 | 195,792 | 249,860 | 44% |
| PROGRAM COSTS | 2,746,552 | 1,386,742 | 1,359,810 | 50% |
| INDIRECT | 1,021,392 | 318,152 | 703,240 | 31% |
| TOTAL | 11,526,907 | 3,654,685 | 7,872,222 | 32% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 05-31-26 (25.0%)

| | ENERGY CONSERVATION | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 2,769,656 | 610,555 | 2,159,101 | 22% |
| BENEFITS | 886,289 | 231,508 | 654,781 | 26% |
| TRAVEL | 50,000 | 13,008 | 36,992 | 26% |
| SPACE COST | 396,500 | 63,824 | 332,676 | 16% |
| SUPPLIES | 100,000 | 11,813 | 88,187 | 12% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 1,538,131 | 208,258 | 1,329,873 | 14% |
| OTHER COSTS | 505,338 | 91,398 | 413,940 | 18% |
| PROGRAM COSTS | 500,000 | 46,281 | 453,719 | 9% |
| INDIRECT | 674,594 | 124,172 | 550,422 | 18% |
| TOTAL | 7,420,508 | 1,400,817 | 6,019,691 | 19% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 05-31-26 (25.0%)

| | COMMUNITY SERVICES | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 5,159,887 | 1,283,290 | 3,876,597 | 25% |
| BENEFITS | 1,735,537 | 464,821 | 1,270,716 | 27% |
| TRAVEL | 70,478 | 19,756 | 50,722 | 28% |
| SPACE COST | 2,353,093 | 412,118 | 1,940,975 | 18% |
| SUPPLIES | 308,675 | 111,621 | 197,054 | 36% |
| EQUIPMENT | 120,000 | - | 120,000 | 0% |
| CONSULTANT/CONTRACT SERVICES | 539,451 | 730,217 | (190,766) | 135% |
| OTHER COSTS | 557,069 | 224,090 | 332,979 | 40% |
| PROGRAM COSTS | 1,813,808 | 228,263 | 1,585,545 | 13% |
| INDIRECT | 1,250,264 | 271,335 | 978,929 | 22% |
| TOTAL | 13,908,262 | 3,745,512 | 10,162,750 | 27% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 05-31-26 (25.0%)

| | CSBG | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 945,735 | 148,263 | 797,472 | 16% |
| BENEFITS | 378,559 | 90,884 | 287,675 | 24% |
| TRAVEL | 18,750 | 2,742 | 16,008 | 15% |
| SPACE COST | 200,446 | 24,494 | 175,952 | 12% |
| SUPPLIES | 60,855 | 3,306 | 57,549 | 5% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 875 | - | 875 | 0% |
| OTHER COSTS | 35,725 | 6,605 | 29,120 | 18% |
| PROGRAM COSTS | 2,000 | - | 2,000 | 0% |
| INDIRECT | 159,170 | 26,526 | 132,644 | 17% |
| TOTAL | 1,802,115 | 302,819 | 1,499,296 | 17% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 05-31-26 (25.0%)

| | DISCRETIONARY & FUND RAISING | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 280,847 | 64,704 | 216,143 | 23% |
| BENEFITS | 97,659 | 17,397 | 80,262 | 18% |
| TRAVEL | 8,100 | 4,959 | 3,141 | 61% |
| SPACE COST | 19,000 | 2,108 | 16,892 | 11% |
| SUPPLIES | 19,500 | 5,027 | 14,473 | 26% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 2,000 | 37,500 | (35,500) | 0% |
| OTHER COSTS | 102,060 | 69,417 | 32,643 | 68% |
| PROGRAM COSTS | 1,250 | - | 1,250 | 0% |
| INDIRECT | 63,650 | 19,949 | 43,701 | 31% |
| TOTAL | 594,066 | 221,061 | 373,005 | 37% |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**INDIRECT FUND - FY 2026/27**
**BUDGET TO ACTUAL - 3/1/26 TO 5/31/26 (3 OF 12 MONTHS = 25.0%)**

| | Budget | Actual | % Earned/ Expended | Available Balance |
|---|---|---|---|---|
| **Revenue** | **$ 13,983,484** | **$ 3,203,176** | **22.9%** | **$ 10,780,308** |
| Expenditures | | | | |
| Salaries | 7,443,532 | 1,325,039 | 17.8% | 6,118,493 |
| Benefits @ 33.4% actual | 2,482,552 | 423,789 | 17.1% | 2,058,763 |
| Total Personnel Costs | 9,926,084 | 1,748,827 | 17.6% | 8,177,257 |
| Operating Costs | | | | |
| Travel | 143,000 | 27,120 | 19.0% | 115,880 |
| Space Costs | 620,412 | 164,767 | 26.6% | 455,645 |
| Supplies | 324,572 | 114,895 | 35.4% | 209,677 |
| Equipment | - | - | 0.0% | - |
| Consultant/Contract | 1,327,500 | 358,816 | 27.0% | 968,684 |
| Other Operating Costs | 834,600 | 324,594 | 38.9% | 510,006 |
| Total Operating Costs | 3,250,084 | 990,192 | 30.5% | 2,259,892 |
| **Total Expenditures** | **$ 13,176,168** | **$ 2,739,019** | **20.8%** | **$ 10,437,149** |
| **Excess (Deficit) Indirect Revenue** | **$ 807,316** | **$ 464,157** | | |

| RECAP BY SUPPORT DIVISION | Budget | Actual | % Expended | Available Balance |
|---|---|---|---|---|
| HR | $ 1,903,340 | $ 279,696 | 14.7% | $ 1,623,644 |
| Operations | 4,478,821 | 1,088,438 | 24.3% | 3,390,383 |
| Executive | 1,053,605 | 195,934 | 18.6% | 857,671 |
| Finance | 4,084,436 | 857,236 | 21.0% | 3,227,200 |
| Community Development | 1,655,966 | 317,716 | 19.2% | 1,338,251 |
| | $ 13,176,168 | $ 2,739,019 | 20.8% | $ 10,437,149 |

Prepared Date: 07/13/26

**Company name:** Community Action Partnership of Kern (CAPK)

**Report name:** Check register

**Created on:** 7/13/2026

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| **CBB - Operating Acct - Citizens Business Bank** | | | | |
| | 5/5/2026 | V00215--CITY OF SHAFTER | 309670 | 244.88 |
| | 5/5/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 309684 | 4,000.68 |
| | 5/5/2026 | V04595--LOCKHART INVESTMENTS | 309692 | 2,058.33 |
| | 5/5/2026 | TN00008--BRIAN FERGASON | 309665 | 167.06 |
| | 5/5/2026 | V05172--MICKEYLINDA HERNANDEZ | 309695 | 25.65 |
| | 5/5/2026 | V04595--LOCKHART INVESTMENTS | 309691 | 950.00 |
| | 5/5/2026 | V04941--GRACIELA ESPINOZA | 309682 | 137.00 |
| | 5/5/2026 | V04421--ZAIRA SEVILLA QUINTERO | 309725 | 137.00 |
| | 5/5/2026 | V03733--LAURA PORTA | 309689 | 137.00 |
| | 5/5/2026 | V05255--TROY GRIER | 309720 | 850.00 |
| | 5/5/2026 | V05255--TROY GRIER | 309719 | 2,550.00 |
| | 5/5/2026 | V00370--FEDEX | 309680 | 154.42 |
| | 5/5/2026 | V00799--PRICE DISPOSAL | 309705 | 29.14 |
| | 5/5/2026 | V04160--MOUNTAINSIDE DISPOSAL, INC. | 309696 | 392.55 |
| | 5/5/2026 | V03056--UNITED METHODIST CHURCH OF RIDGECREST | 309721 | 100.00 |
| | 5/5/2026 | V01026--VARNER & SON INC | 309722 | 691.69 |
| | 5/5/2026 | V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA | 309724 | 632.96 |
| | 5/5/2026 | V04381--PAULA MASANIAI | 309702 | 87.00 |
| | 5/5/2026 | V03858--OCTAVIO OJEDA | 309698 | 44.23 |
| | 5/5/2026 | V04390--ROSA GUERRERO | 309710 | 29.00 |
| | 5/5/2026 | V05104--BENTLEY BOWL FRANCHISE LLC | 309664 | 2,000.00 |
| | 5/5/2026 | V00801--PRODUCERS DAIRY FOODS INC | 309706 | 4,449.48 |
| | 5/5/2026 | V00229--COMCAST CORPORATION | 309672 | 1,834.76 |
| | 5/5/2026 | V05103--HECTOR CORONA | 309683 | 1,426.00 |
| | 5/5/2026 | V05132--B-TOWN BURGERZ, INC | 309663 | 952.60 |
| | 5/5/2026 | V04925--EMTS, INC | 309678 | 6,941.66 |
| | 5/5/2026 | V00207--CINTAS CORPORATION #668 | 309669 | 407.41 |
| | 5/5/2026 | V00854--SAFEWAY INC VONS DIVISION | 309711 | 123.09 |
| | 5/5/2026 | V04886--MARLIN LEASING CORPORATION | 309693 | 132.95 |
| | 5/5/2026 | V04938--PINNACLE RECRUITING SERVICES LLC | 309704 | 2,599.20 |
| | 5/5/2026 | V00252--COUNTY OF KERN PUBLIC WORKS | 309674 | 53.80 |
| | 5/5/2026 | V04363--MICHELLE ADILENE RUIZ | 309694 | 42.77 |
| | 5/5/2026 | V00092--AT&T | 309662 | 765.13 |
| | 5/5/2026 | V04037--JONATHAN ROSS-TOHILL | 309686 | 200.00 |
| | 5/5/2026 | V04041--STEPHANIE CORONEL | 309715 | 194.30 |
| | 5/5/2026 | V04267--DELIA V GONZALES | 309675 | 100.00 |
| | 5/5/2026 | V00787--PG&E | 309703 | 5,509.50 |
| | 5/5/2026 | V00907--SOCALGAS | 309712 | 101.71 |
| | 5/5/2026 | V00593--LAMAR COMPANIES | 309688 | 2,450.00 |
| | 5/5/2026 | V03059--T-MOBILE USA INC | 309716 | 8,846.82 |
| | 5/5/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 309713 | 61.32 |
| | 5/5/2026 | V02479--RONALD SHELAN | 309709 | 438.99 |
| | 5/5/2026 | V00169--CALIFORNIA WATER SERVICE | 309666 | 1,627.56 |
| | 5/5/2026 | V03172--OFFICE1 LEASING | 309701 | 495.31 |
| | 5/5/2026 | V03172--OFFICE1 LEASING | 309700 | 1,264.93 |
| | 5/5/2026 | V03172--OFFICE1 LEASING | 309699 | 454.93 |
| | 5/5/2026 | V01003--TRES HOMBRES FENCE COMPANY | 309718 | 2,800.00 |
| | 5/5/2026 | V00332--EL POPULAR INC | 309677 | 236.25 |
| | 5/5/2026 | V00917--SOUTHWEST GAS CORPORATION | 309714 | 12.83 |
| | 5/5/2026 | V03314--VESTIS GROUP, INC | 309723 | 162.22 |
| | 5/5/2026 | V00206--CHRISTOPHER PERCIVAL | 309668 | 602.59 |
| | 5/5/2026 | V05256--ALL AMERICAN GLASS AND WINDOW INC | 309661 | 2,666.44 |
| | 5/5/2026 | V02479--RONALD SHELAN | 309708 | 255.00 |
| | 5/5/2026 | V00294--DEPARTMENT OF JUSTICE | 309676 | 617.00 |
| | 5/5/2026 | V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD | 309681 | 3,548.28 |
| | 5/5/2026 | V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR | 309673 | 157,153.94 |
| | 5/5/2026 | V05118--LETICIA ADAMS | 309690 | 190.68 |
| | 5/5/2026 | V03614--ERIKA SALAZAR | 309679 | 303.05 |
| | 5/5/2026 | V04774--CERTIFIED HVAC INCORPORATED | 309667 | 440.00 |
| | 5/5/2026 | V03280--JEREMY MARRS | 309685 | 1,200.00 |
| | 5/5/2026 | V03157--KERN ISLAND INVESTORS, GP | 309687 | 1,229.27 |
| | 5/5/2026 | V03951--TOMMIE SUE CORDOVA | 309717 | 97.88 |
| | 5/5/2026 | V03474--ALICIA GAMINO | 309660 | 101.50 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/5/2026 | V03564--CLAUDIA VALENCIA PRECIADO | 309671 | 104.40 |
| | 5/5/2026 | V03840--NALLELY SANCHEZ | 309697 | 181.25 |
| | 5/5/2026 | V02479--RONALD SHELAN | 309707 | 438.78 |
| | 5/5/2026 | V01044--W W GRAINGER INC | 1.22234E+14 | 56.91 |
| | 5/5/2026 | V00182--CDW LLC | 1.22234E+14 | 3,969.53 |
| | 5/5/2026 | V02330--JEREMY T TOBIAS | 1.22234E+14 | 150.00 |
| | 5/5/2026 | V00349--ERIE CUSTOM COMPUTER APPLICATIONS | 1.22234E+14 | 2,940.00 |
| | 5/5/2026 | V03627--EVELYN RAMIREZ | 1.22234E+14 | 137.00 |
| | 5/5/2026 | V03532--BRENDA QUINTERO FLETES | 1.22234E+14 | 137.00 |
| | 5/5/2026 | V03462--ALAN RODRIGUEZ | 1.22234E+14 | 137.00 |
| | 5/5/2026 | V03411--SAVANNAH OATES | 1.22234E+14 | 158.25 |
| | 5/5/2026 | V03213--FRESHPOINT CENTRAL CALIFORNIA, INC | 1.22234E+14 | 509.60 |
| | 5/5/2026 | V03080--AZUGA, INC. | 1.22234E+14 | 86.70 |
| | 5/5/2026 | V02504--SUSANA R MAGANA | 1.22234E+14 | 137.00 |
| | 5/5/2026 | V03765--Magaly Witz | 1.22234E+14 | 38.43 |
| | 5/5/2026 | V03940--SUSANA BAILON | 1.22234E+14 | 137.00 |
| | 5/5/2026 | V05257--ARACELI MORA | 1.22234E+14 | 419.00 |
| | 5/5/2026 | V00578--KERN VALLEY PRINTING, INC | 1.22234E+14 | 2,922.75 |
| | 5/5/2026 | V03175--RACE TELECOMMUNICATIONS INC | 1.22234E+14 | 238.69 |
| | 5/5/2026 | V00321--ECOLAB FOOD SAFETY SPECIALTIES | 1.22234E+14 | 270.54 |
| | 5/5/2026 | V00057--AMERICAN REFUSE, INC. | 1.22234E+14 | 631.39 |
| | 5/5/2026 | V03096--PUBLIC AGENCY COALITION ENTERPRISE | 1.22234E+14 | 982,589.27 |
| | 5/5/2026 | V03082--IDEAL SPECIALTIES INC | 1.22234E+14 | 76,132.80 |
| | 5/5/2026 | V03082--IDEAL SPECIALTIES INC | 1.22234E+14 | 32,423.04 |
| | 5/5/2026 | V02150--5905 NILES ST LLC | 1.22234E+14 | 2,437.56 |
| | 5/5/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 260.44 |
| | 5/5/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 5,199.38 |
| | 5/5/2026 | V04936--CONNOISSEUR MEDIA HOLDCO INC. | 1.22234E+14 | 4,000.00 |
| | 5/5/2026 | V04820--RUPINDER GILL | 1.22234E+14 | 1,721.00 |
| | 5/5/2026 | V03316--YESENIA MONTOYA | 1.22234E+14 | 7,500.00 |
| | 5/5/2026 | V00428--GREATER BAKERSFIELD CHAMBER OF COMMERCE | 1.22234E+14 | 1,930.00 |
| | 5/5/2026 | V04718--HARC, INC. | 1.22234E+14 | 4,850.00 |
| | 5/5/2026 | V00087--ARVIN COMMUNITY SERVICE DISTRICT | 1.22234E+14 | 337.97 |
| | 5/5/2026 | V03159--JOHN REY | 1.22234E+14 | 97.12 |
| | 5/5/2026 | V04749--PHONTHIP PADICHITH | 1.22234E+14 | 58.73 |
| | 5/5/2026 | V03584--DENISE COOPER | 1.22234E+14 | 129.78 |
| | 5/5/2026 | V03414--ALMA SANCHEZ | 1.22234E+14 | 4.35 |
| | 5/5/2026 | V03331--TINA MOUA | 1.22234E+14 | 21.75 |
| | 5/5/2026 | V03255--CYNTHIA BORJON-COSBY | 1.22234E+14 | 3,750.00 |
| | 5/5/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 108.86 |
| | 5/5/2026 | V00286--DELL TECHNOLOGIES, INC. | 1.22234E+14 | 1,323.27 |
| | 5/5/2026 | V03191--VAL-PRO, INC | 1.22234E+14 | 1,702.50 |
| | 5/5/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 216.92 |
| | 5/5/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 828.47 |
| | 5/5/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 193.36 |
| | 5/5/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 72.23 |
| | 5/5/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS C | 1.22234E+14 | 5,091.19 |
| | 5/5/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 1,056.98 |
| | 5/5/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 30.76 |
| | 5/5/2026 | V03245--TIMOTHY SEXTON | 1.22234E+14 | 2,108.54 |
| | 5/5/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 345.85 |
| | 5/5/2026 | V05056--CAL OAK HOSPITALITY L.L.C. | 1.22234E+14 | 3,315.20 |
| | 5/5/2026 | V00874--SAVE MART SUPERMARKETS | 1.22234E+14 | 168.95 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 41.12 |
| | 5/5/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 1.22234E+14 | 1,251.20 |
| | 5/5/2026 | V00812--QUADIENT FINANCE USA INC | 1.22234E+14 | 2,049.00 |
| | 5/5/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 1.22234E+14 | 881.28 |
| | 5/5/2026 | V00284--DELK PEST CONTROL | 1.22234E+14 | 960.00 |
| | 5/5/2026 | V04034--RINGCENTRAL INC. | 1.22234E+14 | 17,321.78 |
| | 5/5/2026 | V00683--MCWILLIAMS & WALDEN INC | 1.22234E+14 | 1,281.91 |
| | 5/5/2026 | V00683--MCWILLIAMS & WALDEN INC | 1.22234E+14 | 493.59 |
| | 5/5/2026 | V00711--MOLLY & BRUCE BUSACCA INC | 1.22234E+14 | 89.00 |
| | 5/5/2026 | V01064--WIPFLI LLP | 1.22234E+14 | 1,120.00 |
| | 5/5/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 71.27 |
| | 5/5/2026 | V00585--KNIGHT'S SITE SERVICES INC | 1.22234E+14 | 8,720.28 |
| | 5/5/2026 | V00744--ODP BUSINESS SOLUTIONS LLC | 1.22234E+14 | 239.73 |
| | 5/5/2026 | V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING | 1.22234E+14 | 1,040.00 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 242.15 |
| | 5/5/2026 | V04180--DIESEL DIRECT LLC | 1.22234E+14 | 2,537.00 |
| | 5/5/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 433.00 |
| | 5/5/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 20.52 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 22.88 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 37.88 |
| | 5/5/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 1.22234E+14 | 3,635.44 |
| | 5/5/2026 | V04070--TERRIVA PORTER | 1.22234E+14 | 401.65 |
| | 5/5/2026 | V00592--LAKESHORE PARENT, LLC | 1.22234E+14 | 5,694.92 |
| | 5/5/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 227.56 |
| | 5/5/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 35.43 |
| | 5/5/2026 | V04961--HARVEST FARMS SOLUTIONS, INC | 1.22234E+14 | 96,544.00 |
| | 5/5/2026 | V03192--ROBERT D. STANE | 1.22234E+14 | 420.00 |
| | 5/5/2026 | V04690--SAGASER WATKINS & WIELAND PC | 1.22234E+14 | 430.35 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 99.20 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 80.91 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 59.55 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 45.45 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 44.37 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 41.12 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 40.74 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 37.85 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 36.37 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 10.80 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 9.73 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 9.73 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 5.40 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 5.40 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 5.40 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 4.32 |
| | 5/5/2026 | V00029--ADVANCED DATA STORAGE, INC | 1.22234E+14 | 849.96 |
| | 5/5/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 124.24 |
| | 5/5/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 1.22234E+14 | 38,125.55 |
| | 5/5/2026 | V05265--GREGORY J FRANK ARCHITECTS, INC | 1.22234E+14 | 3,250.00 |
| | 5/5/2026 | V01044--W W GRAINGER INC | 1.22234E+14 | 57.56 |
| | 5/5/2026 | V00182--CDW LLC | 1.22234E+14 | 775.07 |
| | 5/5/2026 | V00286--DELL TECHNOLOGIES, INC. | 1.22234E+14 | 6,824.68 |
| | 5/5/2026 | V01033--VERNON SORENSON MD INC | 1.22234E+14 | 60.00 |
| | 5/5/2026 | V00134--BRONCO ELECTRIC INC | 1.22234E+14 | 1,296.56 |
| | 5/5/2026 | V00721--NARAMA INC. - TREK IMAGING | 1.22234E+14 | 2,948.11 |
| | 5/5/2026 | V04556--SPRITE HEALTH, INC. | 1.22234E+14 | 3,000.00 |
| | 5/5/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 549.55 |
| | 5/5/2026 | V00445--HD SUPPLY FACILITIES MAINTENANCE LTD | 1.22234E+14 | 8,107.93 |
| | 5/5/2026 | V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE | 1.22234E+14 | 7,702.02 |
| | 5/5/2026 | V04096--JUANA CAMACHO | 1.22234E+14 | 181.98 |
| | 5/5/2026 | V03867--PATRICIA ROBLES WESLEY | 1.22234E+14 | 106.58 |
| | 5/5/2026 | V03493--ANDREA MARQUEZ | 1.22234E+14 | 108.03 |
| | 5/5/2026 | V03453--ADILENE NAVA | 1.22234E+14 | 290.73 |
| | 5/5/2026 | V03401--TRINO LOPEZ | 1.22234E+14 | 226.20 |
| | 5/5/2026 | V03398--OLGA CASTRO | 1.22234E+14 | 255.20 |
| | 5/5/2026 | V03384--GLORIA GONZALEZ | 1.22234E+14 | 224.03 |
| | 5/5/2026 | V03380--CARITINA PEREZ | 1.22234E+14 | 219.68 |
| | 5/5/2026 | V03371--LUCERO GONZALEZ | 1.22234E+14 | 73.23 |
| | 5/5/2026 | V03365--MANUEL BALTIER | 1.22234E+14 | 125.43 |
| | 5/5/2026 | V02778--MARIA C VARELA | 1.22234E+14 | 93.53 |
| | 5/5/2026 | V01064--WIPFLI LLP | 1.22234E+14 | 698.87 |
| | 5/5/2026 | V00794--PLC SYSTEM SERVICES LLC | 1.22234E+14 | 6,150.00 |
| | 5/5/2026 | V00794--PLC SYSTEM SERVICES LLC | 1.22234E+14 | 1,960.00 |
| | 5/5/2026 | V00445--HD SUPPLY FACILITIES MAINTENANCE LTD | 1.22234E+14 | 10,745.20 |
| | 5/5/2026 | V00445--HD SUPPLY FACILITIES MAINTENANCE LTD | 1.22234E+14 | 3,882.93 |
| | 5/5/2026 | V03412--SARA ELIAS | 1.22234E+14 | 415.43 |
| | 5/5/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 2,446.20 |
| | 5/5/2026 | V04035--MONIQUE TREVINO | 309659 | 2,248.32 |
| | 5/5/2026 | V03425--HALONDA NAFF | 309658 | 2,081.87 |
| | 5/5/2026 | V05106--GLORIA BREANA PADILLA | 309657 | 2.48 |
| | 5/6/2026 | V05260--LEGAL CORNER LAW OFFICE, APC | 309726 | 35,000.00 |
| | 5/12/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 309772 | 5,261.14 |

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| | 5/12/2026 | V00374--FERGUSON ENTERPRISES INC #1350 | 309765 | 193.74 |
| | 5/12/2026 | V05278--JASON FAULK | 309776 | 1,250.00 |
| | 5/12/2026 | V05264--OILDALE, LLC | 309813 | 1,120.00 |
| | 5/12/2026 | V00229--COMCAST CORPORATION | 309751 | 115.89 |
| | 5/12/2026 | V03389--LIGIA JOHNSON | 309728 | 897.99 |
| | 5/12/2026 | V04878--KERN HOUSING XIV LLC | 309784 | 660.00 |
| | 5/12/2026 | V04878--KERN HOUSING XIV LLC | 309783 | 660.00 |
| | 5/12/2026 | V00229--COMCAST CORPORATION | 309750 | 345.47 |
| | 5/12/2026 | V00419--GOLDEN EMPIRE TRANSIT DISTRICT | 309770 | 57.00 |
| | 5/12/2026 | V04305--JEFFREY MARSH | 309778 | 233.00 |
| | 5/12/2026 | V00255--COVERALL NORTH AMERICA INC | 309756 | 1,025.00 |
| | 5/12/2026 | V01845--DESERT OASIS APTS LLC | 309760 | 3,962.32 |
| | 5/12/2026 | V05270--BAKERSFIELD EAST ROTARY FOUNDATION | 309737 | 1,000.00 |
| | 5/12/2026 | V05262--COUNTRY CLUB VISTA APARTMENTS, LLC | 309754 | 5,150.00 |
| | 5/12/2026 | V03420--FREDDY HERNANDEZ | 309768 | 592.25 |
| | 5/12/2026 | V00724--NATIONAL HEAD START ASSOCIATION | 309801 | 4,645.00 |
| | 5/12/2026 | V05277--FERNANDO GONZALEZ DBA GET A BIKE | 309766 | 1,000.00 |
| | 5/12/2026 | V04555--HOUSING AUTHORITY OF THE COUNTY OF KERN | 309773 | 550.00 |
| | 5/12/2026 | V00806--PROTECTION 1/ADT | 309822 | 78.33 |
| | 5/12/2026 | V03314--VESTIS GROUP, INC | 309854 | 81.11 |
| | 5/12/2026 | V00289--DELTA GLASS COMPANY, INC. | 309759 | 100.00 |
| | 5/12/2026 | V01009--ULINE | 309850 | 685.39 |
| | 5/12/2026 | V00161--CALIFORNIA HEAD START ASSOCIATION | 309739 | 5,250.00 |
| | 5/12/2026 | V04722--ABRAMSON LEVIN & GINDI LLP | 309729 | 1,250.00 |
| | 5/12/2026 | V00801--PRODUCERS DAIRY FOODS INC | 309821 | 3,011.63 |
| | 5/12/2026 | V00207--CINTAS CORPORATION #668 | 309744 | 392.25 |
| | 5/12/2026 | V00562--KEITH C PFEFFER | 309781 | 73.61 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309842 | 225.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309841 | 170.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309840 | 170.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309839 | 150.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309838 | 77.21 |
| | 5/12/2026 | V01022--VALLEY PROPANE SERVICE | 309852 | 152.62 |
| | 5/12/2026 | V00601--LASTAND, INC | 309788 | 22.00 |
| | 5/12/2026 | V00987--THERMO KING OF BAKERSFIELD | 309847 | 3,721.58 |
| | 5/12/2026 | V00091--AT&T | 309735 | 15.73 |
| | 5/12/2026 | V01027--VARNER BROS INC | 309853 | 62.00 |
| | 5/12/2026 | V04891--NORTH OF RIVER SANITARY DISTRICT | 309804 | 4,057.67 |
| | 5/12/2026 | V00209--CITY OF BAKERSFIELD | 309745 | 12,586.54 |
| | 5/12/2026 | V04802--PAYSTAND, INC. | 309816 | 500.00 |
| | 5/12/2026 | V00597--LAMONT SANITATION INC | 309786 | 1,597.61 |
| | 5/12/2026 | V00948--SUPERIOR SANITATION SERVICE INC | 309844 | 893.06 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309837 | 2,983.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309836 | 262.26 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309835 | 214.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309834 | 214.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309833 | 214.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309832 | 214.00 |
| | 5/12/2026 | V03430--SPECTRUM/CHARTER | 309831 | 150.00 |
| | 5/12/2026 | V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA | 309856 | 1,349.41 |
| | 5/12/2026 | V03971--VIANEY GARCIA HERNANDEZ | 309855 | 67.50 |
| | 5/12/2026 | V04405--TIFFANY WAITERS-MCCLINTON | 309848 | 67.50 |
| | 5/12/2026 | V00799--PRICE DISPOSAL | 309820 | 510.62 |
| | 5/12/2026 | V00568--KERN COUNTY HISPANIC CHAMBER OF COMMERCE | 309782 | 600.00 |
| | 5/12/2026 | V00091--AT&T | 309734 | 26.74 |
| | 5/12/2026 | V03133--CREATIVE CONCEPTS | 309757 | 5,006.56 |
| | 5/12/2026 | V04104--LUZ YOUNG | 309795 | 81.20 |
| | 5/12/2026 | V00617--LODI MEMORIAL HOSPITAL ASSOCIATION, INC. | 309794 | 1,106.82 |
| | 5/12/2026 | V05200--JOSEPH TANJA | 309780 | 11.60 |
| | 5/12/2026 | V05054--COMPUTERWILD, INC. | 309753 | 240.00 |
| | 5/12/2026 | V04971--NISSAN NORTH AMERICA, INC. | 309803 | 309.90 |
| | 5/12/2026 | V00114--BERKSHIRE HATHAWAY HOMESTATE CO | 309738 | 113,230.15 |
| | 5/12/2026 | TN00010--STACY ADAMS | 309843 | 100.00 |
| | 5/12/2026 | V03833--MONICA LOPEZ | 309799 | 29.00 |
| | 5/12/2026 | V00960--TEHACHAPI UNIFIED SCHOOL DISTRICT | 309846 | 1,088.00 |
| | 5/12/2026 | V00389--FLYERS ENERGY LLC | 309767 | 783.82 |
| | 5/12/2026 | V03370--ROSLYN TORRES | 309824 | 103.68 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/12/2026 | V03391--MARISELA GONZALEZ | 309796 | 53.65 |
| | 5/12/2026 | V04712--LEARA LEANNE SPROTT | 309790 | 194.30 |
| | 5/12/2026 | V00953--TAFT CITY SCHOOL DISTRICT | 309845 | 3,072.00 |
| | 5/12/2026 | V00282--DELANO UNION SCHOOL DISTRICT | 309758 | 4,075.75 |
| | 5/12/2026 | V02944--ESTHER REYES-GARZA | 309763 | 130.50 |
| | 5/12/2026 | V03377--ALEJANDRA BAHENA | 309730 | 100.78 |
| | 5/12/2026 | V03599--EDNA QUINONEZ | 309761 | 335.68 |
| | 5/12/2026 | V03522--AVERY COX | 309736 | 121.08 |
| | 5/12/2026 | V03496--ANDREW CHAVEZ | 309731 | 719.93 |
| | 5/12/2026 | V03951--TOMMIE SUE CORDOVA | 309849 | 21.03 |
| | 5/12/2026 | V03886--RIGOBERTO REYES | 309823 | 43.50 |
| | 5/12/2026 | V03862--OSCAR W MARTINEZ | 309814 | 153.70 |
| | 5/12/2026 | V03840--NALLELY SANCHEZ | 309800 | 152.25 |
| | 5/12/2026 | V03745--LISA MORENO | 309793 | 75.40 |
| | 5/12/2026 | V00599--LANGUAGE LINE SERVICES INC | 309787 | 153.68 |
| | 5/12/2026 | V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR | 309755 | 6,997.62 |
| | 5/12/2026 | V02966--MOJAVE UNIFIED SCHOOL DISTRICT | 309798 | 1,201.50 |
| | 5/12/2026 | V05118--LETICIA ADAMS | 309791 | 192.85 |
| | 5/12/2026 | V04102--IRIS LOPEZ | 309775 | 110.20 |
| | 5/12/2026 | V04396--SANDRA MEJIA ESPARZA | 309825 | 268.25 |
| | 5/12/2026 | V03386--JAZMIN LEON | 309777 | 130.50 |
| | 5/12/2026 | V00212--CITY OF DELANO | 309746 | 261.55 |
| | 5/12/2026 | V02374--LILIAN URREA | 309792 | 127.60 |
| | 5/12/2026 | V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC. | 309752 | 21,382.02 |
| | 5/12/2026 | V02687--GUADALUPE A VILLASANA | 309771 | 147.90 |
| | 5/12/2026 | V02597--CATHARYN LAURIE SPROULE | 309741 | 50.03 |
| | 5/12/2026 | V04901--ICOS GARDENING & LANDSCAPE | 309774 | 2,930.00 |
| | 5/12/2026 | V05049--GM FINANCIAL | 309769 | 416.98 |
| | 5/12/2026 | V04093--AT&T | 309733 | 92.37 |
| | 5/12/2026 | V04516--ZIP APPLIANCE REPAIR & SERVICE LLC | 309857 | 250.00 |
| | 5/12/2026 | V00596--LAMONT PUBLIC UTILITY DISTRICT | 309785 | 823.70 |
| | 5/12/2026 | V00092--AT&T | 309732 | 533.07 |
| | 5/12/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 309827 | 544.04 |
| | 5/12/2026 | V00919--SPECTRUM | 309830 | 176.66 |
| | 5/12/2026 | V00215--CITY OF SHAFTER | 309748 | 66.92 |
| | 5/12/2026 | V03172--OFFICE1 LEASING | 309811 | 285.14 |
| | 5/12/2026 | V03172--OFFICE1 LEASING | 309810 | 702.90 |
| | 5/12/2026 | V03172--OFFICE1 LEASING | 309809 | 395.61 |
| | 5/12/2026 | V03172--OFFICE1 LEASING | 309808 | 361.93 |
| | 5/12/2026 | V03172--OFFICE1 LEASING | 309807 | 328.68 |
| | 5/12/2026 | V03814--MAURA SANDOVAL | 309797 | 13.50 |
| | 5/12/2026 | V03172--OFFICE1 LEASING | 309806 | 186.82 |
| | 5/12/2026 | V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY MARRIO | 309815 | 359.96 |
| | 5/12/2026 | V00919--SPECTRUM | 309829 | 362.69 |
| | 5/12/2026 | V04938--PINNACLE RECRUITING SERVICES LLC | 309819 | 3,263.91 |
| | 5/12/2026 | TN00009--JOHNNY APARICIO | 309779 | 50.00 |
| | 5/12/2026 | V03172--OFFICE1 LEASING | 309805 | 273.57 |
| | 5/12/2026 | V00169--CALIFORNIA WATER SERVICE | 309740 | 3,490.57 |
| | 5/12/2026 | V00787--PG&E | 309817 | 13,846.70 |
| | 5/12/2026 | V00178--CATHY DOUMA | 309742 | 576.46 |
| | 5/12/2026 | V00374--FERGUSON ENTERPRISES INC #1350 | 309764 | 1,458.84 |
| | 5/12/2026 | V04925--EMTS, INC | 309762 | 1,439.34 |
| | 5/12/2026 | V00206--CHRISTOPHER PERCIVAL | 309743 | 4,205.06 |
| | 5/12/2026 | V00919--SPECTRUM | 309828 | 216.66 |
| | 5/12/2026 | V00213--CITY OF MANTECA | 309747 | 327.13 |
| | 5/12/2026 | V00220--CITY OF WASCO | 309749 | 571.68 |
| | 5/12/2026 | V00912--SOUTH TULARE RICHGROVE REFUSE INC | 309826 | 474.22 |
| | 5/12/2026 | V05267--NIKKI BOLES | 309802 | 200.00 |
| | 5/12/2026 | V00788--PHILADELPHIA INSURANCE COMPANIES | 309818 | 557.00 |
| | 5/12/2026 | V03736--LAVAR NEWSOME | 309789 | 39.88 |
| | 5/12/2026 | V03367--VALERIE CAMACHO | 309851 | 539.40 |
| | 5/12/2026 | V04777--OILDALE MUTUAL WATER COMPANY | 309812 | 392.05 |
| | 5/12/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 1.22234E+14 | 10,935.26 |
| | 5/12/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 1.22234E+14 | 271.28 |
| | 5/12/2026 | V00576--KERN RIVER PROPANE INC | 1.22234E+14 | 746.00 |
| | 5/12/2026 | V02330--JEREMY T TOBIAS | 1.22234E+14 | 168.50 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 23.38 |

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|---|---|---|---|---|
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 26.00 |
| | 5/12/2026 | V03195--ASANA, INC | 1.22234E+14 | 12,600.00 |
| | 5/12/2026 | V03326--CLEMMER AND COMPANY | 1.22234E+14 | 995.00 |
| | 5/12/2026 | V03326--CLEMMER AND COMPANY | 1.22234E+14 | 2,985.00 |
| | 5/12/2026 | V03584--DENISE COOPER | 1.22234E+14 | 67.50 |
| | 5/12/2026 | V03954--TRACY WEBSTER | 1.22234E+14 | 408.90 |
| | 5/12/2026 | V00683--MCWILLIAMS & WALDEN INC | 1.22234E+14 | 266.62 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 43.21 |
| | 5/12/2026 | V02324--JACQUELINE GUERRA | 1.22234E+14 | 209.53 |
| | 5/12/2026 | V04918--JAVIER ARREOLA | 1.22234E+14 | 186.40 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 1,124.25 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 265.41 |
| | 5/12/2026 | V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP | 1.22234E+14 | 231.73 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 23.40 |
| | 5/12/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 966.63 |
| | 5/12/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 620.47 |
| | 5/12/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 492.74 |
| | 5/12/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 115.37 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 513.91 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 479.27 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 393.93 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 69.06 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 44.66 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 23.30 |
| | 5/12/2026 | V00794--PLC SYSTEM SERVICES LLC | 1.22234E+14 | 12,777.00 |
| | 5/12/2026 | V00286--DELL TECHNOLOGIES, INC. | 1.22234E+14 | 1,856.65 |
| | 5/12/2026 | V00224--CLASSIC CHARTER INC | 1.22234E+14 | 5,133.00 |
| | 5/12/2026 | V00182--CDW LLC | 1.22234E+14 | 4,964.11 |
| | 5/12/2026 | V00005--A-1 BATTERY COMPANY | 1.22234E+14 | 274.79 |
| | 5/12/2026 | V03239--AMAROK, LLC | 1.22234E+14 | 6,031.76 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 2,742.32 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 37.29 |
| | 5/12/2026 | V03064--CUSTOM L & A CONSTRUCTION INC | 1.22234E+14 | 1,800.00 |
| | 5/12/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 1,182.08 |
| | 5/12/2026 | V00226--RLH FIRE PROTECTION, INC. | 1.22234E+14 | 100.00 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 339.02 |
| | 5/12/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 2,160.34 |
| | 5/12/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 882.77 |
| | 5/12/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 627.99 |
| | 5/12/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 430.66 |
| | 5/12/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 73.37 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 28.77 |
| | 5/12/2026 | V00423--GOTO TECHNOLOGIES USA, INC | 1.22234E+14 | 662.40 |
| | 5/12/2026 | V00423--GOTO TECHNOLOGIES USA, INC | 1.22234E+14 | 525.60 |
| | 5/12/2026 | V03191--VAL-PRO, INC | 1.22234E+14 | 969.45 |
| | 5/12/2026 | V00770--KERN PRINT SERVICES, INC | 1.22234E+14 | 247.62 |
| | 5/12/2026 | V00683--MCWILLIAMS & WALDEN INC | 1.22234E+14 | 69.99 |
| | 5/12/2026 | V00874--SAVE MART SUPERMARKETS | 1.22234E+14 | 870.56 |
| | 5/12/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 1.22234E+14 | 1,036.80 |
| | 5/12/2026 | V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING | 1.22234E+14 | 635.00 |
| | 5/12/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 1.22234E+14 | 938.40 |
| | 5/12/2026 | V03290--PLANTS FOR YOUR SOLIE | 1.22234E+14 | 200.00 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 111.57 |
| | 5/12/2026 | V00260--CROWN EQUIPMENT CORPORATION | 1.22234E+14 | 652.26 |
| | 5/12/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 1.22234E+14 | 4,382.55 |
| | 5/12/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 7.29 |
| | 5/12/2026 | V00961--TEL TEC SECURITY SYSTEMS INC | 1.22234E+14 | 5,385.49 |
| | 5/12/2026 | V04727--ALEXIS SAVEDRA | 1.22234E+14 | 4,500.00 |
| | 5/12/2026 | V04549--THUY TRANG TRAN | 1.22234E+14 | 17.40 |
| | 5/12/2026 | V04096--JUANA CAMACHO | 1.22234E+14 | 157.33 |
| | 5/12/2026 | V03939--SULEMA GARCIA | 1.22234E+14 | 131.95 |
| | 5/12/2026 | V03867--PATRICIA ROBLES WESLEY | 1.22234E+14 | 64.53 |
| | 5/12/2026 | V03866--PATRICIA MEXICANO | 1.22234E+14 | 115.28 |
| | 5/12/2026 | V03852--NICOLE NINO | 1.22234E+14 | 138.48 |
| | 5/12/2026 | V03849--NELLY MENDOZA | 1.22234E+14 | 163.85 |
| | 5/12/2026 | V03832--MONICA CASTANEDA | 1.22234E+14 | 76.13 |
| | 5/12/2026 | V03822--MELISSA DELA GARZA | 1.22234E+14 | 101.50 |

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|---|---|---|---|---|
| | 5/12/2026 | V03740--LILIANA ALTAMIRANO | 1.22234E+14 | 344.38 |
| | 5/12/2026 | V03671--JAYSHREE MADEKA | 1.22234E+14 | 81.93 |
| | 5/12/2026 | V03645--GLORIANA TEIXEIRA | 1.22234E+14 | 366.13 |
| | 5/12/2026 | V03601--ELENA GARCIA | 1.22234E+14 | 112.38 |
| | 5/12/2026 | V03583--DELORES PATRICIO | 1.22234E+14 | 87.00 |
| | 5/12/2026 | V03492--Andrea Chavez | 1.22234E+14 | 256.65 |
| | 5/12/2026 | V05111--BOVEE ENVIRONMENTAL MANAGEMENT, INC. | 1.22234E+14 | 700.00 |
| | 5/12/2026 | V03385--GABRIELA PADILLA | 1.22234E+14 | 41.33 |
| | 5/12/2026 | V03374--ADRIANA LOPEZ | 1.22234E+14 | 214.60 |
| | 5/12/2026 | V03371--LUCERO GONZALEZ | 1.22234E+14 | 116.00 |
| | 5/12/2026 | V03332--Mariana Rios | 1.22234E+14 | 65.98 |
| | 5/12/2026 | V03301--COLLETTE ROYAL | 1.22234E+14 | 7,500.00 |
| | 5/12/2026 | V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE | 1.22234E+14 | 6,000.00 |
| | 5/12/2026 | V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA | 1.22234E+14 | 20,324.06 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 64.35 |
| | 5/12/2026 | V03084--SUNRISE GARDENING SERVICE, LLC | 1.22234E+14 | 7,080.00 |
| | 5/12/2026 | V02868--SAFIYA PRICE | 1.22234E+14 | 52.20 |
| | 5/12/2026 | V02699--IRIS M GONZALEZ | 1.22234E+14 | 65.25 |
| | 5/12/2026 | V02411--MARISELA P. GONZALEZ | 1.22234E+14 | 109.48 |
| | 5/12/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 1,059.62 |
| | 5/12/2026 | V00770--KERN PRINT SERVICES, INC | 1.22234E+14 | 606.24 |
| | 5/12/2026 | V00265--CWP CALIFORNIA CORP | 1.22234E+14 | 18.00 |
| | 5/12/2026 | V04755--CITIGUARD, INC | 1.22234E+14 | 3,339.90 |
| | 5/12/2026 | V05026--CENTRAL VALLEY FARMWORKER FOUNDATION | 1.22234E+14 | 2,732.88 |
| | 5/12/2026 | V05086--CALIFORNIA PUBLIC POLICY GROUP, INC. | 1.22234E+14 | 12,500.00 |
| | 5/12/2026 | V03395--MARIA FLORES TORRES | 1.22234E+14 | 334.95 |
| | 5/12/2026 | V00043--ALLIED UNIVERSAL SECURITY SERVICES | 1.22234E+14 | 64,903.44 |
| | 5/12/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 313.64 |
| | 5/12/2026 | V00053--AMERICAN BUSINESS MACHINES | 1.22234E+14 | 222.37 |
| | 5/12/2026 | V04180--DIESEL DIRECT LLC | 1.22234E+14 | 1,562.00 |
| | 5/12/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS C | 1.22234E+14 | 9,800.34 |
| | 5/12/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 5.40 |
| | 5/12/2026 | V03084--SUNRISE GARDENING SERVICE, LLC | 1.22234E+14 | 850.00 |
| | 5/12/2026 | V00306--DISCOUNT SCHOOL SUPPLY | 1.22234E+14 | 1,146.86 |
| | 5/12/2026 | V00226--RLH FIRE PROTECTION, INC. | 1.22234E+14 | 1,023.00 |
| | 5/12/2026 | V00226--RLH FIRE PROTECTION, INC. | 1.22234E+14 | 151.00 |
| | 5/12/2026 | V04459--SPECIALTY TRIM AND AWNING INC | 1.22234E+14 | 205.67 |
| | 5/12/2026 | V03288--OASIS AIR AND SOLAR | 1.22234E+14 | 3,500.00 |
| | 5/12/2026 | V03084--SUNRISE GARDENING SERVICE, LLC | 1.22234E+14 | 1,500.00 |
| | 5/12/2026 | V03084--SUNRISE GARDENING SERVICE, LLC | 1.22234E+14 | 950.00 |
| | 5/12/2026 | V03084--SUNRISE GARDENING SERVICE, LLC | 1.22234E+14 | 950.00 |
| | 5/12/2026 | V05194--AUTUMN MITCHELL | 1.22234E+14 | 1,035.72 |
| | 5/12/2026 | V03670--JASON ROJAS | 1.22234E+14 | 507.96 |
| | 5/12/2026 | V00146--CA ASSOCIATION OF FOOD BANKS | 1.22234E+14 | 1,100.00 |
| | 5/12/2026 | V00992--TOKAY PRESS INC | 1.22234E+14 | 140.62 |
| | 5/12/2026 | V00997--TRAFFIC MANAGEMENT, INC. | 1.22234E+14 | 365.37 |
| | 5/12/2026 | V03334--Pritika Ram | 1.22234E+14 | 401.65 |
| | 5/12/2026 | V04605--SABRINA JONES | 1.22234E+14 | 357.48 |
| | 5/12/2026 | V00236--COMMUNITY PRODUCTS LLC | 1.22234E+14 | 251.14 |
| | 5/12/2026 | V00236--COMMUNITY PRODUCTS LLC | 1.22234E+14 | 251.14 |
| | 5/12/2026 | V00905--SMART & FINAL | 1.22234E+14 | 893.43 |
| | 5/12/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 41.31 |
| | 5/12/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 22.88 |
| | 5/12/2026 | V03288--OASIS AIR AND SOLAR | 1.22234E+14 | 600.00 |
| | 5/12/2026 | V00592--LAKESHORE PARENT, LLC | 1.22234E+14 | 17,970.13 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 401.27 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 102.75 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 27.74 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 25.69 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 15.08 |
| | 5/12/2026 | V01044--W W GRAINGER INC | 1.22234E+14 | 1,063.31 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 248.72 |
| | 5/12/2026 | V03718--KELLY LOWERY | 1.22234E+14 | 155.69 |
| | 5/12/2026 | V00312--DONAHUE TRUCK CENTERS | 1.22234E+14 | 8,811.73 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 60.33 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 40.60 |
| | 5/12/2026 | V00979--THE MARCOM GROUP, INC. | 1.22234E+14 | 980.00 |

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|---|---|---|---|---|
| | 5/12/2026 | V04884--PAUL V BRIANO III | 1.22234E+14 | 580.00 |
| | 5/12/2026 | V03192--ROBERT D. STANE | 1.22234E+14 | 295.00 |
| | 5/12/2026 | V00794--PLC SYSTEM SERVICES LLC | 1.22234E+14 | 280.00 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 123.34 |
| | 5/12/2026 | V00794--PLC SYSTEM SERVICES LLC | 1.22234E+14 | 365.00 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 28.77 |
| | 5/12/2026 | V00794--PLC SYSTEM SERVICES LLC | 1.22234E+14 | 300.00 |
| | 5/12/2026 | V00029--ADVANCED DATA STORAGE, INC | 1.22234E+14 | 308.90 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 112.09 |
| | 5/12/2026 | V00406--GARCIA INDUSTRIES INC | 1.22234E+14 | 18,399.50 |
| | 5/12/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 18.47 |
| | 5/12/2026 | V03060--JAB COMMUNICATION INC. | 1.22234E+14 | 14,191.96 |
| | 5/12/2026 | V04895--MARIANNE ALMENDARES | 1.22234E+14 | 10,000.00 |
| | 5/12/2026 | V03508--ANTHONY CONRAD CHAVEZ | 1.22234E+14 | 198.65 |
| | 5/12/2026 | V03382--DENA WALKER | 1.22234E+14 | 52.20 |
| | 5/12/2026 | V03529--BRADLEY RYAN FERGON | 309727 | 1,639.47 |
| | 5/13/2026 | V05286--SARAYAKY PARADA-VILLA | 309858 | 913.01 |
| | 5/19/2026 | V05302--ROSALVA DORAZCO | 309863 | 623.45 |
| | 5/19/2026 | V04516--ZIP APPLIANCE REPAIR & SERVICE LLC | 310025 | 410.21 |
| | 5/19/2026 | V04888--ANITA ANDERSEN | 309878 | 319.00 |
| | 5/19/2026 | V04747--IZABELLA JACOBO | 309859 | 1,362.25 |
| | 5/19/2026 | V03397--MAEGAN ROUSE | 309860 | 3,004.42 |
| | 5/19/2026 | V03395--MARIA FLORES TORRES | 309862 | 2,162.37 |
| | 5/19/2026 | V03395--MARIA FLORES TORRES | 309861 | 1,996.33 |
| | 5/19/2026 | V05218--MAMAYAN REALTY INC | 309932 | 2,300.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309906 | 182.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309905 | 182.00 |
| | 5/19/2026 | V03951--TOMMIE SUE CORDOVA | 310009 | 165.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309904 | 360.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309903 | 311.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309902 | 290.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309901 | 266.00 |
| | 5/19/2026 | V00035--ALAMO ALARM CO INC | 309867 | 203.50 |
| | 5/19/2026 | V05266--KERN 2008 COMMUNITY PARTNERS | 309922 | 1,135.00 |
| | 5/19/2026 | V04765--COMCAST CORPORATION | 309893 | 1,029.04 |
| | 5/19/2026 | V05281--ALICIA JEFFERSON GIPSON | 309870 | 900.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309900 | 854.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309899 | 714.00 |
| | 5/19/2026 | V01755--710 BRUNDAGE LANE LP | 309864 | 612.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309898 | 467.00 |
| | 5/19/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 309897 | 182.00 |
| | 5/19/2026 | V00178--CATHY DOUMA | 309886 | 98.08 |
| | 5/19/2026 | V03314--VESTIS GROUP, INC | 310017 | 81.11 |
| | 5/19/2026 | V05211--SIERRA WOOD SHAVINGS INC. | 309990 | 485.05 |
| | 5/19/2026 | V00682--MCKESSON MEDICAL SURGICAL INC | 309949 | 7,342.05 |
| | 5/19/2026 | V00801--PRODUCERS DAIRY FOODS INC | 309978 | 2,268.45 |
| | 5/19/2026 | V00207--CINTAS CORPORATION #668 | 309890 | 403.84 |
| | 5/19/2026 | V00192--CHARLIE'S DAY & NITE, INC. | 309888 | 414.78 |
| | 5/19/2026 | V02116--TNT WESTERN HOMES INC | 310007 | 1,260.00 |
| | 5/19/2026 | V01022--VALLEY PROPANE SERVICE | 310012 | 168.21 |
| | 5/19/2026 | V00252--COUNTY OF KERN PUBLIC WORKS | 309894 | 42.37 |
| | 5/19/2026 | V04971--NISSAN NORTH AMERICA, INC. | 309962 | 309.72 |
| | 5/19/2026 | V03430--SPECTRUM/CHARTER | 310000 | 180.00 |
| | 5/19/2026 | V00806--PROTECTION 1/ADT | 309979 | 473.91 |
| | 5/19/2026 | V00370--FEDEX | 309914 | 253.19 |
| | 5/19/2026 | V01009--ULINE | 310010 | 3,029.42 |
| | 5/19/2026 | V03430--SPECTRUM/CHARTER | 309999 | 499.00 |
| | 5/19/2026 | V03964--VANESSA MUNOZ | 310014 | 27.55 |
| | 5/19/2026 | V04421--ZAIRA SEVILLA QUINTERO | 310023 | 21.00 |
| | 5/19/2026 | V04941--GRACIELA ESPINOZA | 309916 | 21.00 |
| | 5/19/2026 | V03430--SPECTRUM/CHARTER | 309998 | 170.00 |
| | 5/19/2026 | V03356--CYNTHIA RODRIGUEZ | 309896 | 168.14 |
| | 5/19/2026 | V03430--SPECTRUM/CHARTER | 309997 | 320.25 |
| | 5/19/2026 | V03430--SPECTRUM/CHARTER | 309996 | 229.99 |
| | 5/19/2026 | V03430--SPECTRUM/CHARTER | 309995 | 229.99 |
| | 5/19/2026 | V00206--CHRISTOPHER PERCIVAL | 309889 | 354.23 |
| | 5/19/2026 | V03430--SPECTRUM/CHARTER | 309994 | 200.00 |

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| | 5/19/2026 | V00907--SOCALGAS | 309991 | 92.50 |
| | 5/19/2026 | V03172--OFFICE1 LEASING | 309971 | 138.58 |
| | 5/19/2026 | V03172--OFFICE1 LEASING | 309970 | 284.72 |
| | 5/19/2026 | V00169--CALIFORNIA WATER SERVICE | 309885 | 1,164.54 |
| | 5/19/2026 | V00926--STANDARD PLUMBING SUPPLY COMPANY, INC | 310002 | 64.30 |
| | 5/19/2026 | V00093--AT&T | 309882 | 186.44 |
| | 5/19/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310001 | 257.67 |
| | 5/19/2026 | V00919--SPECTRUM | 309993 | 216.66 |
| | 5/19/2026 | V01012--UNITED RENTALS INC | 310011 | 56.14 |
| | 5/19/2026 | V00565--KERN COMMUNITY COLLEGE DISTRICT | 309923 | 21,466.96 |
| | 5/19/2026 | V00092--AT&T | 309881 | 2,524.88 |
| | 5/19/2026 | V00216--CITY OF STOCKTON | 309891 | 28.18 |
| | 5/19/2026 | V00728--NEEDLES PUBLIC UTILITY AUTHORITY | 309959 | 69.38 |
| | 5/19/2026 | V04938--PINNACLE RECRUITING SERVICES LLC | 309977 | 2,138.40 |
| | 5/19/2026 | P00444--LUZ E VENEGAS | 310054 | 11,966.79 |
| | 5/19/2026 | P00053--GLORIA GARCIA DE MADERA | 310040 | 10,910.84 |
| | 5/19/2026 | V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS | 309925 | 10,370.50 |
| | 5/19/2026 | P02457--MARIA ELENA CORONA DE IBARRA | 310059 | 10,247.11 |
| | 5/19/2026 | P02910--VIRGINIA OSORIO ARANDA | 310074 | 8,452.86 |
| | 5/19/2026 | P01849--LORI MACIAS CERNA | 310053 | 7,767.90 |
| | 5/19/2026 | P03044--VIRGINIA ESTRELLA MEDINA | 310073 | 6,477.54 |
| | 5/19/2026 | P02770--GUADALUPE AYON DE MENDOZA | 310043 | 5,741.57 |
| | 5/19/2026 | P02982--MARIA DEL SOCORRO PADILLA MONTES | 310058 | 5,670.77 |
| | 5/19/2026 | P02626--YULISA OROZCO LEMUS | 310077 | 5,608.50 |
| | 5/19/2026 | P01593--MANUELA P MEDINA | 310055 | 5,574.64 |
| | 5/19/2026 | P02252--ANDREA R RIVERA | 310030 | 4,830.55 |
| | 5/19/2026 | P02953--LAURA CELENE DIAZ RAMOS | 310052 | 4,713.39 |
| | 5/19/2026 | P02945--GABRIELA FRANCO DE ALCANTAR | 310038 | 4,681.89 |
| | 5/19/2026 | P02873--GABRIELA IBARRA | 310039 | 4,092.96 |
| | 5/19/2026 | P00716--ELIZABETH MARTINEZ | 310037 | 4,015.56 |
| | 5/19/2026 | P02180--SANDRA ELIZABETH SAMAYOA | 310068 | 3,996.52 |
| | 5/19/2026 | P01663--MARCELA CHAVEZ OSEGUERA | 310056 | 3,753.72 |
| | 5/19/2026 | P02171--IRMA DIAZ ALVAREZ | 310047 | 3,742.22 |
| | 5/19/2026 | P02855--CLAUDIA OROZCO CORONA | 310036 | 3,560.51 |
| | 5/19/2026 | P00383--PATRICIA H MARTINEZ | 310065 | 3,505.46 |
| | 5/19/2026 | P03017--OFELIA SANDOVAL ELIZONDO | 310064 | 3,048.17 |
| | 5/19/2026 | P02943--YOLANDA GARCIA SABINO | 310076 | 2,970.90 |
| | 5/19/2026 | P03062--ALMA DELIA LOPEZ DIAZ | 310027 | 2,762.10 |
| | 5/19/2026 | P02903--MARIA GUADALUPE LEMUS ORTIZ | 310061 | 2,704.35 |
| | 5/19/2026 | P00833--GLORIA LEMUS DE LEMUS | 310041 | 2,674.53 |
| | 5/19/2026 | P01775--CECILIA GAYTAN DE ZARATE | 310033 | 2,657.23 |
| | 5/19/2026 | P00039--GUILLERMINA ORNELAS DE RAMIREZ | 310045 | 2,649.89 |
| | 5/19/2026 | P02407--GUADALUPE ELIZABETH PENUELAS | 310044 | 2,456.14 |
| | 5/19/2026 | P02989--YERALTDIN CUEVAS MEDINA | 310075 | 2,391.84 |
| | 5/19/2026 | P00705--AMPARO MAGANA | 310028 | 2,072.09 |
| | 5/19/2026 | P00431--TERESA LOERA DE QUINTERO | 310070 | 1,961.02 |
| | 5/19/2026 | P02182--KAREN BACA MORENO | 310051 | 1,926.49 |
| | 5/19/2026 | P03025--SAMANTHA MAGANA MAGANA | 310067 | 1,888.07 |
| | 5/19/2026 | P00823--MARIA EUGENIA GARCIA DE VEGA | 310060 | 1,833.69 |
| | 5/19/2026 | P02820--ROCIO GARDUNO MAGO | 310066 | 1,820.50 |
| | 5/19/2026 | P02777--BELEN IZAZAGA MERCADO | 310032 | 1,774.29 |
| | 5/19/2026 | P03074--CINDY LILIANA JUAREZ | 310035 | 1,705.55 |
| | 5/19/2026 | P02617--SONIA C LOPEZ DE JUAREZ | 310069 | 1,653.97 |
| | 5/19/2026 | P02523--MARCELINA PERALTA | 310057 | 1,585.68 |
| | 5/19/2026 | P02709--ANA MARIA ACOSTA DE ARIZAGA | 310029 | 1,451.37 |
| | 5/19/2026 | P02643--MARIA V SOSA | 310063 | 1,310.98 |
| | 5/19/2026 | P02528--MARIA SOFIA MENDOZA DE ORTIZ | 310062 | 1,222.80 |
| | 5/19/2026 | P02614--TOMASA MARISOL RODRIGUEZ ORELLANA | 310071 | 1,132.14 |
| | 5/19/2026 | P02938--ANGELICA IBARRA DE ALVAREZ | 310031 | 1,126.67 |
| | 5/19/2026 | P03081--JULIANA ZAMORA CEJA | 310050 | 1,049.99 |
| | 5/19/2026 | P02939--GRISELDA PALMERIN | 310042 | 1,049.99 |
| | 5/19/2026 | P03058--JAZMIN LOPEZ MAGDALENO | 310049 | 834.12 |
| | 5/19/2026 | P01856--VELINA LEON ZAMUDIO | 310072 | 760.46 |
| | 5/19/2026 | P03086--CEYDI VIANEY GUZMAN | 310034 | 633.76 |
| | 5/19/2026 | P03014--AIDE IBARRA LEMUS | 310026 | 622.61 |
| | 5/19/2026 | P02819--JAQUILINA GARCIA OSORIO | 310048 | 584.48 |
| | 5/19/2026 | V04824--A-1 PLUMBING SERVICE, INC. | 309865 | 2,900.00 |

| Bank | Date | Vendor | Document no. | Amount |
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| | 5/19/2026 | P01069--HERLINDA NOLASCO DE GONZALEZ | 310046 | 368.13 |
| | 5/19/2026 | V04118--SAMIA BASALI | 309984 | 51.48 |
| | 5/19/2026 | V03917--SANDRA VILLA | 309986 | 42.78 |
| | 5/19/2026 | V04385--RENEE LA RUE | 309982 | 42.05 |
| | 5/19/2026 | V04348--MARIELA NAVARRETE VAZQUEZ | 309943 | 42.05 |
| | 5/19/2026 | V02178--ANGELICA HERALDEZ | 309877 | 42.05 |
| | 5/19/2026 | V04219--ANA E HERNANDEZ PALACIOS | 309874 | 39.88 |
| | 5/19/2026 | V04021--NATASHA CHUDY | 309958 | 39.15 |
| | 5/19/2026 | V04378--OBDULIA Z AGUILAR | 309964 | 38.43 |
| | 5/19/2026 | V04146--MARIA G PIZANO | 309937 | 36.98 |
| | 5/19/2026 | V05112--Astrid Monsalve | 309880 | 35.53 |
| | 5/19/2026 | V03486--ANA CARRENO | 309873 | 34.80 |
| | 5/19/2026 | V03397--MAEGAN ROUSE | 309930 | 257.38 |
| | 5/19/2026 | V03592--DIANA OROZCO | 309908 | 243.60 |
| | 5/19/2026 | V03770--MANUELA CASTILLO | 309933 | 238.53 |
| | 5/19/2026 | V04159--Estela Corrales | 309912 | 209.53 |
| | 5/19/2026 | V00657--MARIA MARTINEZ | 309938 | 168.20 |
| | 5/19/2026 | V03610--ENEDINA MARTINEZ | 309910 | 160.95 |
| | 5/19/2026 | V03824--MELISSA STOWELL | 309951 | 146.45 |
| | 5/19/2026 | V04115--ESTEFANY AVITIA | 309911 | 145.00 |
| | 5/19/2026 | V03963--VANESSA MOLINA | 310013 | 129.78 |
| | 5/19/2026 | V03823--MELISSA DEWITT | 309950 | 123.25 |
| | 5/19/2026 | V03810--MARTHA ORDUNA | 309948 | 123.25 |
| | 5/19/2026 | V03799--MARISSA ORTIZ-CORTEZ | 309946 | 116.00 |
| | 5/19/2026 | V04384--RAUL GONZALEZ | 309980 | 113.83 |
| | 5/19/2026 | V03568--CRISEL AVELAR | 309895 | 113.83 |
| | 5/19/2026 | V03564--CLAUDIA VALENCIA PRECIADO | 309892 | 108.03 |
| | 5/19/2026 | V03405--NICOLE CALLAHAN | 309960 | 107.30 |
| | 5/19/2026 | V03513--ASELIDA DEL TORO | 309879 | 105.13 |
| | 5/19/2026 | V00187--CERTIFIX INC | 309887 | 416.00 |
| | 5/19/2026 | V03922--SARAH HODGES | 309987 | 401.65 |
| | 5/19/2026 | V02777--MARIA ALICIA HUIZAR | 309935 | 304.50 |
| | 5/19/2026 | V01060--WEST KERN COMMUNITY COLLEGE DISTRICT | 310020 | 17,455.88 |
| | 5/19/2026 | V04804--VERDANT COMMERCIAL CAPITAL LLC | 310015 | 10,221.53 |
| | 5/19/2026 | V04709--SANDRA FLORES NIEVES | 309985 | 31.18 |
| | 5/19/2026 | V03989--YVONNE SALDANA | 310022 | 31.18 |
| | 5/19/2026 | V05290--VIOLET JIMENEZ | 310018 | 26.83 |
| | 5/19/2026 | V03358--REBECCA ROCHA | 309981 | 24.65 |
| | 5/19/2026 | V04362--MELIZA PEREZ VERDUSCO | 309952 | 24.65 |
| | 5/19/2026 | V04791--ALMA C MENDOZA | 309871 | 23.93 |
| | 5/19/2026 | V04229--ANGELICA COBIAN | 309876 | 23.20 |
| | 5/19/2026 | V04000--MARI BARRIENTOS | 309934 | 20.30 |
| | 5/19/2026 | V03859--OLIVIA OTANEZ | 309972 | 19.58 |
| | 5/19/2026 | V05288--S'LENA DEANN COBOS | 309983 | 18.13 |
| | 5/19/2026 | V05113--Alejandra Day | 309868 | 17.40 |
| | 5/19/2026 | V04155--ADRIANA VENTURA | 309866 | 16.68 |
| | 5/19/2026 | V04122--YESENIA RUBIRA | 310021 | 12.33 |
| | 5/19/2026 | V04710--BETZAIDA CORONA | 309883 | 12.33 |
| | 5/19/2026 | V05289--ZARIAH MARR | 310024 | 11.60 |
| | 5/19/2026 | V04350--MARICELA PEREZ | 309942 | 10.15 |
| | 5/19/2026 | V04074--MONICA ZARAGOZA | 309956 | 10.15 |
| | 5/19/2026 | V04105--LETICIA MORENO | 309928 | 10.15 |
| | 5/19/2026 | V04775--NANCY LAZO | 309957 | 9.43 |
| | 5/19/2026 | V05282--SUSIE STEVENS | 310004 | 7.25 |
| | 5/19/2026 | V04674--OMAR ALNAJAR | 309973 | 5.08 |
| | 5/19/2026 | V04637--JANETH RAMOSAVILA | 309920 | 5.08 |
| | 5/19/2026 | V05298--ELIA CISNEROS | 309909 | 5.08 |
| | 5/19/2026 | V05291--SUZANNA NICOLE URIAS | 310005 | 5.08 |
| | 5/19/2026 | V05178--FREDDY MAE HOWARD | 309915 | 5.08 |
| | 5/19/2026 | V05293--NORA RODRIGUEZ PATINO | 309963 | 5.08 |
| | 5/19/2026 | V05295--KIRSTEN CRUZ | 309926 | 5.08 |
| | 5/19/2026 | V04370--MONICA DOSER | 309955 | 5.08 |
| | 5/19/2026 | V00781--Pedro Pablo Figueroa Martinez | 309975 | 5.08 |
| | 5/19/2026 | V03590--DEZRA L EARNEST | 309907 | 5.08 |
| | 5/19/2026 | V05292--EVA V HERNANDEZ GARCIA | 309913 | 5.08 |
| | 5/19/2026 | V05296--MARIA RUELAS COBAIN | 309941 | 5.08 |
| | 5/19/2026 | V05297--MAGDALENA MORALES HERNANDEZ | 309931 | 5.08 |

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| | 5/19/2026 | V04841--MARIESABELLE YEPEZ | 309944 | 5.08 |
| | 5/19/2026 | V05299--LILIA GARCIA | 309929 | 5.08 |
| | 5/19/2026 | V04651--ALICIA HERNANDEZ | 309869 | 5.08 |
| | 5/19/2026 | V05294--MARIA MEJIA | 309939 | 5.08 |
| | 5/19/2026 | V04190--SERENITY HERRERA | 309988 | 5.08 |
| | 5/19/2026 | V04652--KARINA RODARTE HERNANDEZ | 309921 | 5.08 |
| | 5/19/2026 | V03665--JACQUELINE TORRES GARIBAY | 309919 | 3.63 |
| | 5/19/2026 | V04121--VERONICA FUENTES | 310016 | 3.63 |
| | 5/19/2026 | V00599--LANGUAGE LINE SERVICES INC | 309927 | 1.15 |
| | 5/19/2026 | V05267--NIKKI BOLES | 309961 | 98.60 |
| | 5/19/2026 | V04024--MARIA CERVANTES | 309936 | 96.43 |
| | 5/19/2026 | V03825--MELODY ALDEN | 309953 | 95.70 |
| | 5/19/2026 | V03869--PAULA HUERTA | 309974 | 95.70 |
| | 5/19/2026 | V03354--TOMASA JARA | 310008 | 87.00 |
| | 5/19/2026 | V04112--MARISOL HERNANDEZ | 309945 | 79.75 |
| | 5/19/2026 | V03785--MARIA MORENO GOMEZ | 309940 | 73.95 |
| | 5/19/2026 | V02549--AMY A JIMENEZ | 309872 | 72.50 |
| | 5/19/2026 | V05241--MARITZA CAMACHO | 309947 | 60.18 |
| | 5/19/2026 | V05287--BRENDA ZAVALA | 309884 | 59.45 |
| | 5/19/2026 | V04413--VIOLETA SWANSON | 310019 | 58.73 |
| | 5/19/2026 | V04834--MIRTHA ANDRADE | 309954 | 53.65 |
| | 5/19/2026 | V03491--ANDREA ARCEO | 309875 | 52.20 |
| | 5/19/2026 | V00902--SIERRA SANDS UNIFIED SCHOOL DIST | 309989 | 2,907.00 |
| | 5/19/2026 | V03172--OFFICE1 LEASING | 309969 | 728.72 |
| | 5/19/2026 | V03172--OFFICE1 LEASING | 309968 | 407.11 |
| | 5/19/2026 | V03172--OFFICE1 LEASING | 309967 | 407.11 |
| | 5/19/2026 | V03172--OFFICE1 LEASING | 309966 | 407.11 |
| | 5/19/2026 | V00787--PG&E | 309976 | 7,327.07 |
| | 5/19/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 309992 | 2,248.30 |
| | 5/19/2026 | V00946--SUKHMANI SHERGILL | 310003 | 420.00 |
| | 5/19/2026 | V03172--OFFICE1 LEASING | 309965 | 1,933.40 |
| | 5/19/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 309917 | 7,496.61 |
| | 5/19/2026 | V03950--TINA NUNEZ | 310006 | 168.93 |
| | 5/19/2026 | V04901--ICOS GARDENING & LANDSCAPE | 309918 | 1,047.00 |
| | 5/19/2026 | V00567--KERN COUNTY FIRE DEPARTMENT | 309924 | 435.00 |
| | 5/19/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 1.22234E+14 | 16,126.89 |
| | 5/19/2026 | V04699--FYLE, INC. | 1.22234E+14 | 7,195.20 |
| | 5/19/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 233.50 |
| | 5/19/2026 | V00286--DELL TECHNOLOGIES, INC. | 1.22234E+14 | 3,563.06 |
| | 5/19/2026 | V00108--BALCO HOLDINGS, INC. | 1.22234E+14 | 1,147.95 |
| | 5/19/2026 | V03888--RITA ANN SOTO | 1.22234E+14 | 84.20 |
| | 5/19/2026 | V03245--TIMOTHY SEXTON | 1.22234E+14 | 671.09 |
| | 5/19/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 1.22234E+14 | 1,251.20 |
| | 5/19/2026 | V00024--ADP, LLC. | 1.22234E+14 | 21,418.22 |
| | 5/19/2026 | V00285--DELL FINANCIAL SERVICES LLC | 1.22234E+14 | 247.55 |
| | 5/19/2026 | V00182--CDW LLC | 1.22234E+14 | 2,553.83 |
| | 5/19/2026 | V00022--ADOBE INC | 1.22234E+14 | 713.70 |
| | 5/19/2026 | V00123--BLACKHAWK NETWORK, INC | 1.22234E+14 | 1,031.41 |
| | 5/19/2026 | V00236--COMMUNITY PRODUCTS LLC | 1.22234E+14 | 2,396.87 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 33.08 |
| | 5/19/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 1,239.76 |
| | 5/19/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 931.16 |
| | 5/19/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 199.98 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 101.54 |
| | 5/19/2026 | V03192--ROBERT D. STANE | 1.22234E+14 | 160.00 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 1,292.09 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 676.29 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 339.90 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 203.88 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 133.32 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 123.90 |
| | 5/19/2026 | V03191--VAL-PRO, INC | 1.22234E+14 | 1,308.55 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 529.32 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 418.52 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 413.72 |
| | 5/19/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS C | 1.22234E+14 | 6,685.18 |
| | 5/19/2026 | V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING | 1.22234E+14 | 665.00 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/19/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 73.75 |
| | 5/19/2026 | V01064--WIPFLI LLP | 1.22234E+14 | 8,708.11 |
| | 5/19/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 110.80 |
| | 5/19/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 73.59 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 318.85 |
| | 5/19/2026 | V00321--ECOLAB FOOD SAFETY SPECIALTIES | 1.22234E+14 | 192.20 |
| | 5/19/2026 | V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP | 1.22234E+14 | 43.58 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 349.70 |
| | 5/19/2026 | V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL | 1.22234E+14 | 11,245.58 |
| | 5/19/2026 | V03064--CUSTOM L & A CONSTRUCTION INC | 1.22234E+14 | 1,980.00 |
| | 5/19/2026 | V03064--CUSTOM L & A CONSTRUCTION INC | 1.22234E+14 | 875.00 |
| | 5/19/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 1.22234E+14 | 1,036.80 |
| | 5/19/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 1.22234E+14 | 1,251.20 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 326.40 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 1,262.84 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 12.21 |
| | 5/19/2026 | V03437--LETISHA BROOKS | 1.22234E+14 | 131.65 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 20.15 |
| | 5/19/2026 | V00770--KERN PRINT SERVICES, INC | 1.22234E+14 | 331.29 |
| | 5/19/2026 | V04896--TOM GROSS | 1.22234E+14 | 1,901.71 |
| | 5/19/2026 | V00997--TRAFFIC MANAGEMENT, INC. | 1.22234E+14 | 129.91 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 1,169.59 |
| | 5/19/2026 | V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES | 1.22234E+14 | 1,253.22 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 21.52 |
| | 5/19/2026 | V03940--SUSANA BAILON | 1.22234E+14 | 21.00 |
| | 5/19/2026 | V03627--EVELYN RAMIREZ | 1.22234E+14 | 21.00 |
| | 5/19/2026 | V03532--BRENDA QUINTERO FLETES | 1.22234E+14 | 21.00 |
| | 5/19/2026 | V00874--SAVE MART SUPERMARKETS | 1.22234E+14 | 1,838.88 |
| | 5/19/2026 | V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES | 1.22234E+14 | 11,147.44 |
| | 5/19/2026 | V01044--W W GRAINGER INC | 1.22234E+14 | 1,320.12 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 41.11 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 154.19 |
| | 5/19/2026 | V00478--INDOFF INCORPORATED | 1.22234E+14 | 1,600.00 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 41.05 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 41.05 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 29.17 |
| | 5/19/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 1.22234E+14 | 1,081.00 |
| | 5/19/2026 | V04180--DIESEL DIRECT LLC | 1.22234E+14 | 7,988.16 |
| | 5/19/2026 | V00358--EXACT STAFF, INC | 1.22234E+14 | 621.60 |
| | 5/19/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 169.25 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 27.74 |
| | 5/19/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 72.26 |
| | 5/19/2026 | V03095--AMERITAS LIFE INSURANCE CORP. | 1.22234E+14 | 41,811.13 |
| | 5/19/2026 | V03095--AMERITAS LIFE INSURANCE CORP. | 1.22234E+14 | 6,496.26 |
| | 5/19/2026 | V01062--WESTED | 1.22234E+14 | 9,720.00 |
| | 5/19/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 1.22234E+14 | 109.48 |
| | 5/19/2026 | V00384--FIVE9 INC | 1.22234E+14 | 5,687.52 |
| | 5/19/2026 | V00260--CROWN EQUIPMENT CORPORATION | 1.22234E+14 | 355.00 |
| | 5/19/2026 | V00227--COFER & OBERLIES INC | 1.22234E+14 | 186.24 |
| | 5/19/2026 | V00683--MCWILLIAMS & WALDEN INC | 1.22234E+14 | 1,786.12 |
| | 5/19/2026 | V04073--ASHLEY TREVINO | 1.22234E+14 | 37.70 |
| | 5/19/2026 | V04070--TERRIVA PORTER | 1.22234E+14 | 165.30 |
| | 5/19/2026 | V03927--SHARON BRIGGS | 1.22234E+14 | 45.68 |
| | 5/19/2026 | V03898--ROSA RABAGO | 1.22234E+14 | 155.88 |
| | 5/19/2026 | V03788--MARIA RAMOS | 1.22234E+14 | 124.70 |
| | 5/19/2026 | V03723--KEVIN GOUDGE | 1.22234E+14 | 8.70 |
| | 5/19/2026 | V03637--GIRLHENE SORIANO | 1.22234E+14 | 264.63 |
| | 5/19/2026 | V03636--GIOVANNI ARAGON | 1.22234E+14 | 50.75 |
| | 5/19/2026 | V03490--ANABEL JIMENEZ | 1.22234E+14 | 67.43 |
| | 5/19/2026 | V03453--ADILENE NAVA | 1.22234E+14 | 261.73 |
| | 5/19/2026 | V03439--MARY ANN MOONEY | 1.22234E+14 | 176.90 |
| | 5/19/2026 | V03415--STACY MERRIFIELD | 1.22234E+14 | 52.20 |
| | 5/19/2026 | V03406--KATHYA CORRALES VARGAS | 1.22234E+14 | 61.63 |
| | 5/19/2026 | V03404--MARITZA LARA MARTINEZ | 1.22234E+14 | 258.83 |
| | 5/19/2026 | V03401--TRINO LOPEZ | 1.22234E+14 | 224.75 |
| | 5/19/2026 | V03380--CARITINA PEREZ | 1.22234E+14 | 187.78 |
| | 5/19/2026 | V03376--ANGELICA PALMA | 1.22234E+14 | 102.95 |

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| | 5/19/2026 | V03375--ANDREA LOPEZ | 1.22234E+14 | 102.95 |
| | 5/19/2026 | V03359--RACHEL LECKKIRK | 1.22234E+14 | 66.70 |
| | 5/19/2026 | V03339--ANGELICA NELSON | 1.22234E+14 | 232.00 |
| | 5/19/2026 | V03246--YESENIA SALAZAR PENA | 1.22234E+14 | 9,000.00 |
| | 5/19/2026 | V00938--STOCKTON COMMUNITY KITCHEN | 1.22234E+14 | 46,086.18 |
| | 5/19/2026 | V00753--ORKIN PEST CONTROL | 1.22234E+14 | 4,594.02 |
| | 5/19/2026 | V04589--HOMECARE SOFTWARE SOLUTIONS LLC | 1.22234E+14 | 70.09 |
| | 5/19/2026 | V00384--FIVE9 INC | 1.22234E+14 | 5,566.99 |
| | 5/19/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 484.51 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 2.24 |
| | 5/19/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 1.22234E+14 | 93.12 |
| | 5/19/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 1.22234E+14 | 379.75 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 62.64 |
| | 5/19/2026 | V00302--RESTAURANT RUNNER INC | 1.22234E+14 | 588.30 |
| | 5/19/2026 | V03288--OASIS AIR AND SOLAR | 1.22234E+14 | 2,953.13 |
| | 5/19/2026 | V00029--ADVANCED DATA STORAGE, INC | 1.22234E+14 | 17.60 |
| | 5/19/2026 | V00322--ECONO WEST INC | 1.22234E+14 | 2,465.00 |
| | 5/19/2026 | V03083--CHALK SPINNER LLC | 1.22234E+14 | 17,143.31 |
| | 5/19/2026 | V00226--RLH FIRE PROTECTION, INC. | 1.22234E+14 | 1,299.00 |
| | 5/19/2026 | V03288--OASIS AIR AND SOLAR | 1.22234E+14 | 5,178.87 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 45.57 |
| | 5/19/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 3.23 |
| | 5/19/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 31.97 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 6.56 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 3,320.46 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 3,389.18 |
| | 5/19/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 401.27 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 1,452.97 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 408.65 |
| | 5/19/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 1.22234E+14 | 37,016.41 |
| | 5/19/2026 | V00592--LAKESHORE PARENT, LLC | 1.22234E+14 | 17,931.76 |
| | 5/19/2026 | V00406--GARCIA INDUSTRIES INC | 1.22234E+14 | 3,875.00 |
| | 5/19/2026 | V03288--OASIS AIR AND SOLAR | 1.22234E+14 | 3,304.94 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 3,108.93 |
| | 5/19/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 45.45 |
| | 5/19/2026 | V04690--SAGASER WATKINS & WIELAND PC | 1.22234E+14 | 2,258.00 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 291.46 |
| | 5/19/2026 | V00559--KAPLAN EARLY LEARNING CO | 1.22234E+14 | 451.84 |
| | 5/19/2026 | V05265--GREGORY J FRANK ARCHITECTS, INC | 1.22234E+14 | 8,465.00 |
| | 5/19/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 85.32 |
| | 5/19/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 771.11 |
| | 5/19/2026 | V00905--SMART & FINAL | 1.22234E+14 | 255.50 |
| | 5/19/2026 | P03094--JULIANA GONZALEZ DE VARGAS | 1.22234E+14 | 1,641.74 |
| | 5/19/2026 | P03092--LETICIA ORTEGA GAZCA | 1.22234E+14 | 1,948.63 |
| | 5/19/2026 | P03090--JESSIKA Y BATRES ZAVALA | 1.22234E+14 | 1,508.71 |
| | 5/19/2026 | P03089--TERESA DE JESUS RODRIGUEZ VALEZQUEZ | 1.22234E+14 | 619.13 |
| | 5/19/2026 | P03088--MARITZA GARCIA | 1.22234E+14 | 2,737.09 |
| | 5/19/2026 | P03083--ALEJANDRA BONILLA | 1.22234E+14 | 1,049.99 |
| | 5/19/2026 | P03082--MARIA G HERNANDEZ RAMIREZ | 1.22234E+14 | 3,807.83 |
| | 5/19/2026 | P03080--DIANNA HERNANDEZ | 1.22234E+14 | 940.39 |
| | 5/19/2026 | P03079--ANA VIANEY RESENDIZ | 1.22234E+14 | 1,889.49 |
| | 5/19/2026 | P03078--SUSANA GABRIELA PALMERIN | 1.22234E+14 | 3,037.78 |
| | 5/19/2026 | P03075--ESMERALDA AMESQUITA MEDINA | 1.22234E+14 | 4,361.12 |
| | 5/19/2026 | P03072--MARTHA ADALY GOMEZ | 1.22234E+14 | 1,885.89 |
| | 5/19/2026 | P03070--DARIA RUIZ ORTIZ | 1.22234E+14 | 4,201.56 |
| | 5/19/2026 | P03069--IRMA DEL CARMEN BARRERA MARTINEZ | 1.22234E+14 | 908.95 |
| | 5/19/2026 | P03067--CAMELLA BEATRIZ HERRERA | 1.22234E+14 | 552.00 |
| | 5/19/2026 | P03066--MARLEN CEJA FARFAN | 1.22234E+14 | 1,651.17 |
| | 5/19/2026 | P03065--AMALIA MOLINA MEDRANO | 1.22234E+14 | 918.92 |
| | 5/19/2026 | P03063--MARIA DE LA LUZ LEDESMA DE GUZMAN | 1.22234E+14 | 2,669.37 |
| | 5/19/2026 | P03061--MARINA PANTOJA RAMIREZ | 1.22234E+14 | 918.92 |
| | 5/19/2026 | P03060--MARIA CARMEN ZARCO | 1.22234E+14 | 7,251.28 |
| | 5/19/2026 | P03059--OROPEZA NAVARRO TERESA FAMILY CHILD | 1.22234E+14 | 1,778.01 |
| | 5/19/2026 | P03056--HANNA AYALA | 1.22234E+14 | 1,981.10 |
| | 5/19/2026 | P03055--MARIA D SANTANDER | 1.22234E+14 | 2,008.60 |
| | 5/19/2026 | P03054--LORENA GABRIELA MAGANA MORALES | 1.22234E+14 | 3,086.59 |
| | 5/19/2026 | P03053--MARIELA ROCHA FRAGA | 1.22234E+14 | 4,337.76 |

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| | 5/19/2026 | P03049--MA AUXILIO CEBALLOS LEMUS | 1.22234E+14 | 2,869.53 |
| | 5/19/2026 | P03047--MARGARITA TRINIDAD SANCHEZ | 1.22234E+14 | 972.17 |
| | 5/19/2026 | P03045--CRISTINA GUADALUPE SANCHEZ DE AREVALO | 1.22234E+14 | 7,392.58 |
| | 5/19/2026 | P03043--SUSANA RAMIREZ | 1.22234E+14 | 2,991.72 |
| | 5/19/2026 | P03042--ALMA DELIA MAGANA | 1.22234E+14 | 2,055.72 |
| | 5/19/2026 | P03040--SILVIA RODRIGUES LOPEZ | 1.22234E+14 | 932.68 |
| | 5/19/2026 | P03039--AIDE MORAMAY RODRIGUEZ-AMBRIZ | 1.22234E+14 | 3,871.82 |
| | 5/19/2026 | P03037--MAYRA GARCIA CAMACHO | 1.22234E+14 | 4,102.82 |
| | 5/19/2026 | P03035--JEANNETTE ESCOBAR | 1.22234E+14 | 4,178.70 |
| | 5/19/2026 | P03034--DULCE LUCERO VIRGEN VIRGEN | 1.22234E+14 | 2,967.21 |
| | 5/19/2026 | P03031--VERONICA VALDES VELIZ | 1.22234E+14 | 3,545.54 |
| | 5/19/2026 | P03030--ANA B CEJA CISNEROS | 1.22234E+14 | 1,049.99 |
| | 5/19/2026 | P03029--ASUSENA MERAZ SAMANO | 1.22234E+14 | 7,091.85 |
| | 5/19/2026 | P03028--ASHLEY VERA | 1.22234E+14 | 3,062.58 |
| | 5/19/2026 | P03026--MARIA DE JESUS GARCIA | 1.22234E+14 | 5,266.34 |
| | 5/19/2026 | P03023--MARIA A QUINTEROS DE SEGOVIA | 1.22234E+14 | 6,210.97 |
| | 5/19/2026 | P03022--MARIA GUADALUPE GARCIA PEREZ | 1.22234E+14 | 3,511.31 |
| | 5/19/2026 | P03020--YESICA LOPEZ MENDOZA | 1.22234E+14 | 3,485.57 |
| | 5/19/2026 | P03019--LEONORILDA YUNUEN ARREZOLA | 1.22234E+14 | 7,741.63 |
| | 5/19/2026 | P03018--OLIVIA DE LOS SANTOS GARCIA | 1.22234E+14 | 8,568.93 |
| | 5/19/2026 | P03013--SILVIA ELIZABETH SANDOVAL MORENO | 1.22234E+14 | 2,542.68 |
| | 5/19/2026 | P03012--GUADALUPE DOMINGUEZ | 1.22234E+14 | 1,444.38 |
| | 5/19/2026 | P03011--ERIKA RUBYK NARVAEZ | 1.22234E+14 | 1,573.50 |
| | 5/19/2026 | P03010--YOLANDA IBARRA LEMUS | 1.22234E+14 | 4,806.02 |
| | 5/19/2026 | P03009--MARIA CRISTINA ALVAREZ FIGUEROA | 1.22234E+14 | 2,680.60 |
| | 5/19/2026 | P03007--BERENISE LEMUS | 1.22234E+14 | 6,263.74 |
| | 5/19/2026 | P03005--EDITH DURAN | 1.22234E+14 | 3,255.17 |
| | 5/19/2026 | P03003--KARLA MARILIN BUSTILLO RIVERA | 1.22234E+14 | 5,939.36 |
| | 5/19/2026 | P02998--SAMANTHA TRIGUEROS | 1.22234E+14 | 1,967.69 |
| | 5/19/2026 | P02997--ADRIANA CHAVEZ OROZCO | 1.22234E+14 | 1,917.22 |
| | 5/19/2026 | P02996--JENNIFER RENNE TENORIO | 1.22234E+14 | 1,823.05 |
| | 5/19/2026 | P02995--NATIVIDAD ALCOCER DELGADO | 1.22234E+14 | 6,185.62 |
| | 5/19/2026 | P02994--MARTHA ELENA MARTINEZ PRADO | 1.22234E+14 | 1,917.22 |
| | 5/19/2026 | P02993--MARIA DEL CARMEN SEGURA | 1.22234E+14 | 3,146.60 |
| | 5/19/2026 | P02992--MARIA SANTOS MEDRANO | 1.22234E+14 | 3,198.08 |
| | 5/19/2026 | P02990--MARIA S VAZQUEZ | 1.22234E+14 | 790.78 |
| | 5/19/2026 | P02988--EULOGIA LEON MENDOZA | 1.22234E+14 | 2,796.11 |
| | 5/19/2026 | P02984--JULIETA GONZALEZ GONZALEZ | 1.22234E+14 | 2,067.95 |
| | 5/19/2026 | P02983--ALEJANDRA PELAYO MACIAS | 1.22234E+14 | 1,198.74 |
| | 5/19/2026 | P02981--ANA M PORTILLO DE SERRANO | 1.22234E+14 | 5,188.09 |
| | 5/19/2026 | P02978--MARIA DE JESUS LEON | 1.22234E+14 | 4,434.07 |
| | 5/19/2026 | P02975--DAISY RUBI SUAREZ HUERTA | 1.22234E+14 | 7,576.72 |
| | 5/19/2026 | P02974--BERENICE RAMOS QUEVEDO | 1.22234E+14 | 2,606.28 |
| | 5/19/2026 | P02972--MARIA GUADALUPE RAMIREZ DE MENDOZA | 1.22234E+14 | 1,094.14 |
| | 5/19/2026 | P02970--TEODORA LANDEROS RAMIREZ | 1.22234E+14 | 6,831.21 |
| | 5/19/2026 | P02968--GLORIA ROMAN | 1.22234E+14 | 4,120.64 |
| | 5/19/2026 | P02965--VALERIA P DIAZ | 1.22234E+14 | 1,968.43 |
| | 5/19/2026 | P02964--ROSA OROZCO IBARRA | 1.22234E+14 | 1,292.99 |
| | 5/19/2026 | P02963--NEREIDA PONCE | 1.22234E+14 | 7,406.41 |
| | 5/19/2026 | P02958--LESLIE ESPINOZA MOSQUEDA | 1.22234E+14 | 2,008.60 |
| | 5/19/2026 | P02957--LETICIA VARGAS | 1.22234E+14 | 6,087.23 |
| | 5/19/2026 | P02955--CELIA MARTINEZ | 1.22234E+14 | 4,557.47 |
| | 5/19/2026 | P02954A--CLAUDIA ALEJANDRA MONTES GUDINO | 1.22234E+14 | 958.61 |
| | 5/19/2026 | P02949--ANDREA MEDRANO MANDUJANO | 1.22234E+14 | 2,909.91 |
| | 5/19/2026 | P02946--GLADY RABANALES MORALES | 1.22234E+14 | 444.88 |
| | 5/19/2026 | P02944--ELEAZAR VALENZUELA | 1.22234E+14 | 5,132.62 |
| | 5/19/2026 | P02942--CECILIA SANCHEZ | 1.22234E+14 | 3,864.95 |
| | 5/19/2026 | P02941--NANCY M GUILLEN CORTES | 1.22234E+14 | 3,771.33 |
| | 5/19/2026 | P02937--MAGDALENA MAGANA | 1.22234E+14 | 5,298.00 |
| | 5/19/2026 | P02936--ERICKA PEREZ SAUCEDO | 1.22234E+14 | 4,017.17 |
| | 5/19/2026 | P02935--MAYRA PATRICIA LOPEZ BARRAZA | 1.22234E+14 | 7,624.30 |
| | 5/19/2026 | P02934--ESTELA CHAVEZ ANTONIO | 1.22234E+14 | 5,259.58 |
| | 5/19/2026 | P02929--ELOISA E RAMIREZ GARCIA | 1.22234E+14 | 3,988.24 |
| | 5/19/2026 | P02928--JOCELYN MARTEL | 1.22234E+14 | 1,763.48 |
| | 5/19/2026 | P02926--ELIA AYALA | 1.22234E+14 | 1,710.76 |
| | 5/19/2026 | P02922--ROSAURA MARTINEZ GARCIA | 1.22234E+14 | 2,627.82 |
| | 5/19/2026 | P02920--SOFIA ALONSO ALVARADO | 1.22234E+14 | 2,008.60 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/19/2026 | P02913--ANA MARIA RODRIGUEZ | 1.22234E+14 | 4,089.87 |
| | 5/19/2026 | P02909--MAYRA ALEJANDR GONZALEZ GOMEZ | 1.22234E+14 | 226.97 |
| | 5/19/2026 | P02907--MARIA MENDEZ DE CASTRO | 1.22234E+14 | 5,265.14 |
| | 5/19/2026 | P02901--MARIA D REYES-SOTO | 1.22234E+14 | 6,131.47 |
| | 5/19/2026 | P02900--FABIOLA LEDEZMA DE NAVARRO | 1.22234E+14 | 3,022.54 |
| | 5/19/2026 | P02898--JASMIN HERRERA | 1.22234E+14 | 5,733.47 |
| | 5/19/2026 | P02897--MARTHA ALICIA CEJA | 1.22234E+14 | 892.58 |
| | 5/19/2026 | P02896--MARTA CORONA DE TORRES | 1.22234E+14 | 5,394.29 |
| | 5/19/2026 | P02893--GABRIELA OLIVA LOPEZ | 1.22234E+14 | 4,998.49 |
| | 5/19/2026 | P02892--SANDRA GABRIELA ARMENDARIZ | 1.22234E+14 | 5,998.70 |
| | 5/19/2026 | P02885--ANA RIOS | 1.22234E+14 | 5,967.65 |
| | 5/19/2026 | P02877--GRISELDA FERNANDEZ SALGADO | 1.22234E+14 | 4,411.70 |
| | 5/19/2026 | P02871--MIRIAM ELIZABETH JAIME | 1.22234E+14 | 10,885.25 |
| | 5/19/2026 | P02870--ANA MARIA MARTINEZ | 1.22234E+14 | 606.40 |
| | 5/19/2026 | P02859--DEISY GUADALUPE FERNANDEZ ARCEO | 1.22234E+14 | 1,792.73 |
| | 5/19/2026 | P02857--IRMA VILLA DE OLIVARES | 1.22234E+14 | 8,013.36 |
| | 5/19/2026 | P02856--CONSUELO LIRA DE LEMUS | 1.22234E+14 | 3,871.82 |
| | 5/19/2026 | P02853--BERTHA LILIA RUELAS DEL TORO | 1.22234E+14 | 4,880.56 |
| | 5/19/2026 | P02851--MARIA A ROMERO DE CRUZ | 1.22234E+14 | 4,577.97 |
| | 5/19/2026 | P02848--ANA LAURA RODRIGUEZ | 1.22234E+14 | 4,360.10 |
| | 5/19/2026 | P02846--ELIZABETH GUZMAN DE ARELLANO | 1.22234E+14 | 2,967.79 |
| | 5/19/2026 | P02845--CARLOS ESTEVAN GARCIA | 1.22234E+14 | 3,978.82 |
| | 5/19/2026 | P02843--ESMERALDA OSEGUERA HERRERA | 1.22234E+14 | 4,320.61 |
| | 5/19/2026 | P02841--LAURA LILIANA RAMIREZ ALCALA | 1.22234E+14 | 7,696.50 |
| | 5/19/2026 | P02839--CARLAANGELA RUIZ | 1.22234E+14 | 1,767.26 |
| | 5/19/2026 | P02837A--ADELINA BELTRAN MOLINA | 1.22234E+14 | 2,474.43 |
| | 5/19/2026 | P02835--LORENA QUINTERO | 1.22234E+14 | 7,938.64 |
| | 5/19/2026 | P02831--CINDY G CORONA | 1.22234E+14 | 1,710.76 |
| | 5/19/2026 | P02828--MARIA FERNANDA GARIBAY | 1.22234E+14 | 5,812.94 |
| | 5/19/2026 | P02826--SILVIA LEMUS DE OROZCO | 1.22234E+14 | 5,896.93 |
| | 5/19/2026 | P02825--DORA ALICIA ALAPIZCO BARRON | 1.22234E+14 | 2,580.70 |
| | 5/19/2026 | P02813--YESENIA CAYETANO HERNANDEZ | 1.22234E+14 | 4,528.91 |
| | 5/19/2026 | P02810--MARIA R LEMUS OROZCO | 1.22234E+14 | 4,327.69 |
| | 5/19/2026 | P02808--MARIELA SANCHEZ | 1.22234E+14 | 958.61 |
| | 5/19/2026 | P02803--JAQUELINE MATURINO MONARREZ | 1.22234E+14 | 4,838.05 |
| | 5/19/2026 | P02802--GUADALUPE DURAN | 1.22234E+14 | 6,179.91 |
| | 5/19/2026 | P02796--NEREYDA LIRA LOPEZ | 1.22234E+14 | 13,361.84 |
| | 5/19/2026 | P02793--JULISSIA LIZBETH RODRIGUEZ | 1.22234E+14 | 4,221.18 |
| | 5/19/2026 | P02788--SILVIA MAGALLON DE REYES | 1.22234E+14 | 1,001.71 |
| | 5/19/2026 | P02783A--CELENY FLORES | 1.22234E+14 | 4,592.33 |
| | 5/19/2026 | P02781--YESENIA GUADALUPE QUINTERO TAPIA | 1.22234E+14 | 752.15 |
| | 5/19/2026 | P02780--MARISSA LOPEZ LOPEZ | 1.22234E+14 | 4,637.04 |
| | 5/19/2026 | P02779--REBECCA MENDOZA VAZQUEZ | 1.22234E+14 | 2,008.60 |
| | 5/19/2026 | P02776--BRENDA BENAVIDEZ | 1.22234E+14 | 958.61 |
| | 5/19/2026 | P02775--NORA E LEMUS | 1.22234E+14 | 8,306.72 |
| | 5/19/2026 | P02772--ROSA ELENA BUSTOS | 1.22234E+14 | 4,583.56 |
| | 5/19/2026 | P02771--MARIA TERESA HERNANDEZ | 1.22234E+14 | 5,643.57 |
| | 5/19/2026 | P02769--BEATRIZ BUENO | 1.22234E+14 | 5,084.92 |
| | 5/19/2026 | P02768--ALICIA MONTEJANO PENA | 1.22234E+14 | 5,510.56 |
| | 5/19/2026 | P02766A--MIREYA GUZMAN CRISTOBAL | 1.22234E+14 | 7,279.85 |
| | 5/19/2026 | P02765--MARIA DEL CARMEN GUTIERREZ BRITO | 1.22234E+14 | 9,872.56 |
| | 5/19/2026 | P02764--MARGARITA GARIBAY CORTES | 1.22234E+14 | 10,506.99 |
| | 5/19/2026 | P02762--MARIA ELENA LEAL | 1.22234E+14 | 497.78 |
| | 5/19/2026 | P02759--VIANEY VILLANUEVA MAGALLON | 1.22234E+14 | 1,958.10 |
| | 5/19/2026 | P02755--LORRAINE DIAZ | 1.22234E+14 | 12,567.11 |
| | 5/19/2026 | P02754A--ANTONIO PERALTA DUQUE | 1.22234E+14 | 7,693.17 |
| | 5/19/2026 | P02753--MAYRA ALEJANDRA RIOS | 1.22234E+14 | 3,780.23 |
| | 5/19/2026 | P02750--ROSA HILDA NAVARRO | 1.22234E+14 | 2,003.42 |
| | 5/19/2026 | P02749--ROSALIA MARTINEZ DE MENDOZA | 1.22234E+14 | 1,718.37 |
| | 5/19/2026 | P02738--LETICIA FUENTES LOPEZ | 1.22234E+14 | 1,531.78 |
| | 5/19/2026 | P02736--CLAUDIA ZAVALA CISNEROS | 1.22234E+14 | 2,703.22 |
| | 5/19/2026 | P02731A--BERNARDINA GOMEZ ARAUJO | 1.22234E+14 | 918.92 |
| | 5/19/2026 | P02728--AMALIA BUENROSTRO | 1.22234E+14 | 7,060.72 |
| | 5/19/2026 | P02722--BRENDA SUJEY MARTINEZ | 1.22234E+14 | 7,025.43 |
| | 5/19/2026 | P02721--OLGA LIRA DE GALLARDO | 1.22234E+14 | 7,676.13 |
| | 5/19/2026 | P02720--GUADALUPE LEMUS LEMUS | 1.22234E+14 | 2,833.72 |
| | 5/19/2026 | P02717--JOSELINE ARREDONDO | 1.22234E+14 | 2,337.92 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/19/2026 | P02716--ESPERANZA RESENDEZ | 1.22234E+14 | 1,880.78 |
| | 5/19/2026 | P02713--MARIA ESTHER GONZALEZ AVALOS | 1.22234E+14 | 4,226.55 |
| | 5/19/2026 | P02711--MARIA ELIZABETH MARIN | 1.22234E+14 | 1,821.66 |
| | 5/19/2026 | P02699--CONSUELO MEJIA | 1.22234E+14 | 2,059.52 |
| | 5/19/2026 | P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ | 1.22234E+14 | 1,660.88 |
| | 5/19/2026 | P02692--KASANDRA LOPEZ-CORDERO | 1.22234E+14 | 1,187.34 |
| | 5/19/2026 | P02690--STEPHANIE VERDUGO | 1.22234E+14 | 1,119.93 |
| | 5/19/2026 | P02689--GUADALUPE OLAZABAL | 1.22234E+14 | 1,145.58 |
| | 5/19/2026 | P02687--ELIM RODRIGUEZ | 1.22234E+14 | 4,780.46 |
| | 5/19/2026 | P02683--MARIA GUADALUPE GONZALEZ | 1.22234E+14 | 10,087.15 |
| | 5/19/2026 | P02673--NANCY GARIBAY HERNANDEZ | 1.22234E+14 | 2,855.20 |
| | 5/19/2026 | P02662--SILVIA MENDEZ URIBE | 1.22234E+14 | 3,058.59 |
| | 5/19/2026 | P02661--MARIA TERESA HEREDIA | 1.22234E+14 | 9,072.89 |
| | 5/19/2026 | P02659--ARACELI MORALES DE MARTINEZ | 1.22234E+14 | 6,632.34 |
| | 5/19/2026 | P02653--SILVIA LETICIA SANCHEZ DE GARCIA | 1.22234E+14 | 1,892.46 |
| | 5/19/2026 | P02650--MA BELEN RODRIGUEZ BRAVO | 1.22234E+14 | 7,458.52 |
| | 5/19/2026 | P02645--JANET IBARRA | 1.22234E+14 | 1,961.02 |
| | 5/19/2026 | P02640--TERESA MENDOZA | 1.22234E+14 | 1,001.71 |
| | 5/19/2026 | P02637--DEANNA RAMIREZ | 1.22234E+14 | 8,403.32 |
| | 5/19/2026 | P02636--YAZMIN ARACELI NAVARRO HERRERA | 1.22234E+14 | 3,395.49 |
| | 5/19/2026 | P02635--MARIA E CUARA | 1.22234E+14 | 1,222.97 |
| | 5/19/2026 | P02634--EVA DILMA VARGAS | 1.22234E+14 | 5,263.71 |
| | 5/19/2026 | P02620--ARACELI JIMENEZ AVILA | 1.22234E+14 | 3,488.74 |
| | 5/19/2026 | P02618--MARIA CHRISTINA RUBALCAVA | 1.22234E+14 | 1,461.35 |
| | 5/19/2026 | P02615--NINFA E. RODRIGUEZ | 1.22234E+14 | 4,905.61 |
| | 5/19/2026 | P02613--MAYRA HERNANDEZ | 1.22234E+14 | 2,818.31 |
| | 5/19/2026 | P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC | 1.22234E+14 | 4,811.12 |
| | 5/19/2026 | P02609--ROSAURA IBARRA OROZCO | 1.22234E+14 | 7,136.37 |
| | 5/19/2026 | P02606A--CLARA ACOSTA FERREL | 1.22234E+14 | 2,600.24 |
| | 5/19/2026 | P02602--ADRIANA GOMEZ | 1.22234E+14 | 11,894.58 |
| | 5/19/2026 | P02598--MIRIAM LOPEZ GUTIERREZ | 1.22234E+14 | 11,463.05 |
| | 5/19/2026 | P02597--INES MARISCAL MACIAS | 1.22234E+14 | 611.40 |
| | 5/19/2026 | P02594--GUILLERMINA HERNANDEZ GOMEZ | 1.22234E+14 | 5,349.30 |
| | 5/19/2026 | P02592--ELDA KARINA IBARRA | 1.22234E+14 | 8,770.65 |
| | 5/19/2026 | P02589--BEATRIZ GONZALEZ DUENAS | 1.22234E+14 | 1,168.96 |
| | 5/19/2026 | P02587--LORENA IBARRA | 1.22234E+14 | 713.20 |
| | 5/19/2026 | P02584--NORMA PULIDO CRUZ | 1.22234E+14 | 4,091.01 |
| | 5/19/2026 | P02579--YOLANDA LIRA LEMUS | 1.22234E+14 | 13,895.48 |
| | 5/19/2026 | P02578--MARIA NANCY CRUZ | 1.22234E+14 | 1,573.50 |
| | 5/19/2026 | P02572--ESTHER NAVARRO | 1.22234E+14 | 7,598.87 |
| | 5/19/2026 | P02570--TINA MARIE LOPEZ | 1.22234E+14 | 6,990.52 |
| | 5/19/2026 | P02562--IRMA FLORES | 1.22234E+14 | 1,767.26 |
| | 5/19/2026 | P02560--VERONICA HERNANDEZ | 1.22234E+14 | 4,309.82 |
| | 5/19/2026 | P02557--MARIA A LOPEZ | 1.22234E+14 | 958.61 |
| | 5/19/2026 | P02555--OGARIDT ALCANZAR MAGANA | 1.22234E+14 | 3,212.71 |
| | 5/19/2026 | P02553--ELENA OCHOA CONTRERAS | 1.22234E+14 | 1,274.93 |
| | 5/19/2026 | P02549--MARIA REINA OROZCO MORA | 1.22234E+14 | 7,676.13 |
| | 5/19/2026 | P02547--CLAUDIA GARCIA | 1.22234E+14 | 2,924.57 |
| | 5/19/2026 | P02545--ROCIO OROZCO IBARRA | 1.22234E+14 | 9,263.65 |
| | 5/19/2026 | P02543--MARISOL PEREZ | 1.22234E+14 | 2,016.80 |
| | 5/19/2026 | P02542A--LA ESTACION CHILDCARE LLC | 1.22234E+14 | 1,799.98 |
| | 5/19/2026 | P02539--KASANDRA BASURTO | 1.22234E+14 | 901.11 |
| | 5/19/2026 | P02526--MARTINA RANGEL | 1.22234E+14 | 7,380.07 |
| | 5/19/2026 | P02525--LETICIA HERNANDEZ PEREZ | 1.22234E+14 | 1,735.23 |
| | 5/19/2026 | P02519--ANDREA PIMENTEL DE DOMINGUEZ | 1.22234E+14 | 10,171.62 |
| | 5/19/2026 | P02511A--GLAFIRA E CAMACHO DE TRUJILLO | 1.22234E+14 | 3,086.59 |
| | 5/19/2026 | P02507--LETICIA HERNANDEZ | 1.22234E+14 | 1,676.92 |
| | 5/19/2026 | P02505--YANELY GARCIA | 1.22234E+14 | 1,764.33 |
| | 5/19/2026 | P02499--MARIA DOLORES ARIAS | 1.22234E+14 | 2,449.70 |
| | 5/19/2026 | P02486--ROSALINDA VARGAS MATA | 1.22234E+14 | 11,837.26 |
| | 5/19/2026 | P02483--JASMINE CANCHOLA | 1.22234E+14 | 798.96 |
| | 5/19/2026 | P02482--YOANA PEREZ | 1.22234E+14 | 3,958.14 |
| | 5/19/2026 | P02481--MARICELA MUNOZ SANCHEZ | 1.22234E+14 | 4,806.02 |
| | 5/19/2026 | P02479--ORALIA QUIROZ | 1.22234E+14 | 4,431.80 |
| | 5/19/2026 | P02477--MAGANA IRIS FCC LLC | 1.22234E+14 | 6,200.93 |
| | 5/19/2026 | P02476--DOLORES M PLATERO | 1.22234E+14 | 3,622.72 |
| | 5/19/2026 | P02471--ISAIAH MONTELONGO VELASCO | 1.22234E+14 | 5,506.93 |

| Bank | Date | Vendor | Document no. | Amount |
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| | 5/19/2026 | P02470--ANDREA ESTRADA JIMENEZ | 1.22234E+14 | 5,559.82 |
| | 5/19/2026 | P02468--DAVID PANTOJA | 1.22234E+14 | 5,397.40 |
| | 5/19/2026 | P02467--KARLA ELIZABETH HULING | 1.22234E+14 | 4,005.57 |
| | 5/19/2026 | P02466--ROSA ELENA ARELLANO | 1.22234E+14 | 4,515.94 |
| | 5/19/2026 | P02464--GLADYS ISELA RODRIGUEZ | 1.22234E+14 | 13,836.72 |
| | 5/19/2026 | P02462--IRMA L IBARRA | 1.22234E+14 | 13,508.11 |
| | 5/19/2026 | P02459--NEREYDA DAWN GONZALEZ | 1.22234E+14 | 2,081.42 |
| | 5/19/2026 | P02455--LUCIA MENDOZA OCHOA | 1.22234E+14 | 2,476.00 |
| | 5/19/2026 | P02454--INOCENCIA SALAS ROJAS | 1.22234E+14 | 12,307.25 |
| | 5/19/2026 | P02453--LORENA TRUJILLO ESCOBEDO | 1.22234E+14 | 2,359.30 |
| | 5/19/2026 | P02450--RUBICEL RUIZ SOLORIO | 1.22234E+14 | 10,460.70 |
| | 5/19/2026 | P02448--JANET RODRIGUEZ | 1.22234E+14 | 7,532.93 |
| | 5/19/2026 | P02446--MARIA DOLORES GOMEZ | 1.22234E+14 | 2,696.01 |
| | 5/19/2026 | P02443--MONICA VEGA | 1.22234E+14 | 5,895.65 |
| | 5/19/2026 | P02438--GEORGINA CONCEPCION WARREN COSTALES | 1.22234E+14 | 11,351.51 |
| | 5/19/2026 | P02429--KARLA IVETTE MARTINEZ HERNANDEZ | 1.22234E+14 | 2,455.21 |
| | 5/19/2026 | P02426--ANNA DELFINA REYES | 1.22234E+14 | 10,534.47 |
| | 5/19/2026 | P02422--ELIZABETH DIAZ | 1.22234E+14 | 3,556.88 |
| | 5/19/2026 | P02418--BERTHA ALICIA GOMEZ | 1.22234E+14 | 2,812.71 |
| | 5/19/2026 | P02416--DANIELA GUADALUPE ESPINOZA | 1.22234E+14 | 6,686.57 |
| | 5/19/2026 | P02414--BERTHA PEREZ DE NERTO | 1.22234E+14 | 12,989.32 |
| | 5/19/2026 | P02413--MIGUEL ANGEL GARCIA JIMENEZ | 1.22234E+14 | 2,601.26 |
| | 5/19/2026 | P02397--ELVIRA GAMBOA | 1.22234E+14 | 2,884.81 |
| | 5/19/2026 | P02393--ADRIANA CEJA GONZALEZ | 1.22234E+14 | 6,286.02 |
| | 5/19/2026 | P02386--GREGORIA GALLEGOS | 1.22234E+14 | 9,596.69 |
| | 5/19/2026 | P02374--DARLENE JIMENEZ | 1.22234E+14 | 1,024.91 |
| | 5/19/2026 | P02370--MARIA C ARELLANO DE CONTRERAS | 1.22234E+14 | 1,049.99 |
| | 5/19/2026 | P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ | 1.22234E+14 | 5,233.76 |
| | 5/19/2026 | P02351--ALMA DELIA WENCES | 1.22234E+14 | 1,719.26 |
| | 5/19/2026 | P02345--GENOVEVA LOPEZ | 1.22234E+14 | 5,286.42 |
| | 5/19/2026 | P02336--PAULA GARCIA | 1.22234E+14 | 10,189.45 |
| | 5/19/2026 | P02334--SILVIA E ZUNIGA | 1.22234E+14 | 9,007.03 |
| | 5/19/2026 | P02333--MITZI G CHAVEZ MAGALLON | 1.22234E+14 | 6,233.16 |
| | 5/19/2026 | P02329--JULISSA MARIE ARAGON | 1.22234E+14 | 1,933.69 |
| | 5/19/2026 | P02327--REYNA TORRES DE CASTRO | 1.22234E+14 | 11,718.55 |
| | 5/19/2026 | P02325--ANDREA FRANCISCA SANTOS MENDOZA | 1.22234E+14 | 9,187.84 |
| | 5/19/2026 | P02323--SONIA PANTOJA | 1.22234E+14 | 2,838.41 |
| | 5/19/2026 | P02322--MARGARITA BUSTAMANTE DE FELIX | 1.22234E+14 | 5,422.58 |
| | 5/19/2026 | P02320--LILIANA REYES GONZALEZ | 1.22234E+14 | 958.61 |
| | 5/19/2026 | P02319--MARIA PERLA GARCIA DE ARCIGA | 1.22234E+14 | 3,840.28 |
| | 5/19/2026 | P02314--KENDAHL ROSE ROWE | 1.22234E+14 | 9,886.98 |
| | 5/19/2026 | P02310--MARIA G RAMIREZ DE MARTINEZ | 1.22234E+14 | 10,184.02 |
| | 5/19/2026 | P02303--MARTHA A ANGUIANO REYES | 1.22234E+14 | 1,776.90 |
| | 5/19/2026 | P02296--DOLORES SANCHEZ LOPEZ | 1.22234E+14 | 1,950.61 |
| | 5/19/2026 | P02287--SILVIA BAHENA OCAMPO | 1.22234E+14 | 3,444.88 |
| | 5/19/2026 | P02284--ANDREA GUADALUPE DIAZ | 1.22234E+14 | 674.74 |
| | 5/19/2026 | P02278--HAYDEE ESTEBAN | 1.22234E+14 | 946.23 |
| | 5/19/2026 | P02277--MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE | 1.22234E+14 | 12,181.21 |
| | 5/19/2026 | P02267--MARTHA SALGADO | 1.22234E+14 | 12,686.86 |
| | 5/19/2026 | P02266--ELIZABETH CHAVEZ | 1.22234E+14 | 4,629.49 |
| | 5/19/2026 | P02265--ELSA YANETH QUEVEDO ORTIZ | 1.22234E+14 | 3,494.86 |
| | 5/19/2026 | P02261--JUANA MORILLON GUILLEN | 1.22234E+14 | 7,766.32 |
| | 5/19/2026 | P02260--MARIA GUADALUPE ALVAREZ | 1.22234E+14 | 6,172.42 |
| | 5/19/2026 | P02259--MARIA GUADALUPE CONTRERAS VARGAS | 1.22234E+14 | 3,512.90 |
| | 5/19/2026 | P02258--MARISOL MEDINA | 1.22234E+14 | 6,928.62 |
| | 5/19/2026 | P02249--ADRIANA AGUIRRE GAONA | 1.22234E+14 | 5,035.45 |
| | 5/19/2026 | P02246--CAROLINA GIL | 1.22234E+14 | 1,843.00 |
| | 5/19/2026 | P02242--TERESA LUZ RUIZ | 1.22234E+14 | 3,513.62 |
| | 5/19/2026 | P02241--ANA PATRICIA CAMARGO | 1.22234E+14 | 3,582.10 |
| | 5/19/2026 | P02238--MATILDE VILLAFAN DE MARAVILLA | 1.22234E+14 | 7,367.73 |
| | 5/19/2026 | P02237--IRMA SANDOVAL ROBLES | 1.22234E+14 | 4,919.02 |
| | 5/19/2026 | P02235--GABRIELA ARREGUIN | 1.22234E+14 | 2,057.87 |
| | 5/19/2026 | P02222--MARIA GARCIA | 1.22234E+14 | 8,052.74 |
| | 5/19/2026 | P02216--LAURA MAGALLON OROZCO | 1.22234E+14 | 1,185.64 |
| | 5/19/2026 | P02206--CECILIA ALONSO DE RODRIGUEZ | 1.22234E+14 | 3,086.59 |
| | 5/19/2026 | P02201--BERTHA GOMEZ NUNEZ | 1.22234E+14 | 13,822.69 |
| | 5/19/2026 | P02200--GLORIA PADILLA MONTES DE OCA | 1.22234E+14 | 3,575.68 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/19/2026 | P02195--LINDA'S CHILD CARE PROVIDER INC | 1.22234E+14 | 10,340.92 |
| | 5/19/2026 | P02190--ESPERANZA TORRES | 1.22234E+14 | 1,981.10 |
| | 5/19/2026 | P02176--MA DEL CARMEN GOMEZ GRANADOS | 1.22234E+14 | 10,277.30 |
| | 5/19/2026 | P02172--MARIA LEDESMA DE GARCIA | 1.22234E+14 | 6,728.53 |
| | 5/19/2026 | P02163--ALICIA DE LA GARZA | 1.22234E+14 | 5,678.53 |
| | 5/19/2026 | P02154--GUADALUPE CABRERA | 1.22234E+14 | 12,642.07 |
| | 5/19/2026 | P02152--EDELMIRA L VIVEROS | 1.22234E+14 | 2,655.38 |
| | 5/19/2026 | P02147--MARIA GUADALUPE CHAVEZ | 1.22234E+14 | 14,447.81 |
| | 5/19/2026 | P02146--RAQUEL SANCHEZ | 1.22234E+14 | 2,869.53 |
| | 5/19/2026 | P02144--MARICELA SANDOVAL RODRIGUEZ | 1.22234E+14 | 8,504.42 |
| | 5/19/2026 | P02130--ARACELY CRUZ DE MONTERROSA | 1.22234E+14 | 12,986.83 |
| | 5/19/2026 | P02128--MARIA ARACELI CRUZ | 1.22234E+14 | 1,319.39 |
| | 5/19/2026 | P02122--JOANNA GONZALEZ | 1.22234E+14 | 2,008.60 |
| | 5/19/2026 | P02109--JACLYN PRADO | 1.22234E+14 | 958.61 |
| | 5/19/2026 | P02093--SUSY I SANTACRUZ DE SAHAGUN | 1.22234E+14 | 5,052.20 |
| | 5/19/2026 | P02092--CATALINA RIVERA DE ESPINOZA | 1.22234E+14 | 4,954.39 |
| | 5/19/2026 | P02089--MARIA LAURA RAYA GOMEZ | 1.22234E+14 | 7,498.62 |
| | 5/19/2026 | P02083--MARIA PAZ | 1.22234E+14 | 6,403.12 |
| | 5/19/2026 | P02080--MARIA F MARTINEZ | 1.22234E+14 | 5,137.68 |
| | 5/19/2026 | P02078--GUADALUPE AVILES LEYVA | 1.22234E+14 | 3,085.59 |
| | 5/19/2026 | P02053--ANA BERTHA BALLESTEROS JAIME | 1.22234E+14 | 5,061.10 |
| | 5/19/2026 | P02051--ANA MARTINEZ | 1.22234E+14 | 994.75 |
| | 5/19/2026 | P02044--AYDE JAIME | 1.22234E+14 | 4,475.61 |
| | 5/19/2026 | P02036--VIRGINIA FERREIRA | 1.22234E+14 | 8,869.45 |
| | 5/19/2026 | P01999--BERENICE IBARRA | 1.22234E+14 | 1,809.88 |
| | 5/19/2026 | P01984--IRMA YOLANDA ARCINIEGA | 1.22234E+14 | 3,784.92 |
| | 5/19/2026 | P01975--MARIA GUADALUPE DIAZ DE RUIZ | 1.22234E+14 | 1,991.64 |
| | 5/19/2026 | P01972--RUBICELA ALCANTAR DE TORRES | 1.22234E+14 | 4,981.90 |
| | 5/19/2026 | P01969--ANA MARIA NAVARRO GUTIERREZ | 1.22234E+14 | 5,550.58 |
| | 5/19/2026 | P01968--LOURDES PEREZ DE GARCIA | 1.22234E+14 | 8,146.65 |
| | 5/19/2026 | P01963--ELVIRA OCHOA GOMEZ | 1.22234E+14 | 12,944.92 |
| | 5/19/2026 | P01955--LIDIA ALONDRA BRAVO DE MENDOZA | 1.22234E+14 | 7,795.11 |
| | 5/19/2026 | P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ | 1.22234E+14 | 4,931.91 |
| | 5/19/2026 | P01951--IRENE R SIXTOS | 1.22234E+14 | 5,181.69 |
| | 5/19/2026 | P01944A--JOSE FRANCISCO ALVARADO MENDEZ | 1.22234E+14 | 2,125.38 |
| | 5/19/2026 | P01943--GLORIA MORENO DE HERNANDEZ | 1.22234E+14 | 4,836.94 |
| | 5/19/2026 | P01934--MARIA A MAGALLON OROZCO | 1.22234E+14 | 1,892.46 |
| | 5/19/2026 | P01928--ANGELINA VASQUEZ | 1.22234E+14 | 1,870.92 |
| | 5/19/2026 | P01919--MARIA FRANCISCA MENA | 1.22234E+14 | 9,178.15 |
| | 5/19/2026 | P01917--DAISY ALMIDA GONZALEZ | 1.22234E+14 | 10,114.46 |
| | 5/19/2026 | P01910--ANDREA BUENROSTRO | 1.22234E+14 | 6,716.75 |
| | 5/19/2026 | P01908A--JAIMES ADELA FAMILY CHILD CARE INC | 1.22234E+14 | 9,030.82 |
| | 5/19/2026 | P01903--MARIA I ARROYO DE VAZQUEZ | 1.22234E+14 | 1,092.11 |
| | 5/19/2026 | P01901--XOCHITL QUIROZ DE ALCALA | 1.22234E+14 | 2,694.88 |
| | 5/19/2026 | P01889--MARIA SANDRA L DE ESTRADA | 1.22234E+14 | 1,859.72 |
| | 5/19/2026 | P01877--ANTONIA PANIAGUA ROSALES | 1.22234E+14 | 12,239.03 |
| | 5/19/2026 | P01870--MARCELA G NUNEZ DE GUTIERREZ | 1.22234E+14 | 10,530.22 |
| | 5/19/2026 | P01867--IRMA AYALA CONTRERAS | 1.22234E+14 | 1,049.99 |
| | 5/19/2026 | P01853--MARIA C ZEPEDA DE NUNEZ | 1.22234E+14 | 2,653.12 |
| | 5/19/2026 | P01850--RUTH CARINA PAREDES | 1.22234E+14 | 6,754.79 |
| | 5/19/2026 | P01848--EDILIA GUTIERREZ DE GARCIA | 1.22234E+14 | 3,647.48 |
| | 5/19/2026 | P01843--MARIANELA G ORTIZ | 1.22234E+14 | 4,970.00 |
| | 5/19/2026 | P01837--ISABEL C MEDINA DE GARCIA | 1.22234E+14 | 1,719.26 |
| | 5/19/2026 | P01809--CONSUELO PUGA | 1.22234E+14 | 3,403.94 |
| | 5/19/2026 | P01807--FELISITA GOMEZ DE GOMEZ | 1.22234E+14 | 7,182.40 |
| | 5/19/2026 | P01804--CECILIA ZAMORA | 1.22234E+14 | 4,000.57 |
| | 5/19/2026 | P01789--MARIA G AYALA | 1.22234E+14 | 5,865.18 |
| | 5/19/2026 | P01782--MONICA MARTINEZ | 1.22234E+14 | 3,871.82 |
| | 5/19/2026 | P01755--BEATRIZ JACQUEZ NUNEZ | 1.22234E+14 | 2,052.60 |
| | 5/19/2026 | P01754--VERONICA L ESCOBAR | 1.22234E+14 | 6,139.06 |
| | 5/19/2026 | P01735--MARGARITA PADILLA BARAJAS | 1.22234E+14 | 6,129.97 |
| | 5/19/2026 | P01734--MARGARITA CORTES DE BARAJAS | 1.22234E+14 | 13,268.10 |
| | 5/19/2026 | P01718--ONOFRE ZAMORA | 1.22234E+14 | 12,797.10 |
| | 5/19/2026 | P01702--ALICIA SANCHEZ | 1.22234E+14 | 1,768.84 |
| | 5/19/2026 | P01666--PATRICIA SANCHEZ | 1.22234E+14 | 7,063.37 |
| | 5/19/2026 | P01664--ELIDA CRUZ | 1.22234E+14 | 3,423.87 |
| | 5/19/2026 | P01654--HILDA ARACELI ARAMBULA MORENO | 1.22234E+14 | 6,528.09 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/19/2026 | P01652--TRINIDAD TINOCO | 1.22234E+14 | 4,243.23 |
| | 5/19/2026 | P01640--SYLVIA SCOTT CARRASCO | 1.22234E+14 | 3,897.04 |
| | 5/19/2026 | P01638--ELIZABETH GONZALEZ | 1.22234E+14 | 4,283.82 |
| | 5/19/2026 | P01628--DORA LUZ RIVERA | 1.22234E+14 | 8,535.81 |
| | 5/19/2026 | P01570--MARIA SOCORRO GOMEZ CABRERA | 1.22234E+14 | 1,861.10 |
| | 5/19/2026 | P01561--ANA M. DAVILA | 1.22234E+14 | 6,651.93 |
| | 5/19/2026 | P01522--ALIDA MERCADO DE GARNICA | 1.22234E+14 | 831.00 |
| | 5/19/2026 | P01518--ROMELIA MORENO DE ESPINOZA | 1.22234E+14 | 6,000.20 |
| | 5/19/2026 | P01508--ROCELIA OROZCO LEMUS | 1.22234E+14 | 4,652.42 |
| | 5/19/2026 | P01507--MARIANA NAVA | 1.22234E+14 | 8,081.72 |
| | 5/19/2026 | P01482--ROSA ANGELA ORTIZ | 1.22234E+14 | 4,913.96 |
| | 5/19/2026 | P01460--MARILU GARZA | 1.22234E+14 | 10,863.93 |
| | 5/19/2026 | P01456--ESTHER MELENDREZ | 1.22234E+14 | 3,215.06 |
| | 5/19/2026 | P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ | 1.22234E+14 | 11,465.56 |
| | 5/19/2026 | P01382--LUZ MARIA VILLAGOMEZ | 1.22234E+14 | 12,902.75 |
| | 5/19/2026 | P01366--MARIA R GARCIA DE ARAMBULA | 1.22234E+14 | 3,597.62 |
| | 5/19/2026 | P01318--MARIA CONCEPCION CEJA | 1.22234E+14 | 4,928.68 |
| | 5/19/2026 | P01307--MELANEA FIERROS HIDALGO | 1.22234E+14 | 11,221.94 |
| | 5/19/2026 | P01304--MARIA GUADALUPE JAYME | 1.22234E+14 | 3,605.89 |
| | 5/19/2026 | P01298--LETICIA MORALES | 1.22234E+14 | 6,304.49 |
| | 5/19/2026 | P01288--DOLORES PALACIOS DE GUZMAN | 1.22234E+14 | 14,016.19 |
| | 5/19/2026 | P01285--ADELA GARCIA DE SOSA | 1.22234E+14 | 10,406.31 |
| | 5/19/2026 | P01280--SILVIA MEJIA | 1.22234E+14 | 12,012.74 |
| | 5/19/2026 | P01279--AIDEE SANDOVAL | 1.22234E+14 | 2,932.90 |
| | 5/19/2026 | P01266--MARIA CARRILLO DE GUTIERREZ | 1.22234E+14 | 7,606.19 |
| | 5/19/2026 | P01256--ALMA R RANGEL | 1.22234E+14 | 7,058.05 |
| | 5/19/2026 | P01208--MARIA M ANGULO | 1.22234E+14 | 6,133.05 |
| | 5/19/2026 | P01189--RAQUEL POSADAS DE GIRON | 1.22234E+14 | 9,621.43 |
| | 5/19/2026 | P01177--SARA ESTELA POSADA | 1.22234E+14 | 8,777.34 |
| | 5/19/2026 | P01122--MARIA DEL SOCORRO CARMONA | 1.22234E+14 | 958.61 |
| | 5/19/2026 | P01114--ROCIO SALAZAR | 1.22234E+14 | 2,627.53 |
| | 5/19/2026 | P01108--IMELDA MARIN DE JUAREZ | 1.22234E+14 | 8,043.27 |
| | 5/19/2026 | P01106--HILDA BARAJAS JUAREZ | 1.22234E+14 | 1,880.78 |
| | 5/19/2026 | P01105--ANGELICA MAGANA MARES | 1.22234E+14 | 6,200.39 |
| | 5/19/2026 | P01096--LAURA A RODRIGUEZ | 1.22234E+14 | 4,624.94 |
| | 5/19/2026 | P01091--BIVIANA MANRIQUEZ | 1.22234E+14 | 13,995.69 |
| | 5/19/2026 | P01075--ROSALBA GONZALEZ | 1.22234E+14 | 8,216.76 |
| | 5/19/2026 | P01067--ANNA V MENDEZ | 1.22234E+14 | 685.00 |
| | 5/19/2026 | P01054--IRMA VERONICA OSEGUERA | 1.22234E+14 | 1,933.62 |
| | 5/19/2026 | P01050--LILIA YAZMIN JUAREZ | 1.22234E+14 | 6,054.27 |
| | 5/19/2026 | P01024--MACARMEN LUCATERO | 1.22234E+14 | 1,271.80 |
| | 5/19/2026 | P01013--MARIA DE JESUS REYNA | 1.22234E+14 | 6,896.54 |
| | 5/19/2026 | P00931--CARMEN MORALES DIAZ | 1.22234E+14 | 10,996.86 |
| | 5/19/2026 | P00903--PATRICIA HERNANDEZ | 1.22234E+14 | 13,017.93 |
| | 5/19/2026 | P00852--ELISA GONZALES | 1.22234E+14 | 6,378.13 |
| | 5/19/2026 | P00837--AGUSTINA MORENO | 1.22234E+14 | 3,818.20 |
| | 5/19/2026 | P00818--MARICELA CORTEZ | 1.22234E+14 | 2,755.43 |
| | 5/19/2026 | P00805--ELVA BORUNDA FLORES | 1.22234E+14 | 9,461.74 |
| | 5/19/2026 | P00773--ROSALINDA G. OCHOA | 1.22234E+14 | 11,664.42 |
| | 5/19/2026 | P00769--LETICIA MARIA BOTELLO | 1.22234E+14 | 5,515.86 |
| | 5/19/2026 | P00735--LAURA A GUTIERREZ | 1.22234E+14 | 13,139.20 |
| | 5/19/2026 | P00699--BLANCA EVELIA RUIZ DE SOLORIO | 1.22234E+14 | 11,521.29 |
| | 5/19/2026 | P00661--SOCORRO A MENDOZA | 1.22234E+14 | 3,996.78 |
| | 5/19/2026 | P00635--ESTELA N. VEGA | 1.22234E+14 | 1,759.50 |
| | 5/19/2026 | P00608--ISABEL GARCIA | 1.22234E+14 | 1,925.22 |
| | 5/19/2026 | P00523--BEATRIZ TELLEZ DE TORRES | 1.22234E+14 | 2,278.42 |
| | 5/19/2026 | P00489--ESPERANZA B TOBAR | 1.22234E+14 | 2,008.60 |
| | 5/19/2026 | P00446--OLGA ZAMAGO | 1.22234E+14 | 1,914.14 |
| | 5/19/2026 | P00435--PATRICIA MUNOZ VASQUEZ | 1.22234E+14 | 11,987.27 |
| | 5/19/2026 | P00425--JUDITH ADRIANA PAREDES DE QUEZADA | 1.22234E+14 | 2,810.06 |
| | 5/19/2026 | P00349--YOLANDA JUAREZ | 1.22234E+14 | 1,642.95 |
| | 5/19/2026 | P00329--MARIA GUADALUPE LOPEZ CORZA | 1.22234E+14 | 7,435.94 |
| | 5/19/2026 | P00163--LETICIA G HERNANDEZ | 1.22234E+14 | 7,089.98 |
| | 5/19/2026 | P00161--ALICIA GARCIA DE LEYVA | 1.22234E+14 | 3,909.96 |
| | 5/19/2026 | P00147--JOSEFINA GARCIA | 1.22234E+14 | 1,824.70 |
| | 5/19/2026 | P00114--MARTHA ANGELICA SOLORIO DE ARCEO | 1.22234E+14 | 9,546.79 |
| | 5/19/2026 | P00090--MARIA ELENA CEJA | 1.22234E+14 | 2,616.02 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/19/2026 | P00076--LILIA HORTENCIA OSEGUERA | 1.22234E+14 | 8,732.71 |
| | 5/19/2026 | P00021--ANA ROSA M SANCHEZ | 1.22234E+14 | 10,494.96 |
| | 5/19/2026 | P00019--TERESA CAROLINA OROPEZA | 1.22234E+14 | 3,313.52 |
| | 5/20/2026 | P02991--ESMERALDA DIAZ LEON | 1.22234E+14 | 6,901.55 |
| | 5/20/2026 | P02960--JUANA ESQUIVEL | 1.22234E+14 | 9,527.72 |
| | 5/20/2026 | P02925--SANTOS MIRIAM CRUZ | 1.22234E+14 | 7,937.01 |
| | 5/20/2026 | P02847--ELSA LARREYNAGA BATRES | 1.22234E+14 | 12,927.10 |
| | 5/20/2026 | P02838--MALVINA RAMIREZ LOPEZ | 1.22234E+14 | 9,402.46 |
| | 5/20/2026 | P02799--ARACELI CASTRO BARRAZA | 1.22234E+14 | 10,966.33 |
| | 5/20/2026 | P02798--MARGARITA VALENCIA AVILA | 1.22234E+14 | 12,279.23 |
| | 5/20/2026 | P02704--JANETH G SARABIA | 1.22234E+14 | 13,654.68 |
| | 5/20/2026 | P02667--MARIA ANGELA DIAZ | 1.22234E+14 | 8,431.69 |
| | 5/20/2026 | P02663--DIANE LOMELI | 1.22234E+14 | 8,576.07 |
| | 5/20/2026 | P02638--MARIA HAYDEE CRUZ DE SEGOVIA | 1.22234E+14 | 10,653.50 |
| | 5/20/2026 | P02533--LIZET MONSERRAT PRECIADO | 1.22234E+14 | 4,241.16 |
| | 5/20/2026 | P02424--DALILA J CAVAZOS | 1.22234E+14 | 12,115.22 |
| | 5/20/2026 | P02411--MAYRA ELENA GONZALEZ MORALES | 1.22234E+14 | 10,074.04 |
| | 5/20/2026 | P02375--MARTHA ESTHELA SANCHEZ | 1.22234E+14 | 12,723.56 |
| | 5/20/2026 | P02342--SANDRA PEREZ | 1.22234E+14 | 11,002.70 |
| | 5/20/2026 | P02263--MARISOL GONZALEZ | 1.22234E+14 | 4,553.14 |
| | 5/20/2026 | P02240--MARIA SANTOS DE LOPEZ | 1.22234E+14 | 11,518.19 |
| | 5/20/2026 | P02236--ROSEMARY ZAVALA | 1.22234E+14 | 11,913.66 |
| | 5/20/2026 | P02215--ERIKA L CENTENO | 1.22234E+14 | 11,177.63 |
| | 5/20/2026 | P02138--JACOBA C DE ANDRACA | 1.22234E+14 | 7,064.84 |
| | 5/20/2026 | P02088--MARIA Z RODRIGUEZ DE OCHOA | 1.22234E+14 | 3,011.01 |
| | 5/20/2026 | P01906--SOFIA ALVAREZ DE GONZALEZ | 1.22234E+14 | 9,599.95 |
| | 5/20/2026 | P01793--MARIA GUADALUPE BELTRAN SALCIDO | 1.22234E+14 | 7,921.23 |
| | 5/20/2026 | P00835--AIDA SALAZAR PACHECO | 1.22234E+14 | 1,836.39 |
| | 5/20/2026 | P00582--JUANA H PIMENTEL | 1.22234E+14 | 11,834.08 |
| | 5/20/2026 | P00251--EVANGELINA CERVANTES DE RAMOS | 1.22234E+14 | 4,547.57 |
| | 5/20/2026 | P00003--CATALINA CASTRO AYALA | 1.22234E+14 | 14,487.20 |
| | 5/22/2026 | V03624--EVA RODRIGUEZ | 310110 | 139.20 |
| | 5/22/2026 | V03624--EVA RODRIGUEZ | Voided - 309204 | -139.20 |
| | 5/22/2026 | V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC. | 310089 | 978.50 |
| | 5/22/2026 | V01819--CENTRAL CAL MANAGEMENT, INC | 310087 | 975.00 |
| | 5/22/2026 | V03124--1020 CECIL LLC | 310083 | 945.00 |
| | 5/22/2026 | V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN | 310107 | 735.00 |
| | 5/22/2026 | V00947--SUNRISE VILLA PARTNERS | 310105 | 700.00 |
| | 5/22/2026 | V02227--CITY OF ARVIN | 310088 | 671.95 |
| | 5/22/2026 | V02690--HEARTS & LIVES | 310093 | 550.00 |
| | 5/22/2026 | V01005--TULARE COUNTY OFFICE OF EDUCATION | 310108 | 500.00 |
| | 5/22/2026 | V02966--MOJAVE UNIFIED SCHOOL DISTRICT | 310099 | 450.00 |
| | 5/22/2026 | V01041--VINELAND SCHOOL DISTRICT | 310109 | 375.00 |
| | 5/22/2026 | V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR | 310090 | 363.12 |
| | 5/22/2026 | V00689--MERCED COUNTY OFFICE OF EDUCATION | 310098 | 253.67 |
| | 5/22/2026 | V03157--KERN ISLAND INVESTORS, GP | 310096 | 7,647.00 |
| | 5/22/2026 | V03157--KERN ISLAND INVESTORS, GP | 310095 | 7,399.50 |
| | 5/22/2026 | V02479--RONALD SHELAN | 310103 | 5,704.14 |
| | 5/22/2026 | V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD | 310092 | 5,130.05 |
| | 5/22/2026 | V00953--TAFT CITY SCHOOL DISTRICT | 310106 | 5,071.35 |
| | 5/22/2026 | V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT | 310084 | 3,800.00 |
| | 5/22/2026 | V00932--STELLAR PLAZA LLC | 310104 | 3,383.76 |
| | 5/22/2026 | V01819--CENTRAL CAL MANAGEMENT, INC | 310086 | 1,045.00 |
| | 5/22/2026 | V02424--MCFARLAND UNIFIED SCHOOL DISTRICT | 310097 | 100.00 |
| | 5/22/2026 | V01819--CENTRAL CAL MANAGEMENT, INC | 310085 | 1,201.00 |
| | 5/22/2026 | V02673--FIRST 5 MADERA COUNTY | 310091 | 1,223.14 |
| | 5/22/2026 | V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS | 310094 | 2,200.00 |
| | 5/22/2026 | V02967--MORE THAN ONE DIMENSION, INC. | 310100 | 1,800.00 |
| | 5/22/2026 | V02973--OMNI FAMILY HEALTH | 310101 | 6,680.00 |
| | 5/22/2026 | V00798--PREWITT FAMILY DECEDENTS TRUST | 310102 | 1,500.00 |
| | 5/22/2026 | V05309--PALEE YANG | 310081 | 1,529.19 |
| | 5/22/2026 | V05307--JOHNNIE LYNN PUGH | 310078 | 3,831.69 |
| | 5/22/2026 | V04826--TIFFANY WILLIAMS | 310082 | 319.00 |
| | 5/22/2026 | V04322--KIMIKA PORTER | 310079 | 8,448.81 |
| | 5/22/2026 | V04330--LORENA NAVA | 310080 | 6,359.98 |
| | 5/22/2026 | V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY | 1.22234E+14 | 44,367.81 |
| | 5/22/2026 | V03007--JANET Y YU | 1.22234E+14 | 700.00 |

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|---|---|---|---|---|
| | 5/22/2026 | V03006--GRACE COMMUNITY CHURCH | 1.22234E+14 | 5,690.37 |
| | 5/22/2026 | V02796--MARK AND HELENE MCELYEA | 1.22234E+14 | 4,000.00 |
| | 5/22/2026 | V02263--DIVERSIFIED PROJECT SERVICES INTL., INC. | 1.22234E+14 | 9,555.00 |
| | 5/22/2026 | V02261--DIOCESE OF FRESNO EDUCATION CORPORATION | 1.22234E+14 | 3,617.47 |
| | 5/22/2026 | V02150--5905 NILES ST LLC | 1.22234E+14 | 5,164.70 |
| | 5/22/2026 | V01072--YABITO CORPORATION | 1.22234E+14 | 1,598.00 |
| | 5/22/2026 | V03278--LODI MUSLIM MOSQUE | 1.22234E+14 | 5,700.00 |
| | 5/22/2026 | V00808--PROTEUS INC | 1.22234E+14 | 500.00 |
| | 5/22/2026 | V00747--OLLIE SHANKLE TRUSTEE (LESSOR) | 1.22234E+14 | 10,525.00 |
| | 5/22/2026 | V00718--M-R PROPERTIES | 1.22234E+14 | 7,291.00 |
| | 5/22/2026 | V04773--EASTON BUSINESS COMPLEX | 1.22234E+14 | 317.00 |
| | 5/22/2026 | V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN | 1.22234E+14 | 5,688.00 |
| | 5/22/2026 | V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN | 1.22234E+14 | 2,022.08 |
| | 5/22/2026 | V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN | 1.22234E+14 | 666.98 |
| | 5/22/2026 | V04640--NEEDLES FOR THE FUTURE | 1.22234E+14 | 457.91 |
| | 5/22/2026 | V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL | 1.22234E+14 | 21,641.00 |
| | 5/22/2026 | V04591--STAR 2 HOLDING LLC | 1.22234E+14 | 1,158.30 |
| | 5/22/2026 | V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINGH | 1.22234E+14 | 6,525.05 |
| | 5/22/2026 | V03295--RANCHO DE STINE LLC | 1.22234E+14 | 21,892.00 |
| | 5/22/2026 | V03159--JOHN REY | 1.22234E+14 | 1,875.00 |
| | 5/22/2026 | V03247--BKAT, INC | 1.22234E+14 | 11,585.03 |
| | 5/27/2026 | V04544--ELAN | May-26 | 73,497.59 |
| | 5/27/2026 | V04329--LISA RAGAN | 310261 | 2,035.73 |
| | 5/27/2026 | V03547--CASSANDRA WORTHY | 310260 | 1,355.79 |
| | 5/27/2026 | V05117--TERRY ZAMORA | 310262 | 587.86 |
| | 5/27/2026 | V04555--HOUSING AUTHORITY OF THE COUNTY OF KERN | 310160 | 550.00 |
| | 5/27/2026 | V00229--COMCAST CORPORATION | 310136 | 249.06 |
| | 5/27/2026 | V03100--HOUSING AUTHORITY OF THE COUNTY OF KERN | 310159 | 660.00 |
| | 5/27/2026 | V04878--KERN HOUSING XIV LLC | 310173 | 550.00 |
| | 5/27/2026 | V00229--COMCAST CORPORATION | 310135 | 1,834.76 |
| | 5/27/2026 | V00419--GOLDEN EMPIRE TRANSIT DISTRICT | 310156 | 57.00 |
| | 5/27/2026 | V04567--MANJINDER SINGH | 310180 | 193.00 |
| | 5/27/2026 | V04203--MARTIN GONI | 310184 | 193.00 |
| | 5/27/2026 | V04925--EMTS, INC | 310146 | 319.12 |
| | 5/27/2026 | V03413--DENISE BOSHERS | 310139 | 257.00 |
| | 5/27/2026 | V05303--CAROLE VAUGHN | 310127 | 905.58 |
| | 5/27/2026 | V03182--PARENTS AS TEACHERS NATIONAL CENTER | 310202 | 575.00 |
| | 5/27/2026 | V04866--EAST HILLS ASSOCIATES LP | 310142 | 5,083.00 |
| | 5/27/2026 | V00806--PROTECTION 1/ADT | 310205 | 166.14 |
| | 5/27/2026 | V03182--PARENTS AS TEACHERS NATIONAL CENTER | 310201 | 1,125.00 |
| | 5/27/2026 | V00370--FEDEX | 310150 | 55.70 |
| | 5/27/2026 | V03314--VESTIS GROUP, INC | 310226 | 81.11 |
| | 5/27/2026 | V03397--MAEGAN ROUSE | 310179 | 182.70 |
| | 5/27/2026 | V04172--US POSTAL SERVICE | 310224 | 2,340.00 |
| | 5/27/2026 | V00919--SPECTRUM | 310214 | 220.20 |
| | 5/27/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310220 | 175.61 |
| | 5/27/2026 | V00253--COUNTY OF KERN, KERN REGIONAL TRANSIT | 310138 | 400.00 |
| | 5/27/2026 | V00207--CINTAS CORPORATION #668 | 310131 | 246.95 |
| | 5/27/2026 | V05175--GISSELLE FERNANDO | 310154 | 100.00 |
| | 5/27/2026 | V03395--MARIA FLORES TORRES | 310181 | 170.38 |
| | 5/27/2026 | V03430--SPECTRUM/CHARTER | 310216 | 220.00 |
| | 5/27/2026 | V00511--JIM'S TOWING SERVICE, INC | 310166 | 193.78 |
| | 5/27/2026 | V04971--NISSAN NORTH AMERICA, INC. | 310186 | 330.23 |
| | 5/27/2026 | V03544--CAROL HENDRICKS | 310126 | 259.00 |
| | 5/27/2026 | V04824--A-1 PLUMBING SERVICE, INC. | 310111 | 2,300.00 |
| | 5/27/2026 | V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES | 310123 | 484.00 |
| | 5/27/2026 | V04906--SPECTRUMVOIP, INC | 310221 | 1,901.70 |
| | 5/27/2026 | V03430--SPECTRUM/CHARTER | 310215 | 945.00 |
| | 5/27/2026 | V00919--SPECTRUM | 310213 | 246.66 |
| | 5/27/2026 | V00252--COUNTY OF KERN PUBLIC WORKS | 310137 | 16.81 |
| | 5/27/2026 | V04602--SEQUOIA PEST SOLUTIONS | 310209 | 250.00 |
| | 5/27/2026 | V00320--EAST NILES COMMUNITY SERVICES DIST | 310144 | 83.99 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310200 | 454.93 |
| | 5/27/2026 | V00525--JORGENSEN & CO | 310167 | 510.83 |
| | 5/27/2026 | V00320--EAST NILES COMMUNITY SERVICES DIST | 310143 | 1,888.64 |
| | 5/27/2026 | V00907--SOCALGAS | 310210 | 45.40 |
| | 5/27/2026 | V00926--STANDARD PLUMBING SUPPLY COMPANY, INC | 310222 | 28.49 |

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|---|---|---|---|---|
| | 5/27/2026 | V04972--BIOMEDICAL WASTE DISPOSAL INC. | 310121 | 184.00 |
| | 5/27/2026 | V00194--CHARTER COMMUNICATIONS | 310129 | 136.66 |
| | 5/27/2026 | V01012--UNITED RENTALS INC | 310223 | 604.70 |
| | 5/27/2026 | V00075--APEX GENERAL CONSTRUCTION INC | 310119 | 390.00 |
| | 5/27/2026 | V00787--PG&E | 310203 | 19,056.73 |
| | 5/27/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 310211 | 550.08 |
| | 5/27/2026 | V04938--PINNACLE RECRUITING SERVICES LLC | 310204 | 1,200.00 |
| | 5/27/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310219 | 166.66 |
| | 5/27/2026 | V00216--CITY OF STOCKTON | 310133 | 119.30 |
| | 5/27/2026 | V03733--LAURA PORTA | 310175 | 21.00 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310199 | 516.25 |
| | 5/27/2026 | V00477--INDIAN WELLS VALLEY WATER DISTRICT | 310162 | 2,203.39 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310198 | 188.11 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310197 | 188.11 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310196 | 188.11 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310195 | 187.68 |
| | 5/27/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310218 | 166.64 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310194 | 139.54 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310193 | 137.94 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310192 | 321.58 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310191 | 304.37 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310190 | 240.14 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310189 | 614.77 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310188 | 1,959.60 |
| | 5/27/2026 | V00092--AT&T | 310120 | 975.26 |
| | 5/27/2026 | V00846--ROUTE 66 BROADBAND LLC | 310207 | 218.13 |
| | 5/27/2026 | P01544--MARIA B CRUZ DE PULIDO | 310241 | 11,701.42 |
| | 5/27/2026 | P00485--MARIA P COSIO | 310246 | 10,080.03 |
| | 5/27/2026 | P02951--IRENE FUENTES-TAPIA | 310236 | 9,827.61 |
| | 5/27/2026 | P02985--CRYSTAL MARIE REYES | 310233 | 8,313.51 |
| | 5/27/2026 | P02224--ROCIO JOSEFINA HERNANDEZ | 310251 | 7,727.21 |
| | 5/27/2026 | P02887--LAURA IVETH ESQUIVEL | 310238 | 7,725.19 |
| | 5/27/2026 | P02979--VENUSTIANA P DURAN | 310257 | 7,379.59 |
| | 5/27/2026 | P00801--ROSAURA QUINTERO DE LOPEZ | 310255 | 4,806.02 |
| | 5/27/2026 | P02950--NORA NOELIA LUCATERO MORENO | 310249 | 4,661.26 |
| | 5/27/2026 | P02160--ROSALBA CABRAL | 310254 | 3,498.04 |
| | 5/27/2026 | P02431--ROCIO VERONICA MUNIZ CERECEDA | 310252 | 3,471.08 |
| | 5/27/2026 | P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE | 310230 | 2,811.38 |
| | 5/27/2026 | P02326--MARIA J MARTINEZ DE GARCIA | 310244 | 2,594.01 |
| | 5/27/2026 | P02494A--MARIA LOURDES MORENO ESQUIVEL | 310245 | 2,573.38 |
| | 5/27/2026 | P03041--VERONICA SAAVEDRA MAYA | 310258 | 2,491.66 |
| | 5/27/2026 | P03085--MARIA ALVAREZ ROCHA | 310240 | 2,471.69 |
| | 5/27/2026 | P02854--FERNANDO MARQUEZ ROMERO | 310235 | 2,416.57 |
| | 5/27/2026 | P01633--MARIA G LUNA PEREZ | 310243 | 2,091.91 |
| | 5/27/2026 | P02289--DOMINGA ESQUIVEL DE VILLANUEVA | 310234 | 2,076.89 |
| | 5/27/2026 | P02908--ROSA ELVIA ROJAS DE LOPEZ | 310253 | 2,022.53 |
| | 5/27/2026 | P02811--YECENIA GARCIA RAMIREZ | 310259 | 1,972.44 |
| | 5/27/2026 | P02226--LILIA ESQUIVEL MONROY | 310239 | 1,945.28 |
| | 5/27/2026 | P02315--CRISTINA SOTO DE MARTINEZ | 310232 | 1,854.61 |
| | 5/27/2026 | P02100--SOCORRO LARA DE GOVEA | 310256 | 1,837.84 |
| | 5/27/2026 | P01229--MARIA PICOS DE GARCIA | 310247 | 1,774.37 |
| | 5/27/2026 | P03077--NATIVIDAD REYES MARCOS | 310248 | 1,684.36 |
| | 5/27/2026 | P01884--BLANCA NELLY VERA | 310231 | 1,668.24 |
| | 5/27/2026 | P02895--MARIA D LEPE DE CURIEL | 310242 | 1,523.60 |
| | 5/27/2026 | P02881--PERLA GUADALUPE DIAZ MORENO | 310250 | 1,264.99 |
| | 5/27/2026 | P03073--KAREN MORENO LEMUS | 310237 | 1,183.30 |
| | 5/27/2026 | V03172--OFFICE1 LEASING | 310187 | 889.33 |
| | 5/27/2026 | P02213--AIDEE ARIANA SANDOVAL | 310229 | 663.15 |
| | 5/27/2026 | V04978--WASH MULTIFAMILY ACQUISITION INC. | 310227 | 119.22 |
| | 5/27/2026 | V04279--ERIKA BRAVO | 310147 | 10.15 |
| | 5/27/2026 | V00294--DEPARTMENT OF JUSTICE | 310141 | 550.00 |
| | 5/27/2026 | V03367--VALERIE CAMACHO | 310225 | 549.55 |
| | 5/27/2026 | V03614--ERIKA SALAZAR | 310148 | 247.95 |
| | 5/27/2026 | V03459--AIDE AVELAR | 310114 | 237.80 |
| | 5/27/2026 | V00014--Accrue Solutions Holding Co, LLC | 310113 | 200.00 |
| | 5/27/2026 | V00431--GUADALUPE CANCHOLA CASTELLANO | 310157 | 174.00 |
| | 5/27/2026 | V03624--EVA RODRIGUEZ | 310149 | 162.40 |

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| | 5/27/2026 | V03607--Elvia Hamblen | 310145 | 146.45 |
| | 5/27/2026 | V04094--ANA MARTINEZ | 310118 | 134.13 |
| | 5/27/2026 | V03760--LUCIA ALVARADO | 310178 | 130.50 |
| | 5/27/2026 | V04346--MARIA MORALES ZARATE | 310182 | 99.33 |
| | 5/27/2026 | V04332--LOURDES MENDOZA | 310177 | 95.70 |
| | 5/27/2026 | V04130--ANA HERNANDEZ ZARATE | 310117 | 94.25 |
| | 5/27/2026 | V03736--LAVAR NEWSOME | 310176 | 62.35 |
| | 5/27/2026 | V03644--GLORIA VERGARA | 310155 | 50.75 |
| | 5/27/2026 | V03368--KENDRA COBB | 310172 | 50.03 |
| | 5/27/2026 | V02946--ICELA GUTIERREZ CUEVAS | 310161 | 42.05 |
| | 5/27/2026 | V04912--JUAN RAMIREZ CALDERON | 310169 | 42.05 |
| | 5/27/2026 | V04018--LAURA MUNOZ | 310174 | 29.00 |
| | 5/27/2026 | V03550--CECILIA C AYALA | 310128 | 28.28 |
| | 5/27/2026 | V04877--CARMEN TOZCANO PARRA | 310125 | 26.83 |
| | 5/27/2026 | V04812--JENNIFER JONES | 310164 | 26.10 |
| | 5/27/2026 | V03528--BLANCA QUINTERO | 310122 | 26.10 |
| | 5/27/2026 | V03474--ALICIA GAMINO | 310116 | 24.65 |
| | 5/27/2026 | V03683--JESSICA BARCENAS | 310165 | 23.20 |
| | 5/27/2026 | V04939--MARLENE VERDUZCO | 310183 | 22.84 |
| | 5/27/2026 | V03629--GABRIELA MCCAULEY | 310152 | 18.85 |
| | 5/27/2026 | V04655--GALILEA HERRERA | 310153 | 14.50 |
| | 5/27/2026 | V05285--NATALIE PINON | 310185 | 13.55 |
| | 5/27/2026 | V04053--KAYLA LOZA | 310170 | 10.15 |
| | 5/27/2026 | V02996--DEPARTMENT OF HUMAN RESOURCES | 310140 | 18,027.22 |
| | 5/27/2026 | V04261--CLAUDIA ZUNIGA | 310134 | 10.15 |
| | 5/27/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 310158 | 6,435.57 |
| | 5/27/2026 | V04090--ALEJANDRA VERDUZCO | 310115 | 31.32 |
| | 5/27/2026 | V05016--JAMES OSBORNE | 310163 | 12.33 |
| | 5/27/2026 | V05024--ZULEMA GARCIA | 310228 | 6.24 |
| | 5/27/2026 | V00215--CITY OF SHAFTER | 310132 | 309.63 |
| | 5/27/2026 | V00544--JOSEPH REYES | 310168 | 225.00 |
| | 5/27/2026 | V00169--CALIFORNIA WATER SERVICE | 310124 | 2,028.18 |
| | 5/27/2026 | V00374--FERGUSON ENTERPRISES INC #1350 | 310151 | 924.97 |
| | 5/27/2026 | V00919--SPECTRUM | 310212 | 211.25 |
| | 5/27/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310217 | 166.66 |
| | 5/27/2026 | V00206--CHRISTOPHER PERCIVAL | 310130 | 285.00 |
| | 5/27/2026 | V00014--Accrue Solutions Holding Co, LLC | 310112 | 220.00 |
| | 5/27/2026 | V03717--KELLEY SALMON | 310171 | 60.04 |
| | 5/27/2026 | V00854--SAFEWAY INC VONS DIVISION | 310208 | 49.33 |
| | 5/27/2026 | V04182--RELIANCE TRUST COMPANY | 310206 | 502.05 |
| | 5/27/2026 | V03692--JOSEPH AGUILAR | 1.22234E+14 | 252.00 |
| | 5/27/2026 | V02330--JEREMY T TOBIAS | 1.22234E+14 | 257.00 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 1,372.48 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 993.42 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 219.92 |
| | 5/27/2026 | V04034--RINGCENTRAL INC. | 1.22234E+14 | 17,402.13 |
| | 5/27/2026 | V03986--YOLANDA GONZALES | 1.22234E+14 | 257.00 |
| | 5/27/2026 | V03741--LILIANA GONZALEZ GABRIEL | 1.22234E+14 | 257.00 |
| | 5/27/2026 | V03681--JERRY MEADE | 1.22234E+14 | 257.00 |
| | 5/27/2026 | V03641--GLORIA BARBERO | 1.22234E+14 | 257.00 |
| | 5/27/2026 | V03410--ELIZABETH GARCIA-VARGAS | 1.22234E+14 | 193.00 |
| | 5/27/2026 | V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC | 1.22234E+14 | 258.00 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 476.09 |
| | 5/27/2026 | V04896--TOM GROSS | 1.22234E+14 | 1,541.85 |
| | 5/27/2026 | V02658--ELSA NAVARRETE | 1.22234E+14 | 257.00 |
| | 5/27/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 26.00 |
| | 5/27/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 26.00 |
| | 5/27/2026 | V00813--QUADIENT LEASING USA, INC | 1.22234E+14 | 1,541.10 |
| | 5/27/2026 | V00004--4IMPRINT INC AKA NELSON MARKETING | 1.22234E+14 | 606.46 |
| | 5/27/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 1.22234E+14 | 135.00 |
| | 5/27/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 1.22234E+14 | 100.00 |
| | 5/27/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 1.22234E+14 | 67.00 |
| | 5/27/2026 | V00683--MCWILLIAMS & WALDEN INC | 1.22234E+14 | 173.04 |
| | 5/27/2026 | V00423--GOTO TECHNOLOGIES USA, INC | 1.22234E+14 | 7,264.80 |
| | 5/27/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 1.22234E+14 | 298.00 |
| | 5/27/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 1.22234E+14 | 162.00 |
| | 5/27/2026 | V00005--A-1 BATTERY COMPANY | 1.22234E+14 | 790.65 |

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| | 5/27/2026 | V03191--VAL-PRO, INC | 1.22234E+14 | 310.80 |
| | 5/27/2026 | V00384--FIVE9 INC | 1.22234E+14 | 3,724.63 |
| | 5/27/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 532.94 |
| | 5/27/2026 | V00874--SAVE MART SUPERMARKETS | 1.22234E+14 | 259.57 |
| | 5/27/2026 | V00744--ODP BUSINESS SOLUTIONS LLC | 1.22234E+14 | 397.76 |
| | 5/27/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 1.22234E+14 | 146.00 |
| | 5/27/2026 | V03213--FRESHPOINT CENTRAL CALIFORNIA, INC | 1.22234E+14 | 2,292.20 |
| | 5/27/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS C | 1.22234E+14 | 10,220.14 |
| | 5/27/2026 | V01064--WIPFLI LLP | 1.22234E+14 | 6,625.00 |
| | 5/27/2026 | V00937--STINSON STATIONERS | 1.22234E+14 | 134.71 |
| | 5/27/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 1.22234E+14 | 121.78 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 1,725.80 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 959.99 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 957.88 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 71.64 |
| | 5/27/2026 | V00683--MCWILLIAMS & WALDEN INC | 1.22234E+14 | 900.01 |
| | 5/27/2026 | V00475--INDEPENDENT FIRE AND SAFETY, INC. | 1.22234E+14 | 136.50 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 21.57 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 138.15 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 51.59 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 33.63 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 24.10 |
| | 5/27/2026 | V00182--CDW LLC | 1.22234E+14 | 934.29 |
| | 5/27/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 1.22234E+14 | 7,176.00 |
| | 5/27/2026 | V03192--ROBERT D. STANE | 1.22234E+14 | 785.00 |
| | 5/27/2026 | V05155--HUMBERTO JOSE BANEGAS | 1.22234E+14 | 750.00 |
| | 5/27/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 1.22234E+14 | 829.44 |
| | 5/27/2026 | V01062--WESTED | 1.22234E+14 | 100.00 |
| | 5/27/2026 | V04733--GARCIA ELECTRIC | 1.22234E+14 | 415.00 |
| | 5/27/2026 | V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES | 1.22234E+14 | 3,716.22 |
| | 5/27/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 25.72 |
| | 5/27/2026 | V03174--OFFICE IMAGING, INC | 1.22234E+14 | 25.72 |
| | 5/27/2026 | V00979--THE MARCOM GROUP, INC. | 1.22234E+14 | 95.00 |
| | 5/27/2026 | V00979--THE MARCOM GROUP, INC. | 1.22234E+14 | 95.00 |
| | 5/27/2026 | V04180--DIESEL DIRECT LLC | 1.22234E+14 | 1,534.58 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 96.93 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 67.25 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 62.58 |
| | 5/27/2026 | V00312--DONAHUE TRUCK CENTERS | 1.22234E+14 | 583.63 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 285.89 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 44.50 |
| | 5/27/2026 | V00226--RLH FIRE PROTECTION, INC. | 1.22234E+14 | 266.25 |
| | 5/27/2026 | V00226--RLH FIRE PROTECTION, INC. | 1.22234E+14 | 130.00 |
| | 5/27/2026 | V00226--RLH FIRE PROTECTION, INC. | 1.22234E+14 | 100.00 |
| | 5/27/2026 | V02330--JEREMY T TOBIAS | 1.22234E+14 | 75.00 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 197.32 |
| | 5/27/2026 | V03245--TIMOTHY SEXTON | 1.22234E+14 | 2,030.00 |
| | 5/27/2026 | V00227--COFER & OBERLIES INC | 1.22234E+14 | 170.00 |
| | 5/27/2026 | V04730--FIT MOVERS LLC | 1.22234E+14 | 414.98 |
| | 5/27/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 1.22234E+14 | 130.23 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 32.89 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 10.05 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 10.05 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 879.11 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 775.68 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 654.50 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 641.09 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 599.87 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 526.09 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 501.14 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 456.54 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 364.52 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 329.91 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 314.55 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 84.63 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 84.44 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 56.42 |

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| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 56.03 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 55.77 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 55.77 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 51.99 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 51.99 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 51.63 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 51.39 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 34.49 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 34.33 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 818.69 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 1,688.06 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 2,726.31 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 74.92 |
| | 5/27/2026 | V00029--ADVANCED DATA STORAGE, INC | 1.22234E+14 | 126.07 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 84.63 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 784.84 |
| | 5/27/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 1.22234E+14 | 1,017.22 |
| | 5/27/2026 | V00306--DISCOUNT SCHOOL SUPPLY | 1.22234E+14 | 170.18 |
| | 5/27/2026 | V00704--MISSION LINEN SUPPLY | 1.22234E+14 | 1,418.40 |
| | 5/27/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 1.22234E+14 | 6,471.50 |
| | 5/27/2026 | V04884--PAUL V BRIANO III | 1.22234E+14 | 480.00 |
| | 5/27/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 1.22234E+14 | 348.45 |
| | 5/27/2026 | V00592--LAKESHORE PARENT, LLC | 1.22234E+14 | 16,206.66 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 237.31 |
| | 5/27/2026 | V03057--CSG-NAM, LLC | 1.22234E+14 | 214.86 |
| | 5/27/2026 | V03646--GLYNIEL CAMPBELL | 1.22234E+14 | 20.01 |
| | 5/27/2026 | V01044--W W GRAINGER INC | 1.22234E+14 | 930.52 |
| | 5/27/2026 | V03462--ALAN RODRIGUEZ | 1.22234E+14 | 21.00 |
| | 5/27/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 51.69 |
| | 5/27/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 41.41 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 17.46 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 29.76 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 107.91 |
| | 5/27/2026 | V03186--BLUETRITON BRANDS INC | 1.22234E+14 | 41.41 |
| | 5/27/2026 | V03551--CHASE RANGEL | 1.22234E+14 | 200.00 |
| | 5/27/2026 | V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP | 1.22234E+14 | 4,279.12 |
| | 5/27/2026 | V00721--NARAMA INC. - TREK IMAGING | 1.22234E+14 | 2,392.99 |
| | 5/27/2026 | V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING | 1.22234E+14 | 2,430.00 |
| | 5/27/2026 | V05160--NEUMANN LTD | 1.22234E+14 | 916.96 |
| | 5/27/2026 | V05154--JAELYN RAQUEL LEON | 1.22234E+14 | 750.00 |
| | 5/27/2026 | V05153--HUGO DANIEL LEON | 1.22234E+14 | 750.00 |
| | 5/27/2026 | V03608--EMILIO WAGNER | 1.22234E+14 | 408.61 |
| | 5/27/2026 | V03392--Unum Insurance Company | 1.22234E+14 | 34,211.02 |
| | 5/27/2026 | V01032--VERIZON WIRELESS | 1.22234E+14 | 3,667.55 |
| | 5/27/2026 | V00753--ORKIN PEST CONTROL | 1.22234E+14 | 260.55 |
| | 5/27/2026 | P03087--DAISY CLARETH MARES ARRATIA | 1.22234E+14 | 1,796.90 |
| | 5/27/2026 | P03084--MARGARITA ALVAREZ | 1.22234E+14 | 515.56 |
| | 5/27/2026 | P03068--ANA FAMILY CHILD CARE | 1.22234E+14 | 2,952.58 |
| | 5/27/2026 | P03064--MARIA ANGELICA MANZO ALVAREZ | 1.22234E+14 | 1,245.83 |
| | 5/27/2026 | P03057--AGUSTINA JOSEFA SANTOS DE VILLAVICENC | 1.22234E+14 | 880.48 |
| | 5/27/2026 | P03051--MARIA DE LOURDES SALAZAR CONTRERAS | 1.22234E+14 | 1,889.49 |
| | 5/27/2026 | P03048--DUBIS Y ESCOBAR GOMEZ | 1.22234E+14 | 7,710.53 |
| | 5/27/2026 | P03046--ANA M LEON GONZALEZ | 1.22234E+14 | 1,962.95 |
| | 5/27/2026 | P03038--GISELA HERNANDEZ | 1.22234E+14 | 7,167.25 |
| | 5/27/2026 | P03036--MONTSERRAT RAMIREZ ALDAPA | 1.22234E+14 | 1,014.00 |
| | 5/27/2026 | P03033--MA GUADALUPE BRAVO MARTINEZ | 1.22234E+14 | 1,848.25 |
| | 5/27/2026 | P03027--GABRIELA ECHEVARRIA | 1.22234E+14 | 8,214.63 |
| | 5/27/2026 | P03006--GLORIA DEL CARMEN VILLANUEVA RAMOS | 1.22234E+14 | 3,454.15 |
| | 5/27/2026 | P03004--ARACELI GONZALEZ ANAYA | 1.22234E+14 | 1,007.36 |
| | 5/27/2026 | P03001--BERTHA MENDOZA HERNANDEZ | 1.22234E+14 | 4,482.71 |
| | 5/27/2026 | P02987--EVERSPRING PLAY INC | 1.22234E+14 | 2,701.65 |
| | 5/27/2026 | P02980--MA REYNA SICAIROS HEREDIA | 1.22234E+14 | 4,963.68 |
| | 5/27/2026 | P02977--SUSANA SALAZAR CONTRERAS | 1.22234E+14 | 4,765.99 |
| | 5/27/2026 | P02969--MARIA ELENA CASTANEDA | 1.22234E+14 | 6,643.31 |
| | 5/27/2026 | P02960--JUANA ESQUIVEL | 1.22234E+14 | 867.26 |
| | 5/27/2026 | P02959--IMELDA TORRES RANGEL | 1.22234E+14 | 3,006.26 |
| | 5/27/2026 | P02956--DANIA URBINA MALDONADO | 1.22234E+14 | 1,017.23 |

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|---|---|---|---|---|
| | 5/27/2026 | P02933--MARIBEL RIVERA RAMIREZ | 1.22234E+14 | 1,962.95 |
| | 5/27/2026 | P02923--ARACELI SANTOS PACHECO | 1.22234E+14 | 7,691.74 |
| | 5/27/2026 | P02919--ANA KAREN VALENCIA TRUJILLO | 1.22234E+14 | 4,712.60 |
| | 5/27/2026 | P02918A--LITTLE DREAMERS CHILD CARE LLC | 1.22234E+14 | 4,030.85 |
| | 5/27/2026 | P02912--ELENA GONZALEZ | 1.22234E+14 | 11,846.11 |
| | 5/27/2026 | P02905--ALICIA MORENO CISNEROS | 1.22234E+14 | 1,823.05 |
| | 5/27/2026 | P02904--MAYRA ESTHER MENDOZA | 1.22234E+14 | 5,100.78 |
| | 5/27/2026 | P02888--FANY J PEREZ DE RAMIREZ | 1.22234E+14 | 2,076.89 |
| | 5/27/2026 | P02879--MAYRA A. RAMIREZ | 1.22234E+14 | 904.55 |
| | 5/27/2026 | P02874--DELMA CERVANTES CORTES | 1.22234E+14 | 3,632.22 |
| | 5/27/2026 | P02872--STEPHANIE GARIBAY ZARAGOZA | 1.22234E+14 | 3,673.48 |
| | 5/27/2026 | P02869--DINA GONZALEZ | 1.22234E+14 | 6,722.59 |
| | 5/27/2026 | P02866--BIBIANA LIZETTE HUERTA ARIAS | 1.22234E+14 | 6,314.85 |
| | 5/27/2026 | P02865--JENNIFER REYES | 1.22234E+14 | 1,693.90 |
| | 5/27/2026 | P02864--REINA SANTIAGO PEREZ | 1.22234E+14 | 9,372.37 |
| | 5/27/2026 | P02863--LAURA ANDRADE | 1.22234E+14 | 3,650.62 |
| | 5/27/2026 | P02833--MANUEL VILLAGOMEZ | 1.22234E+14 | 5,399.63 |
| | 5/27/2026 | P02823--DANIELA ALVAREZ | 1.22234E+14 | 3,850.91 |
| | 5/27/2026 | P02815--VICTORIA GOMEZ CRUZ | 1.22234E+14 | 3,827.96 |
| | 5/27/2026 | P02812--ALISHA A GARCIA | 1.22234E+14 | 3,114.01 |
| | 5/27/2026 | P02762--MARIA ELENA LEAL | 1.22234E+14 | 1,802.38 |
| | 5/27/2026 | P02760--JUANA INEZ SALGADO RENTERIA | 1.22234E+14 | 1,735.23 |
| | 5/27/2026 | P02744--CAROLINA HERNANDEZ DE SOLORIO | 1.22234E+14 | 1,042.86 |
| | 5/27/2026 | P02740A--LUCEROS DAYCARE | 1.22234E+14 | 892.25 |
| | 5/27/2026 | P02730--YANELA PLACIDO MEJIA | 1.22234E+14 | 3,014.00 |
| | 5/27/2026 | P02727--MARIBEL MAGANA | 1.22234E+14 | 1,529.94 |
| | 5/27/2026 | P02725--BAUDELINA SANTOS PACHECO | 1.22234E+14 | 7,199.32 |
| | 5/27/2026 | P02707--MAGDALENA GUERRERO DE PARRA | 1.22234E+14 | 12,271.18 |
| | 5/27/2026 | P02679--ROSELIA MADERA DE CALDERA | 1.22234E+14 | 2,918.61 |
| | 5/27/2026 | P02670--GUADALUPE AVILA DE SEGOVIA | 1.22234E+14 | 6,951.30 |
| | 5/27/2026 | P02666--LUCERO MILLAN GARCIA | 1.22234E+14 | 1,789.20 |
| | 5/27/2026 | P02648--ISABEL MARTINEZ-LOMELI | 1.22234E+14 | 4,161.62 |
| | 5/27/2026 | P02622--DARYLMIKA DAVAJANA SWANSON | 1.22234E+14 | 2,170.32 |
| | 5/27/2026 | P02603--SILVIA DAVALOS DE ANGUIANO | 1.22234E+14 | 1,840.61 |
| | 5/27/2026 | P02601--DELFINA VAZQUEZ | 1.22234E+14 | 1,092.11 |
| | 5/27/2026 | P02581--MARIA ELENA ESCOBAR | 1.22234E+14 | 3,951.13 |
| | 5/27/2026 | P02567--LORENA PEREZ MELGOZA | 1.22234E+14 | 12,225.96 |
| | 5/27/2026 | P02554--YESICA SANCHEZ ARRIAGA | 1.22234E+14 | 7,717.56 |
| | 5/27/2026 | P02551--ANGELICA VALIENTE DE BARRAGAN | 1.22234E+14 | 9,102.76 |
| | 5/27/2026 | P02544--ANABEL A MARTINEZ | 1.22234E+14 | 1,892.46 |
| | 5/27/2026 | P02536--BLANCA I CARMONA DE LUCERO | 1.22234E+14 | 1,848.25 |
| | 5/27/2026 | P02535--JESSICA MICHELLE ANDRADE | 1.22234E+14 | 5,546.35 |
| | 5/27/2026 | P02515--MARTHA ALICIA MADRIGAL SOSA | 1.22234E+14 | 6,212.76 |
| | 5/27/2026 | P02513--ESMERALDA Y GONZALES | 1.22234E+14 | 875.99 |
| | 5/27/2026 | P02480--NYELI GONZALEZ | 1.22234E+14 | 1,950.61 |
| | 5/27/2026 | P02463--YADIRA REBOLLEDO | 1.22234E+14 | 12,505.89 |
| | 5/27/2026 | P02435--JANET GARCIA-ALAPIZCO | 1.22234E+14 | 7,049.11 |
| | 5/27/2026 | P02430--ALMA AYDE GOMEZ ALVAREZ | 1.22234E+14 | 7,824.92 |
| | 5/27/2026 | P02415--TERESA DE LA LUZ SALAZAR MARTINEZ | 1.22234E+14 | 12,894.49 |
| | 5/27/2026 | P02396--ANA MARIA RAMIREZ MEJIA | 1.22234E+14 | 5,491.04 |
| | 5/27/2026 | P02385--TEODORA GIRON MORALES | 1.22234E+14 | 9,489.44 |
| | 5/27/2026 | P02381--LUZ A LOPEZ ZARATE | 1.22234E+14 | 5,080.64 |
| | 5/27/2026 | P02368--CARMEN SANTOS PACHECO | 1.22234E+14 | 13,128.69 |
| | 5/27/2026 | P02344--MARIA SANCHEZ IBARRA | 1.22234E+14 | 1,008.40 |
| | 5/27/2026 | P02331--PAULA LARA VALDOVINOS | 1.22234E+14 | 12,153.17 |
| | 5/27/2026 | P02328--YADIRA CARDONA FAMILY CHILD CARE | 1.22234E+14 | 2,240.00 |
| | 5/27/2026 | P02324--LUZ MARIA RAMIREZ | 1.22234E+14 | 958.82 |
| | 5/27/2026 | P02313--MARIA GUADALUPE BARAJAS DE GARCIA | 1.22234E+14 | 1,981.10 |
| | 5/27/2026 | P02302--MARIBEL SANTOS GALINDO | 1.22234E+14 | 1,952.54 |
| | 5/27/2026 | P02298--SIDRONIA G VALDEZ | 1.22234E+14 | 997.24 |
| | 5/27/2026 | P02295--EDUVIJES SUAREZ | 1.22234E+14 | 3,238.13 |
| | 5/27/2026 | P02280--NORMA MENDOZA | 1.22234E+14 | 9,997.27 |
| | 5/27/2026 | P02271--GUADALUPE CARRIZOZA DE CASTILLO | 1.22234E+14 | 7,924.12 |
| | 5/27/2026 | P02241--ANA PATRICIA CAMARGO | 1.22234E+14 | 233.64 |
| | 5/27/2026 | P02218--ADELA RUIZ | 1.22234E+14 | 3,724.30 |
| | 5/27/2026 | P02217--MARIA LUISA CASAS | 1.22234E+14 | 13,139.02 |
| | 5/27/2026 | P02210--ANA HERMELINDA SANTOS PACHECO | 1.22234E+14 | 11,742.83 |

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| | 5/27/2026 | P02208--CELFIDA SANTOS DE RUIZ | 1.22234E+14 | 4,173.18 |
| | 5/27/2026 | P02173--BERTHA CONTRERAS | 1.22234E+14 | 1,956.06 |
| | 5/27/2026 | P02161--SANDRA MARTINEZ VARELA | 1.22234E+14 | 3,128.40 |
| | 5/27/2026 | P02158--CASA DE ADORACION TULARE | 1.22234E+14 | 7,072.28 |
| | 5/27/2026 | P02118--ODAIVA GUADALUPE CENTENO | 1.22234E+14 | 9,779.35 |
| | 5/27/2026 | P02090--HERMELINDA VILLEDA | 1.22234E+14 | 1,821.47 |
| | 5/27/2026 | P01865--DINA BEATRIZ GONZALEZ | 1.22234E+14 | 4,046.67 |
| | 5/27/2026 | P01806--MARIA E SANCHEZ DE GOMEZ | 1.22234E+14 | 5,865.18 |
| | 5/27/2026 | P01802--SAIDY LORENA MAYEN | 1.22234E+14 | 5,569.93 |
| | 5/27/2026 | P01765--VERONICA ALVAREZ | 1.22234E+14 | 6,039.51 |
| | 5/27/2026 | P01759--MARIBEL MEDINA VARGAS | 1.22234E+14 | 2,708.22 |
| | 5/27/2026 | P01724--HEIDY ESMERALDA SANDOVAL | 1.22234E+14 | 8,394.87 |
| | 5/27/2026 | P01692--MARIA PAZ RUIZ | 1.22234E+14 | 3,757.61 |
| | 5/27/2026 | P01685--SILVIA PRECIADO | 1.22234E+14 | 1,675.57 |
| | 5/27/2026 | P01556--YNEZ ATHENA CHAVEZ-ANDRADE | 1.22234E+14 | 11,672.43 |
| | 5/27/2026 | P01465--ESMERALDA ALCANTARA | 1.22234E+14 | 5,263.91 |
| | 5/27/2026 | P01377--MARIA GUADALUPE NAVARRO DE ORTIZ | 1.22234E+14 | 3,556.45 |
| | 5/27/2026 | P01373--ELOISA LEMUS | 1.22234E+14 | 6,476.25 |
| | 5/27/2026 | P01171--ARACELI EMMA GUERRERO DE MENDEZ | 1.22234E+14 | 6,525.45 |
| | 5/27/2026 | P01128--VIRGINIA RANGEL | 1.22234E+14 | 4,738.51 |
| | 5/27/2026 | P01027--MA L MONROY DE SEVILLA | 1.22234E+14 | 1,684.21 |
| | 5/27/2026 | P01000--CLAUDIA ANDREA MUNOZ RAMIREZ | 1.22234E+14 | 11,485.70 |
| | 5/27/2026 | P00966--ELIDIA O RANGEL | 1.22234E+14 | 2,799.73 |
| | 5/27/2026 | P00832--YOLANDA CORTES DE MENDOZA | 1.22234E+14 | 1,100.86 |
| | 5/27/2026 | P00810--MAGDA F. SALDIVAR | 1.22234E+14 | 7,690.83 |
| | 5/27/2026 | P00808--MERCEDES CORRALES HIGUERA | 1.22234E+14 | 1,884.14 |
| | 5/27/2026 | P00803--DELIA IRENE ARAUJO DOMINGUEZ | 1.22234E+14 | 7,894.09 |
| | 5/27/2026 | P00780--MAYRA FLORES | 1.22234E+14 | 936.35 |
| | 5/27/2026 | P00760--MARYPAZ ALVARADO PEREZ | 1.22234E+14 | 3,374.53 |
| | 5/27/2026 | P00718--JUANA CORTEZ DE PEREZ | 1.22234E+14 | 7,571.07 |
| | 5/27/2026 | P00682--BERTHA MORENO | 1.22234E+14 | 12,914.40 |
| | 5/27/2026 | P00593--RITA GARCIA | 1.22234E+14 | 6,232.55 |
| | 5/27/2026 | P00524--IRMA GUTIERREZ | 1.22234E+14 | 13,141.80 |
| | 5/27/2026 | P00468--GABRIELA GARCIA DE RODRIGUEZ | 1.22234E+14 | 13,068.25 |
| | 5/27/2026 | P00402--YOLANDA MUNOZ | 1.22234E+14 | 12,744.47 |
| | 5/27/2026 | P00043--MARIA TERESA ALANIS | 1.22234E+14 | 3,500.18 |
| | 5/27/2026 | P00014--LILIA ISORDIA DE RANGEL | 1.22234E+14 | 5,035.93 |
| | 5/27/2026 | V00526--JST FAMILY 2021, LLC | 1.22234E+14 | 1,009.34 |
| | 5/27/2026 | V04397--SARANYA RAVINDRAN | 1.22234E+14 | 10.15 |
| | 5/27/2026 | V04095--KATERINA GONZALEZ-ROSARIO | 1.22234E+14 | 196.48 |
| | 5/27/2026 | V04036--NANCY COSTA | 1.22234E+14 | 406.00 |
| | 5/27/2026 | V04023--SILVIA HULSEY | 1.22234E+14 | 31.90 |
| | 5/27/2026 | V03848--NAYELI ARAMBULA | 1.22234E+14 | 180.53 |
| | 5/27/2026 | V03756--LORRAINE PALOMO | 1.22234E+14 | 112.74 |
| | 5/27/2026 | V03667--JANELLE ANDRES | 1.22234E+14 | 60.18 |
| | 5/27/2026 | V03603--ELIZABETH CISNEROS | 1.22234E+14 | 87.73 |
| | 5/27/2026 | V03540--CARLEEN BENCOMA | 1.22234E+14 | 292.90 |
| | 5/27/2026 | V03484--AMBER PUMPHREY | 1.22234E+14 | 66.70 |
| | 5/27/2026 | V03441--JANEY FELSOCI | 1.22234E+14 | 160.95 |
| | 5/27/2026 | V03407--CINDY RUIZ | 1.22234E+14 | 81.20 |
| | 5/27/2026 | V03402--VERLINDA DENWITTY | 1.22234E+14 | 174.73 |
| | 5/27/2026 | V03398--OLGA CASTRO | 1.22234E+14 | 289.28 |
| | 5/27/2026 | V03387--JAZMYN REDICK | 1.22234E+14 | 89.18 |
| | 5/27/2026 | V03384--GLORIA GONZALEZ | 1.22234E+14 | 218.95 |
| | 5/27/2026 | V03344--ANNELISA CORONA | 1.22234E+14 | 40.60 |
| | 5/27/2026 | V02778--MARIA C VARELA | 1.22234E+14 | 149.35 |
| | 5/27/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 5,250.00 |
| | 5/27/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 5,202.90 |
| | 5/27/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 2,288.70 |
| | 5/27/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 2,079.00 |
| | 5/27/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 1,262.25 |
| | 5/27/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 259.20 |
| | 5/27/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBAL | 1.22234E+14 | 182.25 |
| | 5/27/2026 | V05027--MEXICAN AMERICAN OPPORTUNITY FOUNDATION | 1.22234E+14 | 1,607.65 |
| | 5/27/2026 | V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC | 1.22234E+14 | 9,184.00 |
| | 5/27/2026 | V00794--PLC SYSTEM SERVICES LLC | 1.22234E+14 | 1,250.00 |
| | 5/27/2026 | V01033--VERNON SORENSON MD INC | 1.22234E+14 | 1,661.00 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 5/27/2026 | V03288--OASIS AIR AND SOLAR | 1.22234E+14 | 2,399.97 |
| | 5/27/2026 | V05023--REBECCA CASTRO | 1.22234E+14 | 12.18 |
| | 5/27/2026 | V00961--TEL TEC SECURITY SYSTEMS INC | 1.22234E+14 | 1,774.08 |
| | 5/27/2026 | V03070--RELIABLE ENERGY MANAGEMENT, INC. | 1.22234E+14 | 7,224.19 |
| | 5/27/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 1.22234E+14 | 11,503.71 |
| | 5/27/2026 | V03083--CHALK SPINNER LLC | 1.22234E+14 | 4,294.44 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 270.52 |
| | 5/27/2026 | V03006--GRACE COMMUNITY CHURCH | 1.22234E+14 | 1,589.43 |
| | 5/27/2026 | V04575--LOWE'S COMPANIES, INC. | 1.22234E+14 | 72.54 |
| | 5/27/2026 | V03295--RANCHO DE STINE LLC | 1.22234E+14 | 1,180.30 |
| | 5/29/2026 | V05250--PATRICIA ALVAREZ | Voided - 309617 | -67.50 |
| | 5/29/2026 | V05245--LUCIA BARRERA | Voided - 309589 | -67.50 |
| | 5/29/2026 | V04687--MAGDALENA VILLA | Voided - 309593 | -67.50 |
| | 5/29/2026 | V03810--MARTHA ORDUNA | Voided - 309606 | -67.50 |
| | 5/29/2026 | V03894--ROSA CALLEJAS | Voided - 309624 | -67.50 |
| | 5/29/2026 | V04422--ZANAYA HALLIDAY | Voided - 309647 | -67.50 |
| | 5/29/2026 | V05251--SAMANTHA SUAREZ | Voided - 309626 | -67.50 |
| | 5/29/2026 | V03951--TOMMIE SUE CORDOVA | Voided - 310009 | -165.00 |
| | 5/29/2026 | V05186--JASON AND MELISSA HELSEL | Voided - 309031 | -1,100.00 |
| | 5/29/2026 | V05298--ELIA CISNEROS | 310263 | 2,117.83 |
| **Total for CBB - Operating Acct** | | COUNT: 1825 | | **6,750,075.07** |

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# MEMORANDUM

To: Budget and Finance Committee

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

Date: June 17th, 2026

Subject: *Head Start*
Budget to Actual Report for the period ended May 31, 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 third-year budget period is March 1, 2026, through February 28, 2027.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2026, through May 31, 2026. Three months (25.00%) of the 12-month budget period have elapsed.

**Base Funds**

Overall expenditures are at 27% of the budget.

**Training & Technical Assistance Funds**

Overall expenditures are at 18% of the budget.

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

The non-Federal share is at 63% of the budget.

**Community Action Partnership of Kern**
**Head Start**
**Budget to Actual Report**
*Budget Period: March 1, 2026 - February 28, 2027*
Report Period: March 1, 2026 - May 30, 2026
Month 3 of 12 (25.00%)

Prepared 06/02/2026

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 9,546,814 | 2,263,720 | 7,283,093 | 24% | 76% |
| FRINGE BENEFITS | 3,184,875 | 1,045,824 | 2,139,051 | 33% | 67% |
| SUPPLIES | 613,172 | 177,769 | 435,403 | 29% | 71% |
| CONTRACTUAL | 258,399 | 122,042 | 136,357 | 47% | 53% |
| OTHER | 3,323,722 | 952,683 | 2,371,039 | 29% | 71% |
| INDIRECT | 1,957,817 | 524,020 | 1,433,797 | 27% | 73% |
| **TOTAL BASE FUNDING** | **18,884,799** | **5,086,059** | **13,798,740** | **27%** | **73%** |
| | | | | | |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | |
| TRAVEL | 56,265 | 4,072 | 52,193 | 7% | 93% |
| SUPPLIES | 28,122 | 7,607 | 20,515 | 27% | 73% |
| CONTRACTUAL | 10,420 | - | 10,420 | 0% | 100% |
| OTHER | 63,752 | 17,175 | 46,577 | 27% | 73% |
| INDIRECT | 19,027 | 3,399 | 15,628 | 18% | 82% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **177,586** | **32,253** | **145,333** | **18%** | **82%** |
| | | | | | |
| **GRAND TOTAL HS FEDERAL FUNDS** | **19,062,385** | **5,118,312** | **13,944,073** | **27%** | **73%** |

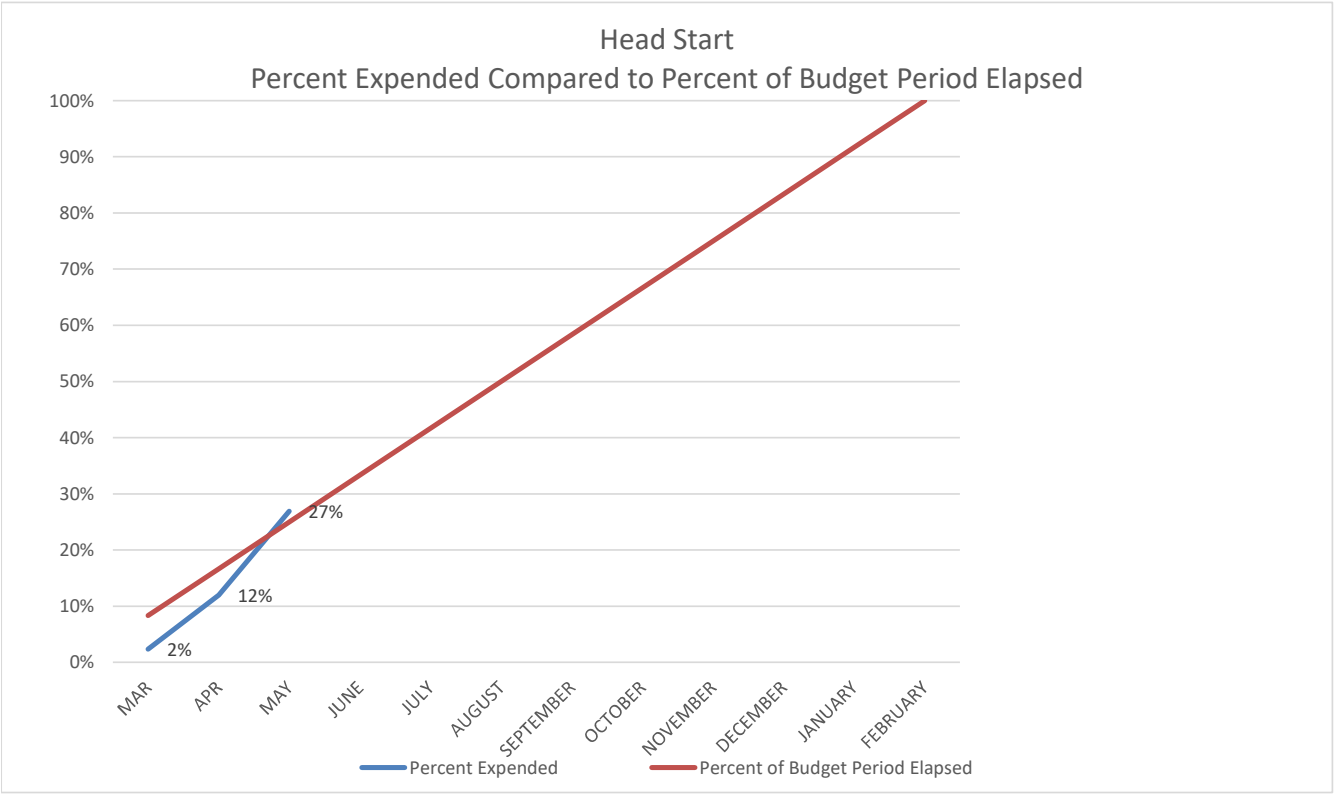
**HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE**

| SOURCE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 2,117,972 | 1,332,748 | 785,224 | 63% | 37% |
| CALIF DEPT OF ED | 7,967,702 | 2,379,239 | 5,588,463 | 30% | 70% |
| **TOTAL NON-FEDERAL** | **10,085,674** | **3,711,987** | **6,373,687** | **37%** | **63%** |

Budget reflects Notice of Award #09CH012489-03-01
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2026
**Administrative Cost for HS and EHS Combined** **12.45%**

**Agency-Wide Credit Card Report**

| | CURRENT | 1 TO 30 | 31 TO 60 | 61 TO 90 | TOTAL | STATEMENT DATE |
|---|---|---|---|---|---|---|
| **Elan Credit Card** | 73,004 | | | | **73,004** | 6/1/2026 |
| **Lowe's** | 12,133 | - | - | - | **12,133** | 5/31/2026 |
| **Smart & Final** | 708 | - | - | - | **708** | 6/1/2026 |
| **Save Mart** | 245 | - | - | - | **245** | 5/4/2026 |
| **Chevron & Texaco Business Card** | 11,147 | - | - | - | **11,147** | 5/6/2026 |
| **Home Depot** | 11,137 | - | - | - | **11,137** | 6/5/2026 |
| | **108,375** | **-** | **-** | **-** | **108,374** | |


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
2%
12%
27%
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: July 15th, 2026

Subject: *Early Head Start*
Budget to Actual Report for the period ended May 31, 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 third-year budget period is March 1, 2026, through February 28, 2027.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2026, through May 31, 2026. Three months (25.00%) of the 12-month budget period has elapsed.

**Base Funds**

Overall expenditures are at 26% of the budget.

**Training & Technical Assistance Funds**

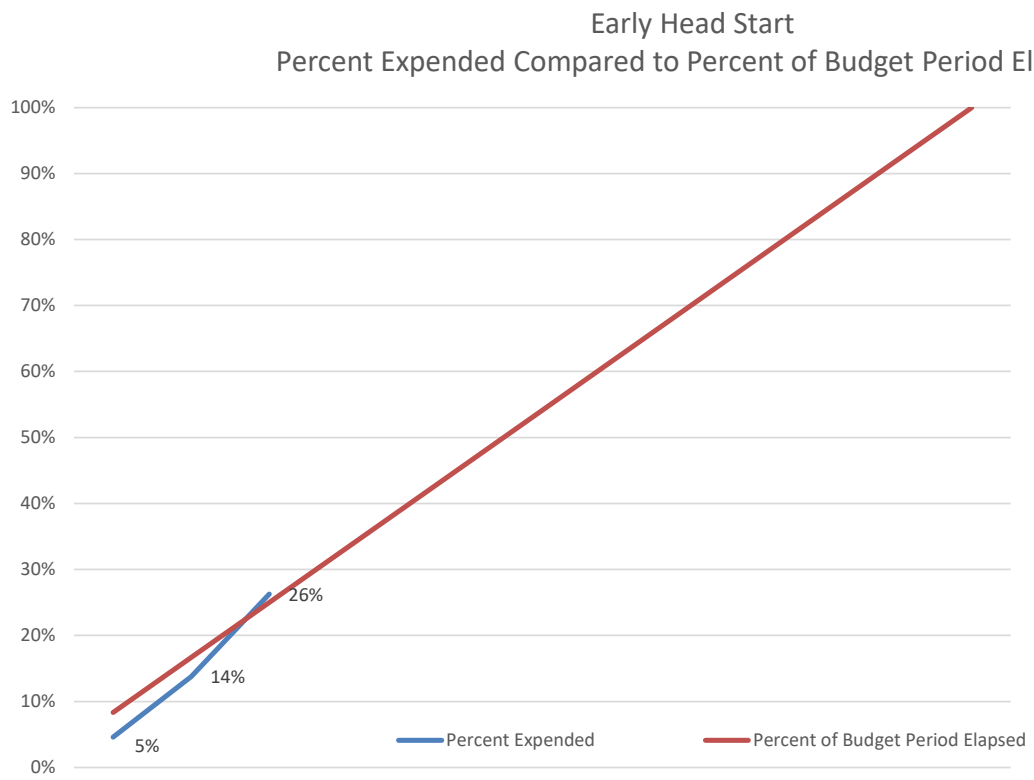
Overall expenditures are at 24% of the budget.

**Community Action Partnership of Kern**
**Early Head Start**
**Budget to Actual Report**
*Budget Period: March 1, 2025 - February 28, 2027*
Report Period: March 1, 2026 - May 31, 2026
Month 3 of 12 (25.00%)

Prepared 06/02/2026

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 10,872,663 | 2,761,243 | 8,111,420 | 25% | 75% |
| FRINGE BENEFITS | 3,584,023 | 1,131,561 | 2,452,462 | 32% | 68% |
| SUPPLIES | 818,999 | 199,043 | 619,956 | 24% | 76% |
| CONTRACTUAL | 1,021,511 | 275,496 | 746,015 | 27% | 73% |
| OTHER | 2,447,205 | 603,341 | 1,843,864 | 25% | 75% |
| INDIRECT | 2,191,961 | 527,849 | 1,664,112 | 24% | 76% |
| **TOTAL BASE FUNDING** | **20,936,362** | **5,498,533** | **15,437,830** | **26%** | **74%** |
| | | | | | |
| **TRAINING & TECHNICAL ASSISTAN** | | | | | |
| TRAVEL | 107,305 | 16,668 | 90,637 | 16% | 84% |
| SUPPLIES | 38,024 | 24,605 | 13,419 | 65% | 35% |
| CONTRACTUAL | 23,813 | - | 23,813 | 0% | 100% |
| OTHER | 137,953 | 34,024 | 103,930 | 25% | 75% |
| INDIRECT | 36,851 | 8,677 | 28,174 | 24% | 76% |
| **TOTAL TRAINING & TECHNICAL AS** | **343,946** | **83,974** | **259,972** | **24%** | **76%** |
| | | | | | |
| **GRAND TOTAL EHS FEDERAL FUNI** | **21,280,308** | **5,582,507** | **15,697,802** | **26%** | **74%** |

Budget reflects Notice of Award #09CH012489-03-01
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2026


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
26%
14%
5%
Percent Expended
Percent of Budget Period Elapsed

# MEMORANDUM

To: Budget and Finance Committee

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

Date: July 15th, 2026

Subject: *Head Start*
McFarland Modular as of May 31, 2026 – **Info Item**

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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 May 31, 2026:

Overall expenditures to date: **0.88%.**

**Community Action Partnership of Kern**

**McFarland Modular**

Report Period: March 1, 2025 - May 31, 2026

| Prepared 06/02/2026 | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| **McFarland - (Purchase and Installation of Modular)** | 1,699,878 | 14,965 | 1,684,913 | 0.88% | 99.12% |

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, 2026 through February 28, 2027
Report for period ending May **31, 2026** (Month 3 of 12)

**Percent of budget period elapsed: 25.00%**

| LOCATION | Enroll-ment | March | April | May | YTD Totals | Kern/SJC | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|---|---|
| Alberta Dillard | 34 | 8,550 | 10,613 | 4,295 | 23,459 | Kern | 47,159 | 50% |
| Alicante | 17 | 7,857 | 18,424 | 15,779 | 42,060 | Kern | 23,579 | 178% |
| Angela Martinez | 105 | 24,502 | 10,540 | 9,209 | 44,251 | Kern | 145,637 | 30% |
| Broadway | 34 | 7,454 | 6,327 | 2,204 | 15,985 | Kern | 47,159 | 34% |
| California City | 17 | 8,331 | 6,327 | 2,204 | 16,863 | Kern | 23,579 | 72% |
| Cleo Foran | 23 | 171 | 10,941 | 11,460 | 22,572 | Kern | 31,901 | 71% |
| Delano | 60 | 22,434 | 12,840 | 9,523 | 44,797 | Kern | 83,221 | 54% |
| Fairfax | 34 | 11,338 | 4,447 | 6,712 | 22,497 | Kern | 47,159 | 48% |
| Harvey L. Hall | 136 | 25,892 | 26,997 | 27,561 | 80,450 | Kern | 188,634 | 43% |
| Heritage | 17 | 1,518 | 1,437 | 1,393 | 4,347 | Kern | 23,579 | 18% |
| Home Base | 170 | 13,049 | 1,939 | 0 | 14,988 | Kern | 235,793 | 6% |
| Martha J. Morgan | 50 | 19,321 | 29,346 | 26,499 | 75,166 | Kern | 69,351 | 108% |
| Oasis | 42 | 10,764 | 8,931 | 0 | 19,695 | Kern | 58,255 | 34% |
| Pete H. Parra | 116 | 74,294 | 63,868 | 0 | 138,162 | Kern | 160,894 | 86% |
| Primeros Pasos | 67 | 81,530 | 87,998 | 84,233 | 253,761 | Kern | 92,930 | 273% |
| Rosamond | 51 | 0 | 148 | 0 | 148 | Kern | 70,738 | 0% |
| San Diego | 32 | 9,986 | 10,149 | 11,721 | 31,856 | Kern | 44,384 | 72% |
| Shafter | 17 | 1,820 | 1,180 | 0 | 3,001 | Kern | 23,579 | 13% |
| Shafter HS/EHS | 24 | 3,799 | 4,349 | 0 | 8,148 | Kern | 33,288 | 24% |
| Sterling | 115 | 28,469 | 7,370 | 0 | 35,839 | Kern | 159,507 | 22% |
| Stockdale Head Start | 41 | 6,943 | 7,699 | 0 | 14,642 | Kern | 56,868 | 26% |
| Sunrise Villa | 17 | 3,669 | 834 | 0 | 4,504 | Kern | 23,579 | 19% |
| Taft | 51 | 19,540 | 20,075 | 0 | 39,615 | Kern | 70,738 | 56% |
| Tehachapi | 15 | 0 | 0 | 0 | 0 | Kern | 20,805 | 0% |
| Vineland | 17 | 8,932 | 8,671 | 0 | 17,603 | Kern | 23,579 | 75% |
| Virginia | 17 | 10,839 | 9,480 | 0 | 20,318 | Kern | 23,579 | 86% |
| Willow | 0 | 0 | 0 | 0 | 0 | Kern | 0 | 0% |
| Administrative Services | | 0 | 0 | 0 | 0 | Kern/SJC | 0 | 0% |
| PC Planning | | 0 | 0 | 0 | 0 | Kern/SJC | 0 | 0% |
| PC By Laws | | 0 | 0 | 0 | 0 | Kern/SJC | 0 | 0% |
| Governance | | 0 | 0 | 0 | 0 | Kern | 0 | 0% |
| Program Services | | 13,550 | 14,047 | 0 | 27,597 | Kern/SJC | 74,265 | 37% |
| California Street | 24 | 1,876 | 7,448 | 10,805 | 20,129 | SJC | 33,288 | 60% |
| Gianone | 16 | 1,228 | 2,002 | 1,098 | 4,329 | SJC | 22,192 | 20% |
| Kennedy | 16 | 147 | 5,319 | 5,405 | 10,870 | SJC | 22,192 | 49% |
| Lodi Home Base | 20 | 12,467 | 2,967 | 2,605 | 18,039 | SJC | 27,740 | 65% |
| Lodi UCC | 24 | 18,379 | 7,868 | 0 | 26,247 | SJC | 33,288 | 79% |
| Lathrop Home Base | 20 | 4,764 | 2,967 | 2,605 | 10,336 | SJC | 27,740 | 37% |
| Marci Massei | 24 | 0 | 0 | 0 | 0 | SJC | 33,288 | 0% |
| Stockton Home Base | 40 | 5,680 | 4,677 | 0 | 10,357 | SJC | 55,481 | 19% |
| Lathrop | 24 | 2,662 | 2,527 | 3,733 | 8,923 | SJC | 33,288 | 27% |
| **SUBTOTAL IN-KIND** | **1,527** | **471,755** | **420,755** | **239,045** | **1,131,555** | **0** | **2,192,237** | **52%** |
| | | | | | | x | | |
| State General Child Care* | | 0 | 0 | 0 | 0 | Kern | 2,135,515 | 0% |
| State Preschool* | | 1,026,140 | 693,628 | 0 | 1,719,768 | Kern | 4,067,566 | 42% |
| State Migrant Child Care* | | 2,382 | 2,268 | 0 | 4,650 | Kern | 157,004 | 3% |
| **SUBTOTAL CA DEPT of ED** | | **1,028,522** | **695,896** | **0** | **1,724,418** | | **6,360,085** | **27%** |
| | | | | | | **x** | | |
| State General Child Care* | | 235,717 | 235,233 | 183,871 | 654,821 | SJC | 1,607,617 | **41%** |
| **SUBTOTAL CA DEPT of ED** | | **235,717** | **235,233** | **183,871** | **654,821** | | **1,607,617** | **41%** |
| **GRAND TOTAL** | | **1,735,994** | **1,351,884** | **422,916** | **3,510,794** | | **10,159,939** | **35%** |
| | | **CCP In-Kind** | **201,193** | | | | | |
| | | | **3,711,987** | | | | | |

**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, 2026 through February 28, 2027**
**Report for period ending May 31, 2026 (Month 3 of 12)**

**Percent of year elapsed: 25.00%**

| LOCATION | FUNDED ENROLL-MENT | Mar-26 | Apr-26 | May-26 | YTD Totals | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|---|
| Kern Community College District - BC | 32 | 28,364 | 28,174 | 29,782 | 86,319 | 137,864 | 63% |
| KCSOS - Blanton | 16 | 39,828 | 32,032 | 37,058 | 108,917 | 68,932 | 158% |
| Taft College | 42 | 37,023 | 35,735 | 18,539 | 91,298 | 180,947 | 50% |
| Escuelita Hernandez | 16 | 0 | 0 | 0 | 0 | 68,932 | 0% |
| Program Services | | 0 | 0 | 0 | 0 | | |
| Admin Services | | 0 | 0 | 0 | 0 | | |
| **GRAND TOTAL** | **106** | **105,214** | **95,941** | **85,379** | **286,534** | **456,675** | **63%** |

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

| | |
|---|---|
| DATE | August 5, 2026 |
| TIME | 12:00 PM |
| LOCATION | CAPK Administrative Office<br>Board Room<br>1300 18th Street, 3rd Floor<br>Bakersfield, CA 93301 |

# Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Denise Boshers called the meeting to order at 12:05 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, and Geovany Lizarraga

   Absent: Rocio Munoz

   Others present: Jeremy Tobias, Chief Executive Officer; Lisa McGranahan, Chief Human Resources Officer; Pritika Ram, Chief Business Development Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; 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. East Kern Program Administrator Position – Freddy Hernandez, Director of Youth & Community Services – **Action Item**

      Freddy Hernandez presented the above action item and recommended the addition of a Program Administrator Position to support the rapid expansion, coordination and oversight of services provided by current and future Family Resource Centers located throughout East Kern County. The position is expected to have a minor fiscal impact because of existing salary offsets and anticipated program revenue is sufficient to support the minor cost impact of this new position.

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

   b. WIC Job Description Revisions – Marissa Ortiz-Cortez, WIC Program Administrator – **Action Item**

      Marissa Ortiz-Cortez presented the above action item and stated that after reviewing job details for the WIC Nutrition Education Supervisor and WIC Breastfeeding Education Supervisor, it is recommended to change those positions from Exempt to Non-Exempt. The grade will stay the same but there is no need to have these positions be exempt and Marissa further noted that the proposed change will not present a budgetary impact.

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

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

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

**5. Committee Member Comments**

No comments.

**6. Next Scheduled Meeting**

Personnel Committee
12:00 pm
Wednesday, September 9, 2026
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **Adjournment**

The meeting was adjourned at 12:15 pm.

# MEMORANDUM

**To:** Personnel Committee

**From:** Freddy Hernandez – Director of Youth & Community Services
**Date:** August 5, 2026

**Subject:** *Agenda Item 4a: East Kern Program Administrator Position* – **Action Item**

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As program services expand and new contracts are secured across East Kern County, the Youth and Community Services Department needs dedicated administrative support to ensure consistent oversight, strengthen staff support, guide program expansion, and build relationships with community partners.

This request seeks approval to create the East Kern Program Administrator position to support the rapid expansion, coordination, and oversight of services provided by current and future Family Resource Centers located throughout East Kern County.

The East Kern Program Administrator would oversee and support management with the day-to-day operations, program reporting, budgets, community partnerships, and compliance with all applicable state and federal regulations and contract requirements for programs operated throughout East Kern County.

The job description has been reviewed and approved by Human Resources and the Chief Business Development Officer. A salary summary of the proposed new position is provided below.

**Summary of Proposed Changes**

Below is a description of the new proposed position and fiscal sustainability:

| Position Title | Proposed Changes | Current Grade |
|---|---|---|
| East Kern Program Administrator | The addition of a new position. | 13<br>Min. $40.37<br>Mid. $50.46<br>Max. $60.55 |

### *Fiscal Impact and Timeframe*

Subject to approval by the Personnel Committee and Board, the East Kern Program Administrator position could begin around September 1, 2026. However, further approvals may be needed to incorporate the position into the FY 2026/2027 budget through the Budget & Finance Committee. Funding for the position will be supported by the East Kern Cal AIM program, Kern County HHAP Program, First 5 Kern, and other eligible funding sources. The position is expected to have a minor fiscal impact because existing and anticipated program revenue is sufficient to support the cost of the new position.

### Strategic Plan Impact:

This proposal supports Goal Group A of the 2026–2029 CAPK Strategic Plan: supporting initiatives that foster pathways out of poverty by promoting community-led investments, thereby expanding access to education, employment, affordable housing, healthcare, and essential services.

### Recommendation:

Staff recommend that the Personnel Committee approve the addition of the East Kern Program Administrator position to the Youth and Community Services Division and recommend submission to the Board of Directors for final approval.

***Attachments:***

*Program Administrator Job Description*
*East Kern Revised Organizational Chart*

# Program Administrator - East Kern

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

**Salary Range:** Grade 13 **FLSA Status:** Exempt **Date Approved: TBD**

## SUMMARY:

Under the direction of the Director of Youth and Community Services, the Program Administrator oversees the daily operations of the East Kern Family Resource Centers, ensuring compliance with federal, state, and local regulations, grant requirements, and CAPK policies. Responsibilities include administering grants, assisting with grant writing, preparing reports, supporting audits, monitoring program performance and budgets, supervising Program Managers, staff, and volunteers, coordinating community partnerships and outreach, and representing the Family Resource Centers at community meetings.

## SUPERVISION RECEIVED:

Receives supervision from the Director of Youth and Community Services.

## SUPERVISION EXERCISED:

Program Managers, staff, volunteers, and coordinates with community partners and community members as needed.

## DUTIES AND RESPONSIBILITIES:

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

### Essential Job Specific Duties:

- Provide and maintain oversight of all program budgets to ensure expenses remain within approved budget guidelines.
- Provide administrative support to Program Managers, including maintaining appropriate staffing levels and supporting staff efficiency and professional development.
- Recruit, develop, train, supervise, and provide leadership to program managers, staff, and volunteers.
- Review and update program policies and procedures to ensure appropriate measures are in place and programs remain within expected guidelines.
- Develop strategies to research and obtain new initiatives and expand existing programs and services.
- Ensure program activities comply with funding requirements, contract terms, and the approved scope of work.
- Ensure compliance with federal, state, and local regulations.
- Develop and maintain partnerships with local community organizations and partners.
- Develop and maintain community programs for families and individuals, including programs offered during and outside normal work hours.
- Ensure that program managers and staff adhere to CAPK policies and procedures.

- Monitor established programs at East Kern Family Resource Centers to ensure staff maintain confidentiality and follow applicable program requirements.
- Develop and present memos related to the Family Resource Centers to the CAPK Board of Directors.
- Develop and maintain fundraising events that support the needs of new and current programs.
- Collaborate with CAPK marketing staff to create outreach materials and advertising for Family Resource Center programs.
- Maintain professional, respectful, and responsive communication with community members, partners, volunteers, and staff.

**Other Job Specific Duties:**
- Attend meetings, trainings, and conferences assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Travel for business needs.
- Develop new community programs to support the community's needs.
- Support new funding opportunities that enhance services for East Kern County communities.
- Perform other related 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:**
- Correspondence and report-writing practices and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and other software applications.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.

**Ability to:**
- Analyze and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, both verbally and in writing.
- Demonstrate strong interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, volunteers, and community partners.
- Work independently and effectively communicate ideas and recommendations.
- Supervise program managers, staff, and volunteers.

## EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration, public administration, health services, sociology, behavioral science, or related field.
- Possession of an advanced degree may be substituted for one (1) year of required experience.
- Demonstrated experience administering a social services program may be substituted for the education requirement on a year-for-year basis.
- Five (5) years of management experience supervising staff and volunteers.
- Extensive experience in supervising volunteers and staff.
- Case management supervisory experience is preferred.

## OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Bilingual fluency in Spanish and English is highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

## WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

## ESSENTIAL PHYSICAL DEMANDS:

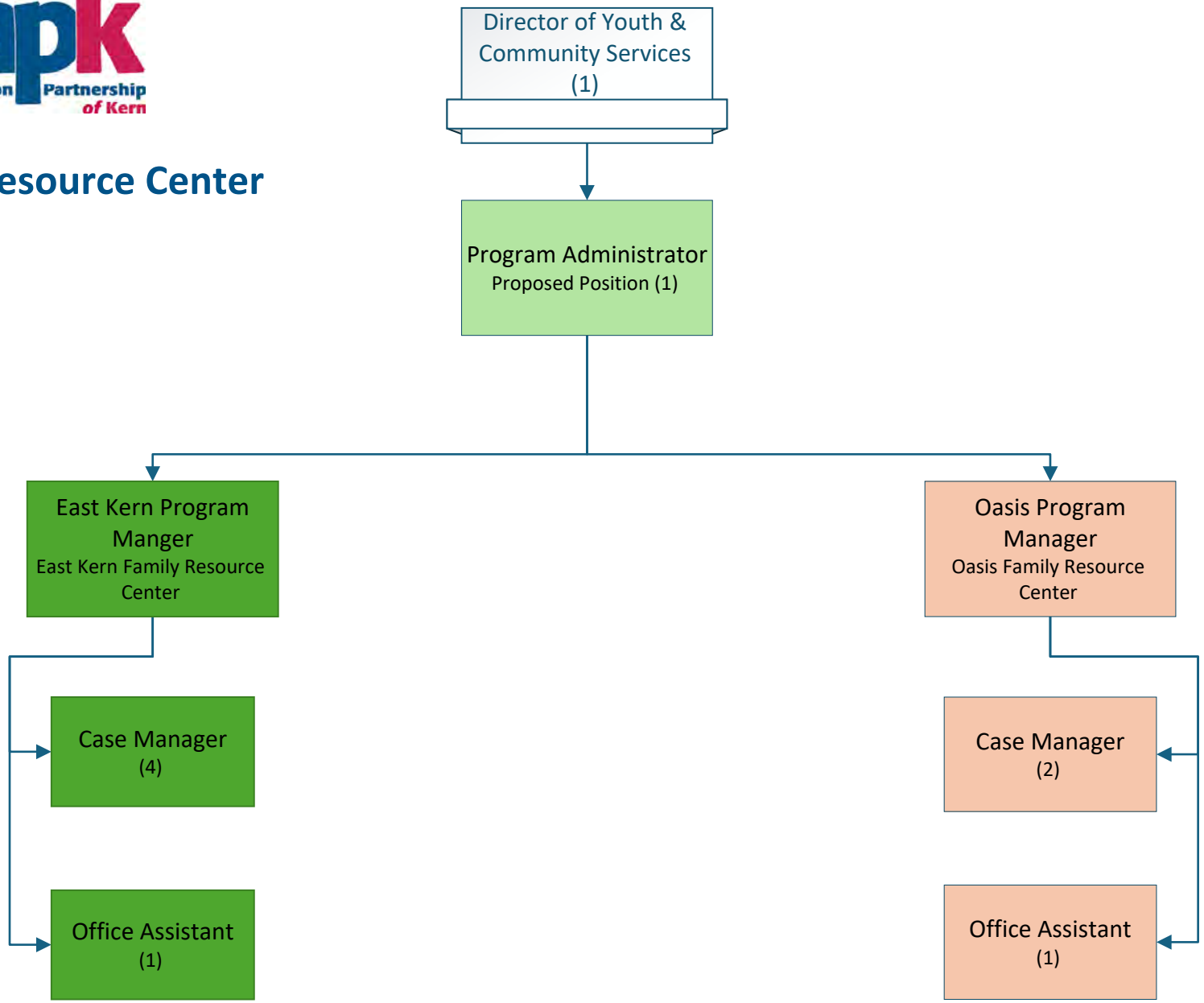
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

| POSITION TITLE Program Administrator- East Kern | | | |
|---|---|---|---|
| **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 | | |

# Family Resource Center




Revised 7-2026

*Subject to change as organizational changes occur*

# MEMORANDUM

**To:** Personnel Committee

**From:** Marissa Ortiz-Cortez, WIC Program Administrator

Susana Magana, Director of Health & Nutrition Services

**Date:** August 5, 2026

**Subject:** *Agenda Item 4b:* WIC Job Description Revisions – **Action Item**

---

A review of WIC Program supervisory positions identified the need to update select job descriptions to accurately reflect current duties, responsibilities, level of authority and work performed.

**Summary of Proposed Changes:**

This request seeks approval of the updates to WIC job descriptions. The WIC Nutrition Education Supervisor and WIC Breastfeeding Education Supervisor positions are both currently vacant. We have taken this opportunity to revise the job descriptions before recruitment. The WIC Program supervisory positions were reviewed to ensure alignment between assigned duties, level of responsibility, and FLSA classification requirements. The position has experienced a reduction in authority and independent decision-making and no longer exercises the level of discretion, judgment, or management responsibility required for exempt classification. Its primary duties have shifted from directing the WIC program, developing procedures, and making significant independent decisions to carrying out established processes and day-to-day operational tasks. Additionally, the workload can reasonably be completed within a standard 40-hour workweek, and the position does not routinely require the flexibility expected of an exempt role, making it more appropriately classified as overtime eligible when additional hours are necessary. Based on the review, the positions more closely align with non-exempt criteria due to the nature of the work performed and the level of decision-making authority.

This change does not impact the assigned job grade, compensation structure, or overall scope of responsibilities. The existing grade remains appropriate based on the position's duties and organizational classification structure.

The job description has been reviewed and approved by Human Resources and the Director of Health and Nutrition. A salary summary of the proposed new position is provided below.

| Position Title | Proposed Changes | Current | Proposed |
|---|---|---|---|
| WIC Nutrition Education Supervisor<br>WIC Breastfeeding Education Supervisor | Exempt to Non-Exempt | Grade11<br>Exempt<br>Min. $32.06<br>Mid. $40.08<br>Max. $49.69 | Grade 11<br>Non-Exempt |

**Fiscal Impact:**
There is no current fiscal impact because the positions are already included in our current budget and WIC contract.

**Strategic Plan Impact:**
This proposal supports Goal 4 of the 2026–2029 CAPK Strategic Plan: *Strategic Priority C Culture*. Specifically, it aligns with:

- Key Goal 1 : Invest in attracting and retaining a high-quality and engaged workforce by August 2029.
    - *Objective 1*: Enhance recruitment strategies and increase agency visibility by March 2027

**Recommendation:**
Staff recommend that the Personnel Committee approve the revisions to the WIC job descriptions and recommend submission to the Board of Directors for final approval.

***Attachments:***
*WIC Nutrition Education Supervisor Job Description*
*WIC Breastfeeding Education Supervisor Job Description*

# WIC Nutrition Education Supervisor

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

**Salary Range:** Grade 11 **FLSA Status:** Non-Exempt **Date Approved: TBD**

## SUMMARY:

The Nutrition Education Supervisor assists with the development, implementation, and evaluation of staff training and the WIC Nutrition Education Plan. This position supervises staff training activities, provides nutrition assessments and counseling for high-risk WIC participants and others as needed, and supports compliance with WIC Program standards and requirements.

## SUPERVISION RECEIVED:

Receives supervision from the WIC Program Manager.

## SUPERVISION EXERCISED:

WIC Nutrition Education Specialists and WIC Nutrition Education Technicians.

## DUTIES AND RESPONSIBILITIES:

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

### Essential Job Specific Duties:

- Assist with the development and implementation of the Nutrition Services Plan (NSP) as required by California Department of Public Health, WIC Division.
  - Review NSP plan with WIC Program Administrator and WIC Program Manager.
  - Assist with the completion of the NSP Plan and implement activities.
  - Maintain documentation of NSP activities.
  - Assist with the WIC staff training tracker
- Responsible for the development and oversight of the Nutrition Education training plan for WIC staff:
  - Assist with the development of individual training plans for new hire WNAs along with WIC Training Coordinator.
  - Assist with facilitating the WNA certification within a year of hire.
  - Works with the Program Manager to develop and present in-services and training for staff development.
  - Coordinate activity with quantitative outcome of WIC CQI as reported by the Quality Assurance Coordinator.
- Develop the lesson plans for WIC participant classes and teach staff how to present the class.
  - Develop and maintain a system of objective observation to ensure that class material is being presented correctly and effectively by staff.
- Provide services to high-risk participants:
  - Assess nutrition status and diet histories of participants on an individual basis, provide nutritional counseling and assist participants in setting nutrition goals.
  - Document participant concerns, recommendations, and follow-up.

- Re-evaluate the participant's dietary/nutritional progress and needs to determine continued eligibility.
- Understand the function of each WIC position and perform the function, if necessary, to deliver WIC services.
- Stay abreast of the high-risk criteria, and other federal and state regulations used in determining eligibility of the WIC sites.
- Prepare and present WIC information to community organizations.
- Complete and maintain required WIC documentation and reporting in the automated system.
- Responsible for the supervision of direct reports.

**Other Job Specific Duties:**

- Attend all meetings, trainings, and conferences as assigned.
- Transport WIC equipment, and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Perform other duties and special projects as assigned.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and other related software applications.

**Ability to:**

- Develop interactive lesson plans.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree or higher in Dietetics, Nutrition, Public Health, Health Sciences, or another closely related field from an accredited college or university, with education meeting the requirements for registration as a Registered Dietitian Nutritionist (RDN).
- Must possess and maintain current registration as a Registered Dietitian (RD) or

Registered Dietitian Nutritionist (RDN) through the Commission on Dietetic Registration (CDR)

- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Comprehensive knowledge of regulations governing the administration federal and state programs is highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- Minimum of two (2) years supervisory experience.

## OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual Fluency (English/Spanish) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

## WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

## ESSENTIAL PHYSICAL DEMANDS:

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

| POSITION TITLE WIC Nutrition Education Supervisor | | | |
|---|---|---|---|
| **Activity Hours Per Day** | **NEVER 0 HOURS** | **OCCASIONALLY UP TO 4 HOURS** | **FREQUENTLY 4-8 HOURS** |
| Sitting | | | x |
| Walking | | | x |
| Standing | | | x |
| Bending (neck) | | | x |
| Bending (waist) | | | x |
| Squatting | | x | |
| Climbing | x | | |
| Kneeling | | x | |
| Crawling | x | | |

| | | | |
|---|---|---|---|
| Twisting (neck) | | | x |
| Twisting (waist) | | | x |
| Is repetitive use of hand required? | | | x |
| Simple Grasping (right hand) | | | x |
| Simple Grasping (left hand) | | | x |
| Power Grasping (right hand) | | x | |
| Power Grasping (left hand) | | x | |
| Fine Manipulation (right hand) | | | x |
| Fine Manipulation (left hand) | | | x |
| Pushing & Pulling (right hand) | | x | |
| Pushing & Pulling (left hand) | | x | |
| Reaching (above shoulder level) | | x | |
| Reaching (below shoulder level) | | x | |

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

# WIC Breastfeeding Education Supervisor

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

**Salary Range:** Grade 11 **FLSA Status:** Non-Exempt **Date Approved: TBD**

## SUMMARY:

The WIC Breastfeeding Education Supervisor assists with the development and implementation of the WIC Program breastfeeding policies to promote and support breastfeeding. Responsibilities include developing and implementing breastfeeding education, providing nutrition assessments and counseling for high-risk WIC participants and high-risk Breastfeeding Peer Counselor participants. Also responsible for the supervision of the WIC Breastfeeding Peer Counselor team.

## SUPERVISION RECEIVED:

Receives supervision from WIC Program Manager.

## SUPERVISION EXERCISED:

WIC Nutrition Education Specialists, WIC Nutrition Education Technicians and the Regional Breastfeeding Specialist.

## DUTIES AND RESPONSIBILITIES:

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

### Essential Job Specific Duties:

- Assist with the development and implementation of program policies and plans that promote and support breastfeeding.
  - Assist with developing lesson plans for breastfeeding education classes for WIC participants.
  - Provides 20 hours of breastfeeding instruction to all new counseling staff.
  - Provides monthly breastfeeding training for staff meetings.
  - Oversee breast pump distribution, maintain breastfeeding supply inventory, and manage the WIC Wise online breast pump inventory system.
  - Develops and implements breastfeeding support activities.
  - Prepares and presents breastfeeding information to community organizations.
  - Attends/participates in meetings and trainings pertinent to WIC and/or breastfeeding support.
- International Board-Certified Lactation Consultant (IBCLC) for the Peer Counselor (PC) Program:
  - Works with Program Manager to oversee the PC Program.
  - Provides Peer Counselors with basic and current information on breastfeeding.
  - Provides breastfeeding counseling for high-risk PC participants.
  - Prepares records and reports required by CDPHWIC Branch Peer Counselor program.
- Supports the Regional Breastfeeding Specialists (RBS):
  - Assists with the review of the RBS action plan.
  - Acts as a resource for the RBS as needed

- Provide services to high-risk participants:
  - Assess nutrition status and diet histories of participants on an individual basis, provide nutritional counseling, and assist participants in setting nutrition goals.
  - Documents counseling session to include concerns, recommendations, and follow-up.
  - Re-evaluate the participant's dietary/nutritional progress and needs to determine continued eligibility.
- Maintains consistent contact with health care providers.
- Understands the function of each WIC position and performs the function, if necessary, to deliver WIC services.
- Stays abreast of high-risk criteria and other federal and state regulations used in determining eligibility of WIC sites.
- Complete and maintain required WIC documentation and reporting in the automated system.
- Assists with internal compliance protocols and special projects.
- Responsible for the supervision of direct reports.

**Other Job Specific Duties:**

- Attend meetings and conferences as assigned.
- Transports WIC equipment, and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform other duties and special projects as assigned.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- The benefits and physiology of breastfeeding.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Regulations governing the administration federal and state programs.

**Ability to:**

- Develop interactive lesson plans.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

## EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Public Health, Nutrition, Dietetics, Health Education, Nursing, Maternal and Child Health, Health Sciences, or a closely related field.
- Possession of current certification as International Board-Certified Lactation Consultant (IBCLC).
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- Possession of current certification as a Registered Dietitian preferred.

## OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

## WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

## ESSENTIAL PHYSICAL DEMANDS:

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

| POSITION TITLE WIC Breastfeeding Education Supervisor | | | |
|---|---|---|---|
| **Activity Hours Per Day** | **NEVER 0 HOURS** | **OCCASIONALLY UP TO 4 HOURS** | **FREQUENTLY 4-8 HOURS** |
| Sitting | | | x |
| Walking | | | x |
| Standing | | | x |
| Bending (neck) | | | x |
| Bending (waist) | | | x |

| | | | |
|---|---|---|---|
| Squatting | | x | |
| Climbing | x | | |
| Kneeling | | x | |
| Crawling | x | | |
| Twisting (neck) | | | x |
| Twisting (waist) | | | x |
| Is repetitive use of hand required? | | | x |
| Simple Grasping (right hand) | | | x |
| Simple Grasping (left hand) | | | x |
| Power Grasping (right hand) | | x | |
| Power Grasping (left hand) | | x | |
| Fine Manipulation (right hand) | | | x |
| Fine Manipulation (left hand) | | | x |
| Pushing & Pulling (right hand) | | x | |
| Pushing & Pulling (left hand) | | x | |
| Reaching (above shoulder level) | | x | |
| Reaching (below shoulder level) | | x | |

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

# MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Dr. Robert Espinosa, Program Design and Management Administrator

Date: August 5, 2026

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

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

For the months of June and July 2026, the following information is provided to the Personnel Committee:

- 645 Staff employed.
- 55 Vacant Positions.
- Onboard 11 new staff members.
- Rehired 2 staff members.
- Twenty-three (23) Resignations.
- Seventeen (17) days of interviews for 13 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 July 28, 2026.

***Attachment:***
*Enrollment Staffing Data Sheet*

Head Start State Child Development

# Enrollment Staffing Data Sheet

| Site | Funded | Reportable Enrollment | % Enrolled | Budgeted Staffed | Currently Staffed | Staff Vacancies | % Staffed |
|---|---|---|---|---|---|---|---|
| Alberta Dillard (PY) | 34 | 20 | 59% | 6 | 6 | 0 | 100% |
| Alicante | 17 | 16 | 94% | 3 | 3 | 0 | 100% |
| Angela Martinez EHS | 24 | 16 | 67% | 9 | 9 | 0 | 100% |
| Angela Martinez HS | 81 | 39 | 48% | 9 | 9 | 0 | 100% |
| Bakersfield College | 32 | 24 | 75% | | | | |
| Blanton | 16 | 12 | 75% | | | | |
| Broadway (PY) | 34 | 15 | 44% | 6 | 6 | 0 | 100% |
| California City (PY) | 17 | 11 | 65% | 2 | 2 | 0 | 100% |
| California Street | 16 | 15 | 94% | 6 | 6 | 0 | 100% |
| Cleo Foran EHS | 8 | 7 | 88% | 3 | 3 | 0 | 100% |
| Cleo Foran HS | 15 | 12 | 80% | 3 | 3 | 0 | 100% |
| Delano (PY) | 60 | 41 | 68% | 12 | 12 | 0 | 100% |
| Escuelita Hernandez | 16 | 14 | 88% | | | | |
| Fairfax (PY) | 34 | 28 | 82% | 6 | 6 | 0 | 100% |
| Family Childcare EHS | 35 | 12 | 34% | | | | |
| Family Childcare HS | 22 | 13 | 59% | | | | |
| Gianone | 16 | 14 | 88% | 3 | 3 | 0 | 100% |
| Harvey L. Hall EHS | 68 | 57 | 84% | 27 | 27 | 1 | 100% |
| Harvey L. Hall | 68 | 51 | 75% | 12 | 12 | 0 | 100% |
| Heritage (PY) | 17 | 17 | 100% | 2 | 2 | 0 | 100% |
| Kennedy HS | 17 | 0 | 0% | 0 | 0 | 0 | 0% |
| La Plaza | 24 | 8 | 33% | 6 | 0 | 6 | 0% |
| La Plaza HS | 24 | 8 | 33% | 6 | 2 | 4 | 33% |
| Lathrop | 24 | 23 | 96% | 9 | 7 | 2 | 78% |
| Lathrop HS | 17 | 17 | 100% | 3 | 3 | 0 | 100% |
| Lodi | 32 | 22 | 69% | 12 | 12 | 1 | 100% |
| M. Massei | 24 | 21 | 88% | 9 | 9 | 0 | 100% |
| M. Massei HS | 17 | 16 | 94% | 3 | 3 | 0 | 100% |
| MJM EHS | 16 | 12 | 75% | 6 | 5 | 1 | 100% |
| MJM HS | 34 | 30 | 88% | 6 | 6 | 0 | 100% |
| Oasis EHS (PY) | 8 | 2 | 25% | 3 | 3 | 0 | 100% |
| Oasis (PY) | 34 | 23 | 68% | 6 | 6 | 0 | 100% |
| Pete Parra EHS | 48 | 42 | 88% | 15 | 13 | 1 | 87% |
| Pete Parra HS | 68 | 57 | 84% | 12 | 12 | 0 | 100% |
| Primeros Pasos EHS | 16 | 15 | 94% | 6 | 6 | 0 | 100% |
| Primeros Pasos HS | 51 | 33 | 65% | 9 | 8 | 0 | 89% |
| Rosamond (PY) | 51 | 16 | 31% | 9 | 9 | 0 | 100% |
| San Diego EHS | 32 | 29 | 91% | | | | |
| Shafter EHS | 24 | 25 | 104% | | | | |
| Shafter | 17 | 17 | 100% | 12 | 12 | 0 | 100% |
| Stockdale HS | 41 | 35 | 85% | 9 | 8 | 1 | 89% |
| Sterling EHS | 64 | 63 | 98% | 3 | 3 | 0 | 100% |
| Sterling HS | 51 | 45 | 88% | 9 | 8 | 1 | 89% |
| Sunrise Villa (PY) | 17 | 7 | 41% | 9 | 8 | 1 | 89% |
| Taft (PY) | 51 | 26 | 51% | 24 | 22 | 2 | 92% |
| Taft College | 22 | 10 | 45% | 9 | 8 | 1 | 89% |
| Tehachapi (PY) | 15 | 4 | 27% | 3 | 2 | 1 | 67% |
| Tiny Powers | 16 | 0 | 0% | | | | |
| Tiny Powers HS | 34 | 32 | 94% | 2 | 2 | 0 | 100% |
| Vineland | 17 | 17 | 100% | 2 | 2 | 0 | 100% |
| Virginia | 17 | 17 | 100% | 2 | 2 | 0 | 100% |
| Home Base Kern 170 | 170 | 129 | 76% | 6 | 0 | 0 | 0% |
| SJC EHS HB 70 | 70 | 54 | 77% | 6 | 0 | 6 | 0% |
| **Total** | **1793** | **1289** | **72%** | 17 | 17 | 0 | 100% |
| | | | | 7 | 5 | 2 | 71% |
| | | | | **343** | **312** | **31** | **91%** |

| | | |
|---|---|---|
| Funded Enrollment | 1793 | 1289<br>72% |

| | | |
|---|---|---|
| Reportable Enrollment | 1689 | 1289<br>76% |

| Closed Classrooms | Funded Enrollment | Staff Vacancies |
|---|---|---|
| Angela Martinez HS ~ 81 | | |
| Class D | 15 | 0 |
| Class E | 15 | 1 |
| Kennedy HS~ 17 | | |
| Class A | 17 | 3 |
| La Plaza~ 24 | | |
| Class B | 12 | 3 |
| SJC HB ~ 70 | | |
| Stockton 2 | 10 | 1 |
| Stockdale ~ 54 | | |
| Class A | 13 | 3 |
| 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.** |
| **11** | **104** | **18** |

| | Slots | Staff Vac. |
|---|---|---|
| **Closed Enrollment** | **6%** | **58.06%** |
| **Open Enrollment** | **94%** | **41.94%** |

| | |
|---|---|
| DATE | August 12, 2026 |
| TIME | 12:00 pm |
| LOCATION | CAPK Administrative Office<br>Executive Conference Room<br>1300 18th Street, 3rd Floor<br>Bakersfield, CA 93301 |

# Program Review & Evaluation Committee Minutes

1. **Call to Order**
   Committee Chair, Gina Martinez called the meeting to order at 12:01pm 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: Rebecca Banke, Gina Martinez, and Manuel Vieyra

   Absent: None

   Others Present: Jeremy Tobias, Chief Executive Officer; Freddy Hernandez, Director of Youth & Community Services; Rebecca Moreno, Director of Housing & Support Services; Susana Magana, Director of Health & Nutrition; and other CAPK staff

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

4. **Program Presentation**

   a. Oasis Family Resource Center presented by Eric Le Barbé, Program Manager

   Eric Le Barbé provided a summary of the programs and services offered by the Oasis Family Resource Center, based in Ridgecrest, CA, and he noted that most of the clients served live in Ridgecrest and the surrounding areas, including the China Lake Naval Air Weapons Base.

   First 5 provides families with children 0-5 with case management, summer bridge, baby and children's items, including diapers, formula, car seats, educational toys, etc. There is also a food pantry, HEAP, and VITA services and a recent MOU provides for car infant seat distribution and installation.

   Homeless support & prevention services are provided by the CalAIM program. The center also promotes literacy with a library, that includes guest readers, and a librarian. A

   Eric also touched on funding challenges to support the programs and stated that the diaper program is at risk, and First 5 Kern funding is decreasing, and there is no additional funding for water assistance and rental support as the two-year funding is fully spent in less than 2 years. Staff are working with the CAPK Foundation to seek options for additional funding for continued support of the programs.

   Eric also stated that on May 6, 2026, the center celebrated the 5-year anniversary with grantors, donors, community partners and volunteers.

**5. New Business**

a. June & July 2026 Program Reports presented by Annelisa Corona, Community Development Supervisor - ***Action Item***

Annelisa Corona presented the June & July program reports concentrating on Housing & Supportive Services, and reported the CalAIM Enhanced Care Management program passed its quarterly managed care organization audit with a 95% score from Kern Health Systems. For the Veterans Supportive Services program, there was steady occupancy across the BRIDGE and Intensive Transitional Housing programs, serving 47 households in July, up from 43 in June. VSS maintained steady occupancy, housing stability activities increased in July. Active planning underway for the Veterans Stand Down event on October 8, 2026.

Annelisa provided updates from the Food Bank which included a distribution of roughly 1.55 million pounds of food in June, reaching just under 170,000 engagements. The Food Bank Program Administrator, Kelly Lowery, testified in Sacramento on Senate Bill 1025, a bill that will establish a state Office of Food Security. The team also hosted the Bakersfield Police Department leadership for a tour and joined an earthquake preparedness exercise.

For the Operations Division, which includes Facilities and Major Maintenance, the team processed over 300 work orders per month in June and July while advancing several capital projects. The team will also provide an update on the Ramkabir permanent housing project with the City of Bakersfield at the August Board meeting.

The Community Development Division highlighted the June 6th Gourmet for Good Gala event with 400 people in attendance, and the Foundation is working to determine the net proceeds to be shared with identified CAPK programs. Fall campaigns are underway including Hunger Action Month in September and the upcoming Veterans Stand Down event on October 8th at Stramler Park.

Motion was made and seconded to approve the June & July 2026 Program Reports. Carried by unanimous vote (Vieyra/Banke).

b. June & July 2026 Application Status Report & Funding Profiles and Small Funding Profiles presented by Karen Vazquez – ***Action Item***

Karen Vazquez presented the application Status Report, highlighting the Community Resilience Centers grant that was abandoned, further explaining that the grant remains active and CAPK will revisit applying for it when the next round is available.

Karen also highlighted a few of the Funding Profiles submitted for various programs and the Small Funding Profiles under $50,000.

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

c. June & July 2026 Head Start/State Child Development Division/Program Monthly Activity Report presented by Carol Hendricks, Enrollment & Attendance Manager – ***Action Item***
Carol Hendricks presented the above action item and reported on the enrollment percentages for June & July 2026, and meals delivered through Central Kitchen and vendors. Carol also provided a summary of recruitment activities.

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

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

Sylvia Ortega provided a summary of the monitoring review, on May 22, 2026, and noted that the Office of Head Start (OHS) closed report findings.

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

Sylvia Ortega provided a summary of the monitoring review by the Office of Head Start (OHS) Risk Assessment Notification (RAN) the week of April 29, 2026 for one of CAPK's previous contracted Child Care Partners, Garden Pathways. The report was to determine if the previous findings were corrected as they involved an incident affecting the health and safety of children. Based on information gathered, OHS closed two previously identified findings noted in the agenda packet, and 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 and the contract with the partner was cancelled effective February 28, 2026.

f. Strategic Priority A – Community Investment presented by Susana Magana, Director of Health and Nutrition Services – ***Info Item***

Susana Magana provided an update on Strategic Priority A which covers community investment supports pathways out of poverty by expanding access to education, employment, housing, healthcare and essential services. Susana reported that the workgroups have moved from planning to implementation, with early progress in housing partnerships, workforce development research and funding pursuit, holistic service partnerships, and nutrition/food security planning. Staff are working to establish a website link to access CalFresh Healthy Living resources that include various documents and nutrition videos. Susana also reported that a new database at Food Bank is forthcoming and will be able to provide quality data to determine the needs of the community and maintain live, active and current data. The pursuit of additional funding is ongoing for the purpose of establishing food demonstrations for clients that don't know how to prepare healthy meals with items received in food boxes. Susana said that the agency expects an influx of people in need due to the loss of the CalFresh program and SNAP benefits.

## 6. Committee Member Comments

Gina Martinez said the information provided is very useful to her in her position and she will be able to make referrals.

Manuel Vieyra said he appreciates working with Food Bank volunteers and is hopeful that clients can remain on SNAP benefits.

**7. Next Scheduled Meeting**

Program Review & Evaluation Committee
Wednesday, September 16, 2026
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

**8. Adjournment**

The meeting was adjourned at 12:52 pm.

# capk Oasis Family Resource Center

capk Community Action Partnership of Kern

Presented by Eric Le Barbé
Program Manager
Oasis Family Resource Center

FIRST 5 KERN

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capk

Community Action Partnership of Kern















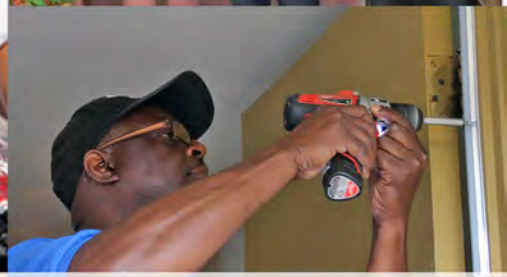










*Helping People... Changing Lives.*




**Mission:** CAPK is committed to addressing poverty through direct services, advocacy, and locally driven solutions that promote dignity and self-sufficiency in the communities we serve.

# Comunities we serve

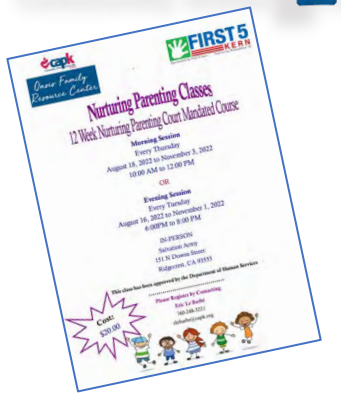
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## Eastern Part of Kern County

- Ridgecrest
- Inyokern
- China Lake NAWS (Navy Air Weapons Station)

# Oasis Family Resource Center










The Oasis Family Resource Center assists individuals and families in N. Eastern Kern County. This FRC is the central location for services in Ridgecrest and neighborhood communities.

**Program provides families with children 0-5:**

- Case Management Services: direct family support services, educational programs
- Summer Bridge Program
- Baby and children's items: diapers, formula, car seats, baby wipes, books, educational toys, car seat safety, etc.

**Program provides parental education classes to families with children 0-18:**

- Court Mandated Nurturing Parenting Classes

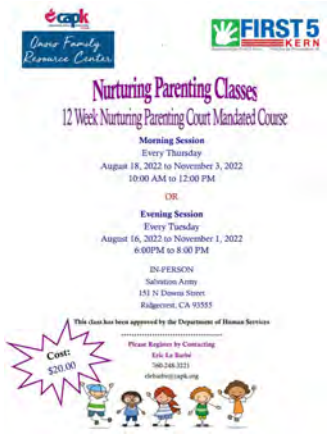
**Program provides all families and individuals needing help additional services (upon meeting requirements):**

- Referrals to and from community partners
- CAPK Programs (Details next slides)

# Oasis First 5 Kern Programs

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## Nurturing Parenting Classes

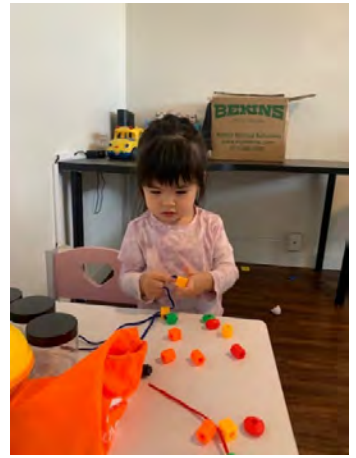



## Baby Showers



## Home Activities & ASQ





## Summer Bridge Program











# CAPK Programs in Ridgecrest

- CalCAPA Diaper Assistance
- CAPK Senior Food Boxes
- CES/CalAIM Homeless Prevention
- Car Seat Safety
- First 5 Kern Programs
- Food Pantry
- Head Start Pre-School
- HEAP
- VITA
- WIC

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# Car Seat Safety

## Free Car Seat Check by Appointment

Call Diana at (760) 495-9006

## Free car seat based on availability

- By Appointment only
- Must be Kern County Resident
- Income based
  - CalFresh and/or WIC Recipient
  - Address on benefit must be Kern County



capk Oasis Family Resource Center

### Free Car Seat Safety Check

by a Certified Child Passenger Safety Technician

Requirements
Kern County Resident
WIC Recipient and/or CalFresh Recipient
Appointments only

Diana Rico
drico@capk.org
(760) 495-9006

Oasis Family Resource Center
814 N. Norma Street
Ridgecrest, Ca. 93555

# Homeless Support & Prevention

**Coordinated Entry System:**
Complete intake at the Oasis FRC
Provide referrals to shelters in Bakersfield
Provide referrals to Flood Ministries for transportation to Bakersfield

**CalAIM Services:**
Deposit Assistance

- Kern Family Health Care Member
- Disability or chronic health condition
- Deposit assistance is one time only program

**Veteran Supportive Services Program (VSS):**
Provide referrals for services tailored to veterans

**Rental Support:**
Program out of funding until further notice



# Promote Literacy

- Partner with Ridgecrest Library
- Give children books away
- Guest readers
  - ✓ Bernie Burn Foundation
  - ✓ Liberty Ambulance
  - ✓ Ridgecrest Library
  - ✓ Ridgecrest Police Dept





**Little Library installed in May 2026!**



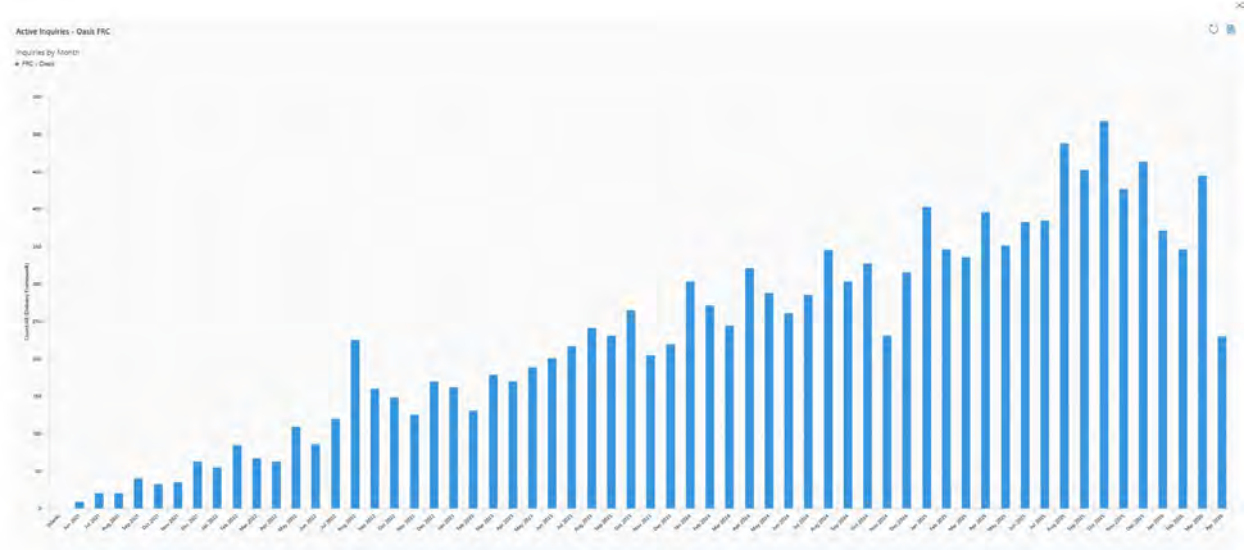








# Client Outputs 2025



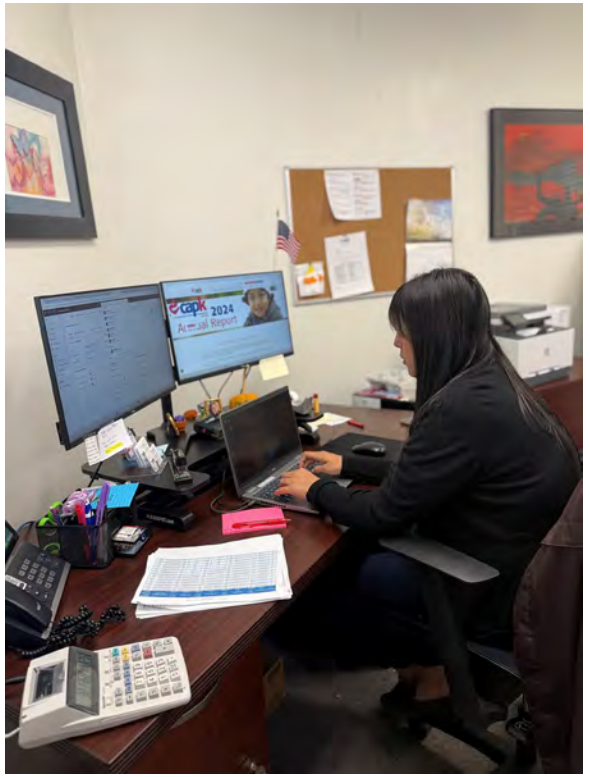
- **Provide CAPK & Non-First 5 Kern Services**

4,967 Inquiries in 2025 (Duplicated Services) serving 931 households with a total of 2,566 individuals (Unduplicated)

- 43 pregnant moms
- 156 seniors
- 143 unhoused individuals
- 24 veterans/military
- 524 children 0-5 (Including 345 children in diaper program)
- 780 children 6-17

# Convert Output to Outcomes

- Provide clients wrap around services
- Help clients access services
- Promote further education
- Help clients succeed and become independent



# Oasis FRC Challenges Program & Community

## Underserved Populations

- Limited time and resources to help families with children 6-18 navigate resources
- No after school program for teenagers
- Limited resources for seniors

## Increase in homelessness

- No emergency housing/shelter in Ridgecrest or East Kern

## Funding challenges

- Diaper program funding at risk
- First 5 Kern funding decreasing
- No funding for water assistance
- Rental support two year funding fully spent in less than a year




## Limited access to transportation

# Oasis FRC 5-Year Anniversary




On May 6th 2026, we celebrated our 5th year anniversary with our grantors, donors, community partners, volunteers, and CAPK staff.









# Where to Find Us?

**814 N. Norma Street (Same building as WIC & Head Start)**
**Web:** www.capk.org/oasis
**Facebook Page:** www.facebook.com/CAPKOasis
**Staff: Amanda Charlon, Diana Rico, Jeanette Hernandez, and Eric Le Barbé**





## Questions???

# Thank You!

**Eric Le Barbé**
elebarbe@capk.org

814 N. Norma St

Ridgecrest CA, 93555

capk Community Action Partnership of Kern

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# August 2026 PRE Committee

# June & July  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** | June-26 | **Program/Work Unit** | California Advancing and Innovating Medi-Cal (CalAIM) |
| **Division/Director** | Rebecca Moreno<br>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 | 368 | 2,208 | 450 | 491% | |
| Number of Referrals Received (SRV 7c) | 29 | | | | |
| Number of Enrollments | 29 | | | | |
| Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a) | 1,197 | 6,728 | 8,100 | 15% | 83% |

| 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) | 7 | 59 | 100 | 7% | 59% |

| Housing Tenancy and Sustaining Services | Month | YTD | YTD Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Number of clients secured placement (SRV 4o) | 11 | 57 | 75 | 15% | 76% |

| 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** | June-26 | **Program/Work Unit** | California Advancing and Innovating Medi-Cal (CalAIM) |
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| Housing Tenancy and Sustaining Services | Month | YTD | YTD Goal | Month Progress | Annual Progress |
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| Number of clients secured placement (SRV 4o) | 11 | 57 | 75 | 15% | 76% |

| 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. |

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| **Program Highlights** | |
| | |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-26 | **Program/Division** | Enhanced Care Management |
| **Division/Director** | Rebecca Moreno | **Program Admin** | 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) | 2 | 56 | 225 | 1% | 25% |
| Number of clients receiving services through CalAIM Housing and ECM | 40 | 154 | 135 | 30% | 114% |
| Number of clients receiving ECM and Day Services | 39 | 130 | 169 | 23% | 77% |
| Patient Engagement in Care Plans (Care Coordination) | 33 | 166 | 113 | 29% | 148% |
| Number of clients successfully completing program (self-sufficiency by 1 year) | 4 | 4 | 15 | 27% | 27% |

| Referrals (SRV 7c) | Month | YTD |
|---|---|---|
| Food Assistance | 113 | 600 |
| Transitional Housing Providers | 0 | 2 |
| SSI/SSDI | 0 | 4 |
| Outpatient Treatment | 5 | 19 |
| Other | 0 | 0 |
| **Referrals to Community Services** | **118** | **625** |

**Explanation (Over/Under Goal Progress)**

Due to an unforeseen staffing change in May and subsequent ongoing staff restructuring, we were unable to accept new ECM Program Members for most of the month of June, per our MCO's guidelines. This has resulted in being under our goal for our number of enrolled members.

| 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. | Each our ECM team members goes out to our M-Street Navigation Center a minimum of once per week, to provide direct care to, not only our program members, but also to provide valuable resources and information to our underserved populations there as well. We also actively work with our partners at the Brundage Lane Navigation Center and Garden Pathways. |

| | |
|---|---|
| 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. | In addition to providing ECM and Cal-Aim housing services, our team has taken on the majority responsibility of our Day Services, providing education, resources, and food to our clients. As a result, the ECM program has become a one stop shop to assist with all client needs as they relate to Cal-Aim services. We are continuing to make great progress towards our goal of improving care coordination. |
| Patient Engagement: Increase patient involvement in their care plans and decision making processes | Due to our engagement efforts and meeting members where they are at, every single program member has completed their initial assessments and care planning meeting in-person. The majority of our members also participate in their care plan update meetings, even those, in our outlying areas. We take a collaborative approach with our members where the goals and decisions belong to our members and we are here to help them achieve them. |

**Program Highlights**

We received our official quarterly audit results from our MCO, KHS, and we passed with 95% which is a tremendous feat. Specific feedback was given to us by the KHS clinical audit team that our Care Plans and member engagement efforts are fantastic. Because of our continued excellence in member care and service delivery, KHS has informed us that we will move to a bi-monthly clinical meeting schedule as we do not need oversight. Perhaps a larger highlight, is that four of our members successfully graduated our program in the month of June! When these members enrolled with us, they were unhoused, had physical and behavioral health concerns, and were food insecure. At the time of their graduation, these members were stable in their housing, had dramatic improvement in their physical and behavioral health concerns, had met or exceeded their care plan goals, and had moved to a place of self-sufficiency so they are now able to maintain their stability on their own.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | July-26 | **Program/Division** | Enhanced Care Management |
| **Division/Director** | Rebecca Moreno | **Administrator** | 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) | 8 | 64 | 225 | 4% | 28% |
| Number of clients receiving services through CalAIM Housing and ECM | 47 | 201 | 135 | 35% | 149% |
| Number of clients receiving ECM and Day Services | 32 | 162 | 169 | 19% | 96% |
| Patient Engagement in Care Plans (Care Coordination) | 36 | 202 | 113 | 32% | 180% |
| Number of clients successfully completing program (self-sufficiency by 1 year) | 1 | 5 | 15 | 7% | 33% |

| Referrals (SRV 7c) | Month | YTD |
|---|---|---|
| Food Assistance | 213 | 813 |
| Transitional Housing Providers | 1 | 3 |
| SSI/SSDI | 0 | 4 |
| Outpatient Treatment | 3 | 22 |
| Other | 0 | 0 |
| **Referrals to Community Services** | **217** | **842** |

**Explanation (Over/Under Goal Progress)**

We are picking back up with enrollments, but are still in the process of our staffing structural changes and associated training which has created a bit of delay in our outreach/new enrollment efforts. We are also scheduled for our next quarterly audit, which was scheduled immediately after our last audit completion; this has shifted our focus to implementing new DHCS and KHS guidelines, which went into effect on July 1st, in preparation for the upcoming audit.

| 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. | In addition to our partnerships with internal departments and collaboration with external entities, we are actively reviewing enrollments for Day Services, Cal-Aim, and our ARG programs and reaching out to clients who might benefit from the additional healthcare services and support that ECM provides. |

| | |
|---|---|
| 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. | We are continuing to well in our progress towards this goal by providing Cal-Aim housing navigation and sustainability services, and Adult Re-entry Grant Services, to our ECM members who qualify. We collaborate very closely with our Cal-Aim client services supervisor, as well as the Cal-Aim case management team, and our new Community Vitality case management team to ensure comprehensive support and seamless care. |
| Patient Engagement: Increase patient involvement in their care plans and decision making processes | We are far above our goal in member participation in their care planning and decision making processes. This is due to the diligence of our staff meeting the members where they are at in the community, as well as the benefit of having our onsite food pantry and Day Service activities, which leads members to being more inclined to come to the office for their scheduled care plan meetings. |

**Program Highlights**

We fed a record number of community members (213 individuals!) from our onsite food pantry, which ECM staff operates. We have been able to get several of our members matched to housing this month and we had another program member successfully meet all their care plan goals and graduate from the ECM program, with several more making tremendous progress towards self sufficiency. We were able to celebrate 90 days of sobriety with one of our program members and assist another member, who has been struggling since childhood, into residential treatment.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-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 | 3,413 | 18,520 | 25,000 | 14% | 74% |
| **Number of applicants who received a response within 24 Hours** (duplicated client counts) | **Month** | **YTD** | **YTD Goal** | **Month Progress** | **Annual Progress** |
| Kern County | 3,313 | 17,643 | 20,000 | 17% | 88% |
| **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. | 23 | 51 | 200 | 12% | 26% |
| Among clients from the preceding month, the average duration (days) to reach those who are still pending. | 6 | | | | |
| **Encampment Resolution (SRV 7a)** (duplicated client counts) | **Month** | **YTD** | **YTD Goal** | | **Annual Progress** |
| Number of Clients Served | Program is closed as of March 31, 2026 | 105 | 450 | | 23% |
| Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o) | Program is closed as of March 31, 2026 | 15 | 70 | | 21% |
| HOUSED to permanent housing placement (SRV 4o) | Program is closed as of March 31, 2026 | 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 Roadmap to Housing tool. CES is also in the process of presenting its updated policies to the CES Subcommittee and CoCo Governing Board for approval. |
| 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** | July-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 | 3,526 | 22,046 | 25,000 | 14% | 88% |
| **Number of applicants who received a response within 24 Hours** (duplicated client counts) | **Month** | **YTD** | **YTD Goal** | **Month Progress** | **Annual Progress** |
| Kern County | 3,387 | 21,030 | 20,000 | 17% | 105% |
| **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. | 5 | 56 | 200 | 3% | 28% |
| Among clients from the preceding month, the average duration (days) to reach those who are still pending. | 4 | | | | |
| **Encampment Resolution (SRV 7a)** (duplicated client counts) | **Month** | **YTD** | **YTD Goal** | | **Annual Progress** |
| Number of Clients Served | Program is closed as of March 31, 2026 | 105 | 450 | | |
| Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o) | Program is closed as of March 31, 2026 | 15 | 70 | | 21% |
| HOUSED to permanent housing placement (SRV 4o) | Program is closed as of March 31, 2026 | 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 Roadmap to Housing tool. CES is also in the process of presenting its updated policies to the CES Subcommittee and CoCo Governing Board for approval.□ |
| 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** | July-26 | **Program/Work Unit** | California Advancing and Innovating Medi-Cal (CalAIM) |
| **Division/Director** | Rebecca Moreno<br>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 | 360 | 2,568 | 450 | 571% | |
| Number of Referrals Received (SRV 7c) | 23 | | | | |
| Number of Enrollments | 22 | | | | |
| Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a) | 913 | 7,641 | 8,100 | 11% | 94% |

| Housing & Furnishing Deposits (SRV4d) | Month | YTD | YTD Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| One-time use up-to $5000 per client (includes housing deposits, furnishing, appliances) | 5 | 64 | 100 | 5% | 64% |

| Housing Tenancy and Sustaining Services | Month | YTD | YTD Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Number of clients secured placement (SRV 4o) | 9 | 66 | 75 | 12% | 88% |

| 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** | |
| | |




# Veterans & Supportive Services

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-26 | **Program/Work Unit** | Veterans & Supportive Services |
| **Division/Director** | Rebecca Moreno | **Program Manager** | Raul Jimenez |
| **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) | 0 | 9 | 10 | 0% | 90% |
| BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n) | 0 | 2 | 7 | 0% | 29% |
| BRIDGE: % Employed at Exit (SRV1m) | 0 | 2 | 3 | 0% | 67% |
| SITH: % Exit to Permanent Housing (> 75%) (SRV 4o) | 0 | 14 | 16 | 0% | 88% |
| SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n) | 3 | 5 | 7 | 43% | 71% |
| SITH: % Employed at Exit (SRV1m) | 0 | 7 | 5 | 0% | 140% |
| Total Households Served | 8 | 43 | 85 | 9% | 51% |
| **Supportive Services for Veteran Families (SSVF)** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Total Households Served | 10 | 118 | 150 | 7% | 79% |
| Permanent Housing Placements | 2 | 16 | 35 | 6% | 46% |
| Rental Assistance Payments | 16 | 197 | 475 | 3% | 41% |
| Security Deposit | 2 | 20 | 40 | 5% | 50% |
| Bus Pass | 10 | 22 | 35 | 29% | 63% |
| Application Fees | 2 | 6 | 15 | 13% | 40% |
| General Housing Stability Assistance (GHSA) | 2 | 25 | 35 | 6% | 71% |
| Utility Payments | 3 | 9 | 25 | 12% | 36% |
| Late Fees | 2 | 5 | 40 | 5% | 13% |
| Moving Costs | 0 | 3 | 7 | 0% | 43% |
| Landlord Incentives | 0 | 1 | 5 | 0% | 20% |
| Tenant Incentives | 0 | 4 | 5 | 0% | 80% |
| Rental Arrears | 0 | 6 | 10 | 0% | 60% |
| **Permanent Supportive Housing (Park 20th/Residences at East Hills)** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Number of Households served | 0 | 36 | 25 | 0% | 144% |
| **Covey Cottages** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Number of Clients served | 0 | 11 | 12 | 0% | 92% |
| Vacancies | 1 | 6 | 5 | 20% | 120% |

**Explanation (Over/Under Goal Progress)**

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | July-26 | **Program/Work Unit** | Veterans & Supportive Services |
| **Division/Director** | Rebecca Moreno | **Program Manager** | Raul Jimenez |
| **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) | 0 | 9 | 10 | 0% | 90% |
| BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n) | 1 | 3 | 7 | 14% | 43% |
| BRIDGE: % Employed at Exit (SRV1m) | 0 | 2 | 3 | 0% | 67% |
| SITH: % Exit to Permanent Housing (> 75%) (SRV 4o) | 5 | 19 | 16 | 31% | 119% |
| SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n) | 2 | 7 | 7 | 29% | 100% |
| SITH: % Employed at Exit (SRV1m) | 2 | 9 | 5 | 40% | 180% |
| Total Households Served | 4 | 47 | 85 | 5% | 55% |
| **Supportive Services for Veteran Families (SSVF)** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Total Households Served | 18 | 136 | 150 | 12% | 91% |
| Permanent Housing Placements | 4 | 20 | 35 | 11% | 57% |
| Rental Assistance Payments | 22 | 219 | 475 | 5% | 46% |
| Security Deposit | 4 | 24 | 40 | 10% | 60% |
| Bus Pass | 9 | 31 | 35 | 26% | 89% |
| Application Fees | 5 | 11 | 15 | 33% | 73% |
| General Housing Stability Assistance (GHSA) | 12 | 37 | 35 | 34% | 106% |
| Utility Payments | 3 | 12 | 25 | 12% | 48% |
| Late Fees | 1 | 6 | 40 | 3% | 15% |
| Moving Costs | 1 | 4 | 7 | 14% | 57% |
| Landlord Incentives | 2 | 3 | 5 | 40% | 60% |
| Tenant Incentives | 4 | 8 | 5 | 80% | 160% |
| Rental Arrears | 10 | 16 | 10 | 100% | 160% |
| **Permanent Supportive Housing (Park 20th/Residences at East Hills)** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Number of Households served | 0 | 36 | 25 | 0% | 144% |
| **Covey Cottages** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Number of Clients served | 1 | 12 | 12 | 8% | 100% |
| Vacancies | 0 | 6 | 5 | 0% | 120% |

**Explanation (Over/Under Goal Progress)**




**Health and Nutrition Services**

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

**Community Action Partnership of Kern**
**Monthly Report 2026**

| Month | June-26 | Program/Work Unit | Food Bank |
|---|---|---|---|
| Division/Director | Health & Nutrition, Susana Magana | Program Manager | Kelly Lowery |
| Reporting Period | January 1, 2026 - December 31, 2026<br>*(Note: The data represents information from two months earlier.)* | | |

**Program Description**

The Food Bank provides food assistance to low-income families and individuals through a network of more than 200 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the Food Bank distributes between more than 1.5 and 2 million pounds of food, which reaches more than 100,000 Kern County food-insecure neighbors.

| The Emergency Food Assistance Program (TEFAP) | Month | YTD | Annual Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Neighbor Engagements | 38,840 | 221,552 | 700,000 | 18% | 32% |
| Pounds Distributed | 801,516 | 4,701,214 | 10,000,000 | 17% | 47% |
| **Pantry Program** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Neighbor Engagements | 106,498 | 515,724 | 1,250,000 | 21% | 41% |
| Pounds Distributed | 477,625 | 3,453,367 | 4,500,000 | 14% | 77% |
| **CSFP (Senior Box) Program** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Neighbor Engagements | 5,063 | 31,001 | 66,000 | 16% | 47% |
| Pounds Distributed | 194,564 | 1,166,381 | 2,300,000 | 102% | 51% |
| **Free Farmers Markets** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Neighbor Engagements | 15,000 | 62,601 | 50,000 | 24% | 125% |
| Pounds Distributed | 74,255 | 380,887 | 750,000 | 19% | 51% |
| **Brighter Bites** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Neighbor Engagements | 2,964 | 19,939 | 75,000 | 15% | 27% |
| Pounds Distributed | 14,911 | 125,280 | 275,000 | 12% | 46% |
| **Community Events & Other** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Engagements | 1,319 | 9,048 | 25,000 | 15% | 36% |
| Pounds Distributed | 100,209 | 931,614 | 1,500,000 | 11% | 62% |
| **Totals** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Total Engagements | 169,684 | 859,865 | 2,250,000 | 20% | 38% |
| Total Pounds Distributed (SRV 5jj) | 1,663,080 | 10,758,743 | 23,000,000 | 15% | 47% |

| 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) | 43 | 217 | 450 | 20% | 48% |
| Other Volunteers (i.e., general public, duplicated) | 362 | 1,195 | 2,250 | 30% | 53% |

| Explanation (Over/Under Goal Progress) |
|---|
| Total engagements are lower compared to historical numbers, as anticipated. With the deployment of Oasis, some are opting out of support, while others are assuming that they can't visit additional sites since the CRM is in place (although we have not made any operational changes restricting access). Also, in previous years, agencies were potentially over-reporting. Now having neighbor level tracking in place, we are in a position to receive more accurate data moving forward. |

| 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. | Currently, 96% of agency partners have been successfully onboarded and 82% of agency partners are actively using Oasis. |
| By Q3 2026, The CAPK Food Bank will implement a classification system for measuring, tracking, and increasing the nutrition level of the food distributed. | Current on hand inventory was updated as of 6/12/26. Currently training and recreating the receiving process to include the nutrition inspection in product creation. |
| In 2026, the CAPK Food Bank will increase the percentage of fruits and vegetables provided to neighbors by 5% from the previous year. | Currently analyzing additional ways to increase capacity and develop monthly progress report and previous year comparison. We are currently 4% behind last year and working through a recent stoppage in donations from wonderful which accounted for 50,000lbs of citrus monthly. |

| Program Highlights |
|---|
| June 1, New Program Manager, Kami Gonzalez, joined the Food Bank team. Administrator Kelly Lowery testified before two different committees in Sacramento for SB 1025, the bill to create the state Office of Food Security. The bi-annual CSFP audit was conducted in June 2026. Results will be filed in July. Food Bank hosted Chief Stratton and several BPD officers and investigators for a tour and discussion about food insecurity. Food Bank staff participated in the earthquake preparedness table top exercise along with other CAPK programs. |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-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) | 3,317,159 | 17,855,917 | $ 27,900,000 | 64% |

| **Program FY Reimbursements Progress** | **Current Month** | **YTD** | **Goal** | **Annual Progress** |
|---|---|---|---|---|
| Provider Payments-Subsidies Expended (SRV7e) | 3,317,159 | 17,855,917 | 27,900,000 | 64% |

| **Services** | **Current Month** |
|---|---|
| Active Child Enrollment | 3,688 |
| Active Childcare Providers (SRV 7f ) | 677 |

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

**Explanation (Over/Under Goal Progress)**

The Migrant Childcare Alternative Payment Program (MCAP) Continues to make significant progress in meeting the set goals for the current Fiscal Year, 2025-2026. Currently the program is demonstrating exceptional progress toward all established goals for the current contract period. Performance indicators show that the team is not only on schedule to meet every target but has already achieved several record setting outcomes that significantly exceed preciously established benchmarks. This advancement reflects strong operational execution, effective team coordination, and a high level of commitment from staff. Key performance areas include service delivery, compliance accuracy and policy compliance with current regulatory requirements. The MCAP Team shows great skill and adaptability in handling all areas of the CMAP 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. | With the support of our Human Resources Department, the MCAP Team has been able to obtain temporary support to ensure our team has manageable workloads, and the goals of the contract are met as scheduled. Leadership continues with direct staff support and scheduled trainings to ensure constant support an oversight is provided on a timely manner. |
| 2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth. | Program leadership continues to support growth and sustainability by investing in consistent, and ongoing staff development initiatives, cross-training, and support opportunities. Recent achievements, including improved performance outcomes and enhanced operational practices, reflect a commitment to long-term stability and continuous improvement. |

**Program Highlights**

The MCAP Program achieved a major milestone this year, by successfully completing two separate CDSS State Audits with outstanding results. In both reviews, the program was verified to have a 0% error rate across all evaluated factors. This is an exceptional outcome that reflects the program's strong internal controls, consistent compliance practices, and commitment to high quality services delivery. This achievement not only demonstrates operational excellent but also sets a new performance standard for future audit cycles. Program leadership is fully engaged in finalizing FY 2025-2026 and setting up for a successful FY 2026/2027.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | July-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) | 3,287,343 | 21,143,260 | $ 27,900,000 | 76% |

| **Program FY Reimbursements Progress** | **Current Month** | **YTD** | **Goal** | **Annual Progress** |
|---|---|---|---|---|
| Provider Payments-Subsidies Expended (SRV7e) | 3,287,343 | 21,143,260 | 27,900,000 | 76% |

| **Services** | **Current Month** |
|---|---|
| Active Child Enrollment | 3,616 |
| Active Childcare Providers (SRV 7f ) | 683 |

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

**Explanation (Over/Under Goal Progress)**

The Migrant Childcare Alternative Payment Program (MCAP) Continues to make significant progress in meeting the set goals for the current Fiscal Year, 2025-2026. Currently the program is demonstrating exceptional progress toward all established goals for the current contract period. Performance indicators show that the team is not only on schedule to meet every target but has already achieved several record setting outcomes that significantly exceed preciously established benchmarks. This advancement reflects strong operational execution, effective team coordination, and a high level of commitment from staff. Key performance areas include service delivery, compliance accuracy and policy compliance with current regulatory requirements. The MCAP Team shows great skill and adaptability in handling all areas of the CMAP 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. | MCAP Leadership has continued to work our Human Resources Department in filling two current vacancies in our program. These vacancies have been advertised and it is expected that we will be able to hire qualified candidates for these positions due to the quality and size of the applicant pool received. We are working hard to ensure we fill these vacancies as soon as possible. |
| 2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth. | Program leadership continues to support growth and sustainability by investing in consistent, and ongoing staff development initiatives, cross-training, and support opportunities. Recent achievements, including improved performance outcomes and enhanced operational practices, reflect a commitment to long-term stability and continuous improvement. |

**Program Highlights**

**Community Action Partnership of Kern**
**Monthly Report 2026**

The MCAP Program achieved a major milestone this year by successfully completing two separate CDSS State Audits with outstanding results. In both reviews, the program was verified to have a 0% error rate across all evaluated factors, an exceptional accomplishment that reflects strong internal controls, consistence compliance practices, and a steadfast commitment to delivering high-quality services. This achievement not only demonstrates operational excellence but also establishes a new benchmark for future audit cycles. Program leadership has also been actively engaged in extensive planning and preparation efforts to ensure a smooth transition into the new fiscal year. Key activities have included finalizing FY 2025-2026 deliverables, reviewing program performance, aligning operational priorities, updating processes, and establishing the foundation for successful implementation of FY 2026-2027 goals and objectives. These proactive efforts position the program for continued success, accountability, and service excellence in the new fiscal year.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-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) | 13,966 | | 14,910 | | 94% |
| Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula) | 972 | | 1,200 | | 81% |
| Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year) | 0 | 66 | 268 | 0% | 25% |
| **Outreach** | **Month** | **YTD** | **Goal** | **Month** | **Annual** |
| Online Enrollment | 142 | 602 | 1,300 | 11% | 46% |
| WIC Presentations and Outreach Events | 4 | 37 | 50 | 8% | 74% |
| Publication in newspaper, television, and/or social media postings (English and Spanish) | 7 | 125 | 350 | 2% | 36% |
| **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. | 15 | 97 | 120 | 13% | 81% |

| Peer Counseling Program (PCP) | Clients Served | Goal | Annual Progress |
|---|---|---|---|
| Provide basic breastfeeding education and encouragement to WIC PCP participants. | 305 | 1,000 | 0% |

**Explanation (Over/Under Goal Progress)**

**Community Action Partnership of Kern**
**Monthly Report 2026**

| 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. | Continue to train and educate on new food package. WIC is expanding nutritious food options for families and we launched the second part of the campaign "SWAP" which allows family to swap out certain food items for other approved items. For example: If a child does not utilize all of their milk benefit each month they are able to exchange or "swap" that milk for an additional yogurt benefit. This helps families to tailor grocery options for the children in a way that maximizes their WIC food benefits  |
| 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. WIC supervision team committed to group effort for quality assurance, observations, and individual coaching for WIC team. Increased staff observations in June |
| 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. | Launched WIC FIFA commercial and movie theater previews to promote WIC Program |

| Program Highlights |
|---|
| Launched WIC FIFA commercial and movie theater previews to promote WIC Program |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | July-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) | 14,087 | | 14,910 | | 94% |
| Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula) | 989 | | 1,200 | | 82% |
| Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year) | 0 | 66 | 268 | 0% | 25% |
| **Outreach** | **Month** | **YTD** | **Goal** | **Month** | **Annual** |
| Online Enrollment | 113 | 715 | 1,300 | 9% | 55% |
| WIC Presentations and Outreach Events | 8 | 45 | 50 | 16% | 90% |
| Publication in newspaper, television, and/or social media postings (English and Spanish) | 10 | 135 | 350 | 3% | 39% |
| **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. | 17 | 114 | 120 | 14% | 95% |

| Peer Counseling Program (PCP) | Clients Served | Goal | Annual Progress |
|---|---|---|---|
| Provide basic breastfeeding education and encouragement to WIC PCP participants. | 309 | 1,000 | 0% |

**Explanation (Over/Under Goal Progress)**

**Community Action Partnership of Kern**
**Monthly Report 2026**

| 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. | Continue to train and educate on new food package. WIC is expanding nutritious food options for families and we launched the second part of the campaign "SWAP" which allows family to swap out certain food items for other approved items. For example: If a child does not utilize all of their milk benefit each month they are able to exchange or "swap" that milk for an additional yogurt benefit. This helps families to tailor grocery options for the children in a way that maximizes |
| 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. WIC supervision team committed to group effort for quality assurance, observations, and individual coaching for WIC team. Increased staff observations in July, CDPH performance close-out audit in July. Waiting on close out letter for previous PMV visit from CDPH |
| 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. | Launched WIC FIFA commercial and movie theater previews to promote WIC Program. KGET interview about WIC program |

| Program Highlights |
|---|
| Launched WIC FIFA commercial and movie theater previews to promote WIC Program |

**Youth and Community Services**

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

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-26 | **Program/Work Unit** | East Kern Family Resource Center (EKFRC) |
| **Division/Director** | Fred Hernandez<br>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 | 16 | 60 | 5% | 27% |
| Street Outreach and Education | 25 | 165 | 75 | 33% | 220% |

| HHAP Linkages to Services (Referrals) | Month | YTD |
|---|---|---|
| California Driver's License (SRV 7j) | 4 | 13 |
| Social Security Insurance (SSI) (SRV 7i) | 2 | 13 |
| Medical Services (SRV 7c) | 5 | 26 |
| Mental Services (SRV 7c) | 2 | 13 |
| Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o) | 4 | 16 |
| Educational and Career Development (SRV 7c) | 8 | 49 |

| HHAP Distribution of Supplies | Month | YTD |
|---|---|---|
| Food Assistance (SRV 5jj) | 40 | 602 |
| House Hold Items | 13 | 118 |
| Hygiene Kits (SRV 5oo) | 25 | 189 |
| Emergency Clothing (SRV 7n) | 47 | 657 |
| Administrative Services & Copies | 58 | 564 |
| Transportation Services (SRV 7d) | 18 | 101 |
| Educational Supplies (SRV 2k) | 8 | 24 |

| | | | | | |
|---|---|---|---|---|---|
| Covid - 19 Supplies (SRV 5oo) | 6 | 54 | | | |
| **First 5 Kern** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Parents Receiving Case Management Services (SRV 7a) | 0 | 3 | 30 | 0% | 10% |
| Children Receiving Case Management Services (SRV 7a) | 0 | 4 | 30 | 0% | 13% |
| Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm) | 0 | 4 | 10 | 0% | 40% |
| Children Educational Center Base Activities (FNPI 2b) | 1 | 13 | 30 | 3% | 43% |
| Children Educational Home Base Activities (FNPI 2b) | 0 | 2 | 30 | 0% | 7% |
| Children Summer Bridge Activities (FNPI 2b) | 0 | 0 | 15 | 0% | 0% |
| Collaborative Meetings Participated | 2 | 6 | 12 | 17% | 50% |
| Family Support Services for non-clients with children 5 and under | 9 | 85 | | | |
| **First 5 Total** | | **117** | | | |
| **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) | 16 | 84 | | | |
| **CalCapa Diaper Supply Bank** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Diaper Supply Management Enrollment **Unduplicated** (NPI5.2) | 7 | 212 | 150 | 5% | 141% |
| Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn) | 147 | 811 | 1800 | 8% | 45% |
| **Walk-In Community Services (Duplicated Clients & Case Managed Clients)** | **Month** | **YTD** | | | |
| Administrative Services & Copies | 296 | 1723 | | | |
| Baby Supplies (SRV 2w) | 89 | 657 | | | |
| Covid - 19 Supplies (SRV 5oo) | 15 | 111 | | | |
| Court Mandated Parenting Correspondence (SRV 2w) | 12 | 99 | | | |
| Educational Supplies (SRV 2k) | 18 | 57 | | | |
| Emergency Clothing (SRV 7n) | 228 | 1674 | | | |

| | | |
|---|---|---|
| Food Assistance (SRV 7c) | 221 | 1702 |
| Household Items (SRV 7c) | 38 | 266 |
| Hygiene Kits (SRV 7c) | 36 | 301 |
| Referrals (SRV 7c) | 15 | 138 |
| Transportation Services (SRV 7d ) | 39 | 139 |

**Explanation (Over/Under Goal Progress)**

During June, we completed Quarter 4 of the First 5 program. We did not meet three of our performance goals due to staffing shortages within the program. The goal for the Court-Mandated Parenting Class was 10 participants; we were short by two. Although our classes enroll more parents overall, First 5 only counts parents with children ages 0–5. Our Case-Managed Parents goal was 28 clients, and we were short by five. Our Case-Managed Children goal was also 28, and we were short by three. We are currently in the hiring process and are confident that, once the position is filled, we will be back on track.

| Program Strategic Goals | Progress Towards Goal |
|---|---|
| 1. Secure additional funding to cover operational costs and improve the delivery of services. | I have also contacted several local companies to request support for upcoming community initiatives. My current focus is securing donations for the Turkey Food Box Giveaway and the Ham Box Giveaway in December. |
| 2. Partner with private enterprises to boost program visibility and foster meaningful relationships. | Pending |
| 3. Improve on-site services to more effectively connect with the East Kern target population. | Pending |

**Program Highlights**

In June, our First 5 Center-Based program celebrated the graduation of 10 preschoolers. The ceremony included children wearing caps and gowns as they walked across the stage to receive their Diplomas of Completion. Following the ceremony, each child received a backpack to support their transition into kindergarten.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | July-26 | **Program/Work Unit** | East Kern Family Resource Center (EKFRC) |
| **Division/Director** | Fred Hernandez<br>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) | 2 | 18 | 60 | 3% | 30% |
| Street Outreach and Education | 45 | 210 | 75 | 60% | 280% |

| HHAP Linkages to Services (Referrals) | Month | YTD |
|---|---|---|
| California Driver's License (SRV 7j) | 2 | 15 |
| Social Security Insurance (SSI) (SRV 7i) | 2 | 15 |
| Medical Services (SRV 7c) | 3 | 29 |
| Mental Services (SRV 7c) | 2 | 15 |
| Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o) | 4 | 20 |
| Educational and Career Development (SRV 7c) | 5 | 54 |

| HHAP Distribution of Supplies | Month | YTD |
|---|---|---|
| Food Assistance (SRV 5jj) | 48 | 650 |
| House Hold Items | 18 | 136 |
| Hygiene Kits (SRV 5oo) | 21 | 210 |
| Emergency Clothing (SRV 7n) | 52 | 709 |
| Administrative Services & Copies | 72 | 636 |
| Transportation Services (SRV 7d) | 27 | 128 |
| Educational Supplies (SRV 2k) | 3 | 27 |

| | | | | | |
|---|---|---|---|---|---|
| Covid - 19 Supplies (SRV 5oo) | 15 | 69 | | | |
| **First 5 Kern** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Parents Receiving Case Management Services (SRV 7a) | 6 | 9 | 30 | 20% | 30% |
| Children Receiving Case Management Services (SRV 7a) | 6 | 10 | 30 | 20% | 33% |
| Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm) | 1 | 5 | 10 | 10% | 50% |
| Children Educational Center Base Activities (FNPI 2b) | 0 | 13 | 30 | 0% | 43% |
| Children Educational Home Base Activities (FNPI 2b) | 6 | 8 | 30 | 20% | 27% |
| Children Summer Bridge Activities (FNPI 2b) | 5 | 5 | 15 | 33% | 33% |
| Collaborative Meetings Participated | 22 | 28 | 12 | 183% | 233% |
| Family Support Services for non-clients with children 5 and under | 123 | 208 | | | |
| **First 5 Total** | | **286** | | | |
| **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) | 155 | 239 | | | |
| **CalCapa Diaper Supply Bank** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
| Diaper Supply Management Enrollment **Unduplicated** (NPI5.2) | 8 | 220 | 150 | 5% | 147% |
| Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn) | 184 | 995 | 1800 | 10% | 55% |
| **Walk-In Community Services (Duplicated Clients & Case Managed Clients)** | **Month** | **YTD** | | | |
| Administrative Services & Copies | 399 | 2122 | | | |
| Baby Supplies (SRV 2w) | 120 | 777 | | | |
| Covid - 19 Supplies (SRV 5oo) | 16 | 127 | | | |
| Court Mandated Parenting Correspondence (SRV 2w) | 18 | 117 | | | |
| Educational Supplies (SRV 2k) | 18 | 75 | | | |
| Emergency Clothing (SRV 7n) | 248 | 1922 | | | |

| | | |
|---|---|---|
| Food Assistance (SRV 7c) | 298 | 2000 |
| Household Items (SRV 7c) | 49 | 315 |
| Hygiene Kits (SRV 7c) | 58 | 359 |
| Referrals (SRV 7c) | 46 | 184 |
| Transportation Services (SRV 7d ) | 74 | 213 |

| Explanation (Over/Under Goal Progress) |
|---|
| |

| Program Strategic Goals | Progress Towards Goal |
|---|---|
| 1. Secure additional funding to cover operational costs and improve the delivery of services. | I have also contacted several local companies to request support for upcoming community initiatives. My current focus is securing donations for the Turkey Food Box Giveaway and the Ham Box Giveaway in December. |
| 2. Partner with private enterprises to boost program visibility and foster meaningful relationships. | Pending |
| 3. Improve on-site services to more effectively connect with the East Kern target population. | Pending |

| Program Highlights |
|---|
| During July, we welcomed our First 5 families back and offered a 14-day Summer Bridge class. During the program, children practiced writing their names, reviewed shapes, letters, numbers, and classroom manners, and continued building skills to support school readiness. |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-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) | 0 | 22 | 25 | 0% | 88% |
| Children Receiving Case Management Services (SRV 7a) | 1 | 29 | 25 | 4% | 116% |
| Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm) | 0 | 4 | 8 | 0% | 50% |
| Children Educational Home Base Activities (FNPI 2b) | 1 | 29 | 8 | 13% | 363% |
| Children Summer Bridge Activities (FNPI 2b) | 0 | 0 | 10 | 0% | 0% |
| Family Support Services for non-clients with children 5 and under (SRV 2w) | 6 | 53 | | | |
| **First 5 Total** | **8** | **137** | | | |

| First 5 Kern/ Department Health Services *(Term ended June 2026)* | Month | YTD | Annual Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Family Support Services for non-clients with children 6-18 (SRV 2e K-12) | 10 | 92 | | | |

| CalCAPA Diaper Supply Bank | Month | YTD | Annual Goal (12 Mo) | Month Progress | Annual Progress (12 Mo) |
|---|---|---|---|---|---|
| Diaper Supply Management Enrollment **Unduplicated** (NPI5.2) | 5 | 193 | 150 | 3% | 129% |
| Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn) | 274 | 1243 | 1800 | 15% | 69% |

| Rental Assistance Program | Payment Month | Payment YTD | Clients Month | Clients YTD |
|---|---|---|---|---|
| Rental Assistance Program (estimated maximum $2,000 per household) | $ 19,539 | $ 19,539 | 16 | 16 |

| Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center | Month | YTD | Annual Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Case Management Services (SRV 7a) | 7 | 19 | 15 | 47% | 127% |
| Street Outreach and Education | 10 | 35 | 20 | 50% | 175% |

| Kern County Public Health Car Seat Distribution | Month | YTD |
|---|---|---|
| Car Seats | 27 | 27 |

| Walk-In Community Services (Duplicated & Non-First 5 Clients) | Month | YTD |
|---|---|---|
| Administrative Support (SRV 7c) | 31 | 236 |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | |
|---|---|---|
| Baby Supplies (SRV 2w) | 154 | 875 |
| Copies | 9 | 105 |
| Court Mandated Parenting Correspondence (SRV 2w) | 0 | 20 |
| Educational Supplies (SRV 2k) | 19 | 140 |
| Emergency Clothing (SRV 7n) | 0 | 74 |
| Food (SRV 7c ) | 307 | 1711 |
| Household Items (SRV 7c ) | 190 | 1031 |
| Referrals(SRV 7c) | 29 | 159 |
| Transportation Assistance (SRV 7d ) | 40 | 138 |
| **Total Community Services** | **779** | **4489** |

**Explanation (Over/Under Goal Progress)**

Number reported for car seats include distribution since March when new MOU with Kern County Public Health was launched as data had not been added to previous reports. Rental Support includes support provided in May & June, program resumed in May but grant is now fully expanded as of June 30th.

| 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 granted $10,000 from the Virginia & Alfred Harrel Foundation to provide children books for a year for its little library. The OFRC was awarded $2,500 from KFHC for its upcoming July baby Shower. The Oasis FRC applied for a $5,000 community health grant with KFHC. |
| 2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary). | The Oasis FRC received several in-kind donations of baby supplies from community members for its upcoming July baby shower. The Oasis FRC submitted several requests for in-kind donations of back-to-school supplies to local donors. |

**Program Highlights**

The Oasis Family Resource Center has exceeded all its F5K goal for fiscal year ending June 30th 2026.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | July-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) | 0 | 22 | 25 | 0% | 88% |
| Children Receiving Case Management Services (SRV 7a) | 0 | 29 | 25 | 0% | 116% |
| Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm) | 0 | 4 | 8 | 0% | 50% |
| Children Educational Home Base Activities (FNPI 2b) | 0 | 29 | 15 | 0% | 193% |
| Children Summer Bridge Activities (FNPI 2b) | 11 | 11 | 8 | 138% | 138% |
| Family Support Services for non-clients with children 5 and under (SRV 2w) | 107 | 160 | | | |
| **First 5 Total** | **118** | **255** | | | |

| First 5 Kern/ Department Health Services *(Term ended June 2026)* | Month | YTD | Annual Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Family Support Services for non-clients with children 6-18 (SRV 2e K-12) | | 82 | | | |

| CalCAPA Diaper Supply Bank | Month | YTD | Annual Goal (12 Mo) | Month Progress | Annual Progress (12 Mo) |
|---|---|---|---|---|---|
| Diaper Supply Management Enrollment **Unduplicated** (NPI5.2) | 13 | 206 | 150 | 9% | 137% |
| Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn) | 172 | 1415 | 1800 | 10% | 79% |

| Rental Assistance Program | Payment Month | Payment YTD | Clients Month | Clients YTD |
|---|---|---|---|---|
| Rental Assistance Program (estimated maximum $2,000 per household) | $ - | $ 19,539 | - | 16 |

| Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center | Month | YTD | Annual Goal | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Case Management Services (SRV 7a) | 6 | 25 | 15 | 40% | 167% |
| Street Outreach and Education | 10 | 45 | 20 | 50% | 225% |

| Kern County Public Health Car Seat Distribution | Month | YTD |
|---|---|---|
| Car Seats | 4 | 27 |

**Community Action Partnership of Kern**
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| Walk-In Community Services (Duplicated & Non-First 5 Clients) | Month | YTD |
|---|---|---|
| Administrative Support (SRV 7c) | 34 | 236 |
| Baby Supplies (SRV 2w) | 151 | 875 |
| Copies | 30 | 105 |
| Court Mandated Parenting Correspondence (SRV 2w) | 0 | 20 |
| Educational Supplies (SRV 2k) | 35 | 140 |
| Emergency Clothing (SRV 7n) | 9 | 74 |
| Food (SRV 7c ) | 280 | 1711 |
| Household Items (SRV 7c ) | 199 | 1031 |
| Referrals(SRV 7c) | 54 | 159 |
| Transportation Assistance (SRV 7d ) | 26 | 138 |
| **Total Community Services** | **818** | **4,489.00** |

**Explanation (Over/Under Goal Progress)**

Note that F5K started new fiscal year on July 1st, and 21 parents (84% goal) and 26 children (104% goal) were rolled over into new year. These numbers are reported to F5K but not included in this report to prevent duplication as it's not the same reporting time frame.

| Program Strategic Goals | Progress Towards Goal |
|---|---|
| 1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals). | The OFRC submitted a proposal to the CoC for transitional housing in East Kern. The OFRC was awarded a $5,000 community health grant from Kern Family Health Care. |
| 2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary). | The OFRC received 2 large in-kind donations of school supplies from Desert Valley Credit union and from Senator Shannon Grove's office as well as several private donations . The OFRC also received several monetary and in-kind donation for its baby shower. |

**Program Highlights**

The Oasis FRC hosted a successful Kindergarten readiness Summer Bridge program with 11 children age 4-5. A great emphasis was put on literacy with several guest readers, and children made two trips to local museums (Maturango & China Lake). The Oasis FRC also hosted its 5th annual baby shower for 27 moms.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| Month | June-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 | 289 | 2,108 | 5,000 | 6% | 42% |
| Households Served - Weatherization | 8 | 34 | 100 | 8% | 34% |
| **Department of Energy (DOE) Infrastructure Investment and Jobs Act (IIJA)** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served - Weatherization | 3 | 21 | 160 | 2% | 13% |
| **Department of Energy (DOE) 2025 DOE WAP** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served - Weatherization | 1 | 1 | **10** | 10% | 10% |
| **Total Homes - Weatherized & Utility Assistance (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| **Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, )** | **289** | 2,108 | **5,000** | 6% | 42% |
| **Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)** | **12** | 56 | **270** | 4% | 21% |
| **City of Bakersfield - Transformative Climate Communities- Low Income Energy Efficiency Program** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served | 0 | 1 | 16 | 0% | 6% |
| **City of Bakersfield - Home Repair and Weatherization Program** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served | 1 | 9 | 12 | 8% | 75% |

**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 **34 homes** have been fully completed and reported to CSD under Phase 1. This reflects the completion of **3 additional homes** since the previous reporting period and represents approximately **30% of the Phase 1 target of 114 homes**. Progress continues steadily as construction and energy efficiency activities advance. The project team remains focused on maintaining production schedules, increasing the number of completed units, and positioning the program to achieve the **40% completion milestone by June 2026**. |
| 2.) Successfully implement the City of Bakersfield Weatherization program and meet the contract goals. | The City of Bakersfield Home Repair and Weatherization Program demonstrated strong progress during this reporting period, with **3 additional households served**, bringing the total to **9 of the 11 contracted homes completed (82%)**. With the program now exceeding three-quarters of its overall goal, staff continue to focus on completing the remaining units, maintaining compliance with program requirements, and ensuring all services are delivered efficiently and within contractual timelines. |
| 3.) Successfully implement the Transformative Climate Communities-Low Income Energy Efficiency Program and meet the program and contract goals. | (TCC) Low-Income Energy Efficiency Program continues to advance toward its program and contract objectives. As of this reporting period, **a total of 2 homes have been completed under this grant**, including **1 home completed and reported during the previous program year and 1 home completed during the current program year**. While no additional homes were completed this reporting period, ongoing outreach, enrollment, assessments, and project development activities are supporting future production. The project team continues to coordinate weatherization and energy-efficiency improvements to increase completed units and advance progress toward the overall contract goal of **16 households served**. |
| **Program Highlights** | |

Program activity this month reflects continued growth across utility assistance, weatherization, and home repair initiatives serving low-income households throughout Bakersfield and Kern County. Under the Low-Income Home Energy Assistance Program (LIHEAP), utility assistance reached 289 households this month, bringing the year-to-date total to 2,108 households served (42% of the annual goal). Weatherization services under LIHEAP increased by 8 additional homes, resulting in 34 homes weatherized year-to-date. Weatherization production also advanced through multiple funding sources. The DOE Infrastructure Investment and Jobs Act (IIJA) program completed 3 additional homes, increasing the year-to-date total to 21 homes weatherized, while the DOE 2025 Weatherization Assistance Program (WAP) recorded its first completed home of the program year. Combined reporting submitted to CSD reflects 56 total weatherized households year-to-date, an increase of 12 homes during this reporting period, while total utility assistance reached 2,108 households served. The City of Bakersfield Home Repair and Weatherization Program made significant progress, serving 3 additional households and reaching 82% of its contract goal. Overall, program operations continue to advance steadily through coordinated outreach, assessments, construction activities, and energy-efficiency improvements designed to reduce energy burdens and improve housing conditions for vulnerable residents.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| Month | July-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 | 421 | 2,529 | 5,000 | 8% | 51% |
| Households Served - Weatherization | 13 | 47 | 100 | 13% | 47% |
| **Department of Energy (DOE) Infrastructure Investment and Jobs Act (IIJA)** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served - Weatherization | 11 | 32 | 160 | 7% | 20% |
| **Department of Energy (DOE) 2025 DOE WAP** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served - Weatherization | 0 | 1 | **10** | 0% | 10% |
| **Total Homes - Weatherized & Utility Assistance (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| **Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, )** | **421** | 2,529 | **5,000** | 8% | 51% |
| **Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)** | **24** | 80 | **270** | 9% | 30% |
| **City of Bakersfield - Transformative Climate Communities- Low Income Energy Efficiency Program** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served | 0 | 1 | 16 | 0% | 6% |
| **City of Bakersfield - Home Repair and Weatherization Program** | **Month** | **YTD** | **Goal** | **Month Progress** | **Annual Progress** |
| Households Served | 0 | 9 | 12 | 0% | 75% |

**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 **45 homes** have been fully completed and reported to CSD under Phase 1. This reflects continued progress in the delivery of weatherization and energy-efficiency improvements and represents approximately **53% of the Phase 1 target of 85 homes**. The Phase 1 target of 85 homes constitutes **30% of the overall grant goal**. Production continues to advance steadily as construction activities, inspections, and final reporting are completed. The project team remains focused on maintaining production schedules, increasing completed units, and advancing progress toward full Phase 1 implementation while supporting achievement of overall grant objectives. |
| 2.) Successfully implement the City of Bakersfield Weatherization program and meet the contract goals. | The City of Bakersfield Home Repair and Weatherization Program maintained its progress during July, with no additional completions reported this month. The program remains at **9 completed homes out of a 12-home contract goal**, achieving **75% completion**. Staff continue to focus on completing the remaining units and ensuring all contractual requirements, quality assurance standards, and reporting obligations are met. |
| 3.) Successfully implement the Transformative Climate Communities-Low Income Energy Efficiency Program and meet the program and contract goals. | The Transformative Climate Communities (TCC) Program continued program development and participant engagement activities during the reporting period. While no additional homes were completed in July, the program remains focused on outreach, eligibility determinations, energy assessments, and project planning activities designed to increase future production. Year-to-date performance remains at **1 completed household**, with continued efforts underway to advance toward the overall contract goal of **16 households served**. |
| **Program Highlights** | |

Program activity during July reflects continued progress in weatherization and energy-efficiency services for low-income households throughout Kern County and Bakersfield. Under the Low-Income Home Energy Assistance Program (LIHEAP), weatherization services increased by 13 additional homes, bringing the year-to-date total to 47 homes weatherized, achieving 47% of the annual goal. Utility assistance remains at 2,529 households served year-to-date, representing 51% of the annual goal.

Weatherization production advanced significantly through multiple funding sources. The DOE Infrastructure Investment and Jobs Act (IIJA) Program completed 11 additional homes during the month, increasing the year-to-date total to 32 homes weatherized. The DOE 2025 Weatherization Assistance Program (WAP) maintained 1 completed home year-to-date as project development and production activities continue.

Combined reporting submitted to CSD reflects 80 total weatherized households year-to-date, an increase of 24 homes during this reporting period, representing 30% of the annual goal of 270 homes. Utility assistance reporting remains at 2,108 households served year-to-date.

The City of Bakersfield Home Repair and Weatherization Program maintained its progress with **9** households served year-to-date, achieving **75%** of its contract goal, while the Transformative Climate Communities **(TCC)** Low-Income Energy Efficiency Program remains at **1** household served year-to-date as outreach, assessments, enrollment, and project development activities continue to build future production.

Overall, program operations continue to advance through coordinated outreach, eligibility determination, energy assessments, construction activities, and energy-efficiency improvements designed to reduce energy burdens, improve housing conditions, and enhance long-term energy savings for vulnerable residents throughout Kern County.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | June-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) | 18 | 104 | 100 | 18% | 104% |
| ***Summer Program*** (SRV 2m) | 63 | 63 | 50 | | |
| After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p) | N/A | 41 | 50 | 0% | 82% |

| California Violence Intervention Program (CalVIP) | Month | YTD |
|---|---|---|
| **Reporting Period** | January 1, 2026 - March 31, 2026 | |
| Incident Response (SRV 5w) | N/A | 0 |
| Outcome/Case Managed Families (SRV 7a) | N/A | 0 |
| Provided Food Assistance (SRV 7c) | N/A | 0 |
| Subsidized Employment Program | N/A | 0 |
| Provided Mentoring Services (SRV 2p, 7c) | N/A | 0 |
| Assisted with relocation services/Deposit Payments (SRV 4d) | 0 | 0 |
| Temporary Housing Placements (SRV 4m) | 1 | 2 |

| Youth Community Access Program | Month | YTD | YTD Goal |
|---|---|---|---|
| Program Participants | 21 | 85 | 80 |
| Youth Leaders | 0 | 12 | 12 |
| Field Trips | 1 | 6 | 30 |

**Explanation (Over/Under Goal Progress)**

CAPK is providing CalVIP Cohort 5 services as a subcontract for the City. The CalVIP Cohort 5 program is providing participant support services, and as a result, will not be providing direct services to the participants. Therefore, the number of those served is lower than reported in past years. The Afterschool Program was not facilitated in June, so there are no numbers to report. Positive Youth Development Mentor Program FY 2025/26 concluded on June 30, 2026. As a result, the YTD number of Mentor Program participants will be lower for July of 2026 because the program started new registrations for the Mentor Program for FY 2026/27, as of July 1, 2026.

| Program Strategic Goals | Progress Towards Strategic Goals |
|---|---|
| 1. Organize and execute successful fundraising events in collaboration with the Friendship House (FHCC) Advisory Board to generate financial support and sustain programs at the youth center. | The Friendship House Advisory Board is currently organizing a Backpack Giveaway for community youth in need. A huge thank you to our many supporters! The Backpack Giveaway will be held at the Friendship House on Saturday, August 8th from 9am-12pm. I hope that you can join us. |
| 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. | Please join me in welcoming Jaubrae Dixon to the Friendship House Advisory Board. Jaubrae is the Founder & CEO of CHANGES, a nonprofit organization dedicated to mentoring at-risk youth and adults. |

| | |
|---|---|
| 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 has been working with the CAPK Executive Team to seek grant opportunities that can benefit the Friendship House. |

## Program Highlights

On June 5th, the CAPK Community Youth Access Program had 51 youth participants from Bakersfield & Shafter attend a summer field trip to Yosemite National Park. The group hiked to Lower Yosemite Falls, explored scenic trails, and participated in educational activities designed to promote teamwork and connect with nature.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | August-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) | 55 | 55 | 100 | 55% | 55% |
| ***Summer Program*** (SRV 2m) | 8 | 71 | 50 | | |
| After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p) | N/A | 41 | 50 | 0% | 82% |

| California Violence Intervention Program (CalVIP) | Month | YTD |
|---|---|---|
| **Reporting Period** | January 1, 2026 - March 31, 2026 | |
| Incident Response (SRV 5w) | N/A | 0 |
| Outcome/Case Managed Families (SRV 7a) | N/A | 0 |
| Provided Food Assistance (SRV 7c) | N/A | 0 |
| Subsidized Employment Program | N/A | 0 |
| Provided Mentoring Services (SRV 2p, 7c) | N/A | 0 |
| Assisted with relocation services/Deposit Payments (SRV 4d) | 0 | 0 |
| Temporary Housing Placements (SRV 4m) | 0 | 2 |

| Youth Community Access Program | Month | YTD | YTD Goal |
|---|---|---|---|
| Program Participants | 15 | 100 | 80 |
| Youth Leaders | 0 | 12 | 12 |
| Field Trips | 1 | 7 | 30 |

**Explanation (Over/Under Goal Progress)**

CAPK is providing CalVIP Cohort 5 services as a subcontract for the City of Bakersfield. The CalVIP Cohort 5 program is providing participant support services, and as a result will not be providing direct services to the participants. Therefore, the number of those served are lower than reported in past years. The Afterschool Program was not facilitated in July, so there are no numbers to report. Positive Youth Development Mentor Program FY 2025/26 concluded on June 30, 2026. As a result, the YTD number of Mentor Program participants is lower for July of 2026 because the program started new registrations for the Mentor Program for FY 2026/27, as of July 1, 2026.

| Program Strategic Goals | Progress Towards Strategic Goals |
|---|---|
| 1. Organize and execute successful fundraising events in collaboration with the Friendship House (FHCC) Advisory Board to generate financial support and sustain programs at the youth center. | The Friendship House Advisory Board is planning a Backpack Giveaway for community youth in need. The event will be held at the Friendship House on Sat., August 8th from 9am-12pm. A huge thank you to our many supporters! I hope that you can join us. |
| 2. Recruit and retain dedicated Advisory Board members with the skills, networks, and passion to raise funds and support initiatives for the Friendship House sustainability and growth. | The Friendship House Advisory Board is full and is not accepting applications 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 has been working with the CAPK Executive Team to seek grant opportunities for the Friendship House. The Friendship House recently received the KFHC Community Health Grant to provide a Healthy Living through Zumba and Nutrition program for youth and adults in the community. |

## Program Highlights

On July 24th, the CAPK Community Youth Access Program had 60 program participants from Bakersfield and Shafter attend a field trip to Sequoia National Park. The program youth received valuable information on the giant Sequoia trees from the Park Ranger and were sworn in as Jr. Park Rangers, receiving a badge to commemorate a fun and educational field trip that they will always remember.

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | | | |
|---|---|---|---|---|---|
| **Month** | 1-Jun | **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** | 75 | 6,427 | 7,550 | 1% | 85% |
| Social Security Number (SSN) | 64 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 11 | | | | |
| **State** *(includes CFF State refund information)* | 104 | 7,008 | | | |
| Social Security Number (SSN) | 64 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 40 | | | | |
| **CAPK 2020-25, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)** | **Month** | **YTD** | | | |
| Paper-filed, and Prior year returns (federal) | 38 | 348 | | | |
| Social Security Number (SSN) | 32 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 6 | | | | |
| Paper-filed, and Prior year returns (state) | 38 | 348 | | | |
| Social Security Number (SSN) | 32 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 6 | | | | |
| **CAPK Refunds and Credits (SRV 3o)** | **Month** | **YTD** | | | |
| Federal Refunds | $52,949.00 | $ 5,952,315 | | | |
| State Refunds | $29,760 | $ 2,459,922 | | | |
| Federal Earned Income Tax Credit (EITC) *(income limit $68,675 per household )* | $19,064 | $ 4,115,001 | | | |
| California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)* | $13,316.00 | $ 1,143,557 | | | |
| **Total Refunds and Credits** | **$115,089** | **$ 13,670,795** | | | |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed) | Month | YTD | Goal Adjusted | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Applications (New/Renewal) | 8 | 149 | 200 | 4% | 75% |

**Explanation (Over/Under Goal Progress)**

State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State Paper Report. State tax returns for ITIN holders is higher this month. This happens when ITIN applications are processed, once an ITIN number is issued by the Federal (IRS), the State side of the tax return (FTB) can be submitted electronically and processed. Also State returns completed is higher due to the inability to separate tax returns using SIDN in order to calculate tax returns completed by California Farm Workers Foundation (CFF) to include it on 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. | Working on an RFP draft to recruit for partners/subcontractors to grow VITA program in underserved areas of the county. |

| Sub-contactor: United Way Central Eastern California e-filed returns 2023-25 | Month | YTD | Goal Adjusted | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Federal | 11 | **2,816** | 3,250 | 0.003384615 | 87% |
| State | 11 | **2,823** | | | |
| **UWCEC 2020-22 Paper Filed, and Prior Year Returns** ***(total YTD added to Federal YTD)*** | **Month** | **YTD** | | | |
| Paper-filed, and Prior year returns (federal) | 2 | 162 | | | |
| Paper-filed, and Prior year returns (state) | 5 | 142 | | | |
| **Sub-contactor: United Way Central Eastern California Refunds and Credits** | **Month** | **YTD** | | | |
| Federal Refunds | $5,362 | 2,498,597 | | | |
| State Refunds | $3,485 | 1,000,931 | | | |
| Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household ) | $13,589 | 1,717,969 | | | |
| California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)* | $4,856 | 368,925 | | | |
| **Total Refunds and Credits** | **$27,292** | **$5,586,422** | | | |
| **Sub-contactor: MAOF 2023-25 e-filed returns** ***(term ended May 2026)*** | **Month** | **YTD** | **Goal Adjusted** | **Month Progress** | **Annual Progress** |
| Federal | | 169 | 400 | 0 | 0.4225 |
| State | | 165 | | | |
| **MAOF 2020-22 Paper Filed, and Prior Year Returns** ***(total YTD added to Federal YTD)*** | **Month** | **YTD** | | | |
| Paper-filed, and Prior year returns (federal) | | 10 | | | |

**Community Action Partnership of Kern**
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| | | | | | |
|---|---|---|---|---|---|
| Paper-filed, and Prior year returns (state) | | 9 | | | |
| **Sub-contactor: MAOF Refunds and Credits** | **Month** | **YTD** | | | |
| Federal Refunds | | 262,642 | | | |
| State Refunds | | 85,873 | | | |
| Federal Earned Income Tax Credit (EITC) (income limit $68,675 per household ) | | 154,753 | | | |
| California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)* | | 22,512 | | | |
| **Total Refunds and Credits** | **$0** | **$525,780** | | | |
| **Sub-contactor: California Farmworkers Foundation (CFF) 2023-25 e-filed returns** | **Month** | **YTD** | **Goal Adjusted** | **Month Progress** | **Annual Progress** |
| Federal | 4 | 483 | 300 | 1% | 161% |
| **CFF 2020-22 Paper Filed Returns *(total YTD added to Federal YTD)*** | **Month** | **YTD** | | | |
| Paper-filed, and Prior year returns (federal) | 2 | 49 | | | |
| **Sub-contactor: CFF Refunds and Credits** | **Month** | **YTD** | | | |
| Federal Refunds | $11,849 | 623,787 | | | |
| Federal Earned Income Tax Credit (EITC) (income limit $68,675 per household ) | $4,454 | 305,301 | | | |
| **Total Refunds and Credits** | **$16,303** | **$929,088** | | | |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| | | | | | |
|---|---|---|---|---|---|
| **Month** | 1-Jun | **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** | 4 | 1,579 | 1,500 | 0% | 105% |
| Social Security Number (SSN) | 4 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 0 | | | | |
| **State** | 4 | 30 | | | |
| Social Security Number (SSN) | 4 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 0 | | | | |
| **CAPK 2020-22, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)** | **Month** | **YTD** | | | |
| Paper-filed, and Prior year returns (federal) | 1 | 17 | | | |
| Social Security Number (SSN) | 1 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 0 | | | | |
| Paper-filed, and Prior year returns (state) | 1 | 17 | | | |
| Social Security Number (SSN) | 0 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 0 | | | | |
| **CAPK Refunds and Credits (SRV 3o)** | **Month** | **YTD** | | | |
| Federal Refunds | $0.00 | $ 1,039,723 | | | |
| State Refunds | $2,108 | $ 2,093,182 | | | |
| Federal Earned Income Tax Credit (EITC) *(income limit $68-675 per household )* | $4,328 | $ 321,645 | | | |
| California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)* | $489.00 | $ 3,395 | | | |
| **Total Refunds and Credits** | **$6,925** | **$ 3,457,945** | | | |

**Community Action Partnership of Kern**
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| | | | |
|---|---|---|---|
| **Month** | 1-Jul | **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** | 94 | 6,521 | 7,550 | 1% | 86% |
| Social Security Number (SSN) | 72 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 21 | | | | |
| **State** *(includes CFF State refund information)* | 116 | 7,124 | | | |
| Social Security Number (SSN) | 76 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 43 | | | | |
| **CAPK 2020-25, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)** | **Month** | **YTD** | | | |
| Paper-filed, and Prior year returns (federal) | 46 | 394 | | | |
| Social Security Number (SSN) | 44 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 2 | | | | |
| Paper-filed, and Prior year returns (state) | 46 | 394 | | | |
| Social Security Number (SSN) | 44 | | | | |
| Individual Taxpayer Identification Number (ITIN) | 2 | | | | |
| **CAPK Refunds and Credits (SRV 3o)** | **Month** | **YTD** | | | |
| Federal Refunds | $54,646.00 | 6,006,961 | | | |
| State Refunds | $32,667 | 2,492,589 | | | |
| Federal Earned Income Tax Credit (EITC) *(income limit $68,675 per household )* | $32,527 | 4,147,528 | | | |
| California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)* | $7,694.00 | 1,151,251 | | | |
| **Total Refunds and Credits** | **$127,534** | **$13,798,329** | | | |

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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) | 8 | 157 | 200 | 4% | 79% |

| Explanation (Over/Under Goal Progress) |
|---|
| State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State Paper Report. State tax returns for ITIN holders is higher this month. This happens when ITIN applications are processed, once an ITIN number is issued by the Federal (IRS), the State side of the tax return (FTB) can be submitted electronically and processed. Also State returns completed is higher due to the inability to separate tax returns using SIDN in order to calculate tax returns completed by California Farm Workers Foundation (CFF) to include it on 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. | Working with CFF in Delano to expand services into Tulare County through both CalEITC grant and IRS grant. Working on RFP to be released soon, will allow for partner growth in order to reach more clients throughout the county |

| Sub-contactor: United Way Central Eastern California e-filed returns 2023-25 | Month | YTD | Goal Adjusted | Month Progress | Annual Progress |
|---|---|---|---|---|---|
| Federal | | 2,816 | 3,250 | 0 | 87% |
| State | | 2,823 | | | |
| **UWCEC 2020-22 Paper Filed, and Prior Year Returns** ***(total YTD added to Federal YTD)*** | **Month** | **YTD** | | | |
| Paper-filed, and Prior year returns (federal) | | 162 | | | |
| Paper-filed, and Prior year returns (state) | | 142 | | | |
| **Sub-contactor: United Way Central Eastern California Refunds and Credits** | **Month** | **YTD** | | | |
| Federal Refunds | | 2,498,597 | | | |
| State Refunds | | 1,000,931 | | | |
| Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household ) | | 1,717,969 | | | |
| California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)* | | 368,925 | | | |
| **Total Refunds and Credits** | **$0** | **$5,586,422** | | | |
| **Sub-contactor: MAOF 2023-25 e-filed returns** | **Month** | **YTD** | **Goal Adjusted** | **Month Progress** | **Annual Progress** |
| Federal | | 169 | 400 | 0 | 0.4225 |
| State | | 165 | | | |

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| **MAOF 2020-22 Paper Filed, and Prior Year Returns** *(total YTD added to Federal YTD)* | **Month** | **YTD** |
|---|---|---|
| Paper-filed, and Prior year returns (federal) | | 10 |
| Paper-filed, and Prior year returns (state) | | 9 |
| **Sub-contactor: MAOF Refunds and Credits** | **Month** | **YTD** |
| Federal Refunds | | 262,642 |
| State Refunds | | 85,873 |
| Federal Earned Income Tax Credit (EITC) (income limit $68,675 per household ) | | 154,753 |
| California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)* | | 22,512 |
| **Total Refunds and Credits** | **$0** | **$525,780** |

| **Sub-contactor: California Farmworkers Foundation (CFF) 2023-25 e-filed returns** | **Month** | **YTD** | **Goal Adjusted** | **Month Progress** | **Annual Progress** |
|---|---|---|---|---|---|
| Federal | | 483 | 300 | 0 | 1.61 |

| **CFF 2020-22 Paper Filed Returns** *(total YTD added to Federal YTD)* | **Month** | **YTD** |
|---|---|---|
| Paper-filed, and Prior year returns (federal) | | 49 |
| **Sub-contactor: CFF Refunds and Credits** | **Month** | **YTD** |
| Federal Refunds | | 623,787 |
| Federal Earned Income Tax Credit (EITC) (income limit $68,675 per household ) | | 305,301 |
| **Total Refunds and Credits** | **$0** | **$929,088** |

**Community Action Partnership of Kern**
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| | | | |
|---|---|---|---|
| **Month** | June-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** | Food Stamps | Specialty Food Providers | VITA Programs |

| **Information and Referral Services (I&R) Calls Handled (SRV 7c)** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
|---|---|---|---|---|---|
| Kern County | 2480 | 14,954 | 40,000 | 6% | 37% |
| Kings County | 257 | 1,353 | 3,500 | 7% | 39% |
| Merced & Mariposa County | 124 | 702 | 2,000 | 6% | 35% |
| Stanislaus County | 1051 | 6,508 | 13,000 | 8% | 50% |
| Tulare County | 900 | 4,697 | 11,000 | 8% | 43% |
| **Total County-based I&R Calls Handled** | **4,812** | **47,176** | **109,500** | **53%** | **43%** |
| **Average Wait Time** | **0:56** | | | | |
| **Average Handle Time** | **5:41** | | | | |

| **Other Service Call Types Handled (SRV 7c)** | **Month** | **YTD** |
|---|---|---|
| LIHEAP (SRV 7b) | 1400 | 8,941 |
| Mental Health (SRV 7c) | 116 | 317 |
| **Total County-based and Other Calls Handled** | **6,328** | **56,434** |

| **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. | 9 | 4.4 | **4.63** |

| **Grant Funded Services** | **Activity** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
|---|---|---|---|---|---|---|
| Cal-Fresh (SNAP) Application (SRV 3l) | 65 | 27 | 156 | 350 | 8% | 45% |
| KIC Referrals (SRV 7c) | 214 | 211 | 674 | 1,200 | 18% | 56% |

| **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)* | 55,862 | 144,725 | 225,000 | 25% | 64% |

| **Referrals** | **Month** | **YTD** |
|---|---|---|
| Food-related Calls (SRV 7c) | 455 | 2,994 |
| Health and Human Service Referrals (SRV 7c) | 592 | 4,484 |
| Housing and Homelessness Calls (SRV 7c) | 257 | 1,501 |
| Utility Assistance Calls- Discount Internet or Utility (SRV 7c) | 142 | 941 |
| **Total Other Services** | 1,446 | 9,920 |

| Explanation (Over/Under Goal Progress) |
|---|
| Call volumes have stabilized for the program and align with the expectation for the support of 5 counties. 2-1-1 continues to provide application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and screenings are monitored and reviewed to determine appropriate methods and material needed for outreach events.<br>□<br>□ |

| Program Strategic Goals | Progress Towards Goal |
|---|---|
| 1. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth. | The program seeks to 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 twelve (12) 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. 2-1-1 experienced staffing changes associated with its anticipation of the transition of the call handling contract for Fresno and Madera Counties. Currently, there are no existing vacancies. |
| 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 remains in 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 aims to uphold the program to high expectations to strengthen existing partnerships by effectively communicating and meeting with partners and contract grantors to share performance data and discuss progress relative to objectives, deliverables, and goals. The program makes an effort to meet reporting expectations of funding sources and maintaining trusting relationships to increase the opportunity for existing contracts to be retained. □ |

| Program Highlights |
|---|
| This report includes the total Website Visitors with consideration of 31,835 from May 2026, which were excluded from the report on the corresponding month.. |

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| | | | |
|---|---|---|---|
| **Month** | July-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 | Homeless Diversion Programs | Utility Payment Assistance |
| **Top 3 Unmet Needs** | Specialty Food Providers (Older Adults) | Rent Payment Assistance | Specialty Food Providers |

| **Information and Referral Services (I&R) Calls Handled (SRV 7c)** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
|---|---|---|---|---|---|
| Kern County | 2531 | 17,485 | 40,000 | 6% | 44% |
| Kings County | 245 | 1,598 | 3,500 | 7% | 46% |
| Merced & Mariposa County | 109 | 811 | 2,000 | 5% | 41% |
| Stanislaus County | 1325 | 7,833 | 13,000 | 10% | 60% |
| Tulare County | 887 | 5,584 | 11,000 | 8% | 51% |
| **Total County-based I&R Calls Handled** | **5,097** | **52,273** | **109,500** | **56%** | **48%** |
| **Average Wait Time** | **0:59** | | | | |
| **Average Handle Time** | **5:36** | | | | |

| **Other Service Call Types Handled (SRV 7c)** | **Month** | **YTD** |
|---|---|---|
| LIHEAP (SRV 7b) | 1630 | 10,571 |
| Mental Health (SRV 7c) | 0 | 317 |
| **Total County-based and Other Calls Handled** | **6,727** | **63,161** |

| **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. | 8 | 4.6 | **3.37** |

| **Grant Funded Services** | **Activity** | **Month** | **YTD** | **Annual Goal** | **Month Progress** | **Annual Progress** |
|---|---|---|---|---|---|---|
| Cal-Fresh (SNAP) Application (SRV 3l) | 69 | 21 | 177 | 350 | 6% | 51% |
| KIC Referrals (SRV 7c) | 189 | 185 | 859 | 1,200 | 15% | 72% |

| **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)* | 56,789 | 201,514 | 225,000 | 25% | 90% |

| **Referrals** | **Month** | **YTD** |
|---|---|---|
| Food-related Calls (SRV 7c) | 548 | 3,542 |
| Health and Human Service Referrals (SRV 7c) | 653 | 5,137 |
| Housing and Homelessness Calls (SRV 7c) | 309 | 1,810 |
| Utility Assistance Calls- Discount Internet or Utility (SRV 7c) | 165 | 1,106 |
| **Total Other Services** | 1,675 | 11,595 |

**Explanation (Over/Under Goal Progress)**

Mental Health categorized calls are routed from 211 directly to Kern Behavioral Health and Recovery Services to be handled by their specialized team of experts. The anticipated call volume is based on prior data and the ability to meet demands of calls. 2-1-1 continues to provide application assistance, assessments, and outreach to bring awareness of services within the community.

| Program Strategic Goals | Progress Towards Goal |
|---|---|
| 1. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth. | The program seeks to 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 twelve (12) 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. 2-1-1 does not currently have existing vacancies. |
| 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 remains in collaboration with the Information-Systems (IS) and Technology (IT) Team to deploy an Intelligent Virtual Agent process to test prior to the pilot for afterhours calls. The AI Agent shall provide immediate engagement with callers without complex needs that do not require, problem solving skills, 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 aims to uphold the program to high expectations to strengthen existing partnerships by effectively communicating and meeting with partners and contract grantors to share performance data and discuss progress relative to objectives, deliverables, and goals. The program makes an effort to meet reporting expectations of funding sources and maintain trusting relationships to increase the opportunity for existing contracts to be retained. □ |

**Program Highlights**




**Operations**

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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| | | | |
|---|---|---|---|
| **Month** | June-26 | **Program/Work Unit** | Operations Division |
| **Division/Chief, Director** | Emilio Wagner<br>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 | 31 | 15 | 25 | 199 |
| Paginated Reports/ Power bi reports/ Dashboards | 6 | 6 | 5 | 22 |
| Background Processes | 9 | 0 | 8 | 39 |
| Power App Enhancements | 16 | 9 | 12 | 39 |

| *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 | 80% |
| Head Start Parent Survey and Report | In progress | 60% |
| VSS | Project Completed: data import in progress | 90% |
| Sage Intaact to Primarius | In development | 95% |
| Field Service | Project Scope expanded | 20% |
| CDP Optimizations | In progress | 60% |
| 211 CalFresh Report | Script Completed | 95% |
| Finance Timesheets Application | Application is live (2 weeks monitor) | 100% |

**Facilities**

| Activity | Requested | In-Progress | Processed | Processed YTD |
|---|---|---|---|---|
| Facility Work Orders | 315 | 598 | 319 | 2138 |

| *Construction Projects* | *Description of Status* | *Current % Status* |
|---|---|---|
| Central Kitchen | | |
| McFarland & Tehachapi Modulars | | |
| Barnett House | | |

| *Major Maintenance Projects* | *Description of Status* | *Current % Status* |
|---|---|---|
| MCAP Stine Second Floor | Additional leasing space/2nd floor for MCAP on Stine | 98% |
| Stockdale HS | Signage | 20% |
| Mojave Afghan Solar/Playard | Install shade structure and Solar to mobile park community | 8% |
| Harvey Hall Phase 2 & 3 | New Kitchen & Breakroom | 25% |
| Sterling Remodel Phase 3 | Awarding Contract | 100% |
| Sterling Block Wall | Property Line Site Survey | 10% |

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| | | | | |
|---|---|---|---|---|
| Alberta Dillard | | Survey Complete<br>Working of Property Line Discrepancy's | | 25% |
| SJC Tiny Powers | | Facility Ready and Licensed Pending Children<br>Sink Installation | | 95% |
| SJC Filipino Plaza | | Fire & Alarm Monitoring<br>Playard Mod | | 90% |
| SJC | | University Park | | 45% |
| **Activity** | **Requested** | **In-Progress** | **Processed** | **Processed YTD** |
| Help Desk Work Orders | 602 | 169 | 607 | 3054 |
| ***Information & Technology Projects*** | | ***Description of Status*** | | ***Current % Status*** |
| MS Entra Explore and Discovery | | work with MIcrosoft to explore current AD | | *30%* |
| E-Rate | | In-Progress | | *75%%* |
| MS Purview Explorer and advisory | | in progress | | 90% |

| **Risk Management** | | |
|---|---|---|
| | **Reported** | **Reported YTD** |
| Students / Parents / Volunteers / Clients | 1 | 4 |
| Property | 1 | 11 |
| Vehicle Incident / Grand Theft Auto | 1 | 5 |
| Motor Vehicle Accident | 0 | 2 |
| Overdoses / Death | 0 | 1 |
| Workplace Violence | 2 | 4 |
| **Total** | **5** | **27** |

| **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 Action Partnership of Kern**
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| | | | |
|---|---|---|---|
| **Month** | July-26 | **Program/Work Unit** | Operations Division |
| **Division/Chief, Director** | Emilio Wagner<br>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 | 31 | 21 | 32 | 231 |
| Paginated Reports/ Power bi reports/ Dashboards | 7 | 5 | 4 | 26 |
| Background Processes | 8 | 4 | 4 | 43 |
| Power App Enhancements | 15 | 8 | 17 | 56 |

| *Projects* | *Description of Status* | *Current % Status* |
|---|---|---|
| 211 Optimizations | Awaiting Consultant Proposal | 70% |
| MCAP Application | Awaiting Finance Response before testing | 80% |
| HAM Site Updates | In Development | 60% |
| Website Rebuild | In Planning | 5% |
| Fabric Migration | Capacity Set Up, establishing DB connection | 10% |
| CNA | Survey and Survey Dashboard in Testing | 90% |
| Energy Process mapping | Inital meeting and doc review completed. | 50% |
| Git Hub Set up | Complete | 100% |
| Contract Claims | In Development | 60% |
| Exempt Timesheet App | Complete | 100% |
| Volunteer Management Application | Inital Planning | 5% |
| HVP Application | On Hold | 5% |

**Facilities**

| Activity | Requested | In-Progress | Processed | Processed YTD |
|---|---|---|---|---|
| Facility Work Orders | 332 | 584 | 330 | 2468 |

| *Construction Projects* | *Description of Status* | *Current % Status* |
|---|---|---|
| Central Kitchen | | |
| McFarland & Tehachapi Modulars | | |
| Barnett House | | |
| *Major Maintenance Projects* | *Description of Status* | *Current % Status* |
| MCAP Stine Second Floor | Additional leasing space/2nd floor for MCAP on Stine | 98% |
| Stockdale HS | Signage | 25% |
| Mojave Afghan Solar/Playard | Install shade structure and Solar to mobile park community | 8% |
| VSS | Decatur & Buena Vista HVAC Replacement | 5% |
| Harvey Hall Phase 2 & 3 | New Kitchen & Breakroom | 25% |

| | | |
|---|---|---|
| Sterling Block Wall | Property Line Site Survey | 10% |
| Alberta Dillard | Survey Complete<br>Working of Property Line Discrepancy's | 25% |
| SJC Tiny Powers | Facility Ready and Licensed Pending Children<br>Sink Installation | 95% |
| SJC Filipino Plaza | Fire & Alarm Monitoring<br>Playard Mod | 90% |
| SJC | University Park<br>Door Installation<br>Fire Code Update<br>TI | 50% |

| Activity | Requested | In-Progress | Processed | Processed YTD |
|---|---|---|---|---|
| Help Desk Work Orders | 549 | 115 | 597 | 3651 |

| *Information & Technology Projects* | *Description of Status* | *Current % Status* |
|---|---|---|
| MS Entra Explore and Discovery | work with MIcrosoft to explore current AD | *95%* |
| E-Rate | awaiting | *75%* |
| MS Purview Explorer and advisory | in progress | 75% |

**Risk Management**

| | Reported | Reported YTD |
|---|---|---|
| Students / Parents / Volunteers / Clients | 1 | 5 |
| Property | 1 | 12 |
| Vehicle Incident / Grand Theft Auto | 1 | 6 |
| Motor Vehicle Accident | 0 | 2 |
| Overdoses / Death | 0 | 1 |
| Workplace Violence | 0 | 4 |
| **Total** | **3** | **30** |

**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** | June-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 | $2,935 |
| Food Insecurity | $4,979 |
| Veterans Supportive Services | $30,000 |
| Youth & Families | $7,785 |
| Other (VITA) | $685 |
| Foundation (General) | $75,471 |

| **External Events** | |
|---|---|
| Homelessness & Housing | $500 - Fathers Day Run to benefit M Street |
| Food Insecurity | - |
| Veterans Supportive Services | - |
| Youth & Families | $1000,- Hot Fudge Run to benefit Oasis |
| Other | - |

| **Special Initiatives** |
|---|
| Executed the Foundation's Signature event, Gourmet For Good which welcomed 400 guests and raised $220,858 in gross income. |
| Sent handwritten thank-you notes to all Gourmet for Good sponsors and in-kind supporters. |
| Developed and submitted design for Sponsor Wall to recognize annual sponsors at the Food Bank. |
| Held a series of Gourmet For Good debrief meetings with department leads, committee members and volunteers. |
| Finalized G4G social media posts for the campaign's final outreach push. |
| Met with Community West Bank representatives for a VITA site tour to strengthen partnership opportunities, including volunteers, workshops, and future funding support. |
| Finalized the Back to School Huggy Heart Campaign materials for Alta One and delivered materials for distribution to all six Kern County locations. |
| Created social media graphics for the Back to School Huggy Heart Campaign. |
| Started updating the Food Bank donor wall, including revising the donor list and exploring a new layout and design. |

**Community Action Partnership of Kern**

**Monthly Report 2026**

| |
|---|
| Met with Finance to develop a process for tracking grant applications and awards, ensuring programs and Finance stay informed of funding details and requirements. |
| Met with Monarch Home Services to plan and develop an internal back-to-school drive to support Friendship House. |
| Supported the Hot Fudge Run, which raised $1,000 for Oasis Family Resource Center. |
| Supported the Father's Day Run, which raised $500 for the M Street Navigation Center. |
| Met with the new Program Manager of the CAPK Food Bank to showcase the Foundation's various fundraising initiatives. |
| Continued the process of implementing a new CRM for the Foundation by meeting with the Finance team, Blackbaud, and Boomerang. |
| Hosted multiple debrief meetings with CAPK staff, CAPK Foundation board members, and volunteers to discuss ways to make Gourmet for Good more successful. |
| Met with SOS Recycling to discuss the details of the upcoming VSS fundraiser. |
| Finalized Sponsorship Packet for Stand Down |
| Held quarterly Lunch & Learn at Food Bank |

| 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 networking with local contacts to expand our reach with donors. Planning fundraiser in September to benefit VSS. |
| Supporting CAPK's Strategic Plan (2026–2029). | Leading monthly meetings with our team to stay on track for goal setting. |

**Community Action Partnership of Kern**

**Monthly Report 2026**

| | | | |
|---|---|---|---|
| **Month** | July-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 | $7,900 |
| Food Insecurity | $12,384 |
| Veterans Supportive Services | $2,250 |
| Youth & Families | $9,638 |
| Other (VITA) | $10,000 |
| Foundation (General) | $29,990 |

| **External Events** | |
|---|---|
| Homelessness & Housing | |
| Food Insecurity | |
| Veterans Supportive Services | Bakersfield Roasting Company (amount raised still pending) |
| Youth & Families | |
| Other | |

| **Special Initiatives** |
|---|
| Met with SOS Recycling to discuss Fundraising event at KGET to benefit VSS |
| Held planning meeting with VSS and Foundation Staff for KGET fundraiser.<br>Created the supplies list, volunteer assignments, and event budget. |
| Continued discussions with CAPK leadership regarding the implementation of a new CRM system. A meeting is scheduled with Sage Intacct to discuss integration between the two software platforms. |
| Created the Veterans Stand Down website, vendor registration form, and sponsorship page. |
| Created the Hunger Action Month website, online store for purchasing Hunger Action Month swag, and donation page. |
| Created the online store page for the upcoming VSS fundraiser in partnership with SOS Recycling. |
| Managed the September Lunch & Learn event for the Food Bank: inviting prospects and creating the registration page. |
| Hosted a tour of the CAPK Food Bank for Reverb Coffee to explore partnership opportunities |
| Hosted a tour of the Food Bank with Fifth Third Bank to explore partnership opportunities |

**Community Action Partnership of Kern**
**Monthly Report 2026**

| |
|---|
| Sent follow-up emails to Garces Memorial High School and Frontier High School regarding various fundraising initiatives to engage students in supporting CAPK programs |
| Attended Veterans Stand Down planning meetings to assist with event logistics and coordination. |
| Supported the Friendship House Back-to-School Drive by creating the fundraising page and assisting with marketing and social media. |
| Supported Oasis's Back-to-School Drive by assisting with marketing collateral and donor outreach. |
| Submitted a funding request to the Jim and Eloise Elder Foundation for $6,720 to support the Veterans Stand Down event. Requested funds will be used to purchase hygiene kits and winter gear for approximately 100 homeless veterans. |
| Submitted the Stater Bros Charity application requesting $2,500 to support the East Kern FRC with providing hygiene kits to individuals experiencing homelessness throughout the rural communities of Eastern Kern County. |
| Attended the Starbucks Nourishing Neighborhoods Recipient Awards Ceremony and met the local and regional Starbucks leadership. Follow-up discussions are being scheduled to explore volunteer opportunities at the Food Bank and potential support of the Veterans Stand Down event through donated coffee and refreshments. |
| Coordinated a tour of the M Street Navigation Center for members of the Arvin Kiwanis Club. The club is exploring a special service project for clients and plans to organize a hygiene drive later this year once the school session resumes. |
| Met with Jackie to discuss sponsorship opportunities for the VITA Program. Reviewed sponsorship levels and associated benefits to support future outreach and fundraising efforts. |
| Updated the list of one-time Food Bank donors for the donor recognition wall. Received the final design from the Vital Signs team. Next steps include reviewing and confirming donor names before moving forward with production and installation. |
| Followed up with the BHE Renewables regarding potential support for the East Kern Family Resource Center's holiday initiatives. I am currently awaiting a response to schedule a meeting and discuss partnership opportunities further. |
| Connected with Grand Canyon University and shared the sponsorship packet for the Veterans Stand Down event. They also expressed interest in partnering with the VSS Program and have been connected them with VSS leadership staff for follow-up discussions. |
| Attended Check Presentation at Starbucks. $2,000 donation for Food Bank. |
| Met with Matt Cauthron from Adventist Health to discuss joining Foundation Board. |
| **Community Outreach** |
| Attended the State of the City Luncheon |
| Attended the Black Chamber of Commerce Mixer |

| 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. |

**Community Action Partnership of Kern**

**Monthly Report 2026**

| | |
|---|---|
| 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 networking with local contacts to expand our reach with donors. Planning fundraiser in September to benefit VSS. |
| Supporting CAPK's Strategic Plan (2026–2029). | Leading monthly meetings with our team to stay on track for goal setting. |

# Instrumentl Opportunities Report - August 6, 2026

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

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

Date Range: Jun 01, 2026 - Jul 31, 2026

**Status**

| $25,000 | $7,032,644 | $5,000 |
|---|---|---|
| **Awarded** | **Submitted** | **Declined** |
| 8 opportunities | 16 opportunities | 1 opportunity |

Displaying 27 opportunities

## FY 2026 March 1 - February 28

| NAME | DEADLINE | STATUS | AMOUNT | NEXT TASK | NOTES |
|---|---|---|---|---|---|
| July 2026 | | | | | |
| Albertsons' Companies Foundation - Northern California Grant Program<br>The Albertsons Companies Foundation Foundation | Jul 1, 2026<br>Rolling | Awarded - Active | Requesting $2,000 | | To support the Friendship House Community Center Back-To-School Event by providing essential school supplies and... |

| | | | | |
|---|---|---|---|---|
| **California State Nonprofit Security Grant Program (CSNSGP)**<br>California Governor's Office of Emerg...<br>Community Development | Jul 10, 2026 | Application Submitted | Requesting $127,200 | EKFRC- implementing integrated physical security, facility hardening, and cybersecurity measures that deter, detect, dela... |
| **California State Nonprofit Security Grant Program (CSNSGP) RFP (CA)**<br>California Governor's Office of Emerg...<br>Community Development | Jul 10, 2026 | Application Submitted | Requesting $95,795 | FHCC- implementing integrated physical security, facility hardening, and cybersecurity measures that deter, detect, dela... |

# FY 2027 March 1 - February 28

| NAME | DEADLINE | STATUS | AMOUNT | NEXT TASK | NOTES |
|---|---|---|---|---|---|
| June 2026 | | | | | |
| **Wellness Across the Lifespan Grant** KL<br>The Sprouts Healthy Communities Found...<br>Health & Nutrition Services | Jun 1, 2026<br>(due Jun 1, 2027) | Application Submitted | Requesting $5,000 | | On behalf of the Food Bank, the CAPK Foundation is requesting $5,000 to purchase fresh produce for distribution to... |
| **Local Food Promotion Program Fiscal Year 2026** KL<br>USDA: Agricultural Marketing Service ...<br>Health & Nutrition Services | Jun 5, 2026<br>(due Jun 5, 2026) | Application Submitted | Requesting $244,238 | | This project focuses on expanding local market opportunities through a secondary market/aggregation pilot, supporting local... |
| SCAN Health Plan Older Adult Nutrition Programs<br>Scan Health Plan<br>Health & Nutrition Services | Jun 5, 2026 | Awarded - Active | Received $10,000<br>Requesting $10,000 | | |

| | | | | |
|---|---|---|---|---|
| **Regional Food System Partnership Fiscal Year 2026**<br>USDA: Agricultural Marketing Service ...<br>Health & Nutrition Services | KL | Jun 5, 2026 | Application Submitted | Requesting $321,503 | This project focuses on strengthening regional food system coordination through the Kern Food Policy Council, including... |
| Digital Literacy<br>Jans Dreams<br>Youth & Community Services | EL | Jun 12, 2026 | Application Submitted | Requesting $25,112 | The OFRC will be a subcontractor for Jan's Dream. This opportunity will provide college students and older adults with appropriate... |
| FHCC Community Health Grant<br>Kern Family Health Care (KFHC)<br>Youth & Community Services | LH | Jun 19, 2026 | Awarded - Active | Requesting $5,000 | FHCC will utilize funds to provide free weekly Zumba and healthy cooking classes for the 93307 community. |
| VSS Community Health Grant<br>Kern Family Health Care (KFHC)<br>Veterans & Supportive Services | | Jun 19, 2026 | Awarded - Active | Requesting $5,000 | If awarded, this grant will help cover the costs of the Veteran Stand Down event. |
| 2-1-1 Community Health Grant<br>Kern Family Health Care (KFHC)<br>Youth & Community Services | SJ | Jun 22, 2026 | Awarded - Active | Requesting $5,000 | If funded, 2-1-1 will utilize funds to promote Medi-Cal enrollment through outreach efforts, attending community events,... |
| CBB Donation Request - FHCC<br>Citizens Business Bank<br>Youth & Community Services | LH | Jun 22, 2026 | Awarded - Active | Received $5,000<br>Requesting $5,000 | This opportunity will support the FHCC After school programs. |
| CBB Donation Request - VITA<br>Citizens Business Bank<br>Youth & Community Services | JG | Jun 22, 2026 | Awarded - Active | Received $10,000<br>Requesting $10,000 | Donation will support CAPK's Volunteer Income Tax Assistance (VITA). |

| | | | | | |
|---|---|---|---|---|---|
| OFRC Community Health Grant<br>Kern Family Health Care (KFHC)<br>Youth & Community Services | EL | Jun 22, 2026 | Awarded - Active | Requesting $5,000 | If funded, OFRC will provide hygiene kits, feminine products, emergency food, baby supplies, and transportation voucher.. |
| M St. Community Health Grant<br>Kern Family Health Care (KFHC)<br>Housing and Supportive Services | LH | Jun 23, 2026 | Declined | Requesting $5,000 | If funded, M St. will provide clients with hygiene kits and feminine products. |
| July 2026 | | | | | |
| F- CRF (Community Resilience Fund)<br>Pg&E Corporation Foundation<br>Foundation | KL | Jul 2, 2026 | Application Submitted | Requesting $55,870 | This program is sponsored by both PG&E and The PG&E Corporation Foundation (Foundation) for General Operating Support for... |
| Stater Bros Charities Grant<br>Stater Bros Charities<br>Foundation | | Jul 7, 2026<br>(due Jul 31, 2026) | Application Submitted | Requesting $2,500 | This funding opportunity will support the East Kern Family Resource Center's efforts to provide hygiene kits to individuals experiencing.. |
| California State Nonprofit Security Grant Program (CSNSGP)<br>California Governor's Office of Emerg...<br>Community Development | | Jul 10, 2026 | Application Submitted | Requesting $134,014 | Enhance security and emergency preparedness at the Sterling Early Head Start Center through facility hardening, access... |
| Jim & Elouise Elder Foundation Grant Application<br>Jim and Elouise Elder Foundation<br>Foundation | | Jul 10, 2026 | Application Submitted | Requesting $6,720 | This opportunity will support Veterans & Supportive Services' annual Veteran Stand Down event by providing 100 homeles... |

| | | | | |
|---|---|---|---|---|
| **Agriculture and Food Research Initiative Competitive Grants Program...** KL<br>USDA: National Institute of Food and ...<br>Health & Nutrition Services | Jul 16, 2026 | Application Submitted | Requesting $400,000 | Improve food access and security for low-income farmworker households in Kern County through food distribution, education,... |
| Increasing Access to Healthy Food<br>Kaiser Community Grants Program (Kais...<br>Health & Nutrition Services | Jul 17, 2026 | Application Submitted | Requesting $80,000 | CAPK is seeking up to $80,000 to increase access to healthy food for Food Bank clients by distributing more than 33,269 pounds of shel... |
| **Community Resilience Centers Round 2: Implementation Grant**<br>California Strategic Growth Council<br>Youth & Community Services | Jul 21, 2026<br>(due Sep 25, 2026) | Abandoned | US $1,000,000 - US $10,000,000 | CAPK has decided not to pursue this grant due to inability to gather construction quotes before deadline and currently in the plannin... |
| CalFresh Outreach FFY28-30 SJ<br>Info Line Of San Diego County<br>Youth & Community Services | Expired deadline | Application Submitted | Requesting $313,664 | Through 211 San Diego, CAPK's 211 program will administer CalFresh application assistance to Kern County residents. |
| FY 2026 CES SSO RM<br>U.S. Department of Housing and Urban ...<br>Housing and Supportive Services | Jul 30, 2026 | Application Submitted | Requesting $268,035 | This is a reapplication for Coordinated Entry Systems (CES) Supportive Services Only (SSO) through the CoC. |
| Housing and Community Development (HCD or Department) Encampment Re...<br>Bakersfield Kern Regional Homeless Co...<br>Housing and Supportive Services | Jul 30, 2026 | Application Submitted | Requesting $4,245,232 | Lead Entity: Bakersfield Kern Regional Homeless Collaborative, with support from the County of Kern and City of Bakersfield. Partners.. |

| | | | | |
|---|---|---|---|---|
| New Project- Transitional Housing<br>U.S. Department of Housing and Urban ...<br>Housing and Supportive Services | Jul 30, 2026 | Application Submitted | Requesting $707,761 | This application was submitted through the CoC to provide Transitional Housing (TH) in East Kern from the Oasis FRC. |
| Rolling Grants | | | | |
| PNC Foundation: Foundation Grant<br>PNC Foundation<br>Foundation | Rolling | Abandoned | Unspecified amount | Abandoned: PNC bank does not have a footprint in Kern County. This funding opportunity would support both Family... |

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | Food Bank |
| **Funding Agency** | Kaiser Permanente | **Project Name** | Increasing Access to Healthy Food |
| **CFDA** | | **Target Population** | Low-income Kern County families |
| **Reapplication (Y/N)** | Yes | **Number to be served** | 27724 |
| **Estimated Request** | $80,000.00 | **Division Director** | Susana Magana |
| **Award Period** | 12/15/2026-12/15/2027 | **Program Manager** | Kelly Lowery |

**Project Goal (One sentence goal statement)**

CAPK is seeking up to $80,000 to increase access to healthy food for Food Bank clients by distributing more than 33,269 pounds of shelf-stable and fresh produce and 27,724 meals through its network of pantry partners across Kern County.

**Project Description (Brief one paragraph description)**

The Community Action Partnership of Kern (CAPK) Food Bank is launching a food assistance initiative to distribute approximately 33,269 pounds of shelf-stable and fresh produce and 27,724 meals, by December 2027, with the goal of increasing access to healthy foods and supporting health equity in underserved communities across Kern County. Leveraging its extensive network of over 150 partner organizations, including food pantries, schools, farms, and faith-based groups, CAPK will focus on reaching rural and low-income areas most impacted by food insecurity, ensuring that nutritious options such as fruits and vegetables are delivered equitably throughout the region.

**Estimated Budget Summary**

The budget requests a total amount of $80,000 from Kaiser Foundation Hospitals to support food distribution efforts in Kern County. The project includes one in-kind staff position, a Food Sourcer at 0.10 FTE, responsible for coordinating food procurement and delivery logistics. Of the total budget, $60,000 is allocated for food procurement, covering both shelf-stable items (such as canned goods, pasta, and milk) and fresh produce (like fruits, vegetables, eggs, and bread). An additional $11,429 is designated for freight charges, which are necessary even when food is donated, due to transportation logistics. The remaining $8,571 (12% of direct costs) is allocated for indirect.

**Recommendation**

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

***Approvals:***

| | | | | | |
|---|---|---|---|---|---|
| ***1.Division Director*** | Susana Magana | ***Date:***2026-08-06 | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-08-03 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-08-03 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-08-05 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-08-05 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | Federal | **CAPK Program** | Food Bank |
| **Funding Agency** | USDA National Institute of Food and Agriculture (NIFA) | **Project Name** | Community Food Projects Competitive Grants Program (CFPCGP) |
| **CFDA** | 10.225 | **Target Population** | Low-income individuals and food-insecure communities |
| **Reapplication (Y/N)** | No | **Number to be served** | |
| **Estimated Request** | $400,000.00 | **Division Director** | Susana Magana |
| **Award Period** | 09/30/2026 to 09/29/2029 | **Program Manager** | Kelly Lowery |

**Project Goal (One sentence goal statement)**

Improve food access and security for low-income farmworker households in Kern County through food distribution, education, and community engagement.

**Project Description (Brief one paragraph description)**

Implement a farmworker food access initiative with food purchases, mobile distribution, outreach, nutrition education, and project management from 09/30/2026 to 09/29/2029.

**Estimated Budget Summary**

Federal request $400,000 and non-federal match $418,937 support personnel, food purchases, vehicle use, community engagement, nutrition education, travel, space, and indirect costs.

**Recommendation**

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

***Approvals:***

| | | | | | |
|---|---|---|---|---|---|
| ***1.Division Director*** | Susana Magana | ***Date:***2026-08-06 | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-08-03 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-08-03 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-08-03 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-08-03 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | Federal | **CAPK Program** | FRC - East Kern |
| **Funding Agency** | U.S. Department of Homeland Security (DHS)/FEMA | **Project Name** | Nonprofit Security Grant Program (NSGP) |
| **CFDA** | 97.008 | **Target Population** | Eligible 501(c)(3) nonprofit organizations determined to be at high risk of terrorist or extremist a |
| **Reapplication (Y/N)** | No | **Number to be served** | |
| **Estimated Request** | $127,200.00 | **Division Director** | Emilio Wagner |
| **Award Period** | September 1, 2026 – August 31, 2029 | **Program Manager** | Maria Contreras |

**Project Goal (One sentence goal statement)**

Enhance the safety, security, and operational resilience of East Kern Family Resource Center by implementing integrated physical security, facility hardening, and cybersecurity measures that deter, detect, delay, and respond to potential threats.

**Project Description (Brief one paragraph description)**

CAPK requests NSGP funding to implement a comprehensive security enhancement project at the East Kern Family Resource Center that combines facility hardening, access control, surveillance, cybersecurity, and emergency preparedness measures. The project will install 24 window security gates, three card access systems, 10 security cameras, and five panic push buttons to strengthen physical security, improve emergency notification capabilities, and enhance monitoring of the facility. Funding will also support replacement of aging network security equipment, installation of an IT firewall, and active shooter and emergency response training for staff, reducing both physical and cyber vulnerabilities while creating a safer environment for clients, employees, and visitors.

**Estimated Budget Summary**

CAPK requests a total estimated budget of $127,200 for security enhancements at EKFRC. The request includes five panic push buttons at an estimated $1,700 each, totaling $8,500; three facility card access units at an estimated $2,500 each, totaling $7,500; 24 window security gates at an estimated $2,500 each, totaling $60,000; 10 security cameras at an estimated $4,329 each, totaling $43,290; replacement of aging network security equipment at $5,872; one IT firewall at $1,878; and four Active Shooter and Emergency Response Training sessions at $40 each, totaling $160. These investments will strengthen emergency communication, access control, perimeter protection, surveillance coverage, network security, and staff preparedness at the East Kern Family Resource Center.

**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*** | Emilio Wagner | ***Date:***2026-08-06 | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-08-07 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-08-07 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-08-07 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-08-07 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | Federal | **CAPK Program** | Friendship House Community Center |
| **Funding Agency** | U.S. Department of Homeland Security (DHS)/FEMA | **Project Name** | Nonprofit Security Grant Program (NSGP) |
| **CFDA** | 97.008 | **Target Population** | Eligible 501(c)(3) nonprofit organizations determined to be at high risk of terrorist or extremist a |
| **Reapplication (Y/N)** | No | **Number to be served** | |
| **Estimated Request** | $95,795.00 | **Division Director** | Emilio Wagner |
| **Award Period** | September 1, 2026 – August 31, 2029 | **Program Manager** | Maria Contreras |

**Project Goal (One sentence goal statement)**

Enhance the safety, security, and operational resilience of Friendship House Community Center by implementing integrated physical security, facility hardening, and cybersecurity measures that deter, detect, delay, and respond to potential threats.

**Project Description (Brief one paragraph description)**

Friendship House Community Center will enhance facility security through targeted physical security, facility hardening, and cybersecurity improvements. The project includes a motorized security gate, bollards, exterior lighting, surveillance cameras, a two-way intercom system, panic buttons, and IT security upgrades. These measures will strengthen access control, improve emergency response capabilities, and reduce vulnerabilities for staff, clients, and visitors.

**Estimated Budget Summary**

The project includes five bollards ($5,000), ten security cameras and related equipment ($43,290), replacement network security infrastructure ($11,954), one IT firewall ($1,878), and active shooter and emergency response training for five staff ($200). These investments will strengthen facility hardening, surveillance, cybersecurity, and emergency preparedness by reducing vehicle threats, enhancing monitoring and incident response, protecting connected security systems, and improving staff readiness. Total requested NSGP funding is $95,795.

**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*** | Emilio Wagner | ***Date:*** | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-07-21 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-07-21 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-07-21 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-07-21 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | State | **CAPK Program** | 2-1-1 |
| **Funding Agency** | 2-1-1 San Diego | **Project Name** | CalFresh Outreach FFY28-30 |
| **CFDA** | | **Target Population** | CalFresh Beneficiaries |
| **Reapplication (Y/N)** | Yes | **Number to be served** | 361 |
| **Estimated Request** | $313,664.00 | **Division Director** | Freddy Hernandez |
| **Award Period** | 07/01/2028 to 06/30/2030 | **Program Manager** | Sabrina Jones |

**Project Goal (One sentence goal statement)**

Increase CalFresh enrollment among eligible, underserved Kern County residents by expanding equitable outreach, application assistance, and community partnerships countywide.

**Project Description (Brief one paragraph description)**

CAPK will conduct targeted outreach, pre-screening, and one-on-one application assistance for CalFresh-eligible individuals and households across Kern County, with emphasis on underserved and hard-to-reach populations in both metro Bakersfield and rural areas (e.g., Mojave, Ridgecrest, Kern River area). Services will be delivered through CAPK's 2-1-1 Call Center, community events, site-based case management, and partnerships with county agencies and community-based organizations, supporting clients from pre-screening through application submission and approval. The Program Deliverables commits to 4,327 pre-screenings, 688 applications submitted, and 361 applications approved by the local DHS office.

**Estimated Budget Summary**

The total FFY 2028-2030 budget request is $331,664. This allows for portions of the 211 Information & Referral Specialists and case managers, benefits, and 12% indirect rate.

**Recommendation**

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

***Approvals:***

| | | | | | |
|---|---|---|---|---|---|
| ***1.Division Director*** | Freddy Hernandez | ***Date:*** | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-07-20 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-07-17 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-07-20 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-07-20 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | Federal | **CAPK Program** | Operations |
| **Funding Agency** | U.S. Department of Homeland Security (DHS)/FEMA | **Project Name** | Nonprofit Security Grant Program (NSGP) |
| **CFDA** | 97.008 | **Target Population** | Eligible 501(c)(3) nonprofit organizations determined to be at high risk of terrorist or extremist a |
| **Reapplication (Y/N)** | No | **Number to be served** | |
| **Estimated Request** | $134,014.00 | **Division Director** | Emilio Wagner |
| **Award Period** | September 1, 2026 - August 31, 2029 | **Program Manager** | Maria Contreras |

**Project Goal (One sentence goal statement)**

Enhance security and emergency preparedness at the Sterling Early Head Start Center through facility hardening, access controls, surveillance, cybersecurity upgrades, and staff training.

**Project Description (Brief one paragraph description)**

CAPK will use NSGP funding to implement security enhancements at the Sterling Early Head Start Center, including perimeter fencing, a motorized gate, bollards, lighting, card access controls, security cameras, and emergency communication systems. The project also includes cybersecurity upgrades and emergency response training for 30 staff to strengthen site safety, deter threats, and improve emergency preparedness for children, families, staff, and visitors.

**Estimated Budget Summary**

CAPK requests $134,014 in NSGP funding to implement a comprehensive security enhancement project at the Sterling Early Head Center site. The project includes perimeter security and facility hardening improvements, including 170 linear feet of iron fencing, one motorized security gate, eight bollards, six exterior security lights, five card access points, one two-way intercom, four panic push buttons, and ten security cameras. Funding will also support replacement of aging network security equipment and active shooter and emergency response training for 30 staff, strengthening access control, surveillance, emergency communications, cybersecurity, and overall site safety.

**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*** | Emilio Wagner | ***Date:*** | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-07-21 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-07-21 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-07-21 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-07-21 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | Federal | **CAPK Program** | CES |
| **Funding Agency** | U.S. Department of HUD - CoC | **Project Name** | CES Supportive Services Only (SSO) |
| **CFDA** | 14.267 | **Target Population** | Unhoused Individuals |
| **Reapplication (Y/N)** | Yes | **Number to be served** | 3000 |
| **Estimated Request** | $268,035.00 | **Division Director** | Rebecca Moreno |
| **Award Period** | 08/01/2026 - 07/31/2027 | **Program Manager** | Marlene Ruiz Hernandez |

**Project Goal (One sentence goal statement)**

CES will provide housing and supportive services to individuals facing homelessness.

**Project Description (Brief one paragraph description)**

The Coordinated Entry System provides a streamlined, equitable process for individuals and families experiencing homelessness to access housing and supportive services. CES standardizes assessment, prioritization, and referral across providers to ensure those with highest needs are served first. This is a reapplication for CES to provide Supportive Services Only (SSO) through the Continuum of Care (CoC).

**Estimated Budget Summary**

Operations $246,504; Administration $21,531; Total $268,035

**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:***2026-08-04 | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-08-05 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-08-05 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-08-05 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-08-05 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | Community Based Organization | **CAPK Program** | FRC - Oasis |
| **Funding Agency** | U.S. Department of HUD - CoC | **Project Name** | East Kern Housing Connection Project |
| **CFDA** | 14.267 | **Target Population** | unhoused individuals |
| **Reapplication (Y/N)** | No | **Number to be served** | 20 |
| **Estimated Request** | $707,761.00 | **Division Director** | Freddy Hernandez |
| **Award Period** | 08/01/2026 - 07/31/2027 | **Program Manager** | Eric Le Barbe |

**Project Goal (One sentence goal statement)**

Establish transitional housing and supportive services to promote housing stability and self-sufficiency for unhoused individuals in Ridgecrest.

**Project Description (Brief one paragraph description)**

CAPK proposes a Transitional Housing program in Ridgecrest providing case management, housing placement, and referrals for about 20 unhoused individuals, partnering with MiJoy's Promise and Clarvida for housing and behavioral health services.

**Estimated Budget Summary**

Total budget $707,761 including leased units $45,000, leased structures $90,000, supportive services $327,401, operations $74,000, HMIS $1,334, administration $28,474, with $141,552 leveraged from CalAIM Community Supports.

**Recommendation**

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

***Approvals:***

| | | | | | |
|---|---|---|---|---|---|
| ***1.Division Director*** | Freddy Hernandez | ***Date:***2026-08-04 | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-08-05 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-08-05 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-08-05 |
| ***3.Chief Program Officer:*** | | ***Date:*** | ***6.Chief Executive Officer*** | Jeremy Tobias | ***Date:***2026-08-05 |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
# Funding Profile

| Funding Information | | | |
|---|---|---|---|
| **Funding Type** | State | **CAPK Program** | CES |
| **Funding Agency** | California Department of Housing and Community Development (HCD) | **Project Name** | Encampment Resolution Funding (ERF) Program – Round 5 NOFA |
| **CFDA** | | **Target Population** | People experiencing unsheltered homelessness residing in specific encampments |
| **Reapplication (Y/N)** | No | **Number to be served** | 100 |
| **Estimated Request** | $4,245,232.00 | **Division Director** | Rebecca Moreno |
| **Award Period** | 09/01/2026 to 08/31/2030 | **Program Manager** | Joseph Aguilar |

**Project Goal (One sentence goal statement)**

The Kern Bakersfield Regional Homeless Collaborative, in partnership with Community Action Partnership of Kern (CAPK), aims to permanently house 100 unsheltered individuals through a coordinated encampment resolution strategy that combines interim housing stabilization, intensive case management, and rapid rehousing services funded through the HCD Encampment Resolution Funding (ERF) Round 5 program.

**Project Description (Brief one paragraph description)**

The Kern Bakersfield Regional Homeless Collaborative will implement a comprehensive encampment resolution program to serve 350 individuals and house 200 individuals transitioning out of unsheltered homelessness in Kern County. This is in partnership with Flood Ministries and Open Door Network. CAPK will serve as one of the lead subcontractors responsible for direct service delivery, including outreach, assessment, interim housing placement, and permanent housing navigation. Clients will be stabilized through a combination of emergency motel/hotel placements and the CAPK Safe Camping Program, providing a safe and structured environment while case managers develop individualized housing stability plans. Through the Coordinated Entry System (CES), clients will be matched to rapid rehousing opportunities, with financial assistance provided for security deposits, move-in costs, and time-limited rental subsidies. The Good Neighbor Clean-Up Crew, a client-based workforce program, will also engage participants in meaningful employment while actively maintaining alleyways, state right-of-ways, and encampment sites across the service area — supporting both community health and participant self-sufficiency. Program staff, including Case Managers, a Program Supervisor, a Program Specialist, and a Crew Lead, will provide coordinated, trauma-informed services designed to address housing barriers, connect clients to mainstream benefits, and ensure long-term housing stability beyond the grant period.

**Estimated Budget Summary**

The budget supports a phased, four-year service model in which the majority of permanent housing placements occur in Years 2 and 3 as clients move through the interim housing pipeline. Services Coordination funds staff salaries, benefits, travel, supplies, training, and program operations. Interim Housing funds motel/hotel emergency placements and the CAPK Safe Camping Program. Delivery of Permanent Housing funds rapid rehousing rental assistance, security deposits, move-in expenses, and landlord incentive payments for 100 clients: 1. Delivery of Permanent Housing $1,781,600; 2. Interim Housing $999,375; 3. Services Coordination $1,464,257. Total Project Budget$4,245,232

**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:***2026-06-29 | ***4.Chief Financial Officer*** | Tracy Webster | ***Date:***2026-07-02 |
| ***2.Chief Business Development Officer*** | Pritika Ram | ***Date:***2026-07-02 | ***5.Chief Facilities and Technology Officer*** | Emilio Wagner | ***Date:***2026-07-02 |
| ***3.Chief Program*** | | ***Date:*** | ***6.Chief Executive*** | Jeremy Tobias | ***Date:***2026-07-02 |

| | | | | | |
|---|---|---|---|---|---|
| ***Officer:*** | | | ***Officer*** | | |

***Date Presented / Approved:***

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

# Community Action Partnership of Kern
## Small Funding Request ($50,000 or less per year)
### June 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | Friendship House Community Center |
| **Funding Agency** | Kern Family Health Care | **Project Name** | FHCC Community Health Grant |
| **CFDA** | | **Target Population** | Low income individuals and families |
| **Request** | 5,000.00 | **Division Director** | Freddy Hernandez |
| **Award Period** | August 2026 - December 2026 | **Program Manager** | Lois Hannible |
| **Description** | The project will provide low-income FHCC youth and families with weekly Zumba classes, fresh produce distributions, and nutrition education through Brighter Bites to promote healthier habits and reduce chronic disease risk. | | |

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

**Date Presented/Approved**

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

# Community Action Partnership of Kern
## Small Funding Request ($50,000 or less per year)
### June 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | M-Street |
| **Funding Agency** | Kern Family Health Care | **Project Name** | M St. Community Health Grant |
| **CFDA** | | **Target Population** | Unhoused |
| **Request** | 5,000.00 | **Division Director** | Rebecca Moreno |
| **Award Period** | August 2026 - December 2026 | **Program Manager** | Laurie Hughey |
| **Description** | CAPK's M Street Navigation Center will use grant funds to purchase hygiene supplies for individuals served at M Street, Safe Camp, and Safe Park programs, helping improve their personal hygiene and health. | | |

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| **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**

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

# Community Action Partnership of Kern
# Small Funding Request ($50,000 or less per year)
# August 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | FRC - Oasis |
| **Funding Agency** | Kern Family Health Care | **Project Name** | OFRC Community Health Grant |
| **CFDA** | N/A | **Target Population** | Low income individuals and families |
| **Request** | 5,000.00 | **Division Director** | Freddy Hernandez |
| **Award Period** | August 2026 - December 2026 | **Program Manager** | Eric Le Barbe |
| **Description** | CAPK's OFRC will use KFHC funding to provide low-income Ridgecrest-area residents with hygiene items, baby supplies, gas cards, case management, and referrals to health and social service partners, reducing transportation and basic-needs barriers while improving stability, health, and well-being. | | |

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|---|---|
| **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**

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

# Community Action Partnership of Kern
## Small Funding Request ($50,000 or less per year)
### June 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | Veteran Services |
| **Funding Agency** | Kern Family Health Care | **Project Name** | VSS Community Health Grant |
| **CFDA** | | **Target Population** | Veterans |
| **Request** | 5,000.00 | **Division Director** | Rebecca Moreno |
| **Award Period** | August 2026 - December 2026 | **Program Manager** | Raul Jimenez |
| **Description** | This project will support veterans and Emergency Housing Voucher clients through outreach events that provide essential resources and connections to Medi-Cal, housing, health care, and community services. Funding will help improve stability, health outcomes, and quality of life for vulnerable Kern County residents. | | |

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| **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**

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

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# Community Action Partnership of Kern
# Small Funding Request ($50,000 or less per year)
# August 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | 2-1-1 |
| **Funding Agency** | Kern Family Health Care | **Project Name** | 2-1-1 Community Health Grant |
| **CFDA** | N/A | **Target Population** | Kern County residents |
| **Request** | 5,000.00 | **Division Director** | Freddy Hernandez |
| **Award Period** | August 2026 - December 2026 | **Program Manager** | Sabrina Jones |
| **Description** | 2-1-1 Kern County Helpline, operated by CAPK, will expand outreach to improve access to Medi-Cal and health services. Through community events and targeted engagement, staff will connect uninsured or at-risk residents to resources. Funding will support outreach materials, event participation, and equipment to reach underserved areas. | | |

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| **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**

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

# Community Action Partnership of Kern
## Small Funding Request ($50,000 or less per year)
### August 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | Foundation |
| **Funding Agency** | Citizens Business Bank | **Project Name** | FHCC and VITA Donation Request |
| **CFDA** | | **Target Population** | Low to Moderate Individuals |
| **Request** | 15,000.00 | **Division Director** | Freddy Hernandez |
| **Award Period** | 12 months | **Program Manager** | Catherine Anspach |
| **Description** | These funds will be allocated to VITA to support the training of volunteers as well as allocated to the Friendship House Community Program to support extracurricular learning activities for afterschool children attending the Center. | | |

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| **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**

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

# Community Action Partnership of Kern
# Small Funding Request ($50,000 or less per year) August 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | FRC - East Kern |
| **Funding Agency** | Stater Bros. Charities | **Project Name** | Stater Bros. Charities Grant |
| **CFDA** | | **Target Population** | Homeless population in East Kern |
| **Request** | 2,500.00 | **Division Director** | Freddy Hernandez |
| **Award Period** | | **Program Manager** | Anna Saavedra |
| **Description** | This funding opportunity will support the East Kern Family Resource Center's efforts to provide hygiene kits to individuals experiencing homelessness throughout the rural communities of Eastern Kern County. | | |

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|---|---|
| **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**

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|---|---|---|---|---|---|---|---|
| Policy Council: | | PRE Presentation: | | B&F Approval: | | Board Approval: | |

# Community Action Partnership of Kern
# Small Funding Request ($50,000 or less per year) August 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Private | **CAPK Program** | Food Bank |
| **Funding Agency** | The Sprouts Healthy Communities Foundation | **Project Name** | Wellness Across the Lifespan Grant |
| **CFDA** | | **Target Population** | |
| **Request** | 5,000.00 | **Division Director** | Susana Magana |
| **Award Period** | 08/01/2026-07/31/2027 | **Program Manager** | Kelly Lowery |
| **Description** | On behalf of the Food Bank, the CAPK Foundation is requesting $5,000 to purchase fresh produce for distribution to underserved communities in Kern County. | | |

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|---|---|
| **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**

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

# Community Action Partnership of Kern
## Small Funding Request ($50,000 or less per year)
### August 2026

| | | | |
|---|---|---|---|
| **Funding Type** | Foundation | **CAPK Program** | Veteran Services |
| **Funding Agency** | | **Project Name** | Veteran Stand Down Event |
| **CFDA** | N/A | **Target Population** | Veterans experiencing homelessness, housing instability, and financial hardship in Kern County |
| **Request** | 6,720.00 | **Division Director** | Rebecca Moreno |
| **Award Period** | August 1, 2026 - November 30, 2026 | **Program Manager** | Raul Jimenez |
| **Description** | Annual Veteran Stand Down event providing veterans of all backgrounds with access to housing, healthcare, employment, legal, food, clothing, hygiene supplies, and supportive services in one location. | | |

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| **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 | Jun-26 | Program/Work Unit | Head Start Pres |
|---|---|---|---|
| Division/Director | Head Start/State Child Development Division/ Yolanda Gonzales | Enrollment and Attendance Manager | Ca |
| Reporting Period | June 1, 2026 - June 30, 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 h holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for tl Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joac

| Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a) | Month | Target | Annual Goal |
|---|---|---|---|
| Reportable/Funded Enrollment | 720 | 753 | 753 |
| Disabilities | 309 | 10% | 10% |
| Over Income 101%-130% (up to 35%) | 17 | n/a | n/a |
| Over Income 131% and up (up to 10%) | 54 | n/a | n/a |
| **Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)** | **Month** | **Target** | **Annual Goal** |
| Reportable/Funded Enrollment | 370 | 379 | 936 |
| Disabilities | 137 | 10% | 10% |
| Over Income 101%-130% (up to 35%) | 16 | n/a | n/a |
| Over Income 131% and up (up to 10%) | 72 | n/a | n/a |
| **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** |
| Reportable/Funded Enrollment | 69 | 153 | 153 |
| Disabilities | 9 | n/a | n/a |
| Over Income 101%-130% (up to 35%) | 4 | n/a | n/a |
| Over Income 131% and up (up to 10%) | 1 | n/a | n/a |
| **Home Visiting Program (SRV 2cc, 7a)** | **Monthly** | **Year-To- Date** | **Annual Goal (Contract Limit 310)** |
| Enrollment | 184 | 466 | 308 |
| **Central Kitchen** | **Total Meals Delivered** | | **Breakfast** |
| Meals and Snacks | 43,218 | | 14,400 |
| **Child and Adult Care Food Program (CACFP) (Note: The data represents information from May 2026)** | **Total Meals Delivered** | | **Meals Allocated (CACFP/HS)** |
| Meals and Snacks (SRV 5ii) | 64,396 | | 47,608 /16,788 |

| | | | |
|---|---|---|---|
| Meals and Snacks - Kern Vendors | 54,596 | | 40,039 / 14,457 |
| Meals and Snacks - SJC Vendors | 9,900 | | 7,569 /2,331 |
| Eligibility Determination (SRV 7b) (January 2026-December 2026) | 48 | 401 | |
| **Total Community Services** | **48** | **401** | |

**Explanation (Over/Under Goal Progress)**

Part-year centers are currently closed and will return on August 10, 2026. Request For Proposal (RFP) is in the works to obtain ad

| Goals | Progress Toward |
|---|---|
| Goal III. Health and Safety: Strengthen standards of practice for mitigating risk through expending our culture of child health and safety. . | Objective A: The program will expand tools and resources n practice focused on protecting chid safety and preventing an For example, iLookOut training, a free online professional de safety and preventing and identifying child abuse.<br>At present, 10%of staff have completed iLookOut training. A Superisors will also be assigned to take this training. Progra |

**Program Description**

1. June 3, 2026– Application Clinic, 1300 18th Street, Suite 200.
2. June 10, 2026-Application Clinic, 1300 18th Street, Suite 200.
3. June 17, 2026-Application Clinic, 1300 18th Street, Suite 200.
4. June 24, 2026-Application Clinic, 1300 18th Street, Suite 200.

school & Early Head Start

arol Hendricks

iome-based options. The program has a
heir children through its Parent Policy
quin counties.

| Annual Progress | |
|---|---|
| 96% | |
| 41% | |
| 2% | |
| 8% | |
| **Annual Progress** | |
| 98% | |
| 15% | |
| 2% | |
| 8% | |
| **Annual Progress** | |
| 45% | |
| 13% | |
| 6% | |
| 1% | |

| Annual Progress (Calendar) | Annual Progress (Program Year) |
|---|---|
| 0% | 0% |

| Lunch | Snack |
|---|---|
| 14,418 | 14,400 |

| # of Meals Served | % of Meals Served |
|---|---|
| 52,310 | 81% |

| | |
|---|---|
| 43,859 | 80% |
| 8,451 | 84% |

ditional Family Child Care partners.

**s Goal**

ecessary to ensure we have a standard of
d identifying child abuse before August 2026.
velopment course focused on protecting child

dditional staff from select site as well as Site
m Year 3, or Junme 30, 2026/

| Month | Jul-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 | July 1, 2026 - July 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 | 626 | 753 | 753 | 83% | |
| Disabilities | 137 | 10% | 10% | 23% | |
| Over Income 101%-130% (up to 35%) | 15 | n/a | n/a | 2% | |
| Over Income 131% and up (up to 10%) | 45 | 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 | 360 | 379 | 936 | 95% | |
| Disabilities | 34 | 10% | 10% | 10% | |
| Over Income 101%-130% (up to 35%) | 7 | n/a | n/a | 2% | |
| Over Income 131% and up (up to 10%) | 19 | n/a | n/a | 5% | 75 |
| **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 | 75 | 153 | 153 | 49% | |
| Disabilities | 7 | n/a | n/a | 4% | |
| Over Income 101%-130% (up to 35%) | 3 | n/a | n/a | 4% | |
| 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 | 131 | 597 | 308 | 0% | 0% |

| Central Kitchen | Total Meals Delivered | Breakfast | Lunch | Snack |
|---|---|---|---|---|
| Meals and Snacks | 40,482 | 13,494 | 13,494 | 13,494 |

| Child and Adult Care Food Program (CACFP) (Note: The data represents information from June 2026) | Total Meals Delivered | Meals Allocated (CACFP/HS) | # of Meals Served | % of Meals Served |
|---|---|---|---|---|
| Meals and Snacks (SRV 5ii) | 55,038 | 35,144 /19,894 | 39,386 | 72% |
| Meals and Snacks - Kern Vendors | 43,218 | 27,504 / 15,714 | 28,847 | 71% |
| Meals and Snacks - SJC Vendors | 11,820 | 7,640/4,180 | 8,539 | 72% |

| | | |
|---|---|---|
| Eligbility Determination (SRV 7b) (January 2026-December 2026) | 987 | 1388 |
| **Total Community Services** | **987** | **1388** |

| Explanation (Over/Under Goal Progress) |
| --- |
| New Program year started on July 1, 2026. Part-Year centers re-open on August 10, 2026. Request for Proposal (RFP) to obtain additional Family Child Care partners was submitted. |

| Goals | Progress Towards Goal |
| --- | --- |
| Goal IV: School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teaher and child interactions | Objective C: The program will elevate children's social-emotional development and strengthen teacher-child interactions.<br>Progress: The program added two curiculum specialist positions in the 26-27 program year. They will contribute to professional development opportunities by providing training in strengthening teacher child interactions and social-emotional learning, while ensuring curriculum fidelity to drive school readiness outcomes. |

# MEMORANDUM

**To:** Program Review and Evaluation

**From:** Sylvia Ortega, Quality Assurance Administrator

**Date:** August 12, 2026

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

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The Head Start/State Child Development program had a follow-up to the Office of Head Start (OHS) Risk Assessment Notification (RAN) Monitoring Review during the week of December 22, 2025. 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.

Based on the information gathered during the review, OHS has closed the following previously identified finding:

- Safety Practices: Initial Finding- The program did not ensure all 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).
    - Corrected: The program ensured that staff did not maltreat children or endanger their health and safety. It revised policies and procedures, provided staff training, and strengthened monitoring. The Rest and Quiet Time Policy clearly outlines staff expectations during children's nap time. The program also addresses each child's individual needs by using relaxation techniques to help children calm down and by ensuring that toddlers are never forced to remain on their cots. In addition, staff received Social-Emotional, Pyramid Model, and Trauma-Informed Care training as part of the program's enhanced wellness efforts.

**Attachment:**
*Risk Assessment Notification 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: 05/22/2026**

**Shawna Pinckney**
**Acting Deputy Director, Office of Head Start**

During the week of December 22, 2025, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action Partnership Of Kern to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Maritza Jimenez, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact your Regional Office with any questions or concerns you may have about this report.

**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

# MEMORANDUM

**To:** Program Review and Evaluation

**From:** Sylvia Ortega, Quality Assurance Administrator

**Date:** August 12, 2026

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

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The Head Start/State Child Development program had a follow-up to the Office of Head Start (OHS) Risk Assessment Notification (RAN) monitoring review during the week of April 29, 2026, for one of our previous contracted Child Care Partners (CCP), Garden Pathways, to determine whether the previously identified findings were corrected. 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.

Based on the information gathered during the review, OHS has closed the following two previously identified findings:

- Safety Practices: Initial Finding- The program did not ensure all CCP staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children. Head Start Program Performance Standards (HSPPS) 1302.90(c)(1)(ii).
    - Corrected: The program ensured staff members did not maltreat or endanger the health and safety of children. The program revised policies and procedures, provided staff training, and strengthened monitoring practices. The program updated the Standards of Conduct and Zero Tolerance Policy emphasizing expectations for respectful interactions and appropriate redirection of children's behavior.
- System for Program Management and Improvement: Initial Finding-The grant recipient 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).
    - Corrected: The program established a process to ensure all significant health and safety incidents are reported to OHS immediately, but no later than 7 calendar days following any incident. The program updated existing reporting protocols, including the Health and Safety Screening process and the Daily Safety Checklist was individualized and aligned with program requirements.
- 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 partner was cancelled effective 2/28/26.

**Attachment:**
*Risk Assessment Notification 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: 05/29/2026**

**Shawna Pinckney**
**Acting Deputy Director, Office of Head Start**

During the week of April 29, 2026, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action Partnership Of Kern to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Maritza Jimenez, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact your Regional Office with any questions or concerns you may have about this report.

**DISTRIBUTION OF THE REPORT**

Copies of this report will be distributed to the following:
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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

# MEMORANDUM

To: Program Review & Evaluation Committee

From: Susana Magana, Director of Health and Nutrition Services
Gabrielle Alexander, Director of Finance

Date: Thursday, August 12, 2026

Subject: *Agenda Item 5f.:* Strategic Priority A – Community Investment - **Info Item**

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**Strategic Plan Impact and Overall Update:**

Strategic Priority A - Community Investment supports pathways out of poverty by expanding access to education, employment, housing, healthcare, and essential services. Through July 30, 2026, the workgroups have moved from planning toward implementation, with early progress in housing partnerships, workforce development research and funding pursuit, holistic service partnerships, and nutrition/food security planning.

**Consolidated Key Goal Status:**

| Key Goal | Current Progress | Next Focus | Risk / Support Needed |
|---|---|---|---|
| **A1** Affordable Housing | Partner, underserved population, and funding-source work is complete or in final review. On-site support service planning is underway. | Finalize partner/support documents and continue HR/IS follow-up on case management model, staffing, schedule, and data capture. | Keep evidence of completion tied to action steps. |
| **A2** Workforce Development | Workforce inventory completed. $200,000 FHLBank SF application submitted. Social enterprise and internship pathway options are being explored. | Continue funding search and coordinate Objectives 2 and 3 around placement tracking and job pathways. | Vacant Workforce Development Lead role needs interim coverage and hiring timeline. |
| **A3** Holistic Services / ECM | Food access assessment work needs subject matter input. New STEPS partnership at 30th Street supports behavioral health access. | Define food desert data collection/mapping approach and confirm remaining partner/MOU needs. | Coordinate food access data work with Key Goal 4 and Food Bank. |
| **A4** Nutrition and Food Security | Planning includes Charlie Cart/Blue Zones, UC Master Gardener, Garden Grant, Kaiser grant, CFHL resources, and video-resource ideas. Food Bank platform may support gap tracking. | Finalize metrics and baseline for annual 5% service gap improvement and tie resource expansion to identified community needs. | Measurement and baseline definitions still need to be set. |

**Priority A Next Steps:**

- Housing and Workforce: Obtain the Ramkabir/Pioneer CEO update, continue workforce funding applications, and research the social enterprise model as a potential revenue-generating option.
- Mental Health / ECM: Coordinate STEPS and County Behavioral Health into the CalAIM/HR1 service model, evaluate reliance on per-billable-activity funding, and explore LCSW/additional mental health capacity.
- Nutrition and Food Security: Pursue grant funding for nutrition education/cooking demonstrations and continue tracking the Brighter Bites expansion into two additional school sites.
- Measurement and Risk: Establish one tracking method for the 5% food-insecurity reduction goal using city/pounds data in CRM Oasis and Vivery, benchmarked against the Feeding America rate, and monitor CalFresh disenrollment impacts into Q1 2027.

**Recommendation:**

This item is presented for information only. No Board action is requested at this time.

| | |
|---|---|
| DATE | August 13, 2026 |
| TIME | 12:00 pm |
| LOCATION | CAPK Administrative Office<br>1300 18th Street, 3rd Floor<br>Bakersfield, CA 93301 |

# Audit & Pension Committee Minutes

1. **Call to Order**
   Committee Chair Curtis Floyd called the meeting to order at 12:04 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

   Absent: Chris Parlier, Lupe Perez

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Freddy Hernandez, Director of Youth & Community Services, 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 Quarter 1 2026 Update – Tom Ming, Pensionmark - **Info Item**

      Tom Ming presented the above agenda item and reported that nine (9) of the 403(b) plan's top 10 holdings are American funds and target-date funds, providing broad diversification across domestic and international equities, bonds, and market capitalizations. The 401(a) allocation is similar, with the Putnam Large Cap fund being the primary difference. The 403(b) plan was down -2.15% in Q1, while longer-term performance remained strong. The 401(a) plan also declined during the quarter but continued to perform well for the long term. Market volatility, high interest rates, geopolitical concerns, and participant uncertainty were discussed and Tom emphasized that the plan participants were reminded that retirement investing is a long-term strategy and that maintaining diversification is preferable to attempting to time the market. A plan-versus-benchmark performance comparison covering the past 10 years will be presented at the next meeting.

      Curtis Floyed inquired whether any employees have contacted them about the negative numbers or concerns. Tom stated that some employees have reached out with overall concern about the market volatility.

   b. Daniells Phillips Vaughan & Bock (DPVB) Fee Increase – Tracy Webster, Chief Financial Officer – **Action Item**

      Tracy presented the above action item and said that CAPK issued an RFP in 2020 for audit services and selected a firm in 2021. DPVB completed the initial 5-year term and the Board has exercised the two option years in the agreement extending the contract for the two additional years. Tracy explained the reasoning for the fee

increase request and noted that CAPK's funding sources and complexity of the funding sources have increased dramatically since the signing of the original contract and believes the increase is justified for the large increase to the scope of work.

Curtis Floyd asked whether any other firms had been contacted to obtain a quote. Tracy explained that, because the two-year extension had already been finalized, CAPK did not solicit quotes from other firms. Jeremy Tobias noted that the original contract included a locked-in five-year pricing plan with no increases for the five-year term. However, the two-year extension did not specify a pricing plan. The Board has already exercised the two-year extension, but DPVB has now submitted this request to increase the fees as that was silent in the extension language.

Shannon Webster of DPVB provided Curtis with the original contract and discussed CAPK's growth over the past five years, including the addition of the Veterans contract.

Curtis asked Shannon what the typical increase has been for other clients. Shannon explained that increases generally ranges from 7%–10%, depending on the scope of work. She noted that CAPK had experienced a 10% increase for State work and a 15% increase for Federal work, following previous year-over-year increases of approximately 50%. She explained that while they locked in pricing with no increases for the original 5-year term, we could have never foreseen the drastic increase to the size and scope of CAPK audit work. So, with this 2-year extension having been exercised by CAPK we feel an adjustment to the fees is warranted for these final two-years.

Tracy Webster added that as CAPK's revenue streams increase, the amount of audit work required also increases. Curtis expressed concern about approving the proposed increase without knowing what another firm might quote. Shannon noted again that the historical information did not anticipate the 286% increase over the five-year period. Curtis asked whether the proposed annual fee amount could be reduced from $135,000 to $125,000.

Shannon stated that she would need to review the proposed amount with her partners before confirming. Curtis stated that he was comfortable approving the $125,000 increase, subject to confirmation.

Motion was made and seconded to approve a fee increase for Daniel Phillips Vaughn & Bock in the amount of $125,000. Carried by unanimous vote (Floyd/Banke)

c. California Veterans Assistance Foundation Financial Statements Auditor's Report December 31, 2025 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item noting this audit firm had been doing the auditing for CVAF for several years and is a small firm out of Wisconsin. Tracy explained that the California Veterans Assistance Foundation audit is presented as a clean audit, with no material weaknesses identified. However, Tracy cautioned the Audit Committee not to interpret the clean audit results as an indication that there are no federal compliance findings. Tracy noted that the audit firm had been engaged previously by CVAF for an extended period without a formalized RFP or procurement process as we would use at CAPK. As a result, the level and scope of testing performed may not be comparable to the audit procedures that would be expected of an audit firm serving CAPK. Tracy further explained that the federal review is currently underway and auditors are evaluating the Grant and Per Diem (GPD) program based on its applicable performance period under CVAF. While CAPK strives to adhere to federal guidelines, additional findings are expected to be included in a subsequent report anticipated in November. These findings may include questioned costs related to inappropriate allocations and an inappropriate, non-arm's-length lease arrangement for a GPD site. Tracy also mentioned that the lease arrangement has been identified as an inappropriate and unallowable cost.

Since CAPK has now completed the merger with CVAF, CAPK may have a financial responsibility to repay the associated costs even though they occurred under the authority of CVAF.

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

d. Formation of Ad Hoc Committee to Review Audit Firms RFP's – Tracy Webster, Chief Financial Officer **– Action Item**

Tracy Webster presented the above action item and explained that the agency is approximately one year away from beginning the process of developing the next audit firm RFP. The proposed Ad Hoc Committee would assist with reviewing how the RFP is developed and released, as well as reviewing proposals and participating in interviews with prospective audit firms. The goal is to begin the process early enough to have a new audit contract in place by December 2027. Jeremy Tobias requested the Audit Committee submit names for consideration for the Ad Hoc Committee, with at least one member of the Audit Committee participating. The committee structure would be established in a manner that avoids creating a Brown Act issue. Curtis Floyd noted he would like to be a part of the Ad Hoc committee.

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

e. 2026 CSBG On-Site Monitoring Report – CAPK Report No. C-26-019 – Jeremy Tobias, Chief Financial Officer - **Action Item**

Jeremy Tobias presented the above action item noting there were no findings, no observations, and no recommendations for the recent CSBG on-site monitoring review. It was a great review, and the CSD reviewer gave CAPK very high marks. Staff was able to take the CSD representative on several tours of CAPK CSBG funded program sites. The reviewer enjoyed meeting the staff and felt they were very professional and engaged. CSD was happy with the board minutes and noted the robust discussions among the Board and felt the Board was engaged in the program operations and administration.

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

f. Oasis FRC Admin Review Letter FY 2025-2026 Info Item – Freddy Hernandez, Directory of Youth & Community Services – **Info Item**

Freddy presented the above info item and reported there were a couple of minor fiscal findings but those findings were corrected the same day and closed.

g. East Kern FRC Admin Review Letter FY 2025-2026 - Freddy Hernandez, Directory of Youth & Community Services **– Info Item**

Freddy presented the info item and reported that there were a couple technical issue findings, but those findings were corrected the same day and closed.

Curtis Floyd asked about the amount of the invoices that were flagged. Freddy stated they don't provide the amounts. Tracy added it wasn't anything to note as it was under $10.

h. Fiscal Desk Review for CalEITC & Education & Outreach Grant 2025-2026 Performance Period -25T-7015 **–** Freddy Hernandez- Director of Youth & Community Services - **Info Item**

Freddy Hernandez presented the above info item and reported there were no findings.

i. CSD On-site Monitoring Report for LIHEAP and DOE WAP – Freddy Hernandez, Directory of Youth & Community Services – **Info Item**

Freddy Hernandez provided an update on the above info item and explained that the review included both a desk review and an onsite review. For the LIHEAP contract review, one finding noted was a result of a missing a date, and the agency was asked to provide the date, and the correction was made the same day. There were no other issues identified during the review. For the DOE WAP review, one item involved a difference in interpretation regarding an individual's qualifications. No findings were identified related to the financial requirements or financial aspects of the review. Overall, Freddy reported that CSD was pleased with the results of the review.

**5. Committee Member Comments**

No comments.

**6. Next Scheduled Meeting**

Audit & Pension Committee
12:00 pm
Friday, November 13, 2026
1300 18th St., Suite 200
Bakersfield, CA

**7. Adjournment**

The meeting was adjourned at 12:43 pm.

Pensionmark
A WORLD COMPANY

capk
Community Action Partnership of Kern



# Audit & Pension Committee Meeting

## Q1 2026 Update

### August 13, 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

WORLD
INVESTMENT ADVISORS

# MARKET & ECONOMIC REVIEW

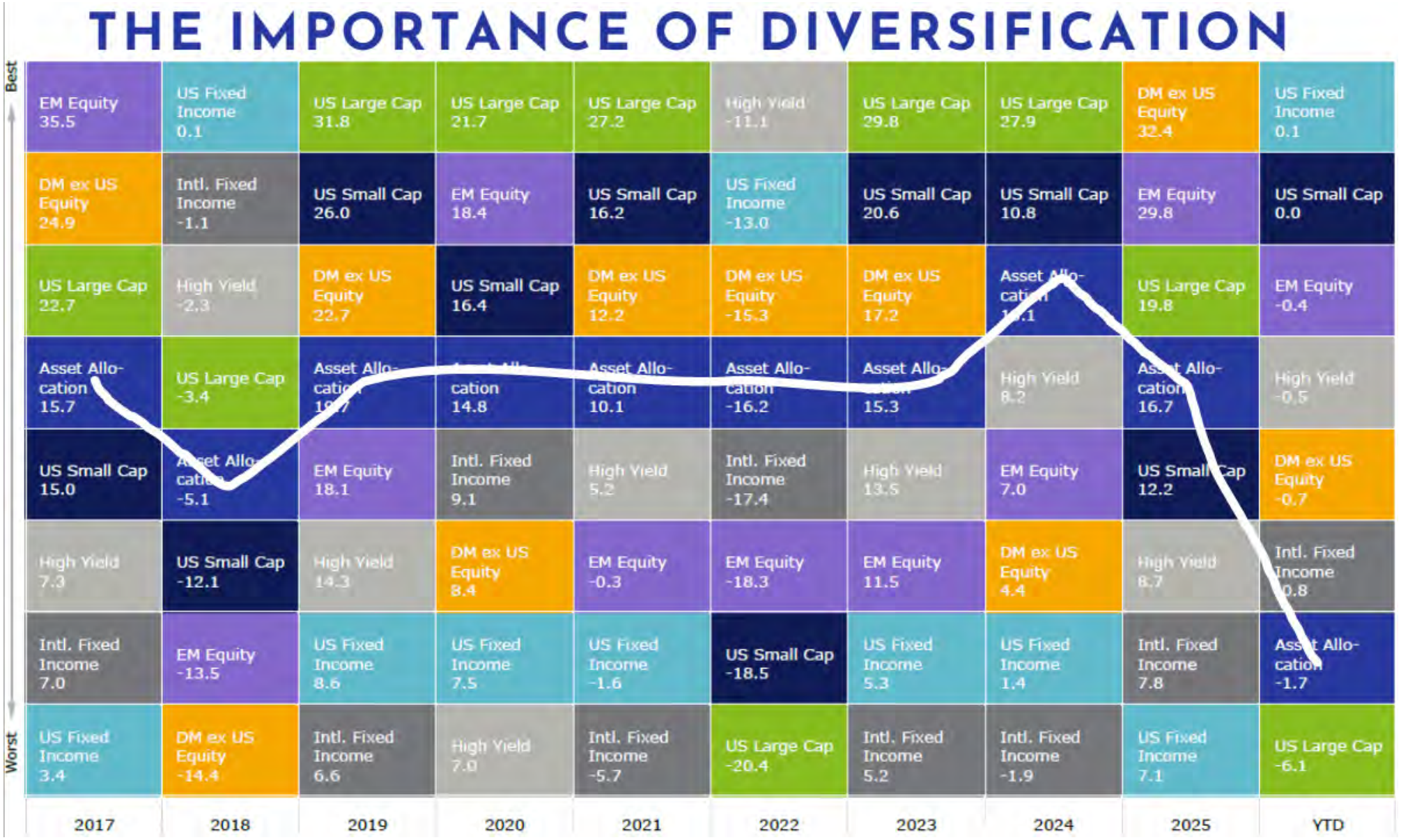
# 1st Quarter Market Review

## 1st Quarter 2026

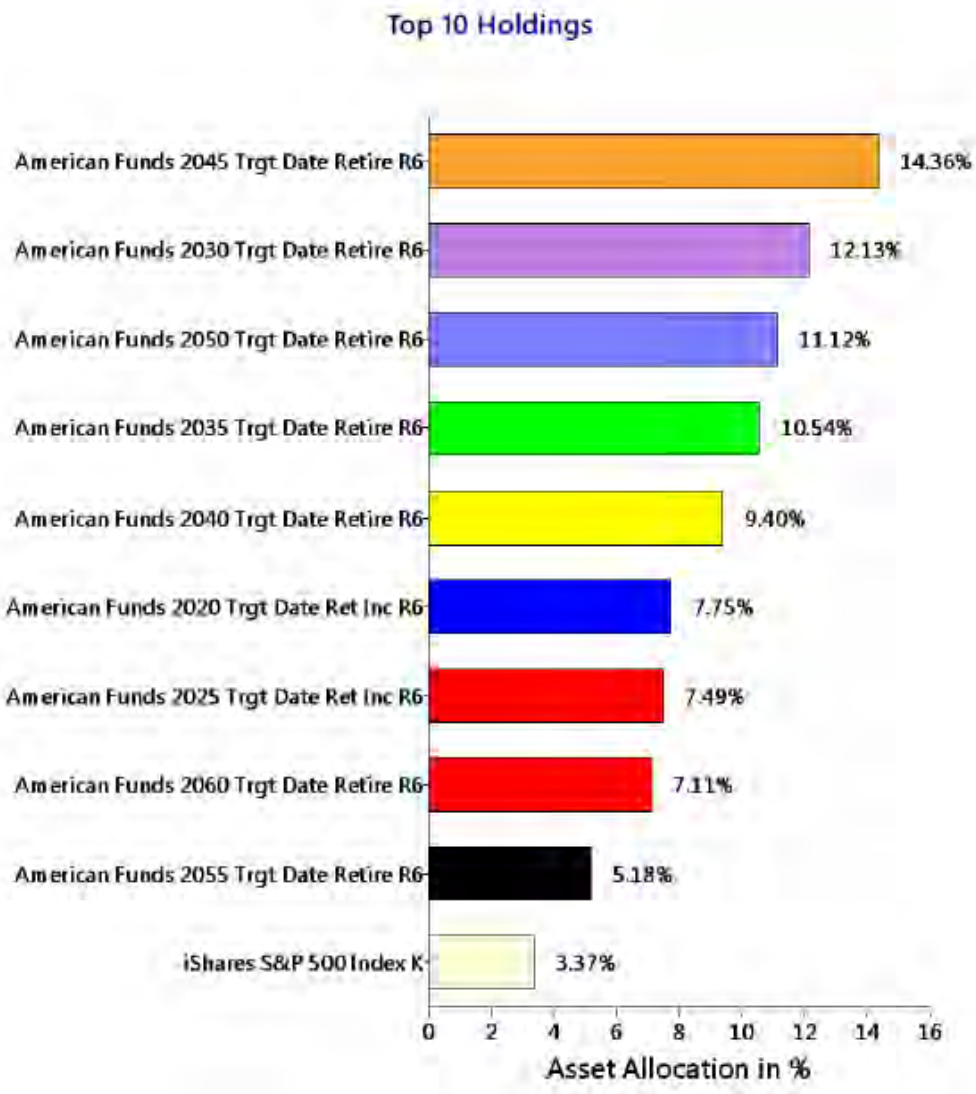
U.S. Equities fell during the quarter, with the US Broad Market finishing Q1 2026 down -4.18%. The U.S. Broad Market was up 17.35% in 2025.

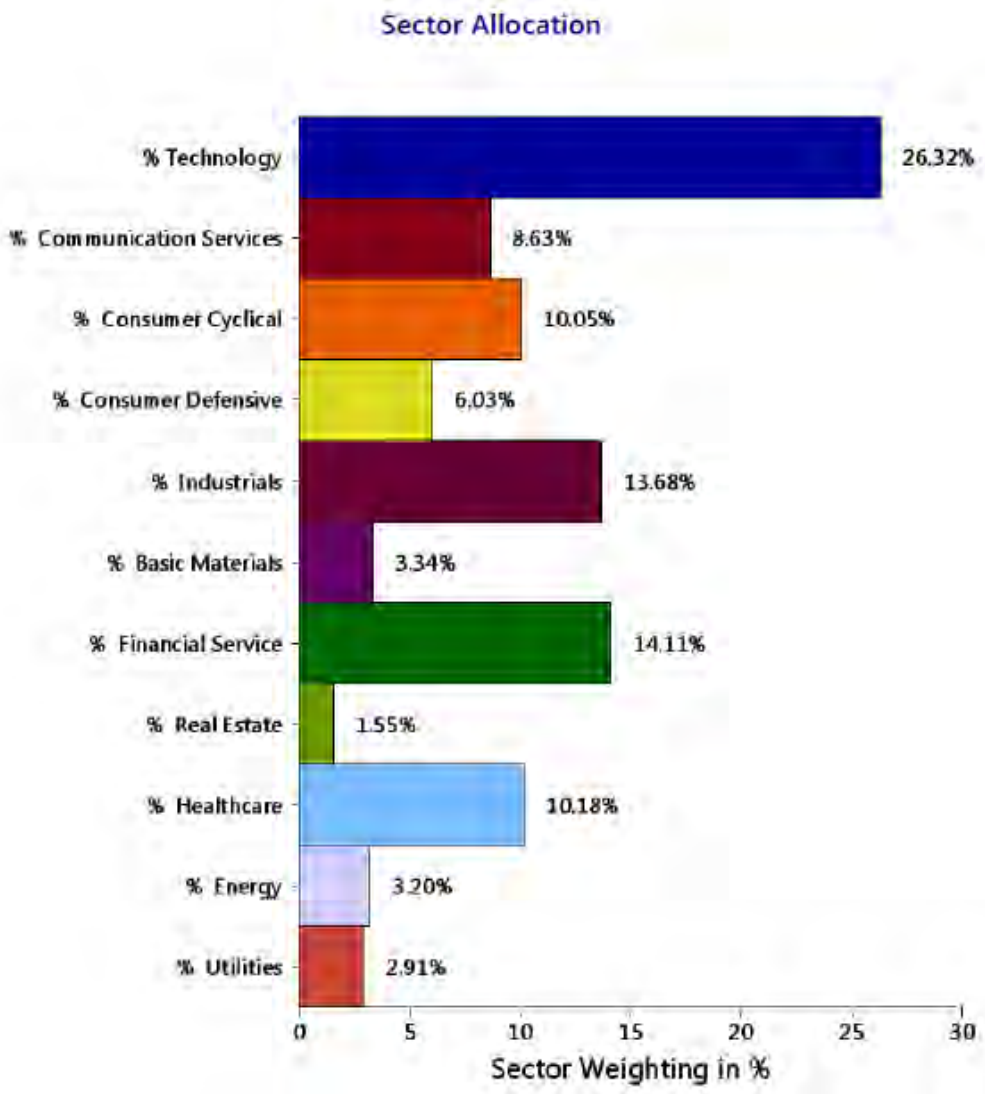
Market returns were shaped by increase volatility due to geopolitical issues and the war in Iran, as well as a pullback in growth-oriented leadership.

# Diversification



# 403(b) Asset Allocation

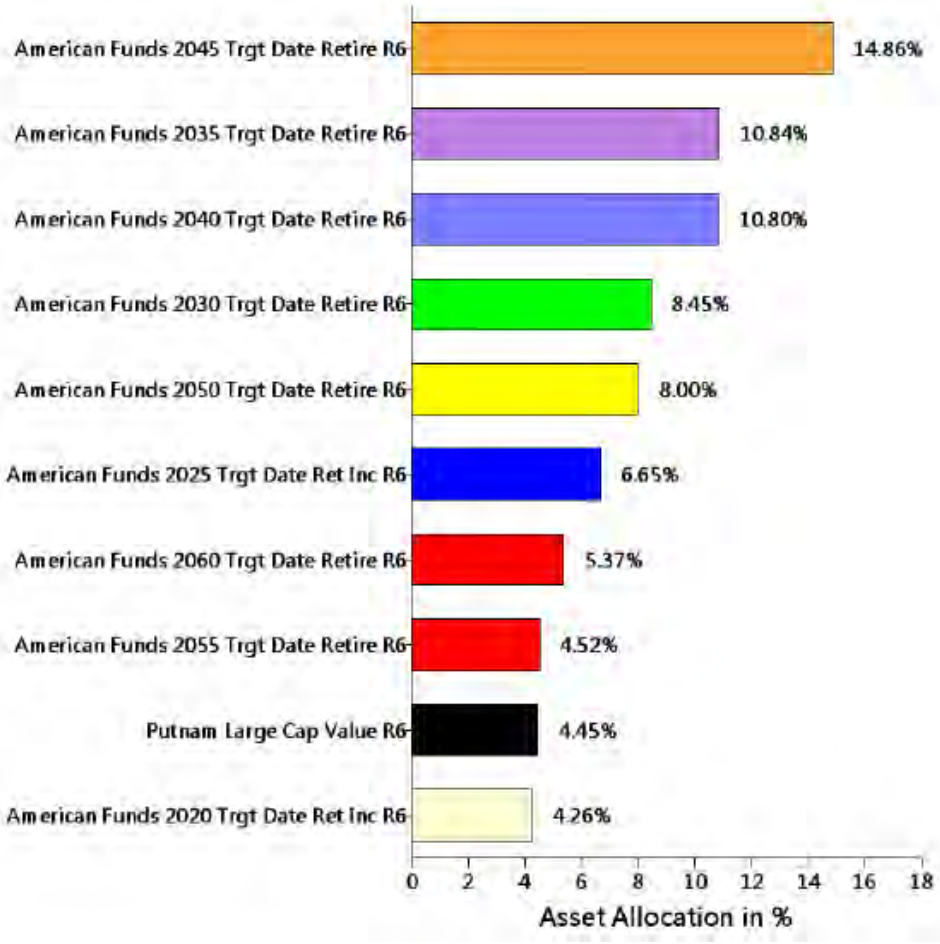


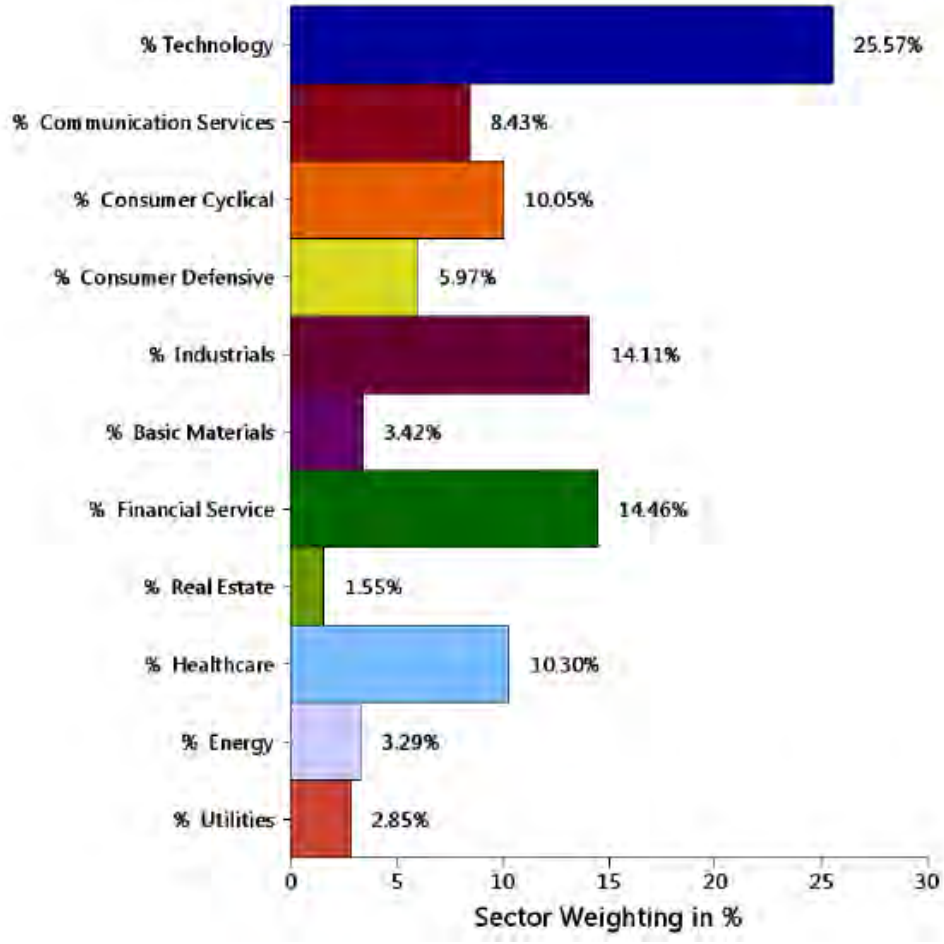
# 401(a) Asset Allocation

## PORTFOLIO | HOLDINGS & SECTOR ALLOCATION

### Top 10 Holdings

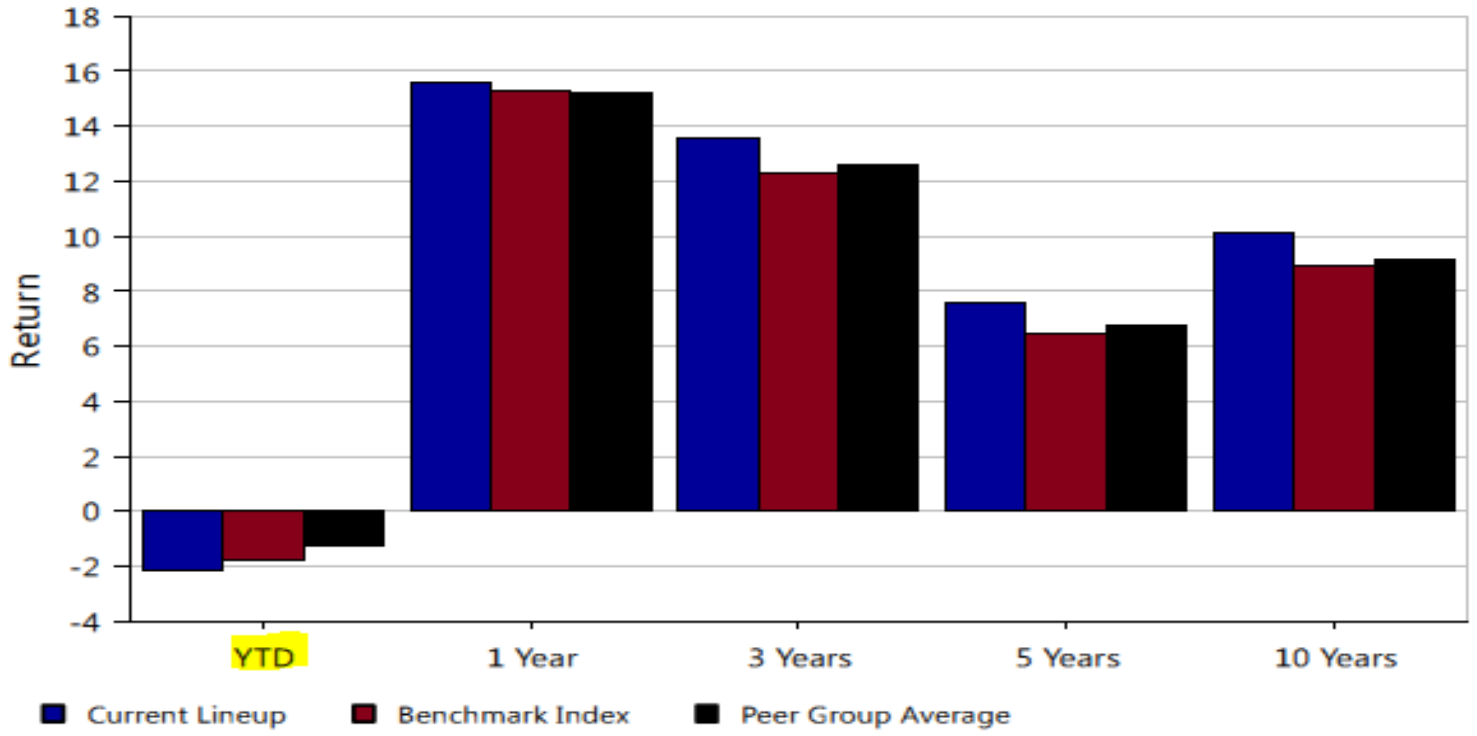



### Sector Allocation



# 403(b) Plan Performance

## Annualized Returns



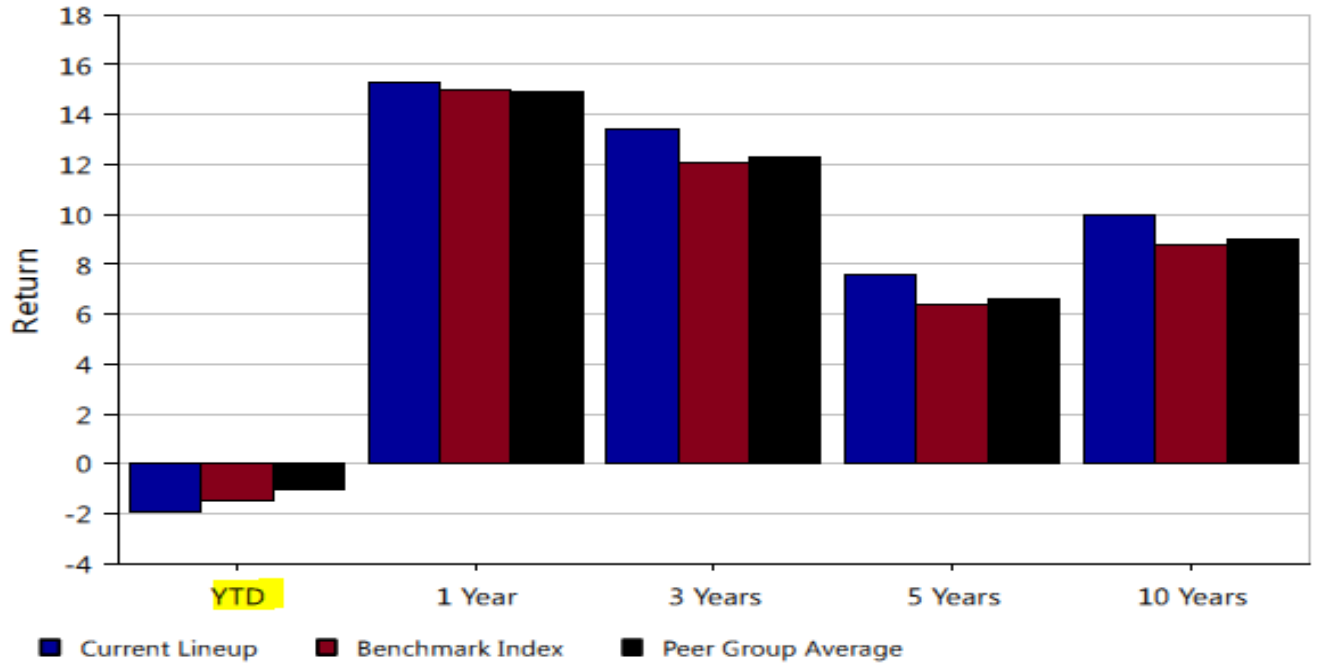

## Trailing Returns

| | YTD | 1 Year | 3 Years | 5 Years | 10 Years | Net Exp.Ratio |
|---|---|---|---|---|---|---|
| Current Lineup | -2.15 | 15.55 | 13.56 | 7.58 | 10.11 | 0.34 |
| Benchmark Index | -1.80 | 15.28 | 12.29 | 6.46 | 8.95 | NA |
| Peer Group Average | -1.26 | 15.23 | 12.56 | 6.73 | 9.11 | 0.67 |

# 401(a) Plan Performance

## PORTFOLIO | RETURNS

### Annualized Returns




### Trailing Returns

| | YTD | 1 Year | 3 Years | 5 Years | 10 Years | Net Exp.Ratio |
|---|---|---|---|---|---|---|
| Current Lineup | -1.90 | 15.27 | 13.40 | 7.59 | 9.98 | 0.37 |
| Benchmark Index | -1.49 | 14.95 | 12.07 | 6.36 | 8.79 | NA |
| Peer Group Average | -1.05 | 14.90 | 12.28 | 6.61 | 8.96 | 0.70 |

# MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Finance Officer

Date: August 26, 2026

Subject: *Agenda Item IV(z):* Update to Proposed Independent Auditor Fee Increase – ***Action Item***

---

Community Action Partnership of Kern (CAPK) issued a Request for Proposal in September 2020 for audit services. The audit firm Daniells, Phillips, Vaughn & Bock (DPVB) was selected by the Board of Directors in January 2021.

DPVB completed the initial 5-year service period under the original contract with no increases to the fee structure. The CAPK Board has approved the extension of the agreement with the two option years of the contract, taking the contract through the next two audit cycles. In conjunction with this, a review was completed of the continued growth due to additional federal, state and local funding as well as the acquisition of California Veterans Assistance Foundation (CVAF), and DPVB has proposed the fee increases for the final two extension years under the agreement. DPVB noted that CAPK had experienced a 10% increase for State work and a 15% increase for Federal work in just the past year, and this is following previous year-over-year increases of approximately 50%. When locking in pricing with no increases for the original 5-year term they could never have foreseen the drastic increase to the size and scope of CAPK audit work.

The Audit and Pension Committee met on August 13th to review the original proposed fees. The Committee agreed to fee increases for an amount not to exceed $125,000. Accordingly, please see the following proposed fee schedule:

| Purpose | Current | Proposed | Revised |
|---|---|---|---|
| Financial and compliance 2/28 | $60,000 | $85,000 | $80,000 |
| Special purpose 6/30 | 12,000 | 20,000 | 17,800 |
| Pension Plan 401(a) | 6,500 | 12,000 | 10,500 |
| Pension Plan 403(b) | 6,500 | 12,000 | 10,500 |
| First Five Kern | 4,000 | 3,500 | 3,000 |
| Federal and state tax returns | 3,000 | 3,300 | 3,200 |
| **TOTAL** | **$92,000** | **$135,800** | **$125,000** |

DPVB has performed high-quality audit engagements for CAPK that have been delivered timely and accurately to the Board of Directors, funding sources, and other stakeholders. Staff have evaluated the proposed fee adjustment and determined that the proposed increase is reasonable in comparison to the significant growth of federal revenue, state revenue and net agency assets.

Recommendation

Staff recommend the Audit and Pension Committee approve the increase rate structure for upcoming audits from $92,000 to $125,000 through the contract period that covers the audits for 2025-26 and 2026-27.

***Attachments:***
*Letter from DPVB Confirming Approved Rate*
*Original Memo Presented to the Audit & Pension Committee on August 13, 2026*

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

Member of AICPA Division for Firms
Private Companies Practice Section

SHANNON M. WEBSTER

August 13, 2026

Audit & Pension Committee
**Community Action Partnership of Kern**
1300 18th Street, Suite 200
Bakersfield, California 93301

Thank you for the opportunity to submit our proposed fees for the December 31, 2025, February 28, 2026 and June 30, 2026 audit and tax services for **Community Action Partnership of Kern**. We are delighted to continue serving you, and we are committed to providing continuous, top-quality service at a fair fee.

We are enthusiastic about continuing to work with you and your personnel and believe we can continue to contribute to your operational efficiency. We use highly skilled people, structured quality procedures and proprietary technology to keep costs low, improve turnaround time, and maintain quality. Our emphasis is on value-added service – service that goes beyond what is unexpected – service you will always receive from us. In this regard, the following characteristics distinguish Daniells Phillips Vaughan & Bock:

- ***Your needs will be met*** - We have prepared financial statements and tax returns for numerous not-for-profit organizations including those with activities and operations similar to yours.

- ***Familiarity with your operations*** - Our team is knowledgeable about accounting operations such as yours due to involvement with similar operations of other organizations.

- ***We respond quickly*** – Our practice is one of the largest in Kern County with an office in Bakersfield since 1956, with approximately 60 professionals. As a member of the Aprio Alliance, we have resources immediately available to us at a national firm level. In short Daniells Phillips Vaughan & Bock has all of the support of a national firm, but acts as a highly focused, independent client service organization locally.

- ***We emphasize communication*** – Our approach is to communicate frequently and openly to be in a position to discuss and resolve issues at an early date to avoid surprises.

- ***You will not have to train us*** – Many of the people who we work with continue to express a great deal of satisfaction with the way our engagements are conducted, the way our team interacts with client personnel and the timeliness and quality of the information we deliver.

- ***You can measure our value*** – Our fees are reasonable and fair.

**Financial statement and tax return preparation**

We have made an evaluation of the effort necessary to prepare the annual financial statements and tax returns based upon a review of your financial statements and tax returns over the previous five years; as well as your continued growth due to additional federal, state and local funding opportunities as well as the acquisition of the California Veterans Affairs Foundation (CVAF). Based upon this review and information provided to us, our proposed fee for the engagements are as follows:

| | |
|---|---|
| Year ending December 31, 2025: | |
| Audited financial statements: | |
| CAPK 403(b) Plan | $ 10,500 |
| Year ending February 28, 2026: | |
| Audited financial statements: | |
| CAPK Financial and Compliance Audits | $ 80,000 |
| CAPK First Five Programs (total of two contracts) | $ 3,000 |
| CAPK 401(a) Plan | $ 10,500 |
| Preparation and filling of the 990 Tax Return | $ 3,200 |
| Year ending June 30, 2026: | |
| Audited financial statements: | |
| CAPK Special Purpose Financial Statements | $ 17,800 |

This estimate is based upon our understanding that your personnel will provide timely and accurate preparation of all required schedules and ensure timely response to inquiries.

We believe a foundation for an excellent working relationship has been established. We look forward to continuing our long-term association – one based on mutual respect and understanding. Simply stated, we want to continue working closely with you to help you achieve your goals. If we can provide any additional information, please feel free to call me at 834-7411.

Very truly yours,

Shannon M. Webster
Certified Public Accountant

Community Action Partnership of Kern

*Helping People. . . Changing Lives.*

# MEMORANDUM

TO: Audit & Pension Committee

FROM: Tracy Webster, Chief Finance Officer

Tracy Webster

DATE: August 13, 2026

Subject: Agenda Item 4b: Proposed Independent Auditor Fee Increase – ***Action Item***

Community Action Partnership of Kern (CAPK) issued a Request for Proposal in September 2020 for audit services. The audit firm Daniells, Phillips, Vaughn & Bock (DPVB) was selected by the Board of Directors in January 2021.

DPVB completed the initial 5-year service period under the original contract with no increases to the fee structure. The CAPK Board has approved the extension of the agreement with the two option years of the contract, taking the contract through the next two audit cycles. In conjunction with this, a review was completed of the continued growth due to additional federal, state and local funding as well as the acquisition of California Veterans Assistance Foundation (CVAF), and DPVB has proposed the following fee increases for the final two extension years under the agreement:

| Purpose | Current | Proposed |
|---|---|---|
| Financial and compliance 2/28 | $60,000 | $85,000 |
| Special purpose 6/30 | 12,000 | 20,000 |
| Pension Plan 401(a) | 6,500 | 12,000 |
| Pension Plan 403(b) | 6,500 | 12,000 |
| First Five Kern | 4,000 | 3,500 |
| Federal and state tax returns | 3,000 | 3,300 |
| **TOTAL** | **$92,000** | **$135,800** |

DPVB has performed high-quality audit engagements for CAPK that have been delivered timely and accurately to the Board of Directors, funding sources, and other stakeholders. Staff have evaluated the proposed fee adjustment and determined that the proposed increase is reasonable in comparison to the significant growth of federal revenue, state revenue and net agency assets.

Recommendation

Staff recommends the Audit and Pension Committee approve the increase rate structure for upcoming audits from $92,000 to $135,000 through the contract period that covers the audits for 2025-26 and 2026-27.

***Attachment:***

*CAPK Billing Analysis*

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

Member of AICPA Division for Firms
Private Companies Practice Section

SHANNON M. WEBSTER

July 10, 2026

Audit & Pension Committee
**Community Action Partnership of Kern**
1300 18th Street, Suite 200
Bakersfield, California 93301

Thank you for the opportunity to submit our proposed fees for the December 31, 2025, February 28, 2026 and June 30, 2026 audit and tax services for **Community Action Partnership of Kern**. We are delighted to continue serving you, and we are committed to providing continuous, top-quality service at a fair fee.

We are enthusiastic about continuing to work with you and your personnel and believe we can continue to contribute to your operational efficiency. We use highly skilled people, structured quality procedures and proprietary technology to keep costs low, improve turnaround time, and maintain quality. Our emphasis is on value-added service – service that goes beyond what is unexpected – service you will always receive from us. In this regard, the following characteristics distinguish Daniells Phillips Vaughan & Bock:

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- ***Familiarity with your operations*** - Our team is knowledgeable about accounting operations such as yours due to involvement with similar operations of other organizations.

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- ***We emphasize communication*** – Our approach is to communicate frequently and openly to be in a position to discuss and resolve issues at an early date to avoid surprises.

- ***You will not have to train us*** – Many of the people who we work with continue to express a great deal of satisfaction with the way our engagements are conducted, the way our team interacts with client personnel and the timeliness and quality of the information we deliver.

- ***You can measure our value*** – Our fees are reasonable and fair.

**Financial statement and tax return preparation**

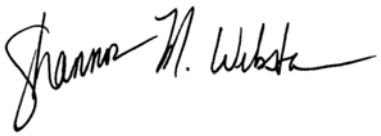
We have made an evaluation of the effort necessary to prepare the annual financial statements and tax returns based upon a review of your financial statements and tax returns over the previous five years; as well as your continued growth due to additional federal, state and local funding opportunities as well as the acquisition of the California Veterans Affairs Foundation (CVAF). Based upon this review and information provided to us, our proposed fee for the engagements are as follows:

| | |
|---|---|
| Year ending December 31, 2025: | |
| Audited financial statements: | |
| CAPK 403(b) Plan | $ 12,000 |
| Year ending February 28, 2026: | |
| Audited financial statements: | |
| CAPK Financial and Compliance Audits | $ 85,000 |
| CAPK First Five Programs (total of two contracts) | $ 3,500 |
| CAPK 401(a) Plan | $ 12,000 |
| Preparation and filling of the 990 Tax Return | $ 3,300 |
| Year ending June 30, 2026: | |
| Audited financial statements: | |
| CAPK Special Purpose Financial Statements | $ 20,000 |

This estimate is based upon our understanding that your personnel will provide timely and accurate preparation of all required schedules and ensure timely response to inquiries.

We believe a foundation for an excellent working relationship has been established. We look forward to continuing our long-term association – one based on mutual respect and understanding. Simply stated, we want to continue working closely with you to help you achieve your goals. If we can provide any additional information, please feel free to call me at 834-7411.

Very truly yours,



Shannon M. Webster
Certified Public Accountant

# CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.

## FINANCIAL STATEMENTS
## WITH INDEPENDENT AUDITOR'S REPORT

## DECEMBER 31, 2025

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
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**DECEMBER 31, 2025**


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**Engelson & Associates, Ltd.**
Certified Public Accountants and Consultants

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
California Veterans Assistance Foundation, Inc.

### Opinion

We have audited the accompanying financial statements of California Veterans Assistance Foundation, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2025 and 2024, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of California Veterans Assistance Foundation, Inc. as of December 31, 2025 and 2024, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of California Veterans Assistance Foundation, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about California Veterans Assistance Foundation, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about California Veterans Assistance Foundation, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards,* we have also issued our report dated May 7, 2026 on our consideration of California Veterans Assistance Foundation, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering California Veterans Assistance Foundation, Inc.'s internal control over financial reporting and compliance.

Engelson and Associates, Ltd.

La Crosse, Wisconsin
May 7, 2026

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**STATEMENTS OF FINANCIAL POSITION**
**DECEMBER 31, 2025 AND 2024**

| ASSETS | 2025 | 2024 |
|---|---|---|
| **Current Assets** | | |
| Cash and cash equivalents | $ 1,067,350 | $ 642,105 |
| Receivables | 31,232 | 362,854 |
| Pledges receivable | - | 200,000 |
| Prepaid expenses | - | 22,750 |
| Total Current Assets | 1,098,582 | 1,227,709 |
| **Property and Equipment** | | |
| Land | 278,250 | 278,250 |
| Buildings | 2,881,041 | 1,386,789 |
| Vehicles | 77,233 | 77,233 |
| Equipment | 40,619 | 40,619 |
| Total | 3,277,143 | 1,782,891 |
| Less: Accumulated depreciation | (1,053,568) | (990,248) |
| Net Property and Equipment | 2,223,575 | 792,643 |
| **Other Assets** | | |
| Lease right of use asset | 511,994 | 509,004 |
| Less accumulated amortization | (315,568) | (205,144) |
| Net lease right of use asset | 196,426 | 303,860 |
| Construction in progress | - | 1,068,482 |
| Security deposits | 7,600 | 7,600 |
| Total Other Assets | 204,026 | 1,379,942 |
| **TOTAL ASSETS** | **$ 3,526,183** | **$ 3,400,294** |

The accompanying notes are an integral part of these financial statements.

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**STATEMENTS OF FINANCIAL POSITION**
**DECEMBER 31, 2025 AND 2024**

| LIABILITIES AND NET ASSETS | 2025 | 2024 |
|---|---|---|
| **Current Liabilities** | | |
| Accounts payable | $ 25,481 | $ 107,761 |
| Accrued expenses | 7,472 | 47,922 |
| Unearned revenue | 5,000 | 73,591 |
| Current maturities of lease liabilities | 120,948 | 122,259 |
| Current maturities of notes payable | 7,247 | 6,908 |
| Total Current Liabilities | 166,148 | 358,441 |
| **Non-Current Liabilities** | | |
| Notes payable - net of current maturities | 49,803 | 56,367 |
| Lease liabilities - net of current maturities | 77,859 | 178,082 |
| Total Non-Current Liabilities | 127,662 | 234,449 |
| Total Liabilities | 293,810 | 592,890 |
| **Net Assets** | | |
| Without donor restrictions: | | |
| Undesignated/unrestricted | 1,768,865 | 1,532,774 |
| With donor restrictions - Purpose restricted | 1,463,508 | 1,274,630 |
| Total Net Assets | 3,232,373 | 2,807,404 |
| **TOTAL LIABILITIES AND NET ASSETS** | **$ 3,526,183** | **$ 3,400,294** |

The accompanying notes are an integral part of these financial statements.

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**
**FOR THE YEARS ENDED DECEMBER 31, 2025 AND 2024**

| | 2025 | | | 2024 | | |
|---|---|---|---|---|---|---|
| | Without Donor Restrictions | With Donor Restrictions | Totals | Without Donor Restrictions | With Donor Restrictions | Totals |
| **Support and Revenue** | | | | | | |
| DVA per diem grants | $ 632,449 | $ - | $ 632,449 | $ 928,175 | $ - | $ 928,175 |
| DVA supportive service grants | 964,308 | - | 964,308 | 1,416,250 | - | 1,416,250 |
| HUD Home-ARP | - | 142,362 | 142,362 | - | 549,638 | 549,638 |
| Contributions of cash and other financial assets | 170,894 | 200,600 | 371,494 | 13,500 | 13,154 | 26,654 |
| Contributions of nonfinancial assets | - | 17,661 | 17,661 | - | 95,602 | 95,602 |
| Service revenue | 231,426 | - | 231,426 | 387,991 | - | 387,991 |
| Program fees | 10,187 | 9,385 | 19,572 | 33,149 | - | 33,149 |
| Gain on sale of assets | - | - | - | 34,558 | - | 34,558 |
| Interest income | 7,878 | - | 7,878 | 8,569 | - | 8,569 |
| Other | 80,331 | - | 80,331 | 20,310 | - | 20,310 |
| Net assets released from restrictions | 181,130 | (181,130) | - | 86,791 | (86,791) | - |
| Total Support and Revenue | 2,278,603 | 188,878 | 2,467,481 | 2,929,293 | 571,603 | 3,500,896 |
| **Expenses** | | | | | | |
| Program services | 1,922,887 | - | 1,922,887 | 2,676,751 | - | 2,676,751 |
| Management and general | 119,625 | - | 119,625 | 121,184 | - | 121,184 |
| Fundraising | - | - | - | - | - | - |
| Total Expenses | 2,042,512 | - | 2,042,512 | 2,797,935 | - | 2,797,935 |
| **Change in Net Assets** | **236,091** | **188,878** | **424,969** | **131,358** | **571,603** | **702,961** |
| Net Assets at Beginning of Year | 1,532,774 | 1,274,630 | 2,807,404 | 1,401,416 | 703,027 | 2,104,443 |
| **Net Assets at End of Year** | **$ 1,768,865** | **$ 1,463,508** | **$ 3,232,373** | **$ 1,532,774** | **$ 1,274,630** | **$ 2,807,404** |

The accompanying notes are an integral part of these financial statements.

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**STATEMENT OF FUNCTIONAL EXPENSES**
**FOR THE YEAR ENDED DECEMBER 31, 2025**

| | Program Services | | | | Supporting Services | | |
|---|---|---|---|---|---|---|---|
| | GPD Per Diem | SSVF | Other | Total | Admin | Fund Raising | Total |
| **Expenses** | | | | | | | |
| Advertising and promotional | $ - | $ 251 | $ - | $ 251 | $ - | $ - | $ - |
| Automobile | 10,171 | 4,834 | 1,950 | 16,955 | 1,276 | - | 1,276 |
| Center supplies | 23,090 | - | 52,137 | 75,227 | 5,662 | - | 5,662 |
| Compensation | 228,548 | 272,490 | 91,381 | 592,419 | 44,591 | - | 44,591 |
| Depreciation | 36,386 | - | 21,343 | 57,729 | 5,589 | - | 5,589 |
| Dues & subscriptions | 2,415 | 125 | 2,707 | 5,247 | 395 | - | 395 |
| Employee benefits | 45,710 | 54,498 | 12,565 | 112,773 | 8,488 | - | 8,488 |
| Food service | 23,200 | - | - | 23,200 | 134 | - | 134 |
| Insurance | 18,316 | 6,807 | 1,642 | 26,765 | 2,015 | - | 2,015 |
| Interest | - | - | | - | 3,844 | - | 3,844 |
| Lease payments | 51,932 | 81,996 | - | 133,928 | 2,392 | - | 2,392 |
| Licenses & fees | 2,696 | - | 5,618 | 8,314 | 626 | - | 626 |
| Maintenance | 76,292 | 31,996 | 63,946 | 172,234 | 12,964 | - | 12,964 |
| Miscellaneous | - | - | 3,290 | 3,290 | 4,181 | - | 4,181 |
| Office supplies | 22,758 | 54,723 | - | 77,481 | 4,768 | - | 4,768 |
| Payroll taxes | 22,855 | 27,249 | 9,139 | 59,243 | 4,459 | - | 4,459 |
| Postage | 168 | - | - | 168 | 15 | - | 15 |
| Professional services | 10,731 | 37,635 | 5,150 | 53,516 | 4,028 | - | 4,028 |
| Security services | 4,075 | - | 22,957 | 27,032 | 2,035 | - | 2,035 |
| Staff training | 1,558 | 10,422 | - | 11,980 | 367 | - | 367 |
| Staff travel | 3,130 | 354 | - | 3,484 | 5,413 | - | 5,413 |
| Telephone | 4,126 | 4,584 | 6,292 | 15,002 | 1,129 | - | 1,129 |
| TFA/Rental assistance | - | 372,040 | - | 372,040 | - | - | - |
| Utilities | 70,026 | 4,583 | - | 74,609 | 5,254 | - | 5,254 |
| **Total Expenses** | **$ 658,183** | **$ 964,587** | **$ 300,117** | **$ 1,922,887** | **$ 119,625** | **$ -** | **$ 119,625** |

The accompanying notes are an integral part of these financial statements.

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**STATEMENT OF FUNCTIONAL EXPENSES**
**FOR THE YEAR ENDED DECEMBER 31, 2024**

| | Program Services | | | | Supporting Services | | |
|---|---|---|---|---|---|---|---|
| | GPD Per Diem | SSVF | Other | Total | Admin | Fund Raising | Total |
| **Expenses** | | | | | | | |
| Advertising and promotional | $ - | $ 636 | $ 303 | $ 939 | $ - | $ - | $ - |
| Automobile | 15,889 | 14,111 | 4,872 | 34,872 | 445 | - | 445 |
| Center supplies | 30,798 | - | 9,036 | 39,834 | 375 | - | 375 |
| Compensation | 343,848 | 446,981 | 267,363 | 1,058,192 | 30,328 | - | 30,328 |
| Depreciation | 36,386 | - | - | 36,386 | 6,035 | - | 6,035 |
| Dues & subscriptions | 3,031 | 125 | - | 3,156 | 5,540 | - | 5,540 |
| Employee benefits | 50,880 | 48,491 | 27,782 | 127,153 | 7,636 | - | 7,636 |
| Food service | 35,925 | - | 5,910 | 41,835 | 2,860 | - | 2,860 |
| Insurance | 47,961 | 2,531 | - | 50,492 | 4,637 | - | 4,637 |
| Interest | - | - | | - | 3,440 | - | 3,440 |
| Lease payments | 7,102 | 119,520 | 35,713 | 162,335 | 11,904 | - | 11,904 |
| Licenses & fees | 4,016 | - | - | 4,016 | 9,683 | - | 9,683 |
| Maintenance | 99,522 | 13,921 | 5,626 | 119,069 | 5,626 | - | 5,626 |
| Miscellaneous | - | - | 4,677 | 4,677 | 14,410 | - | 14,410 |
| Office supplies | 7,861 | 12,613 | 1,983 | 22,457 | 1,983 | - | 1,983 |
| Payroll taxes | 28,973 | 29,546 | 11,374 | 69,893 | 2,005 | - | 2,005 |
| Postage | 850 | - | - | 850 | 140 | - | 140 |
| Professional services | 8,123 | 7,645 | 400 | 16,168 | 2,684 | - | 2,684 |
| Property taxes | 11,754 | - | - | 11,754 | 2,804 | - | 2,804 |
| Retirement | 4,951 | 6,437 | 3,805 | 15,193 | 437 | - | 437 |
| Security services | 5,704 | - | 26,476 | 32,180 | - | - | - |
| Staff training | 95 | 4,745 | 510 | 5,350 | - | - | - |
| Staff travel | - | 790 | - | 790 | 592 | - | 592 |
| Telephone | 12,498 | 6,956 | 9,474 | 28,928 | 3,158 | - | 3,158 |
| TFA/Rental assistance | - | 693,508 | 11,942 | 705,450 | - | - | - |
| Utilities | 83,888 | 5,356 | (4,462) | 84,782 | 4,462 | - | 4,462 |
| **Total Expenses** | **$ 840,055** | **$ 1,413,912** | **$ 422,784** | **$ 2,676,751** | **$ 121,184** | **$ -** | **$ 121,184** |

The accompanying notes are an integral part of these financial statements.

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**STATEMENT OF CASH FLOWS**
**FOR THE YEARS ENDED DECEMBER 31, 2025 AND 2024**

| | 2025 | 2024 |
|---|---|---|
| **Cash Flows From Operating Activities** | | |
| *Increase (decrease) in net assets:* | $ 424,969 | $ 702,961 |
| Adjustments to reconcile change in net cash provided by operating activities: | | |
| Depreciation* | 63,318 | 42,421 |
| (Gain) loss on disposal of assets* | - | (34,558) |
| Donated services for pre-construction costs* | (17,661) | (95,602) |
| Changes in assets and liabilities: | | |
| (Increase) decrease in contributions receivable | 200,000 | 226,080 |
| (Increase) decrease in receivables | 331,622 | (144,428) |
| (Increase) decrease in prepaid expenses | 22,750 | (826) |
| Increase (decrease) in accounts payable | (18,601) | 20,976 |
| Increase (decrease) in unearned revenues | (68,591) | - |
| Increase (decrease) in accrued expenses | (40,448) | (8,428) |
| Increase (decrease) in lease assets and liabilities | 5,900 | (8,892) |
| Net Cash Provided by Operating Activities | 903,258 | 699,704 |
| **Cash Flows From Investing Activities** | | |
| Construction costs paid | (471,788) | (654,543) |
| Proceeds from sale of property and equipment | - | 34,558 |
| Net Cash Provided (Used) by Investing Activities | (471,788) | (619,985) |
| **Cash Flows From Financing Activities** | | |
| Payments on long-term debt | (6,225) | (6,630) |
| **NET INCREASE (DECREASE) IN CASH** | **425,245** | **73,089** |
| CASH AT BEGINNING OF YEAR | 642,105 | 569,016 |
| **CASH AT END OF YEAR** | **$ 1,067,350** | **$ 642,105** |

**SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION**

| | | |
|---|---|---|
| Cash paid during the year for interest | $ 3,844 | $ 3,440 |
| New lease right of use asset | $ 17,888 | $ 46,698 |
| New lease lease laibility | $ 11,063 | $ 46,698 |

* Indicates non cash transaction

The accompanying notes are an integral part of these financial statements.

## NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

California Veterans Assistance Foundation, Inc. (CVAF) is a non-stock, non-profit corporation that receives a substantial portion of its revenue from the United States government through grants from the U.S. Department of Veterans Affairs and the U.S. Department of Labor. Through these grants, CVAF manages and operates veteran resource and referral centers, and provides temporary housing at several locations in California. Significant programs include the following:

Grant Per Diem Program – Program offers supportive housing, case management, education, crisis intervention, counseling and other services for homeless veterans.

Supportive Services for Veteran Families – Program offers supportive services for veteran families who are homeless or at risk of homelessness. Assistance includes temporary financial assistance for rent, utilities, security deposits, furnishings and transportation in addition to services such as outreach, case management, benefit assessments and assistance in obtaining mainstream benefits.

Other Programs – CVAF manages several other programs including Homeless Emergency Aid Program for Low Barrier Housing, Homeless Housing Assistance and Prevention, Homeless Collaborative, and Covey Cottages. These programs provide housing and case management services.

All programs were taken over by Community Action Partnership of Kern (CAPK) on October 1, 2025.

A summary of significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

**Basis of Accounting** - The financial statements of CVAF have been prepared on the accrual basis of accounting and accordingly, reflect all significant receivables, payables, and other liabilities.

**Use of Estimates** - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents** - For financial statement purposes CVAF considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents.

**Grants Receivable and Allowance for Credit Losses** – Receivables are due upon receipt on grants for which reimbursement was submitted for services performed by CVAF. Management reviews receivables on a periodic basis to determine their collectability. Receivables are considered past due after 60 days. Uncollectible receivables are written off to credit loss expense. Historically, CVAF has not incurred any significant credit losses and as such, management does not believe an allowance is necessary.

**Property and Equipment** –CVAF capitalizes land, buildings and improvements in excess of $5,000 and vehicles and equipment in excess of $2,500. Donated assets are recorded at the fair market value at the date of contribution.

**NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

Depreciation is computed on a straight-line basis over the estimated service lives of the assets:

| | |
|---|---|
| Vehicles | 5 years |
| Equipment | 5-7 years |
| Building improvements | 5-15 years |
| Buildings | 39 years |

Depreciation expense totaled $63,318 and $42,421 for the years ended December 31, 2025 and 2024, respectively.

**Leases** – CVAF accounts for leases following ASC 842, *Leases*. CVAF determines if an arrangement is or contains a lease at inception. Leases are included in right-of-use (ROU) assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term. Operating lease expense is recognized on a straight-line basis over the lease term. CVAF does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term.

CVAF elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases.

**Contributions** – CVAF records gifts of cash and other assets at their fair value as of the date of the contribution or the unconditional commitment. Such donations are recorded as support without donor restrictions unless explicit donor stipulations specify how the donation must be used. Unconditional contributions that are originally restricted by the donor and for which the restriction is met in the same period are recorded as with donor restrictions and then released from restriction.

Unconditional promises to give expected to be collected within one year are reported at their net realizable value. Unconditional promises to give expected to be collected in future years are reported at the present value of estimated future cash flows. The resulting discount is amortized and reported as contribution revenue. Conditional promises to give are recognized as revenues when the conditions on which they depend are substantially met.

**Donated Goods and Services** - Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. Ther services are recognized as estimated fair value based upon current rates for the services performed. CVAF recorded donated services of $17,661 and $95,602 during the years ended December 31, 2025 and 2024, respectfully, for professional construction related services provided for the Covey Cottages project. Donated goods have not been recorded as they are not believed to be material to the financial statements. Many other volunteers have also provided other services throughout the year that are not recognized as contributions in the financial statements because the recognition criteria were not met.

**Revenue Recognition** – CVAF identifies a contract with an organization for revenue recognition when there is approval and commitment from both parties, the rights of the parties and payment terms are identified, the contract has commercial substance and the collectability of consideration is probable. CVAF evaluates each contract to determine the number of distinct performance obligations in the contract, which requires use of judgment. To determine the proper revenue recognition method, CVAF evaluates whether contracts should be

## NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

combined and accounted for as a single contract and whether the contract should be accounted for as a single or multiple performance obligation. Any cash received for revenue not yet earned is considered deferred revenue.

Federal grants are the primary source of contract revenue. Contract revenue with other organizations is primarily from contract case management fees. These contracts consist of a single performance obligation. Revenue is recognized over the time its services are provided to the organization or for the grant. The determination of the method by which CVAF measures its progress towards the satisfaction of its performance obligations requires judgment.

**Income Tax Status** – CVAF qualifies as a tax-exempt organization under Section 501(c)(3) and 509(a) of the Internal Revenue Code and corresponding provisions of State law and, therefore, has no provision for federal or state income taxes.

The Organization's policy is to evaluate uncertain tax positions, at least annually, for the potential for income tax exposure from unrelated business income or from loss of nonprofit status. Tax years ending December 31, 2022 and after are currently open to potential audits.

**Net Assets** - Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets are classified and reported as follows:

**Net Assets Without Donor Restrictions** - Net assets available for general use that are not subject to donor-imposed stipulations.

**Net Assets With Donor Restrictions** - Net assets subject to donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Board pursuant to those stipulations. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates those resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

**Functional Allocation of Expenses** - The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities and the statement of functional expenses. Expenses which are easily and directly associated with a particular program or supporting service are charged directly to that functional area. Certain other expenses have been allocated to the program and supporting services benefited based on time devoted by the Organization's staff or the square footage allocated to the functional area.

**Advertising Costs** – Advertising costs are expensed as incurred. Advertising costs totaled $251 and $939 for the years ended December 31, 2025 and 2024, respectively.

## NOTE 2 – CASH AND CASH EQUIVALENTS

CVAF maintains cash accounts at several commercial banks. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 at each bank. CVAF had total cash of $1,067,350 with a bank balance of $987,350 at December 31, 2025. Bank balances totaling $487,350 were not insured by the FDIC at December 31, 2025.

## NOTE 3 – PLEDGES RECEIVABLE

Pledges receivable at December 31, 2025 and 2024 consisted of the following:

| | 2025 | 2024 |
|---|---|---|
| Year 1 | $ - | $ 200,000 |
| Years 2-5 | - | - |
| **Total** | **$ -** | **$ 200,000** |

## NOTE 4 – NOTES PAYABLE

| Long-term debt consists of the following: | 2025 | 2024 |
|---|---|---|
| Notes payable, Citizens Business Bank, payments of $849 per month including principal and interest at 5.25%, final maturity date August 2032. Collateralized by real estate. | $ 57,050 | $ 63,275 |
| Less current portion | 7,247 | 6,908 |
| **Total long-term debt** | **$ 49,803** | **$ 56,367** |

Future debt maturities are as follows:

| Years Ending December 31 | Approximate Amount |
|---|---|
| 2026 | $ 7,247 |
| 2027 | 7,637 |
| 2028 | 8,048 |
| 2029 | 8,480 |
| 2030 | 8,936 |
| Thereafter | 16,702 |
| **Total** | **$ 57,050** |

## NOTE 5 – ACCRUED VACATION AND SICK LEAVE

Accrued vacation and sick leave represent benefits earned, but not taken and is included in accrued liabilities in the statement of financial position. The accrued benefits totaled $0 and $23,273 as of December 31, 2025 and 2024, respectively. Effective March 10, 2025, all staff became employees of Community Action Partnership of Kern (CAPK).

## NOTE 6 – NET ASSETS WITH DONOR RESTRICTIONS

The following summary sets forth the purpose and activity in net assets with donor restrictions for the years ended December 31, 2025 and 2024:

| | 12/31/24 | Increases | Decreases | 12/31/25 |
|---|---|---|---|---|
| Stand Down Event | $ 407 | $ - | $ - | $ 407 |
| Female Veterans | 2,000 | - | - | 2,000 |
| Covey Cottages | 1,272,223 | 370,008 | 181,130 | 1,461,101 |
| **Totals** | **$ 1,274,630** | **$ 370,008** | **$ 181,130** | **$ 1,463,508** |

| | 12/31/23 | Increases | Decreases | 12/31/24 |
|---|---|---|---|---|
| Stand Down Event | $ 12,921 | $ 4,250 | $ 16,764 | $ 407 |
| Food Baskets & Christmas | 944 | 200 | 1,144 | - |
| Female Veterans | 2,000 | - | - | 2,000 |
| Covey Cottages | 687,162 | 653,944 | 68,883 | 1,272,223 |
| **Totals** | **$ 703,027** | **$ 658,394** | **$ 86,791** | **$ 1,274,630** |

## NOTE 7 – CONTRACTS WITH CUSTOMERS

In accordance with Topic 606, the Organization accounts for a customer contract when both parties have approved the contract and are committed to perform their respective obligations; each parties rights can be identified; the contract has commercial substance; and it is probable that the CVAF will collect substantially all of the consideration to which it is entitled. Revenue is recognized when (or as) performance obligations are satisfied by transferring control of the promised service to the customer.

The Organization generates revenue from the following activities:

- GPD - Supportive housing, case management, education, crisis intervention, counseling and other services for homeless veterans.
- SSVF - Supportive services for veteran families who are homeless or at risk of homelessness. Assistance includes temporary financial assistance for rent, utilities, security deposits, furnishings and transportation in addition to services such as outreach, case management, benefit assessments and assistance in obtaining mainstream benefits.
- Other Services - Other supportive services for veterans and case management services.

## NOTE 7 – CONTRACTS WITH CUSTOMERS, continued

Disaggregation of Revenues – Net contract revenue is recorded at a point in time as follows:

| | 2025 | 2024 |
|---|---|---|
| GPD | $ 632,449 | $ 928,175 |
| SSVF | 964,308 | 1,416,250 |
| Other Services | 231,426 | 387,991 |

Contract assets and liabilities at December 31, 2025, 2024 and 2023 were as follows:

| | 2025 | 2024 | 2023 |
|---|---|---|---|
| Contract Assets | | | |
| Receivables | $ 31,232 | $ 362,855 | $ 218,426 |
| Contract Liabilities | | | |
| Unearned Revenues | $ 5,000 | $ 73,591 | $ 73,591 |

Practical Expedients – The Organization has elected to apply the following practical expedients when determining revenue from contracts with customers and capitalization of related costs:

- The Organization has elected to not adjust revenue for the effects of a significant finance component when the timing difference between the recognition of revenue and receipt of payment is less than one year.
- The Organization has elected to expense incremental costs to obtain a contract when the amortization period of the related asset is expected to be less than one year.

## NOTE 8 – CONCENTRATION OF RISK

CVAF receives grants from the Department of Veterans Affairs. Support and revenue from these grants amounted to $1,596,757 and $2,344,425 for the years ended December 31, 2025 and 2024, respectively. These grants represented 65% and 67% of revenue for the years ended December 31, 2025 and 2024, respectively. Receivables from these grants amounted to $0 and $78,696 at December 31, 2025 and 2024, respectively. CVAF received a HUD Home-ARP grant/loan award of $692,000 through Kern County for the Covey Cottages project. Receivables related to this award totaled $0 and $203,642 at December 31, 2025 and 2024, respectively. CVAF also received a pledge of $500,000 for Covey Cottages during the year ended December 31, 2023. Amounts receivable related to this pledge totaled $0 and $200,000 at December 31, 2025 and 2024, respectively.

## NOTE 9 – RETIREMENT PLAN

CVAF maintains a 401k plan that covers all eligible employees and matches up to 3% of the employee's salary. CVAF's contributions to the plan totaled $12,644 for the year ended December 31, 2024. Effective March 10, 2025, all staff became employees of CAPK.

## NOTE 10 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date. Amounts available include donor restricted amounts that are available for general expenditure in the following year. Amounts not available include amounts set aside for science that could be drawn upon if the Board of Directors approves that action.

| | 12/31/25 | 12/31/24 |
|---|---|---|
| Financial assets at year-end: | | |
| Cash and cash equivalents | $ 1,067,350 | $ 642,105 |
| Receivables | 31,232 | 362,854 |
| Pledges receivable | - | 200,000 |
| Less contractural or donor-imposed restrictions: | | |
| Donor restictions for specific purposes | (2,407) | (202,407) |
| **Financial Assets Available to Meet the Needs for General Expenditures Within One Year** | **$ 1,096,175** | **$ 1,002,552** |

## NOTE 11 – LEASES

CVAF evaluates contracts to determine which meet the criteria of a lease. The right of use (ROU) assets represent CVAF's right to use underlying assets for the lease term, and the lease liabilities represent CVAF's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities, all of which arise from operating leases, were calculated based on the present value of future lease payments over the lease terms. CVAF has made an accounting policy election to use a risk-free rate in lieu of its incremental borrowing rate to discount future lease payments. The weighted average discount rate applied to calculate lease liabilities as of December 31, 2025 and 2024 was 4.73%.

CVAF leases office space, program housing, vehicles and equipment from various parties. For the years ended December 31, 2025 and 2024, total ROU operating lease costs were $124,911 and $123,338, respectively and total short-term lease costs were approximately $12,554 and $54,631, respectively. As of December 31, 2025 and 2024, the weighted-average remaining lease term for the CVAF's ROU operating leases was approximately 1.6 years and 2.1 years, respectively.

Future maturities of ROU operating lease liabilities as of December 31, 2025 are as follows:

| **Years Ending December 31:** | **Amount** |
|---|---|
| 2026 | $ 128,144 |
| 2027 | 79,275 |
| 2028 | 1,981 |
| 2029 | - |
| Total lease payments | 209,400 |
| Less present value discount | (10,593) |
| **Total Lease Liabilities** | **$ 198,807** |

**NOTE 11 – LEASES, continued**

As lessor, CVAF leases a building it owns to an unrelated party. The lease term runs from May 15, 2024 through May 31, 2026 and is classified as an operating lease. Future receipts under the lease are as follows:

| Years Ending December 31: | Amount |
|---|---|
| 2026 | $ 8,270 |
| 2027 | - |
| **Total** | **$ 8,270** |

Property included on the statement of financial position included in this lease at December 31, 2025 and 2024 was as follows:

| | 2025 | 2024 |
|---|---|---|
| Buildings | $ 163,391 | $ 163,391 |
| Accumulated Depreciation | (65,279) | (61,027) |
| **Net** | **$ 98,112** | **$ 102,364** |

**NOTE 12 – RELATED PARTY TRANSACTIONS**

CVAF performs a variety of services for the Kern County Housing Authority. Receivables for these services totaled $7,102 and $20,326 at December 31, 2025 and 2024, respectively and revenue recognized totaled $18,483 and $78,763 for the years ended December 31, 2025 and 2024, respectively. The Housing Authority's assistant executive director was a CVAF board member through February 2025.

The CVAF board of directors approved the merger of CVAF with Community Action Partnership of Kern (CAPK) with an initial effective date of October 1, 2025. The merger became effective when it was formally approved by the State of California on February 10, 2026. As of that date, CVAF will be operated as a division of CAPK. Effective March 10, 2025, all CVAF staff became employees of CAPK and CAPK assumed a management role over CVAF. CVAF paid CAPK for services and expenses totaling approximately $730,000 during the year ended December 31, 2025. In addition, CVAF owed CPAK $5,000 at December 31, 2025 for revenue received in advance on a grant that CAPK took over.

**NOTE 13 – COMMITMENTS AND CONTINGENCIES**

Government contracts are subject to audit and adjustment by funding agencies. If government revenue is recorded for expenditures which are subsequently disallowed, CVAF may be required to repay the questioned costs to the funding agency. These amounts are recorded as unearned revenue in the financial statements. Management of CVAF is not aware of any additional disallowed expenditures that would have a material effect on the financial statements.

CVAF was awarded a $692,000 HOME-ARP loan/grant to be used for the Covey Cottages project. The loan/grant has a 30-year term with interest at 0% and is secured by the property. Repayment is based upon free cash flow of the project. The loan also contains compliance requirements related to rent and income restrictions for a minimum of 20 years. The loan/grant will not need to be repaid if all of the compliance requirements are met during the compliance period. CVAF received $142,362 and $549,638 of the award during the years ended

**NOTE 13 – COMMITMENTS AND CONTINGENCIES, continued**

December 31, 2025 and 2024, respectively. CVAF has recorded the award as grant revenue as it believes the project will be operated in a manner that all compliance requirements will be met and the loan will be formally forgiven at the end of the compliance period.

**NOTE 14 – SUBSEQUENT EVENTS**

The CVAF board of directors approved the merger of CVAF with Community Action Partnership of Kern (CAPK) with an initial effective date of October 1, 2025. The merger became effective when it was formally approved by the State of California on February 10, 2026. All assets and liabilities presented on the statement of financial position at December 31, 2025 were transferred to or assumed by CAPK as of February 10, 2026.

Management has evaluated subsequent events through May 7, 2026, the date this report was available to be issued.

# SUPPLEMENTAL INFORMATION

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**
**FOR THE YEAR ENDED DECEMBER 31, 2025**

| Awarding Agency, Grant/Program Name | CFDA # | 2025 Expenditures |
|---|---|---|
| U.S. Department of Housing and Urban Development | | |
| Home Investment Partnership Program - ARP | | |
| FY-23-CPD-038 | 14.239 | $ 142,362 |
| U.S. Department of Veteran Affairs: | | |
| Grant & Per Diem Program | | |
| CVAF 044-4808-691-PD-24 | 64.024 | 632,449 |
| Supportive Services for Veterans and Families | | |
| 2013-CA-090-P-25 | 64.033 | 964,308 |
| | | 964,308 |
| **Total** | | **$ 1,739,119** |

*There were no subreciepient federal award expenditures.*

See notes to schedule of expenditures of federal awards.

## NOTE A - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards for California Veterans Assistance Foundation, Inc. is presented in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

## NOTE B - SIGNIFICANT ACCOUNTING POLICIES

Expenditures are presented in accordance with the accrual basis of accounting and are in agreement with expenses reported in California Veterans Assistance Foundation, Inc.'s 2025 financial statements.

Federal Programs: California Veterans Assistance Foundation, Inc. qualifies as a low-risk auditee in accordance with Uniform Guidance. Type A programs represent those with combined expenditures exceeding $1,000,000 and programs that also were deemed major programs based on the auditor's risk assessment.

## NOTE C - OVERSIGHT AGENCIES

The federal oversight agencies for California Veterans Assistance Foundation, Inc. included the U.S. Department of Veterans Affairs and the U.S. Department of Housing and Urban Development.

## NOTE D – INDIRECT COST RATE

The Organization has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**Engelson & Associates, Ltd.**
Certified Public Accountants and Consultants

# INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
California Veterans Assistance Foundation, Inc.

We have audited in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of California Veterans Assistance Foundation, Inc. as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise California Veterans Assistance Foundation, Inc.'s financial statements, and have issued our report thereon dated May 7, 2026.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit, we considered California Veterans Assistance Foundation, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether California Veterans Assistance Foundation, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Engelson and Associates, Ltd.

La Crosse, Wisconsin
May 7, 2026

**Engelson & Associates, Ltd.**
Certified Public Accountants and Consultants

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
California Veterans Assistance Foundation, Inc.

### Report on Compliance for Each Major Federal Program

### Opinion on Each Major Federal Program

We have audited California Veterans Assistance Foundation, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of California Veterans Assistance Foundation, Inc.'s major federal programs for the year ended December 31, 2025. California Veterans Assistance Foundation, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, California Veterans Assistance Foundation, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2025.

### Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of California Veterans Assistance Foundation, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of California Veterans Assistance Foundation, Inc.'s compliance with the compliance requirements referred to above.

### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to California Veterans Assistance Foundation, Inc.'s federal programs.

**Auditor's Responsibility for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on California Veterans Assistance Foundation, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about California Veterans Assistance Foundation, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding California Veterans Assistance Foundation, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of California Veterans Assistance Foundation, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

**Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as described above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Engelson and Associates, Ltd.

La Crosse, Wisconsin
May 7, 2026

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**
**YEAR ENDED DECEMBER 31, 2025**

## A. Summary of Audit Results

1. The auditor's report expresses an **unqualified opinion** on the financial statements of California Veterans Assistance Foundation, Inc. (CVAF).

2. **No material weaknesses or significant deficiencies** relating to the audit of the financial statements are reported in the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit Performed in Accordance with *Government Auditing Standards* were disclosed during the audit.

3. **No instances of noncompliance** material to the financial statements of CVAF, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

4. **No material weaknesses or significant deficiencies** relating to the audit of the major federal award programs are reported in the Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance in Accordance with Uniform Guidance were disclosed during the audit.

5. The auditor's report on compliance for the major federal award programs of CVAF expresses an **unqualified opinion** on all major federal programs.

6. **Audit findings** that are required to be reported in accordance with 2 CFR Section 200.516(a): None

7. The following program was tested as a **major program**:

| | CFDA # | Expenditures |
|---|---|---|
| U.S. Department of Veteran Affairs: | | |
| Grant & Per Diem Program | 64.024 | $ 632,449 |
| Supportive Services for Veterans and Families | 64.033 | $ 964,308 |

8. Dollar threshold used to distinguish between type A and type B programs - **$1,000,000.**

9. Auditee qualified as low risk? - **Yes**

## B. Findings - Financial Statement Audit in accordance with *Governmental Auditing Standards*

None

## C. Findings and Questioned Costs - Major Federal Award Program – Grant & Per Diem Program #64.024; Supportive Services for Veterans and Families Program #64.033

None

**CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.**
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**
**YEAR ENDED DECEMBER 31, 2025**

**D. Findings and Questioned Costs – Other Issues**

1. There is no substantial doubt about CVAF's ability to continue as a going concern.

2. No management letter was issued conveying any additional audit comments issued as a result of this audit.

3. Name of partner: William J. Sherry

   Signature of partner: 

4. Date of report: May 7, 2026

**Status of Prior Audit Findings and Questioned Costs**

The December 31, 2024 audit reported no findings.

Community Action Partnership of Kern

*Helping People. . . Changing Lives.*

# MEMORANDUM

TO: Audit & Pension Committee

FROM: Tracy Webster, Chief Finance Officer

DATE: August 13, 2026

Subject: Agenda Item 4d: Formation of Ad Hoc Committee to Review Audit Firm RFP's – **Action Item**

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Community Action Partnership of Kern (CAPK) issued a Request for Proposal in September 2020 for audit services. The audit firm Daniells, Phillips, Vaughn & Bock (DPVB) was selected by the Board of Directors in January 2021.

Based on the agency's internal policy and the existing contract with DPVB, a Request for Proposal (RFP) should be completed in 2027 to solicit audit firms to complete the following services:

- Organization-wide audit including compliance of First 5 Kern programs
- Special purpose financial statement audit for the California Department of Education and the California Department of Social Services
- CAPK 403(b) Plan audited financial statements
- CAPK 401(a) Plan audited financial statements
- Preparation and filing of the 990 Tax Return

In order to provide a comprehensive review and evaluation of the RFP process, staff is recommending the formation of the 2027 Audit Ad Hoc Committee. Proposed meeting times would be as follows:

- September 2026 – Ad Hoc Committee formed and initial review of draft RFP
- January 2027 – Meet to finalize the RFP language and scoring matrix
- June 2027 – RFP would be released
- August 2027 – Deadline for submission
- September 2027 – Ad Hoc Committee review of proposals and interviews, if required
- November 2027 – Audit and Pension Committee approval
- November 2027 – Board of Directors approval
- December 2027 – Contract development and execution

Recommendation

Staff recommends the Audit and Pension Committee proceed with the formation of the 2027 Ad Hoc Audit RFP Committee to review and evaluate audit proposals.

***Attachment:***

*RFP-Finance 2027-001 Independent Audit Services*

# REQUEST FOR PROPOSALS (RFP)
# FOR
## INDEPENDENT AUDIT SERVICES

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*Request for Proposal Number: Finance 2027-001*
*June 1, 2027*

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**Community Action Partnership *of* Kern**
1300 18th Street, Ste 200
Bakersfield, California 93301
661.336.5236

**Community Action Partnership of Kern**
1300 18th St, Ste 200 • Bakersfield, CA 93301
(661) 336-5236

**REQUEST FOR PROPOSALS (RFP):**
**Independent Audit Services**
**GENERAL CONDITIONS**

## I. GENERAL CONDITIONS

**A.** **Purpose:** This Request for Proposals (RFP) is to obtain the services of an independent certified public accounting firm, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, capable of issuing audit reports in the State of California (hereinafter referred to as "Vendor"), to perform financial and compliance audits of Community Action Partnership of Kern ("CAPK").

**B.** **Proposal Submission Information**

1. **Closing Date:** Proposals must be submitted no later than **2:00 PM, August 20, 2027**.
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Procurement 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.

**C.** **Proposal Submission Instruction to Vendors:** Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP Finance 2027-001 Independent Audit Services
ATTN: Liz Vargas - Procurement
1300 18th Street, Ste 200
Bakersfield, CA 93301
Or via email to: procurement@capk.org

Vendors have the option of submitting their proposals either physically or electronically as follows:
If submitted physically, it is important that the proposal be addressed as indicated above and submitted by the due date/time in an envelope clearly marked in the lower left-hand corner with the following information: "**RFP Finance 2027-001 -Independent Audit Services.".**
If submitted electronically, proposals must be sent to Business Services at procurement@capk.org by the due date/time and the subject line must read "**RFP Finance 2027-001 -Independent Audit Services".**

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late 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 | June 1, 2027 | RFP Released to public |
| 2 | June 25, 2027 | Due date for Vendor questions |
| 3 | July 16, 2027 | Responses to Vendor questions emailed to Vendors |
| 4 | **August 20, 2027 by 2:00 PM** | **DUE DATE FOR PROPOSALS FROM VENDORS** |
| 5 | August 20-September 20, 2027 | CAPK analysis of proposals and interviews, if required |
| 6 | November 12, 2027 | Audit/Pension Plan Committee approvals |
| 7 | November 25, 2027 | CAPK Board of Directors Approval |
| 8 | December 2027 | Contract development and Execution |

**D.** **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.

**E.** **Description of Programs/Contracts/Grants:** For a summary of Federal and State awards and other contracts to be audited, please refer to Appendix E – Schedule of Programs.

**F.** **Payment:** Payment will be made when CAPK has determined that the total work effort has been satisfactorily completed. Progress payments will be allowed to the extent that CAPK can determine that satisfactory progress is being made. Upon delivery of the final reports to CAPK and their acceptance and approval, the Vendor may submit a bill for the balance due on the contract for the audit.

**G.** **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.

**H.** **AICPA Professional Standards:** The AICPA Professional Standards state:

Ethics Interpretation 501-3 - Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he or she is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons, therefore.

**I.** **Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded on or around the first week of December 2027.

Award will be made to the most responsible Vendor whose service, experience, education, audit approach and cost are most compatible with the CAPK's needs. CAPK will be the sole judge in

making this determination. Upon conclusion of final negotiations with the successful audit firm, all Vendors submitting proposals will be informed, in writing, of the name of the successful audit firm. It is expected that the contract shall be a five-year fixed price contract with two one-year options to renew.

**J. 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).

## II. SPECIAL CONDITIONS

**A. Background:** Established in 1965, CAPK is a private, California nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. CAPK is the designated Community Action Agency of Kern County and has approximately 1,000 employees. It is governed by a 15-member volunteer Board of Directors. CAPK's fiscal year is March 1 through February 28/29.

CAPK is funded almost entirely from federal grants, and federal grants passed through California government agencies. CAPK has approximately 1,000 employees and expects to recognize gross revenues of between $140 and $150 million dollars for the current fiscal year from its 80-plus grant awards. The major programs CAPK operates include:

1. Head Start and Early Head Start Childcare Programs in Kern and San Joaquin Counties.
2. California State Preschool Programs.
3. Migrant Childcare Alternative Payment (MCAP) Programs in Kern, Kings, Tulare, Fresno, Madera and Merced Counties.
4. Child and Adult Care Food Programs, including operation of a Central Kitchen.
5. Low-Income Home Energy Assistance Programs (LIHEAP).
6. Women, Infants and Children (WIC) Programs in Kern and San Bernardino Counties.
7. Helpline 2-1-1 Programs in Kern, Kings, Merced and Tulare Counties.
8. Food Bank;
9. Two Family Resource Centers;
10. Homeless and Housing Services; and
11. One Youth Center

Financial records are maintained at CAPK's administrative office located at 1300 18th Street, Ste 200, Bakersfield, CA. Program records are maintained at various offices.

CAPK's financial records are maintained on an automated system (Sage). In addition, there are subsidiary financial records that are maintained on automated systems using a variety of software programs. CAPK utilizes an outside service for payroll (ADP). It maintains one operating bank account and six special purpose bank accounts.

The records to be audited are available for review by the prospective Vendor by appointment during regular business hours only. Please contact Tracy Webster, Chief Financial Officer at 661.336.5236 extension 1137 to make an appointment. CAPK's Audit Reports and Pension Plan Audit are available on CAPK's website at https://www.capk.org/documents/

**Selection:** The selection process will be followed by contract negotiation. If negotiations are unsuccessful, CAPK will proceed with negotiations with the next qualifying Vendor.

It is recognized that the selected Vendor will be required to collect all pertinent information necessary to complete the required services in advance of all required deadlines. Therefore, all responding Vendors will keep this in mind when preparing their response to the RFP and their

approach to the audits.

**B. Description of Services:** CAPK is seeking the following audit services:

- Financial and compliance audits of CAPK for the years ending February 29, 2028, February 28, 2029, and February 28, 2030, February 28, 2031, and February 28, 2032;
- Financial and compliance audits of CAPK's 403(b) plan for the years ending February 29, 2028, February 28, 2029, and February 28, 2030, February 29, 2031, and February 28, 2032;
- Financial and compliance audits of special purpose financial statements for the years ending June 30, 2028, 2029, 2030, 2031 and 2032 to comply with reporting requirements specified in agreements with the California Department of Education and the California Department of Social Services;
- An Audit of CAPK's Defined Contribution Pension Plan for the years ending December 31, 2028, 2029, 2030, 2031, and 2032;
- A financial and compliance audit of the three (3) First 5 Kern Programs for the years ending February 29, 2028, February 28, 2029, February 28, 2030, February 28, 2031, and February 28, 2032;
- The preparation of Federal and State annual income tax returns.

Audits will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and in accordance with the Program-Specific Audit Option under OMB's 2 CFR Part 200.

**D. Performance:** The Vendor is required to prepare audit reports in accordance with auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits contained in *Government Auditing Standards*; issued by the Comptroller General of the United States; in conformity with the CDE Audit Guide issued by the California Department of Education and any other regulations, publications or audit guides relevant to CAPK's grants and/or agreements.

**E. Audit Assistance:** The staff of CAPK's Finance Division and responsible management personnel will be available during the audit to assist the Vendor by providing information, documentation and explanations. Finance Division staff will prepare reasonably required statements and schedules to support the audit.

CAPK will provide the Vendor with reasonable workspace. The Vendor will also be provided with the use of photocopiers, fax, e-mail and access to computer internet and phones to accomplish the audit.

**F. Delivery Schedule:** Vendor shall have final drafts of the audit reports for review by the Executive Director and Director of Finance at least three weeks prior to delivering the final audit reports to CAPK's Board of Directors. The due dates of the final audit reports are as follows:

- Organization-wide audit including compliance audit of First 5 Kern Programs for years ending:
  - February 29, 2028: Due no later than November 30, 2028
  - February 28, 2029: Due no later than November 30, 2029
  - February 28, 2030: Due no later than November 30, 2030
  - February 29, 2031: Due no later than November 30, 2031
  - February 28, 2032: Due no later than November 30, 2032
- Special purpose financial statement audit for years ending:
  - June 30, 2028: Due no later than November 15, 2028
  - June 30, 2029: Due no later than November 15, 2029
  - June 30, 2030: Due no later than November 15, 2030
  - June 30, 2031: Due no later than November 15, 2031
  - June 30, 2032: Due no later than November 15, 2032

- Defined Contribution Pension Plan audit for years ending:
  - December 31, 2028: Due no later than December 15, 2028
  - December 31, 2029: Due no later than December 15, 2029
  - December 31, 2030: Due no later than December 15, 2030
  - December 31, 2031: Due no later than December 15, 2031
  - December 31, 2032: Due no later than December 15, 2032

**G. Exit Conference:** An annual exit conference with CAPK's representatives and the Vendor's representatives will be held at the conclusion of each year's audit field work. Observations and recommendations must be summarized in writing and discussed with CAPK. It should, at a minimum, include discussion of internal control and program compliance observations and recommendations.

**H. Workpapers:** Upon request, the Vendor will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the issue(s) identified.

- The workpapers will be retained for at least three years from the end of the audit period.
- The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and CAPK.

**I. Qualifications/Criteria:** CAPK is seeking a Vendor with the following qualifications:

- Independent, Certified Public Accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, capable of issuing audit reports in the State of California.
- Must be able to perform Audits pursuant to OMB's Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200) and all other applicable requirements.
- Must be able to perform a Defined Contribution Pension Plan Audit.

## III. PROPOSAL CONTENT REQUIREMENTS

Proposals must be organized in the following sequence:

**A. Prior Auditing Experience:** Describe firm's auditing experience including the names, addresses, contact persons, and telephone numbers of similar organizations previously audited, as well as the periods audited. In scoring proposals, this area is the single most significant. Please provide sufficient detail about the similar organizations previously audited to allow CAPK to evaluate your firm's related auditing experience. Experience should include the following categories:

1. Prior experience auditing a community action agency and/or non-profit agency of similar size, scope and complexity.
2. Prior experience auditing programs similar to those at CAPK financed by Federal, State of California, county and local government funds.
3. Prior experience auditing Defined Contribution Pension Plans.

**B. Organization, Size, and Structure: The Vendor should describe its organization, size (in relation to audits to be performed), and structure. Description should include:**

1. Size of the Vendor's firm, including number of professional audits, consulting, tax and support employees and their physical site locations.
2. Explanation of Vendor's independence.
3. Results of most recent peer review.
4. Explanation if the Vendor is a small or minority-owned business or women's business enterprise.

**C. Staff Qualifications:** The Vendor should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup, identifying by name and title all key audit staff assigned to CAPK's audits. Key audit staff includes audit partner(s), audit manager(s) and audit senior(s).

2. Prior experience of the individual audit team members. Include résumés of only the staff to be assigned to the audits. Include education, position in firm, years with the firm, industry-specific experience, and training on the recent OMB Uniform Guidance 2 CFR Part 200 ("Super Circular").
3. Vendor shall include a statement that it understands that it will not change the assignments of key audit-team members without the prior written consent of CAPK, unless such change is beyond the control of Vendor. Failure to do so may result in proposal being considered non-responsive.

**D.** **Audit Approach to the Engagement:** The Vendor should describe its approach of the work to be performed, including audit procedures, areas of audit emphasis, estimated hours, approach to providing overall and daily supervision to be exercised by key audit staff, and any other pertinent information. Include in this section your expected timing of field work during the year for each significant phase of the audit.

**E.** **Conflict of Interest:** Provide a statement of any potential conflicts your 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.

Vendors 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.

**F.** **Certifications (Appendix D):** The publications listed in Appendix D, Certifications, will not be provided by CAPK. Please read carefully as your signature on the Certification form certifies you have read and understand the requirements.

**G.** **References:** Provide at least three (3) references of audit clients (or former audit clients) that will provide relevant information on your past performance as auditors. Include contact name, company address, phone and email address.

**H.** **Fee Proposal:** Provide a not-to-exceed fee proposal to perform all tasks described in this Request for Proposals as per the instructions in Section I.C. All prices and quotations must be typed or written in ink. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal. The Fee Proposal should be itemized and include the cost for the following: Information indicating how the price was determined. For example, the Vendor should indicate the estimated number of hours by staff level, services provided, average hourly rates by staff level, and total cost by staff level. Cost is to include discussion via conference calls and email, travel expenses and rates of additional staff for any additional services. Any out-of-pocket expenses should also be indicated. It is expected that the contract shall be a five-year fixed price contract. **The Fee Proposal should be in a separate sealed envelope, clearly marked as "Fee Proposal – Independent Audit Services RFP Finance - 2028-001**

**I.** **Vendor Information Sheet:** Appendix A.

**J.** **W-9:** Appendix B.

## IV. 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 absolutely 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 unless portions of the materials submitted are designated as proprietary at the time of submittal, and are specifically requested to be returned.

## V. 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 the Certifications.
- The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Auditing Standards* of the U.S. Comptroller General.

**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. The final approval will be by CAPK's Board of Directors.

**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:

| | |
|---|---|
| 1. Prior experience auditing nonprofit organizations of similar size, scope and complexity | |
| a. Prior experience auditing a community action agency and/or non-profit agency of similar size scope and complexity | Points = 20 |
| b. Prior experience auditing programs similar to those at CAPK financed by Federal, State of California, county and local government funds | Points = 15 |
| c. Prior experience auditing Defined Contribution Pension Plans | Points = 5 |

| | |
|---|---|
| Sub-Total | Points = 40 |
| 2. Auditor's organization, size, structure and capacity | Points = 15 |
| 3. Staff qualifications and relevant experience | Points = 15 |
| 4. Auditor's approach to the engagement | Points = 10 |
| 5. All-inclusive, not-to-exceed fees | Points = 20 |
| 6. Affirmative Consideration of Minority, Small Business, Women Owned, Veteran Owned, Local Business and Labor Surplus Areas<br>a. Consideration will be given to dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation small and minority businesses, women's business enterprises, local businesses, and labor surplus area firms. | Points = 05 |
| 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, a Professional Services Agreement, substantially in the form attached hereto, will be processed by CAPK for award of contract.

**VI. 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.

**VII. PROHIBITED ACTIVITY**

**A.** 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.

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**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

**APPENDIX B**

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

Insurance is to be placed with insurers with a 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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## APPENDIX D
## CERTIFICATIONS

On behalf of the Vendor:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Vendor.
2. The individual signing certifies that the Vendor is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Vendor.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Vendor prior to an award to any other Vendor or potential Vendor.
5. The individual signing certifies that there has been no attempt by the Vendor to discourage any potential Vendor from submitting a proposal.
6. The individual signing certifies that the Vendor is a properly licensed Certified Public Accountant capable of issuing audit opinions in the state of California.
7. The individual signing certifies that the Vendor meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read, understands and will adhere to the requirements, as applicable, the following publications relative to the proposed audits:
    - *Government Auditing Standards* (Yellow Book)
    - OMB Circular A-133, *Audits of Institutions of Higher Education and Other Nonprofit Institutions*
    - *OMB Circular A-133 - Compliance Supplement*
    - *Government Auditing Standards and Circular A-133 Audits (AICPA Audit Guide)*
    - OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*
    - OMB Circular A-122, *Cost Principles for Nonprofit Organizations*
    - *Audit and Accounting Guide – Not-for-Profit Entities (AICPA Audit Guide)*
    - *A Guide for Nonprofit Organizations: Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Grants and Contract with the Department of Health and Human Services*
    - *10 CFR Part 440 – DOE's Weatherization Assistance for Low Income Persons*
    - *Uniform Guidance 2 CFR Part 200 ("Super Circular")*
11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
12. The individual signing certifies that the Vendor, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Vendor or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 2015.

_____
(Vendor's Firm Name)

_____
(Signature of Vendor's Representative)

_____
(Printed Name and Title of Individual Signing)

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## APPENDIX E
## SCHEDULE OF PROGRAMS

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| **UNRESTRICTED** | | | | | | |
| GENERAL FUND | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 501000 | NOT APPLICABLE |
| DISCRETIONARY FUND | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 502000 | NOT APPLICABLE |
| FOOD BANK | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 504000 | SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC. |
| FOOD BANK EXPANSION | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 505000 | DONATIONS |
| ENERGY | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 524000 | NOT APPLICABLE |
| SHAFTER YOUTH CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 527000 | DONATIONS, RENTAL INCOME |
| FRIENDSHIP HOUSE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 531000 | DONATIONS, RENTAL INCOME |
| EAST KERN FAMILY RESOURCE CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 533000 | DONATIONS |
| OASIS FAMILY RESOURCE CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 534000 | DONATIONS |
| 211 | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 536000 | FEE FOR SERVICE |
| M STREET NAVIGATION CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 541000 | DONATIONS |
| M STREET WORKFORCE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 541000 | DONATIONS |
| TAX ASSISTANCE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 545000 | DONATIONS |
| VETERANS SERVICES | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 564000 | DONATIONS |
| FUND RAISING | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 595000 | DONATIONS |
| **RESTRICTED** | | | | | 106000/109000/117000 | |
| EARLY HEAD START/HEAD START | 40,091,425 | 93.600 | 09CH012489-03 | 03/01/26 - 02/28/27 | | U S DEPT OF HEALTH & HUMAN SERVICES |
| HUD - COORDINATED ENTRY SYSTEM | 251,909 | 14.267 | CA1799L9D042406 | 08/01/25 - 07/31/26 | 160025 | U S DEPT OF HOUSING AND URBAN DEVELOPMENT |
| | 268,035 | | CA1799L9D042507 | 08/01/26 - 07/31/27 | 160026 | OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT |
| CITY OF BAKERSFIELD - HOME TBRA | 1,000,000 | 14.239 | | 05/01/26 - 10/31/28 | 161026 | U.S DEPT OF HOUSING AND URBAN DEVELOPMENT, CITY OF BAKERSFIELD |
| VITA | 375,500 | 21.009 | 26VITA0276 | 10/01/25 - 09/30/26 | 149025 | U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE |
| TAX COUNSELING FOR THE ELDERLY (TCE) | 18,847 | 21.006 | 26TCEP0015 | 10/01/25 - 09/30/26 | 149125 | U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE |
| CSBG (COMMUNITY SERVICES BLOCK GRANT) | 1,791,327 | 93.569 | 26F-5015 | 01/01/26 - 12/31/26 | 103026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) | 8,319,924 | 93.568 | 26B-4012 | 11/1/25 - 6/30/27 | 122026 | 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, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) | 40,306 | 93.568 | 26Q-3561 | 05/01/26 - 05/31/27 | 122126 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW) | 3,630,998 | 81.042 | 22P-7010 | 06/01/23 - 05/30/29 | 123022 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| DOE (DEPARTMENT OF ENERGY) WAP (WEATHERIZATION ASSISTANCE PROGRAM | 50,000 | 81.042 | 25C-8007 | 01/01/26 - 09/30/26 | 123025 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| GENERAL CENTER CHILD CARE | 1,184,616 | 93.575 | CCTR - 5068 | 07/01/25 - 06/30/26 | 253025 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, |
| | 856,077 | | CCTR - 6068 | 07/01/26 - 06/30/27 | 253026 | DEPT OF SOCIAL SERVICES |
| GENERAL CENTER CHILD CARE | 105,401 | 93.596 | CCTR - 5068 | 07/01/25 - 06/30/26 | 253025 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, |
| | 100,457 | | CCTR - 6068 | 07/01/26 - 06/30/27 | 253026 | DEPT OF SOCIAL SERVICES |
| MIGRANT ALTERNATIVE PAYMENT | 5,411,000 | 93.575 | CMAP - 5000 | 07/01/25 - 06/30/26 | 261025 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, |
| | 5,411,000 | | CMAP - 6000 | 07/01/26 - 06/30/27 | 261026 | DEPT OF SOCIAL SERVICES |
| NEOPB CAL FRESH HEALTHY LIVING | 487,170 | 10.561 | 23-10317 | 10/01/25 - 04/30/26 | 145025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH |
| EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM) | 463,977 | 10.568/.569 | 15 - MOU - 00118 | 10/01/25 - 09/30/26 | 105000/111000 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| CITY OF BAKERSFIELD HOME REPAIR SLFRF | 932,464 | 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 | 21.027 | | 07/01/25 - 06/30/26 | 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) | 556,147 | 10.565 | MOU-20-6003 | 10/01/25 - 09/30/26 | 147025 | 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 | 10/01/25 - 09/30/26 | 112025/139025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION |
| WIC (WOMEN, INFANTS & CHILDREN) | 4,671,207 | 10.557 | 22 - 10236 | 10/01/25 - 09/30/26 | 115025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH |
| SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) | 1,415,768 | 64.033 | 13-CA-090 | 10/01/25 - 09/30/26 | 153025 | U S DEPT OF VETERAN AFFAIRS |
| VA HOMELESS GRANT AND PER DIEM PROGRAM (GPD) | 1,116,024 | 64.024 | GVAP24-468-691-PD-24 | 10/01/25 - 09/30/26 | 154025 | U S DEPT OF VETERAN AFFAIRS |

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**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| HOME ARP - CITY OF BAKERSFIELD | 247,852 | 14.239 | 2024-308 | 12/01/24 - 09/30/26 | 162024 | US DEPT OF HOUSING AND URBAN DEVELOPMENT - CITY OF BAKERSFIELD |
| SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG | 64,693 | 10.561 | 22 - CF - SUB - KERN | 10/01/25 - 09/30/26 | 164025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO |
| 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, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP |
| CALCAPA DIAPER DISTRIBUTION PILOT | 125,000 | 93.647 | 90EDA0009-DDDRP | 10/01/23 - 06/30/26 | 191023 | U.S. DEPT OF SOCIAL SERVICES, CAL CAPA |
| SJCOE HEADSTART | 1,998,719 | 93.600 | N/A | 02/01/26 - 01/31/27 | 157026 | U S DEPT OF HEALTH & HUMAN SERVICES , SAN JOAQUIN COUNTY OFFICE OF EDUCATION |
| KCCD CERF REGIONAL CONVENER | 93,993 | N/A | | 11/14/24 - 09/30/26 | 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 |
| 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, HOMELESS AND HOUSING ASSISTANCE AND PREVENTION, CITY OF BAKERSFIELD |
| CITY OF BAKERSFIELD - FHCC SPORTS FIELD | 1,000,000 | N/A | 2023 - 073 | 07/01/22 - 07/30/26 | 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) |
| 211 CALL CENTER TOBACCO CESSATION | 386,290 | N/A | 25-10569 | 03/01/26 - 06/30/29 | 236026 | STATE OF CALIFORNIA, DEPARTMENT OF PUBLIC HEALTH |
| CITY OF BAKERSFIELD - COMMUNITY VITALITY | 630,000 | N/A | 2026-106 | 06/24/26 - 03/31/28 | 239026 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, CITY OF BAKERSFIELD |
| TCC LOW INCOME ENERGY EFFICIENCY PROGRAM | 4,630,005 | N/A | 2025-169 | 9/10/25 - 3/10/29 | 240025 | STATE OF CALIFORNIA, STRATEGIC GROWTH COUNCIL, CITY OF BAKERSFIELD |
| TCC STAKEHOLDER ENGAGEMENT | 36,520 | N/A | ED26-004 | 3/1/26 - 3/10/29 | 240126 | STATE OF CALIFORNIA, STRATEGIC GROWTH COUNCIL, CITY OF BAKERSFIELD |
| CITY OF BAKERSFIELD - CALVIP OUTREACH | 225,000 | N/A | 2023-244 | 10/11/23 - 03/31/26 | 243023 | STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD |
| STATE OF CALIFORNIA - YOUTH CENTERS NATURE AND CULTURE PROGRAM | 500,000 | N/A | YA24029-0 | 12/22/25 - 04/30/27 | 244025 | STATE OF CALIFORNIA NATURAL RESOURCES AGENCY |

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## COMMUNITY ACTION PARTNERSHIP OF KERN
## SCHEDULE OF PROGRAMS (FUNDS)
## FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| CITY OF BAKERSFIELD CALVIP | 578,731 | N/A | 2022-199 | 9/21/22-12/31/25 | 247022 | STATE OF CALIFORNIA, CORRECTIONS PLANNING AND |
| | 375,000 | | 2026-070 | 05/13/26 - 09/30/29 | 247026 | GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD |
| SAN JOAQUIN COE GENERAL CHILD CARE (CCTR) | 2,458,117 | | N/A | 07/01/25 - 06/30/26 | 248025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - |
| | 2,458,117 | | | 07/01/26 - 06/30/27 | 248026 | 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 | | N/A | 07/01/25 - 06/30/26 | 259025 | STATE OF CALIFORNIA, DEPT OF EDUCATION - |
| | | | | | 259025 | SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION |
| MIGRANT ALTERNATIVE PAYMENT | 31,802,685 | | CMAP - 5000 | 07/01/25 - 06/30/26 | 261025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| | 31,802,685 | | CMAP - 6000 | 07/01/26 - 06/30/27 | 261026 | |
| GENERAL CENTER CHILD CARE | 2,706,453 | | CCTR - 5068 | 07/01/25 - 06/30/26 | 253025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| | 3,039,936 | | CCTR - 6068 | 07/01/26 - 06/30/27 | 253026 | |
| CALIFORNIA STATE PRESCHOOL PROGRAM | 7,612,170 | | CSPP-5118 | 07/01/25 - 06/30/26 | 258025 | STATE OF CALIFORNIA, DEPT OF EDUCATION |
| | 8,087,274 | | CSPP-6117 | 07/01/26 - 06/30/27 | 258026 | |
| MIGRANT CHILD CARE | 293,823 | | CMIG - 5004 | 07/01/25 - 06/30/26 | 250025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| | 293,823 | | CMIG - 6004 | 07/01/26 - 06/30/27 | 250026 | |
| MIGRANT SPECIALIZED SERVICES | 44,073 | | CMSS - 5004 | 07/01/25 - 06/30/26 | 252025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| | 44,073 | | CMSS - 6004 | 07/01/26 - 06/30/27 | 252026 | |
| CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT | 403,726 | | 25T-7015 | 11/1/25 - 9/30/26 | 234025 | STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND |
| HOME VISIT INITIATIVE (COUNTY OF KERN) | 3,892,756 | | 047-2026 | 07/01/25 - 06/30/26 | 270025 | STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY |
| | 3,892,756 | | | 07/01/26 - 06/30/27 | 270026 | |
| POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) | 102,364 | | 267-2025 | 07/01/25 - 06/30/26 | 271025 | STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY |
| | 102,364 | | 296-2026 | 07/01/26 - 06/30/27 | 271026 | |
| COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL | 2,715,812 | | 017-2020 | 07/01/25 - 06/30/26 | 275025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY |
| BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP) | 300,000 | | 2023-302 | 05/01/23 - 06/30/26 | 276003 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, |
| | 200,000 | | 645-2023 | 12/01/23 - 12/31/25 | 276013 | BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE |
| | 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) | 10,209 | | 15 MOU - 00118 | 07/01/25 - 06/30/25 | 216025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD | 258,464 | | MOU-22-00118 | 07/01/25 - 05/30/26 | 216025-2087 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE | 339,726 | | MOU-22-00118 | 07/01/23 - 06/30/26 | 216025-2088 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS | 1,737,540 | | N/A | 07/01/25 - 04/30/26 | 216025-2102 | 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 COHORT 3 | 750,000 | | BSCC 1012-22 | 10/01/22 - 01/31/27 | 277024 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS |
| BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF COHORT 4 | 2,225,000 | | BSCC 1270-33 | 06/30/25 - 12/31/28 | 277025 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS |
| FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER | 145,000<br>145,000 | | 2025.2.02<br>2025.2.02 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 261025<br>261026 | KERN, FIRST 5 KERN |
| FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER | 155,000<br>155,000 | | 2025.2.03<br>2025.2.03 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 266025<br>266026 | STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN |
| BKRHC - ENCAMPMENT RESOLUTION FUNDING | 139,968 | | 2023-307 | 12/01/23 - 06/30/26 | 293023 | STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE |
| CITY OF BAKERSFIELD - HHAP CM | 356,037 | | N/A | 04/01/23 - 03/31/26 | 294001 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD |
| BKRHC HHAP YOUTH | 212,883 | | N/A | 03/01/24 - 04/30/26 | 295001 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE |
| COUNTY OF KERN HELPLINE 211 | TBD | | N/A | TBD | 389026 | COUNTY OF KERN |
| READY KERN | TBD | | N/A | TBD | 366000 | COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVI |
| DAY ONE FAMILIES FUND | 5,000,000 | | N/A | 12/01/23 - 11/30/27 | 410023 | DAY ONE FAMILIES FUND |
| PG&E ARREARS OUTREACH | 1,790,077 | | C59575 | 09/13/24 - 03/31/26 | 482024 | PACIFIC GAS & ELECTRIC |
| 211 LA County | 15,000 | | N/A | 07/01/25 - 06/30/26 | 536000-4230 | CALIFORNIA 211 PROVIDERS NETWORK |
| 211 KINGS COUNTY | 22,668 | | N/A | 07/01/25 - 06/30/26 | 536000-4231 | KINGS UNITED WAY |
| 211 TULARE COUNTY | 63,017 | | N/A | 07/01/25 - 06/30/26 | 536000-4232 | UNITED WAY OF TULARE COUNTY |
| 211 STANISLAUS COUNTY | 93,600 | | N/A | 07/01/25 - 06/30/26 | 536000-4234 | UNITED WAY OF STANISLAUS COUNTY |
| 211 FRESNO AND MADERA COUNTIES | 96,737 | | N/A | 07/01/25 - 06/30/26 | 536000-4235 | UNITED WAY OF FRESNO AND MADERA COUNTIES |
| 211 MERCED & MARIPOSA | 25,910 | | N/A | 07/01/25 - 06/30/26 | 536000-4235 | UNITED WAY OF MERCED & MARIPOSA COUNTIES |
| FOOD BANK FREE FARMERS MARKET - WASCO | 150,000 | | N/A | 12/01/25 - 11/30/26 | 467025 | THE WONDERFUL COMPANY FOUNDATION |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| RESIDENCES AT EAST HILLS | 82,800 | | | | 464006 | HOUSING AUTHORITY OF KERN |
| PARK 20TH | 17,850 | | | | 464007 | HOUSING AUTHORITY OF KERN |
| COVEY COTTAGES | TENANT RENT | | N/A | 03/01/26 - 02/28/27 | 564008 | TENANT RENT |
| 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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# MEMORANDUM

To: Audit and Pension Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: August 13, 2026

Subject: *Agenda Item 4e*: 2026 CSBG On-Site Monitoring Report – Community Action Partnership of Kern (CAPK) – Report No. C-26-019- **Action Item**

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Attached is the on-site monitoring report completed by the Department of Community Services Development (CSD) for Community Action Partnership of Kern (CAPK), covering CSBG Contracts 25F-6015 and 26F-5015 (Report No. C-26-019).

**Review Summary**

- Entrance conference held June 30, 2026; exit conference held July 2, 2026.
- Scope covered administrative, fiscal, and programmatic compliance under the CSBG statutory and contractual requirements, including board composition, board involvement, expenditure and contract close-out documentation, line-item expenditure testing, equipment validation, and program outcome file review.
- No findings, no observations, and no recommendations were identified. No technical training assistance was required.
- Site Tours that include staff, clients, and board member engagement.
- CSBG Contract 26F-5015 (1/1/26–4/30/27; $1,791,327) shows 32.67% expended as of June 2026, within 15% of the Agency's historic three-year spending trend. Prior 2025 contracts (25F-6015 Annual, $1,802,115; 25F-6015 Discretionary, $26,000) are fully expended and closed.
- Agency's 2025 Organizational Standards assessment scored 100%; the 2026 assessment is on track for submission by August 31, 2026.

**Recommendation:**

Staff recommend the Audit and Pension Committee accept the California Department of Community Services and Development 2026 Monitoring Report (C-26-019).

***Attachments:***

*2026 CSD CSBG C-26-019 – Monitoring Report*

CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

# 2026 Monitoring Report
(rev. Feb. 26

## ***Agency Information***

| | |
|---|---|
| Agency Names | Community Action Partnership of Kern |
| Agency Abbreviation | CAPK |
| Agency Type | Public |
| Report # | C-26-019 |
| CSD/Field Representative | Shiella Rivera |
| Date Report Completed | Click or tap to enter a date. |

Contracts Reviewed

| Contract # | Contract Term | Amount | Contract Type |
|---|---|---|---|
| 25F-6015 | 1/1/25- 4/30/26 | $1,802,115 | Annual CSBG |
| 25F-6015 | 1/1/25- 4/30/26 | $26,000 | CSBG Discretionary |
| 26F-5015 | 1/1/26- 4/30/27 | $1,791,327 | Annual CSBG |

## ***Entrance Conference***

Purpose of Visit

The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Entrance Conference: June 30, 2026

The following people were present during the Entrance Conference:

| Entity | Position | Name |
|---|---|---|
| CAPK | Executive Director | Jeremy Tobias |
| CAPK | Chief Business Development Officer | Pritika Ram |
| CAPK | Chief Financial Officer | Tracy Webster |
| CAPK | Chief Facilities & Technologies Officer | Emilio Wagner |
| CAPK | Director of Housing & Supportive Services | Rebecca Moreno |
| CAPK | Director of Youth & Nutrition Services | Freddy Hernandez |
| CAPK | Director of Health & Nutrition Services | Susana Magana |
| CSD | Field Operations Unit Field Representative | Shiella M. Rivera |

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| | |
|---|---|
| The following items were discussed: | • Monitoring Overview<br>• CSD Updates<br>• Tripartite Board Meeting Minutes<br>• Contract Execution<br>• CSBG Expenditures<br>• Closeout Process<br>• 2025 CSBG Annual Report<br>• 2026-2027 CAP CNA<br>• Organizational Standards |

## ***Administrative Review***

| | |
|---|---|
| Board Composition | According to the Agency's bylaws dated February 26, 2025, the Tripartite Board must be composed of fifteen (15) Members. Per Agency's bylaws the Board membership shall be composed of: One-third public sector members, one-third low-income members, and one-third private sector members. Bylaws do specify a target timeframe for filling board vacancies.<br><br>Regarding the establishment of a quorum the bylaws state, at least fifty percent (50%) of the non-vacant seats of the Board shall constitute a quorum.<br><br>A review of the Agency's bylaws did confirm the Agency has an acceptable, enumerated policy for the democratic selection of low-income board members.<br><br>The CSD 188 board roster dated June 26, 2026, indicates the Board is composed of fifteen (15) members: five (5) public sector members, five (5) low-income sector members, and five (5) private sector members with no board vacancies. |

## **Board Meeting Minutes**

| | |
|---|---|
| Submission of Board Meeting Minutes | Agency did submit approved minutes for its board meetings to CSD within thirty days of approval as required in the annual contract agreement (2026 CSBG Contract Agreement Section 4.1.5). |
| Board Involvement | A review of the board minutes from February 25, 2026, March 25, 2026, and April 29, 2026 indicates a quorum was met for each meeting. The information contained within the board minutes did provide the Field Representative with sufficient information to confirm the board's involvement in the development, planning, implementation, and evaluation of the program. |

## ***Fiscal Review***

| | |
|---|---|
| Working Capital Advance | CAP Kern presented the Field Representative documentation which demonstrates the Agency does retain the advance payment in an interest-bearing account. |
| Expenditure Progress | During the entrance conference the Field Representative met with the Executive Director and Finance Manager to discuss the status of all open contracts. |
| CSBG Contract 25F-5015 | A review of EARS reports from June 2025 through April 2025 indicates 100% of the 2025 allocation has been expended. The 2025 CSBG Contract is now considered closed. |
| CSBG Disc Contract 25F-6015 | A review of EARS reports from June 2025 through April 2025 indicates 100% of the 2025 allocation has been expended. The 2025 CSBG Discretionary Contract is now considered closed. |
| CSBG Contract 26F-5015 | A review of FMM reports from January 2026 through June 2026 indicates 32.67% or $585,287.32 of $1,791,327 has been expended. The Agency is within 15% of its historic 3-year spending trend. |
| Expenditure Reporting | Given that agency is within 15% of its 3-year spending average, a review of the timeliness of agency expenditure reporting was not necessary. |
| Contract Execution and Deliverables Submission | As a Public Agency, Community Action Partnership of Kern is required to complete contract execution and deliverable submission within 45 days of receipt (2026 CSBG Contract Agreement Section 2.1.1).<br>Agency 2026 CSBG Contract Agreement 26F-5015 and associated programmatic deliverables were due to CSD on or before February 9, 2026.<br>A review of the contract and deliverable submission tracking for this contract indicated the contract and programmatic deliverables were submitted in a timely manner. |
| Contract Close-out Submission | A review of Agency's 2025 contract close-out report submission(s) indicates Agency did submit the applicable Close-Out Checklist and Certification of Documents Transmitted (CSD 715), Close-Out Program Income/Interest Earned Expenditure Report (CSD 715C), Close-Out Equipment Inventory Schedule (CSD 715D), on or before the contractually prescribed due date. (2025 CSBG Contract Agreement Section 6.2). |
| Line-Item Expenditure Review | Based upon Agency's CSBG allocation, Field Representative sampled the following twelve transactions from costs reported across four line-items in FMM: |

| Contract # | Report Period | Section (Program/ Admin) | Line Item | Amount |
|---|---|---|---|---|
| 26F-5015 CAA | 1/1/26-1/31/26 | Admin | Salaries and Wages | $249.98 |
| 26F-5015 CAA | 3/1/26-3/31/26 | Admin | Operating Expenses | $62.69 |
| 26F-5015 CAA | 3/1/26-3/31/26 | Admin | Operating Expenses | $6.80 |
| 26F-5015 CAA | 3/1/26-3/31/26 | Admin | Operating Expenses | $141.21 |
| 26F-5015 CAA | 2/1/26-2/28/26 | Program | Salaries and Wages | $312.70 |
| 26F-5015 CAA | 2/1/26-2/28/26 | Program | Salaries and Wages | $869.74 |
| 26F-5015 CAA | 2/1/26-2/28/26 | Program | Salaries and Wages | 1,099.13 |
| 26F-5015 CAA | 2/1/26-2/28/26 | Program | Salaries and Wages | 738.35 |
| 26F-5015 CAA | 3/1/26-3/31/26 | Program | Operating Expenses | $290.73 |
| 26F-5015 CAA | 3/1/26-3/31/26 | Program | Operating Expenses | $580 |
| 26F-5015 CAA | 3/1/26-3/31/26 | Program | Operating Expenses | $1,373 |
| 26F-5015 CAA | 3/1/26-3/31/26 | Program | Operating Expenses | $7.11 |

The Field Representative reviewed the general ledger, subledger detail, vendor invoices, Agency invoices, expenditure authorizations, and cancelled checks and verified the documentation supported the transactions sampled from expenditures reported in FMM.

Equipment Validation Review

The physical inspection of the Agency's vehicles and equipment purchased with CSBG funds listed below did substantiate adherence to regulatory requirements regarding use, management, and/or disposition (2 CFR § 200.313).

Physical inspection of Agency's vehicle purchased with CSBG funds revealed 2009 F150 VIN# 1FTRF12W79kB58950, was salvaged in 2023; supporting documentation provided and 2023 closeout supports paid interest.

| Description of Vehicle/Equipment | Vehicle Identification Number | CSBG Contract # Authorizing Purchase |
|---|---|---|
| 2009 F150 | 1FTRF12W79KB58950 | 10/02/2009 |
| Forklift Nissan PL50 LP | MCP1FA25LV | 10/16/2009 |
| Shade Structure Awnings | ARRA | 09/08/2010 |
| Shelves/Pallet Racks | ARRA | 10/05/2010 |

## ***Programmatic Review***

Program Reports

A review of the 2025 CSBG Annual Report Modules 2 – 4 indicates the report was submitted timely by the Agency in accordance with the annual CSBG Contract Agreement Section 7.4.4.

Program Performance

A review of the Agency's 2025 CSBG Annual Report Modules 3 – 4 shows the Agency achieved the following results:

| Family Domains (Module 4) | Indicator | Target | Actual |
|---|---|---|---|
| SRV 2. Education and Cognitive Development | SRV 2m. Summer Youth Recreational Activities | N/A | 65 |
| SRV 5. Health and Social/Behavioral Development | SRV 5ff. Skills Classes (Gardening, Cooking, Nutrition) | N/A | 380 |
| SRV 5. Health and Social/Behavioral Development | SRV 5ll Life Skills Session | N/A | 46 |
| FNPI 4. Housing | FNPI 4z. Number of individuals who improved physical access in their living space (wheelchair ramps, grab bars etc.). | 12 | 12 |
| FNPI 5. Health and Social/Behavioral Development | FNPI 5e the number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children. | 48 | 48 |

| | |
|---|---|
| Client File Review | The Field Representative reviewed fifteen participant files for program outcomes reported in Section A of Module 4 of the 2025 CSBG Annual Report. The review was a sample of the clients served for the indicators referenced in the Program Performance section above. The documentation provided for these outcome indicators did contain the necessary documentation to demonstrate the clients met income eligibility for services and achieved the stated outcome. |
| Organizational Standard Review | Agency did submit the 2025 Organizational Standards assessment by the September 2, 2025, due date. (CSBG Contract Agreement Section 7.3).<br><br>Agency's final 2025 Organizational Standards score is 100%<br><br>Executive Director confirmed Agency is on track to submit 2026 Organizational Standards by August 31, 2026. |
| Subcontractor Review | ☒ The Agency has not entered into a subcontract agreement during this review period. |
| Child Support Referral Policy | The Field Representative determined the Agency has a written referral policy in place to the state or local Department of Child Support Services (*42 U.C.S. § 9*919(b)). |
| Safeguard of Client Files | The Field Representative reviewed Agency records retention and destruction policy and verified the Agency has safeguards in place to protect client information including physical security measures, administrative controls, and technical controls (2 CFR §§ 200.334 - 75.338). |

## ***Site Visits***

Program Visit

The Field Representative conducted a site visit during Agency on-site monitoring. The program visited was:

| | |
|---|---|
| Program Name: | M Street Navigation Center |
| Address: | 2900 M Street, Bakersfield, CA 93301 |
| Email: | LHughley@capk.org, AGarza@capk.org |
| Contact Name: | Laura Hughley, Program Administrator<br>Albert Garza, Program Manager |

Program Name: M Street Navigation Center

The M Street Navigation Center is a 24-hour low-barrier shelter. It provides safe refuge alongside meals, medical and mental health care, case management, and permanent housing placement services. Services provide a pathway to long-term self-sufficiency. Rather than relying on

temporary aid, the approach focuses on sustainable upward mobility supporting community frameworks and state safety net programs.

Second Program Visit

The Field Representative also visited the following program/ subcontractor:

| | |
|---|---|
| Program Name: | Veteran's Supportive Services-Covey Cottages |
| Address: | 1617 30th Street, Bakersfield, CA 93301 |
| Email: | RJimenez@capk.org |
| Contact Name: | Raul Jimenez, Program Administrator |

Program Name: Covey Cottages

Permanent Supportive Housing (PSH) in the Oildale community of Bakersfield. 12 Units managed by CAPK which are fully furnished for veterans who have become unhoused or at risk of becoming unhoused; on-site supportive case management services are provided for residents.

| | |
|---|---|
| Program Name: | CAPK Food Bank |
| Address: | 1807 Feliz Drive, Bakersfield, CA 93307 |
| Email: | KLowery@capk.org |
| Contact Name: | Kelly Lowery, Program Administrator |

Program Name: CAPK Food Bank

The CAPK Food Bank offers a suite of food security services, including a delivery program for qualifying seniors, bulk order fulfillment for regional pantries, and an appointment-based shopping program for families.

| | |
|---|---|
| Program Name: | Friendship House |
| Address: | 2424 Dr. Martin Luther King Jr. Blvd. Bakersfield, CA 93307 |
| Email: | LHannib@capk.org |
| Contact Name: | Lois Hannible, Program Administrator |

Program Name: Friendship House

The program operates as a free daily after-school resource. It provides local children with a safe environment to engage in positive, enriching activities. Participants enjoy a well-rounded mix of arts and crafts, sports and academic support, creating opportunities to build new skills and grow. A dinner is offered to the children during the school year.

The program features a youth summer camp that keeps the kids engaged with school activities, field trips to new destinations, and complimentary daily breakfast and lunch.

Community Action Board (CAB) Visit

The Field Representative **did not** attend a Community Action Board meeting during the onsite visit, however board members Maritza Jimenez and Manuel "Manny" Vieyra, were introduced at different activities during the onsite visit.

## ***Exit Conference***

Date of Exit Conference

Thursday, July 2, 2026.

The following people were present during the Entrance Conference:

| Entity | Position | Name |
|---|---|---|
| CAPK | Executive Director | Jeremy Tobias |
| CAPK | Chief Business Development Officer | Pritika Ram |
| CAPK | Chief Financial Officer | Tracy Webster |
| CSD | Field Operations Unit Field Representative | Shiella M. Rivera |

The following items were discussed:

- Highlights of Review
  - Onsite Visits
- Notable Practices
- Monitoring Timeline

## ***Corrective Action(s)***

## ***Corrective Action(s)***

Finding(s)

**No Findings**

## ***Observations***

Observation(s)

**No Observations**

## ***Recommendations***

Recommendation(s)

**No Recommendations**

Technical Training Assistance(s)

**No Technical Training Assistance**

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 22, 2026

Jeremy Tobias, Chief Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

**Commissioners**

Brynn Carrigan
Chairperson

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

Lito Morillo
Treasurer

Supervisor Jeff Flores

Aaron Resendez

Deborah Murr

Russell Sentes

Vivian Cao

**Alternate Commissioners**

Supervisor David Couch

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

**Executive Director**

Amy Travis

Re: 2025.2.03 – Oasis Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review for the Oasis Family Resource Center. The primary objective of this review is to assess the program's compliance with the evaluation, fiscal, and contractual requirements outlined in the agreement. The summary below provides an analysis of fiscal year 2024-25 and an update on progress made during the first two quarters (Q1, Q2) of fiscal year 2025-26.

## Program Summary

The analysis of quarterly reports verified the progress of performance measures, timeliness, program activities, and potential challenges outlined in the Program Executive Summary. Performance measures were evaluated against the quarterly target projections established by the program coordinator.

**Performance Measure Review:**

- Fiscal Year 2024-25:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2025-26:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2024-25:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2025-26:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

## Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

**Fiscal Compliance Review:**

- Fiscal Year 2024-25:
  - Of the 13 fiscal compliance items, 1 was not met:
    - Quarter 1: Fiscal compliance item - The invoice was adjusted.
- Fiscal Year 2025-26:
  - Of the 11 fiscal compliance items, 1 was not met:
    - Quarter 1: Fiscal compliance item - The invoice was adjusted.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2024-25:
  - All fiscal items were submitted on time.
- Fiscal Year 2025-26:
  - All fiscal items were submitted on time for Q1 and Q2.

**Recommendations**

Fiscal Year 2024-25:

- No recommendations.

Fiscal Year 2025-26:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

As we conclude this annual administrative review, we want to recognize the consistent effort and measurable impact you have demonstrated in serving young children and families throughout our community. Your work continues to strengthen early childhood outcomes and expand meaningful family supports. We value your dedication, and we anticipate continued partnership and shared progress in the coming year.

Sincerely,

Amy Travis
Executive Director
First 5 Kern

cc: Eric Le Barbe, Program Supervisor

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 22, 2026

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

**Commissioners**

Brynn Carrigan
Chairperson

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Vivian Cao

**Alternate Commissioners**

Supervisor David Couch

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

**Executive Director**

Amy Travis

Re: 2025.2.02 – East Kern Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review for the East Kern Family Resource Center. The primary objective of this review is to assess the program's compliance with the evaluation, fiscal, and contractual requirements outlined in the agreement. The summary below provides an analysis of fiscal year 2024-25 and an update on progress made during the first two quarters (Q1, Q2) of fiscal year 2025-26.

## Program Summary

The analysis of quarterly reports verified the progress of performance measures, timeliness, program activities, and potential challenges outlined in the Program Executive Summary. Performance measures were evaluated against the quarterly target projections established by the program coordinator.

**Performance Measure Review:**

- Fiscal Year 2024-25:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2025-26:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2024-25:
  - Of the 12 entries and follow-up items required, 2 were not submitted on time.
    - Quarter 2: Program Executive Summary due 10/31/25; Flagged late due to incomplete "submit" confirmation.
    - Quarter 3: Response to Program Manager's Feedback due 6/13/25; submitted on 6/16/25; 3 days late.
- Fiscal Year 2025-26:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

**Fiscal Summary**

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

**Fiscal Compliance Review:**

- Fiscal Year 2024-25:
  - Of the 13 fiscal compliance items, 1 was not met:
    - Quarter 1: Fiscal compliance item - The invoice was adjusted.
- Fiscal Year 2025-26:
  - Of the 11 fiscal compliance items, 1 was not met:
    - Quarter 1: Fiscal compliance item - The invoice was adjusted.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2024-25:
  - All fiscal items were submitted on time.
- Fiscal Year 2025-26:
  - All fiscal items were submitted on time for Q1 and Q2.

**Recommendations**

Fiscal Year 2024-25:

- No recommendations.

Fiscal Year 2025-26:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

As we conclude this annual administrative review, we want to recognize the consistent effort and measurable impact you have demonstrated in serving young children and families throughout our community. Your work continues to strengthen early childhood outcomes and expand meaningful family supports. We value your dedication, and we anticipate continued partnership and shared progress in the coming year.

Sincerely,



Amy Travis
Executive Director
First 5 Kern

cc: Anita Saavedra, Program Supervisor

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

June 1, 2026

Community Action Partnership of Kern
Jeremy Tobias, Executive Director
Jacquelyn Guerra, CalEITC+ Program Representative

SUBJECT: FISCAL DESK REVIEW FOR CalEITC+ EDUCATION & OUTREACH GRANT 2025-26 PERFORMANCE PERIOD – 25T-7015

Dear Mr. Tobias,

The Department of Community Services and Development (CSD) completed a Fiscal Desk Review for Community Action Partnership of Kern for the CalEITC Education & Outreach contract number 25T-7015 on June 1, 2026. The Fiscal Desk Review included the review of expenditures that were billed to the grant during the 2025-26 performance period. An analysis of selected expenditures determined that your agency was in compliance with fiscal requirements. Enclosed is a report of the findings for your review.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions, please feel free to contact me or your Program Representative for assistance.

Sincerely,

Terzinha Perez

Terzinha Perez, Analyst II
Department of Community Services and Development

CC: Wilmer Brown Jr, Branch Chief
Community Services

Stephanie Williams, Manager
Field Operations Unit

**California Department of Community Services and Development**
**2025 CalEITC+ Education & Outreach Grant**
**Fiscal Desk Review**

## AGENCY INFORMATION

Agency Name: Community Action Partnership of Kern

Target Area: TA 10 Kern/Tulare Counties

Contract Number(s): 25T-7015

Program Representative: Tracy Webster

Fiscal Desk Review Analyst: Terzinha Perez

Date Report Completed: 6/1/2026

## EXPENDITURES REVIEWED

**Transaction Number: 1**
Expense Name: 1GJ-4194 BASIC LIFE ADD INSURANCEFOR FEBRUARY 2026
Line Item: 5230 - Life Insurance
Transaction Date: 02/01/2026
Transaction Amount: $7.56

**Transaction Number: 2**
Expense Name: 868 Bill - CONLEE OUTDOOR ADVERTISING LLC: FEBRUARY 2026 PANEL 500E
Line Item: 6675 - Outreach
Transaction Date: 02/28/2026
Transaction Amount: $1,350.00

**Transaction Number: 3**
Expense Name: 1PLX-DXLT-M Bill - AMAZON CAPITAL SERVICES, 71K INC: VITA Office supplies
Line Item: 6305 - Supplies
Transaction Date: 03/16/2026
Transaction Amount: $829.48

## SUMMARY OF FINDINGS

The Department of Community Services and Development (CSD) conducted a Fiscal Desk Review (FDR) for the CalEITC+ Education & Outreach contract number 25T-7015 beginning on May 5, 2026. CSD reviewed a copy of CAPK's general ledger and supporting documentation for the abovementioned transactions. After an analysis of the selected transactions, CSD found CAPK complies with the program requirements.

**COMPLIANCE DETERMINATION** UWCA was found to be in compliance with fiscal requirements.

# STATE OF CALIFORNIA
## *Department*
## *of*
## *Community Services and Development*

May 29, 2026

# Monitoring Report E-26-009

The Department of Community Services and Development (CSD) is responsible for the oversight of the Low-Income Home Energy Assistance Program (LIHEAP) and/or the Department of Energy Weatherization Assistance Program (DOE WAP) and Infrastructure Investment and Jobs Act (DOE IIJA). Hence, CSD is required to monitor the activities of Community Action Partnership of Kern (CAPK) to ensure compliance with all contractual and statutory requirements.

## INTRODUCTION

CSD conducted a monitoring on-site visit of Community Action Partnership of Kern (CAPK) from May 4 to May 6, 2026. CSD reviewed the following CAPK Energy contracts: LIHEAP 26B-4012, DOE WAP 25C-8007 and Infrastructure Investment and Jobs Act (IIJA) (DOE-IIJA) 22P-7010. Darrell McCormick, Field Representative, conducted the monitoring review in accordance with CSD's Energy and Environmental Services Division's Monitoring Scope.

The purpose of the review is to ensure the Contractor meets the Administrative Requirements, Financial Requirements, Programmatic Requirements, Compliance Requirements, and other applicable requirements as prescribed in the contract and referenced therein (2 CFR §200.328; 45 CFR §75.342; DOE WAP, DOE IIJA and LIHEAP Article 10.3).

This monitoring report contains the following sections:

I. Administrative Requirements
II. Financial Requirements
III. Programmatic Requirements
IV. Compliance Requirements
V. Monitoring Summary
VI. Recommendations, Observations, and Findings

## I. ADMINISTRATIVE REQUIREMENTS

The purpose of the Administrative Requirements review is to ensure that the Contractor is properly administering the Federal and/or State programs in accordance with CSD's contract requirements. The areas covered under the Administrative Requirements are Board Roster, By Laws, Resolution and Minutes; Internal Controls Requirements; Record Retention Requirements; Travel and per diem; Conflict of Interest; Procurement Standards; Use and Disposition of Vehicles and Equipment; Subcontracts; Complaint Management Policies and Procedures; Fair Hearing Process for Applications for Denial of Benefits by Contractor; and Fraud, Waste and Abuse.

**Administrative Requirements: Fair Hearing Process for Applications for Denial of Benefits by Contractor**

The purpose of this section is to ensure the agency has a written appeals process in place providing applicants who are denied benefits or services, or who receive an untimely response or unsatisfactory performance, the right to appeal.

*22 C.C.R. 100805, 22 C.C.R. 100904.5; LIHEAP 4.12*

The Appeals Tracking Log was missing the required field for date of client notification of decision (LIHEAP 4.12.1.3). The agency corrected the error during the on-site visit, so this is considered a closed Observation.

## II. FINANCIAL REQUIREMENTS

The purpose of the Financial Requirements review is to ensure that Contractor's financial management systems, including records documenting compliance with Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award. The areas covered under the Financial Requirements are Working Capital Advance and Major Purchase Advances; Wood, Propane and Oil Returned Payments; Allowable Costs; Service Area Expenditures Requirements; Reimbursement Guidelines; and Reporting Requirements.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Financial Requirements.

## III. PROGRAMMATIC REQUIREMENTS

The purpose of the Programmatic Requirements review is to ensure that the Contractor is adhering to the programmatic requirements of the contract. The areas covered under the Programmatic Requirements are Program Standards and Regulatory Requirements; Prioritization of Services; Service Priority Guidelines; Outreach and Intake Activity Guidelines; Assurance 16 Activity Guidelines; Leveraging Activities; Record-Keeping Responsibilities; HEAP/WPO Activity Guidelines; Weatherization Activity Guidelines; Energy Crisis Intervention Program (ECIP) Services Activity Guidelines; ECIP Fast Track and HEAP Electric and Gas Pledge Guidelines; SWEATS Activities Guidelines; Quality Assurance; Training Requirements; Quality Control Inspectors Certification; Contractor Licensing; Special Licensing – Weatherization; Environmental Protection Agency (EPA) Certifications; and Mandatory Training.

Due to the DOE contract cycle ending June 30, 2026, there may be overlap in the files requested by the CSD Field Representative and CSD's third party inspector ConSol, in order to meet DOE inspection requirements. While issues may or may not have been identified during the CSD Field Representative's programmatic review, ConSol's review may identify issues of a more technical nature that will not be identified in this monitoring report, as it may fall outside of the scope of the CSD Field Representative's review. Therefore, any issues identified by ConSol on these same files (if applicable) will be identified in the inspection report issued by ConSol.

The CSD Field Representative requested several client files for review. Below is a summary of the number of client files requested, received and reviewed:

| Contract | Program | Number of Files Requested | Number of Files Received | Number of Files Reviewed |
|---|---|---|---|---|
| 22P-7010 | WX | 10 | 10 | 10 |
| 26B-4012 | WX | 9 | 9 | 9 |
| 26B-4012 | UA/WPO | 39 | 39 | 39 |
| 26B-4012 | COI | 4 | 4 | 4 |
| **TOTALS** | | 62 | 62 | 62 |

**Programmatic Requirements: Record-Keeping Responsibilities**

The purpose of this review is to ensure the agency is adhering to all appropriate program policies, procedures and standards, including those incorporated by reference in the contract.

*LIHEAP 7.8*

There were some minor issues affecting a few files (e.g., discrepancies between CSD 43 and client file and CORE), misunderstandings on Field Representative's part (e.g., income, energy bill, and priority points calculations), none of which were systemic. While all questions were satisfactorily answered by the agency, one issue is detailed below:

The CSD 43B form for reporting zero income was missing from two (2) UA client files:

- Acevedo, O (1033102)
- Adkins, D (1032727)

Both clients were Categorically Eligible under CalFresh participation (which does not require submission of income documentation).

However, the CSD 43B should still be completed for the following reasons:

- Per the Eligibility & Verification Guide, if the file moves to DOE WAP, the CSD 43B follows (but does not need to be notarized). However, in the absence of a CSD 43B, DOE requirements cannot be met. The DOE WAP contract does not include categorical eligibility and requires the CSD 43B for the client file (2025 DOE WAP 7.6.3.8).

- If 120 days pass, and income eligibility needs to be re-established, notary requirements will once again apply under DOE WAP (and can only be achieved with a CSD 43B form).

- If a client receives CalFresh (and earns CE) they can self-certify their monthly income without documentation (so benefit level can be calculated). If a client chose to state zero income instead, they would receive more priority points AND a greater benefit. Therefore, the CSD 43B should be used to accurately document zero income.

In an email dated 1/10/2024, the agency received guidance from CSD that a CSD 43B would not be required for a client under Categorical Eligibility. Upon further discussion with the Energy Help Desk, it was learned that their understanding of the agency's question was exclusive to LIHEAP. Because of this, the absence of the CSD 43B forms will not be considered an Observation.

However, it is recommended that moving forward, the CSD 43B be collected for all clients certifying zero income in the event the application is served under DOE WAP.

## IV. MONITORING SUMMARY

**Best Practices:**

CSD would like to recognize CAPK for the following Best Practices:

- Process Study Reports that result in improved productivity and outcomes for both agency and community
- Purposeful collaboration among staff members across various departments
- Openness to revise procedures and approaches as needs and opportunities change

**Exit Conference & Discussion:**

At the Agency's Exit Conference on Wednesday, May 6, 2026, the CSD Field Representative provided an overview of the outcome of the on-site visit. The following topics were discussed:

- Utility Assistance and Weatherization Client File Review: There were some minor issues affecting the files, but all questions were satisfactorily addressed.

- While income verification is not required when a client is Categorically Eligible, the zero-income form (CSD 43B) should still be completed in the event the file becomes part of a DOE WAP job.

- The Appeals Tracking Log is required to identify the date the client was notified of the decision (LIHEAP 4.12.1.3). The agency made the correction on-site.

- Within 30 days after the conclusion of the monitoring, the CSD Field Representative will furnish a draft monitoring report for the agency to review for up to two (2) weeks. The agency will have an opportunity to discuss the issues highlighted in the report either by an email response or a teleconference. CSD will finalize the report once all issues have been discussed or there is no response from the agency.

## V. RECOMMENDATIONS, OBSERVATIONS, AND FINDINGS

Recommendations are offered by CSD as a suggestion for potential improvement of current processes, systems, or general business practices. Recommendations do not require a Corrective Action Plan response.

Observations are identified contractual noncompliance issues that are an identified 'Significant Deficiency' which is caused by a deficiency, or combination of deficiencies, in

internal control that is less severe than a 'Material Weakness,' yet important enough to merit attention. An Observation does not require a Corrective Action Plan response; however, the agency must immediately remedy the issue of noncompliance within 90 calendar days from the issuance of the final monitoring report. Thus, if the agency fails to document the remediation of and/or forsakes to remedy an Observation by the specified timeframe, upon follow up the Observation may then be elevated to a Finding as it now carries material error.

Findings are identified contractual noncompliance issues that: (1) cause a financial impact; or (2) was a previously identified Observation and/or Finding that was not found to be remedied; or (3) is a Material Weakness caused by a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility of a material misstatement that will not be prevented, or detected and corrected on a timely basis. Findings are considered material noncompliance of the contract, and any materials referenced therein. A material noncompliance is defined as any issue which carries substantial financial, personnel, public, and/or agency/CSD ramifications; a material noncompliance may or may not preclude the agency from further performance. Findings require a Corrective Action Plan from the agency within 30 calendar days of the issuance of the final report outlining how the issue of noncompliance will be remedied and other course of action as outlined in each topic. Findings will not be considered closed until the agency is able to demonstrate the issue has been completely resolved and has provided a sufficient response on how the issue will not reoccur.

**RECOMMENDATION:**

**Recommendation 1: Completion of the CSD 43B form for all Client Self-Certifications of Zero-Income**

**Summary:** While Categorical Eligibility can be established through CalFresh participation (with no income support being required), it was suggested that the CSD 43B form always be completed for one or more of the reasons outlined earlier in this report.

**Action Required:** Following our discussion, the agency agreed to implement this recommendation as a Best Practice. No Corrective Action Plan is required.

**OBSERVATION:**

**Observation 1: Administrative Requirements: Fair Hearing Process for Applications for Denial of Benefits by Contractor**

**Summary:** The Appeals Tracking Log was missing the field for date of client notification of decision.

**Reference:** 22 C.C.R. 100805, 22 C.C.R. 100904.5, LIHEAP 4.12

**Action Required:** The agency made the necessary correction and CSD considers this Observation closed. It is subject to future follow-up during the next monitoring review. No Corrective Action Plan is required.

| | |
|---|---|
| DATE | August 19, 2026 |
| TIME | 12:00 pm |
| LOCATION | CAPK Administrative Office<br>1300 18th St., 3rd Floor<br>Bakersfield, CA 93301 |

**Budget & Finance Committee Minutes**

1. **Call to Order**

   Committee Chair Fred Plane called the meeting to order at 12:07 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Fred Plane (Chair) & Victoria Davis

   Absent: Jonathan Mullings

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Rebecca Moreno, Director of Housing & Supportive Services, Susana Magana, Director of Health & Nutrition; Freddy Hernandez, Director of Youth & Community Services; Maria Contreras, Director of Facilities; 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 June 30, 2026 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above agenda item to the committee.

      Fred Plane asked Tracy to elaborate on the percentages and discuss where they are in relation to the fiscal year. Tracy explained that expenses fluctuate throughout the year based on program activity. Several classes conclude at the end of May for summer break, resulting in higher expenses through May, followed by a decrease during the summer and then an increase as programs resume. These trends are monitored throughout the year

   b. 2026-2027 SJCOE Contract Retroactive Renewals – Tracy Webster, Chief Financial Officer – ***Action Item***

      Tracy Webster presented the above action item to the committee noting this process was started in advance but was delayed by San Joaquin County Office of Education for processing.

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

c. 2026-27 Retroactive Budget Revision/Equipment Purchase Approval – Rosa Guerrero, Administrative Analyst Head Start & State Child Development - ***Action Item***

Rosa Guerrero presented the above action item and reported that this request is a result of the need for an emergency equipment purchase to replace the HVAC unit at the Delano Head Start Center. Approval is requested to transfer $18,789.31 within Head Start base funds from the "Other" class category to the "Equipment" category.

Fred Plane inquired if CAPK anticipates any problems with the Office of Head Start (OHS) approving the request. Rosa replied no, they are already aware of the request, and these requests have been made in the past and OHS has been made aware of this emergency request.

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

d. Renewal Contract US Department of Housing & Urban Development (HUD) CA1799L9D042507 & Coordinated Entry System – Rebecca Moreno, Director of Housing & Supportive Services – **Action Item**

Rebecca presented the above action item for a renewal contract with HUD for the operation of the Coordinated Entry System (CES) on behalf of the Bakersfield Kern Regional Homeless Collaborative (BKRHC) Continuum of Care (CoC).

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

e. Retroactive Renewal Contract: Bakersfield Kern Regional Homeless Collaborative Rebecca Moreno, Director of Housing & Supportive Services – **Action Item**

Rebecca presented the above action item and explained that the contract is being presented retroactively due to delays in the release of HHAP Round 5 funding. The community had not initially met the required Round 4 performance metrics and was placed on a process improvement plan. Once the requirements were addressed, the State released the funding, and BKRHC the resumed the process.

CAPK assumed the Youth Scattered-Site Shelters contract from CVAF and is bringing the renewal to the Board for approval.

Fred asked how program expenses have been covered from March to the present. Tracy explained that, based on the County of Kern's commitment to renew the contract, CAPK has continued with the program operations and carried the expenses to avoid displacing youth participating in the program. CAPK expects to be reimbursed fully for these costs once the contract and funding are finalized.

Fred mentioned the board wasn't notified of this delay and the use of discretionary funds to temporarily cover the costs. Fred requested that if something like this happens in the future staff should bring itt to the board for awareness of the temporary use of other funds.

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

f. June 2026 Financial Reports – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the June 2026 Financial Reports and noted that she would go into more detail than normal with regards to these reports since Victoria Davis is new to the board and this committee.

The agency borrowed $1.5 million from the line of credit in June and repaid it in July. Unrestricted cash reserves are $3.65 million, or 31.6% of the reserve goal, representing the equivalent of approximately nine days of agency expenses. The agency continues to maintain sufficient unrestricted cash to support programs with negative cash balances.

Central Kitchen expenditures are at 39.2%, with USDA revenue at 32.1%. CMAP is earning 95.6% against a target of 100%. Center-based state programs reported attendance/enrollment of 150.9% for CCTR, 115.9% for CSPP, and 5.6% for CMIG. The San Joaquin County CCTR program is at 87.4% attendance, and the new CSPP contract is at 29.8% as the program continues to be established.

Overall agency expenditures are at 34%, closely aligned with the 33.3% target. The June Indirect Fund budget-to-actual report showed revenue exceeding expenditures by $275,328, representing 34.1% of the budgeted indirect surplus. Indirect Fund expenditures are at 29.7% of budget, compared with the 33.3% target. The agency check register is included in the financial statements.

Jeremy Tobias added details about the unrestricted cash available versus restricted cash reserves for various grants. Jeremy noted an available unrestricted cash balance report will be provided monthly in these meetings.

Victoria stated she appreciated the extended details for this meeting.

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

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

Fred welcomed Board new member Victoria Davis. Victoria provided a brief introduction of herself to the committee and staff, and she said she is grateful to serve on the CAPK Board.

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

Budget & Finance Committee
September 23, 2026
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

**7. <u>Adjournment</u>**

The meeting was adjourned at 12:38 pm

o

# MEMORANDUM

To: Budget and Finance Committee

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

Date: August 19th, 2026

Subject: *Head Start*
Budget to Actual Report for the period ended June 30, 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 third-year budget period is March 1, 2026, through February 28, 2027.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2026, through June 30, 2026. Four months (33.33%) of the 12-month budget period have elapsed.

**Base Funds**

Overall expenditures are at 33% of the budget.

**Training & Technical Assistance Funds**

Overall expenditures are at 24% of the budget.

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

The non-Federal share is at 45% of the budget.

**Community Action Partnership of Kern**
**Head Start**
**Budget to Actual Report**
*Budget Period: March 1, 2026 - February 28, 2027*
Report Period: March 1, 2026 - June 30, 2026
Month 4 of 12 (33.33%)

Prepared 08/07/2026

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 9,546,814 | 3,042,870 | 6,503,944 | 32% | 68% |
| FRINGE BENEFITS | 3,184,875 | 1,414,583 | 1,770,292 | 44% | 56% |
| SUPPLIES | 613,172 | 229,822 | 383,350 | 37% | 63% |
| CONTRACTUAL | 258,399 | 172,742 | 85,657 | 67% | 33% |
| OTHER | 3,323,722 | 1,231,614 | 2,092,108 | 37% | 63% |
| INDIRECT | 1,957,817 | 196,895 | 1,760,922 | 10% | 90% |
| **TOTAL BASE FUNDING** | **18,884,799** | **6,288,526** | **12,596,273** | **33%** | **67%** |
| | | | | | |
| **TRAINING & TECHNICAL ASSISTANCE** | | | | | |
| TRAVEL | 56,265 | 9,409 | 46,856 | 17% | 83% |
| SUPPLIES | 28,122 | 9,954 | 18,168 | 35% | 65% |
| CONTRACTUAL | 10,420 | - | 10,420 | 0% | 100% |
| OTHER | 63,752 | 20,484 | 43,268 | 32% | 68% |
| INDIRECT | 19,027 | 3,462 | 15,565 | 18% | 82% |
| **TOTAL TRAINING & TECHNICAL ASSISTANCE** | **177,586** | **43,310** | **134,276** | **24%** | **76%** |
| | | | | | |
| **GRAND TOTAL HS FEDERAL FUNDS** | **19,062,385** | **6,331,836** | **12,730,549** | **33%** | **67%** |

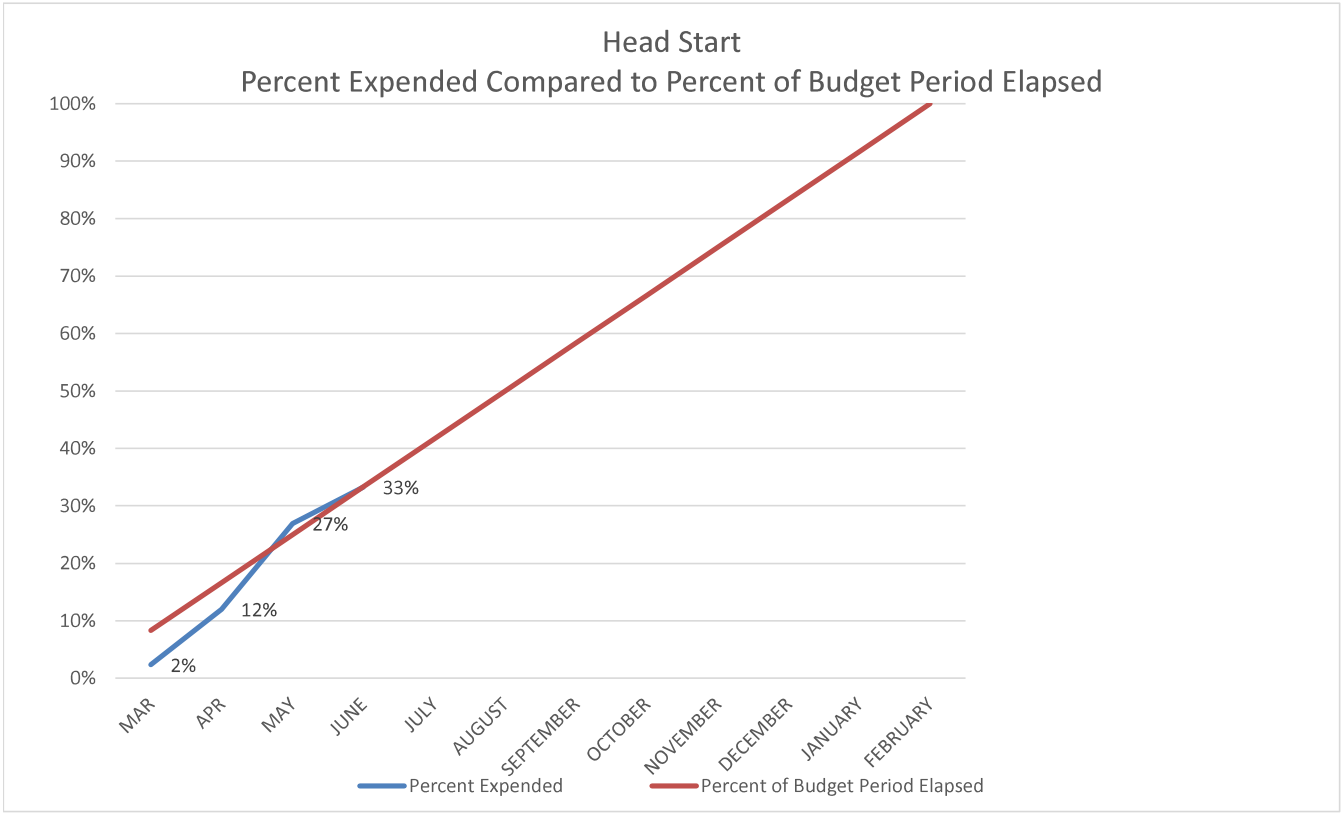
**HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE**

| SOURCE | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| IN-KIND | 2,117,972 | 1,555,220 | 562,752 | 73% | 27% |
| CALIF DEPT OF ED | 7,967,702 | 2,952,259 | 5,015,443 | 37% | 63% |
| **TOTAL NON-FEDERAL** | **10,085,674** | **4,507,479** | **5,578,195** | **45%** | **55%** |

Budget reflects Notice of Award #09CH012489-03-01
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2026
**Administrative Cost for HS and EHS Combined** **9.82%**

**Agency-Wide Credit Card Report**

| | CURRENT | 1 TO 30 | 31 TO 60 | 61 TO 90 | TOTAL | STATEMENT DATE |
|---|---|---|---|---|---|---|
| **Elan Credit Card** | 62,989 | | | | **62,989** | 7/1/2026 |
| **Lowe's** | 8,605 | - | - | - | **8,605** | 6/30/2026 |
| **Smart & Final** | 904 | - | - | - | **904** | 7/1/2026 |
| **Save Mart** | 245 | - | - | - | **245** | 6/28/2026 |
| **Chevron & Texaco Business Card** | 6,885 | - | - | - | **6,885** | 7/6/2026 |
| **Home Depot** | 20,987 | - | - | - | **20,987** | 7/5/2026 |
| | **100,615** | **-** | **-** | **-** | **100,615** | |


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
2%
12%
27%
33%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

# MEMORANDUM

To: Budget and Finance Committee

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

Date: August 19th, 2026

Subject: *Early Head Start*
Budget to Actual Report for the period ended June 30, 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 third-year budget period is March 1, 2026, through February 28, 2027.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2026, through June 30, 2026. Four months (33.33%) of the 12-month budget period has elapsed.

**Base Funds**

Overall expenditures are at 38% of the budget.

**Training & Technical Assistance Funds**

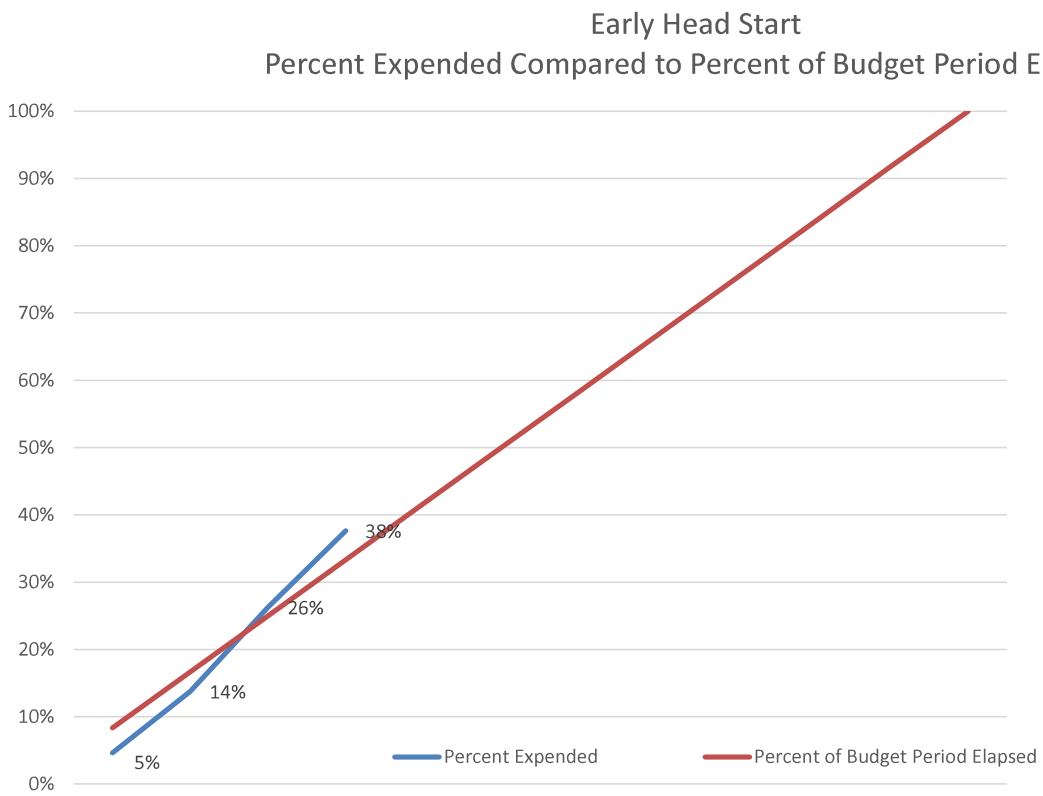
Overall expenditures are at 34% of the budget.

**Community Action Partnership of Kern**
**Early Head Start**
**Budget to Actual Report**
*Budget Period: March 1, 2025 - February 28, 2027*
Report Period: March 1, 2026 - June 30, 2026
Month 4 of 12 (33.33%)

Prepared 08/07/2026

| BASE FUNDS | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| PERSONNEL | 10,872,663 | 4,239,646 | 6,633,018 | 39% | 61% |
| FRINGE BENEFITS | 3,584,023 | 1,624,175 | 1,959,848 | 45% | 55% |
| SUPPLIES | 818,999 | 258,165 | 560,834 | 32% | 68% |
| CONTRACTUAL | 1,021,511 | 343,797 | 677,714 | 34% | 66% |
| OTHER | 2,447,205 | 817,570 | 1,629,635 | 33% | 67% |
| INDIRECT | 2,191,961 | 599,269 | 1,592,692 | 27% | 73% |
| **TOTAL BASE FUNDING** | **20,936,362** | **7,882,622** | **13,053,740** | **38%** | **62%** |
| | | | | | |
| **TRAINING & TECHNICAL ASSISTAN** | | | | | |
| TRAVEL | 107,305 | 27,765 | 79,540 | 26% | 74% |
| SUPPLIES | 38,024 | 25,926 | 12,098 | 68% | 32% |
| CONTRACTUAL | 23,813 | 1,000 | 22,813 | 4% | 96% |
| OTHER | 137,953 | 54,291 | 83,662 | 39% | 61% |
| INDIRECT | 36,851 | 9,054 | 27,797 | 25% | 75% |
| **TOTAL TRAINING & TECHNICAL AS** | **343,946** | **118,035** | **225,911** | **34%** | **66%** |
| | | | | | |
| **GRAND TOTAL EHS FEDERAL FUN** | **21,280,308** | **8,000,657** | **13,279,651** | **38%** | **62%** |

Budget reflects Notice of Award #09CH012489-03-01
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2026


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
5%
14%
26%
38%
Percent Expended
Percent of Budget Period Elapsed

# MEMORANDUM

To: Budget and Finance Committee

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

Date: August 19th, 2026

Subject: *Head Start*
McFarland Modular as of June 30, 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 June 30, 2026:

Overall expenditures to date: **1.73%.**

**Community Action Partnership of Kern**

**McFarland Modular**

Report Period: March 1, 2025 - June 30 2026

| Prepared 08/07/2026 | BUDGET | ACTUAL | REMAINING | % SPENT | % REMAINING |
|---|---|---|---|---|---|
| **McFarland - (Purchase and Installation of Modular)** | 1,699,878 | 29,445 | 1,670,433 | 1.73% | 98.27% |

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, 2026 through February 28, 2027
Report for period ending June **30, 2026** (Month 4 of 12)

**Percent of budget period elapsed: 33.33%**

| LOCATION | Enroll-ment | March | April | May | June | YTD Totals | Kern/SJC | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|---|---|---|
| Alberta Dillard | 34 | 8,550 | 10,613 | 4,295 | 0 | 23,459 | Kern | 47,159 | 50% |
| Alicante | 17 | 7,857 | 18,424 | 15,779 | 9,158 | 51,217 | Kern | 23,579 | 217% |
| Angela Martinez | 105 | 24,782 | 10,540 | 9,766 | 4,267 | 49,356 | Kern | 145,637 | 34% |
| Broadway | 34 | 7,454 | 6,327 | 2,204 | 0 | 15,985 | Kern | 47,159 | 34% |
| California City | 17 | 8,331 | 6,327 | 2,204 | 0 | 16,863 | Kern | 23,579 | 72% |
| Cleo Foran | 23 | 171 | 10,941 | 11,460 | 0 | 22,572 | Kern | 31,901 | 71% |
| Delano | 60 | 22,825 | 12,840 | 10,766 | 7,134 | 53,565 | Kern | 83,221 | 64% |
| Fairfax | 34 | 11,338 | 4,701 | 6,712 | 3,452 | 26,203 | Kern | 47,159 | 56% |
| Harvey L. Hall | 136 | 26,024 | 27,251 | 29,151 | 23,177 | 105,602 | Kern | 188,634 | 56% |
| Heritage | 17 | 1,518 | 1,437 | 1,393 | 0 | 4,347 | Kern | 23,579 | 18% |
| Home Base | 170 | 14,425 | 8,726 | 8,438 | 0 | 31,590 | Kern | 235,793 | 13% |
| Martha J. Morgan | 50 | 19,321 | 29,346 | 28,401 | 17,559 | 94,628 | Kern | 69,351 | 136% |
| Oasis | 42 | 10,764 | 8,931 | 0 | 0 | 19,695 | Kern | 58,255 | 34% |
| Pete H. Parra | 116 | 78,980 | 63,868 | 66,847 | 19,702 | 229,397 | Kern | 160,894 | 143% |
| Primeros Pasos | 67 | 81,530 | 87,998 | 84,233 | 81,541 | 335,302 | Kern | 92,930 | 361% |
| Rosamond | 51 | 0 | 148 | 0 | 0 | 148 | Kern | 70,738 | 0% |
| San Diego | 32 | 9,986 | 10,149 | 11,721 | 10,149 | 42,005 | Kern | 44,384 | 95% |
| Shafter | 17 | 1,820 | 1,180 | 0 | 1,699 | 4,700 | Kern | 23,579 | 20% |
| Shafter HS/EHS | 24 | 4,059 | 4,349 | 4,382 | 3,307 | 16,097 | Kern | 33,288 | 48% |
| Sterling | 115 | 43,081 | 13,171 | 26,780 | 22,333 | 105,365 | Kern | 159,507 | 66% |
| Stockdale Head Start | 41 | 6,943 | 7,699 | 5,238 | 0 | 19,880 | Kern | 56,868 | 35% |
| Sunrise Villa | 17 | 3,669 | 834 | 337 | 0 | 4,840 | Kern | 23,579 | 21% |
| Taft | 51 | 19,540 | 20,075 | 8,088 | 0 | 47,703 | Kern | 70,738 | 67% |
| Tehachapi | 15 | 0 | 0 | 0 | 0 | 0 | Kern | 20,805 | 0% |
| Vineland | 17 | 8,932 | 8,671 | 4,298 | 0 | 21,901 | Kern | 23,579 | 93% |
| Virginia | 17 | 10,839 | 9,480 | 5,802 | 0 | 26,121 | Kern | 23,579 | 111% |
| Willow | 0 | 0 | 0 | 0 | 0 | 0 | Kern | 0 | 0% |
| Administrative Services | | 0 | 0 | 0 | 0 | 0 | Kern/SJC | 0 | 0% |
| PC Planning | | 0 | 0 | 0 | 0 | 0 | Kern/SJC | 0 | 0% |
| PC By Laws | | 0 | 0 | 0 | 0 | 0 | Kern/SJC | 0 | 0% |
| Governance | | 0 | 61 | 0 | 0 | 61 | Kern | 0 | 0% |
| Program Services | | 13,550 | 14,047 | 0 | 0 | 27,597 | Kern/SJC | 74,265 | 37% |
| California Street | 24 | 1,876 | 8,084 | 10,805 | 2,542 | 23,306 | SJC | 33,288 | 70% |
| Gianone | 16 | 1,228 | 2,002 | 1,098 | 1,051 | 5,380 | SJC | 22,192 | 24% |
| Kennedy | 16 | 147 | 5,319 | 5,405 | 0 | 10,870 | SJC | 22,192 | 49% |
| Lodi Home Base | 20 | 12,516 | 2,967 | 14,146 | 17,493 | 47,122 | SJC | 27,740 | 170% |
| Lodi UCC | 24 | 18,379 | 7,868 | 7,891 | 0 | 34,138 | SJC | 33,288 | 103% |
| Lathrop Home Base | 20 | 4,764 | 2,967 | 2,605 | 0 | 10,336 | SJC | 27,740 | 37% |
| Marci Massei | 24 | 0 | 0 | 0 | 0 | 0 | SJC | 33,288 | 0% |
| Stockton Home Base | 40 | 5,680 | 5,338 | 2,293 | 3,768 | 17,079 | SJC | 55,481 | 31% |
| Lathrop | 24 | 3,638 | 2,527 | 3,733 | 890 | 10,789 | SJC | 33,288 | 32% |
| **SUBTOTAL IN-KIND** | **1,527** | **494,518** | **435,208** | **396,274** | **229,220** | **1,555,220** | **0** | **2,192,237** | **71%** |
| | | | | | | | x | | |
| State General Child Care* | | 0 | 0 | 0 | 0 | 0 | Kern | 2,135,515 | 0% |
| State Preschool* | | 1,026,140 | 693,627 | 0 | 0 | 1,719,767 | Kern | 4,067,566 | 42% |
| State Migrant Child Care* | | 2,382 | 2,268 | 2,155 | 2,268 | 9,073 | Kern | 157,004 | 6% |
| **SUBTOTAL CA DEPT of ED** | | **1,028,522** | **695,895** | **2,155** | **2,268** | **1,728,840** | | **6,360,085** | **27%** |
| | | | | | | | **x** | | |
| State General Child Care* | | 235,717 | 235,233 | 183,871 | 196,036 | 850,857 | SJC | 1,607,617 | **53%** |
| **SUBTOTAL CA DEPT of ED** | | **235,717** | **235,233** | **183,871** | **196,036** | **850,857** | | **1,607,617** | **53%** |
| **GRAND TOTAL** | | **1,758,757** | **1,366,336** | **582,300** | **427,524** | **4,134,917** | | **10,159,939** | **41%** |
| | | | | | **CCP In-Kind** | **372,562** | | | |
| | | | | | | **4,507,479** | | | |

**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, 2026 through February 28, 2027**
**Report for period ending June 30, 2026 (Month 4 of 12)**

**Percent of year elapsed: 33.33%**

| LOCATION | FUNDED ENROLL-MENT | Mar-26 | Apr-26 | May-26 | Jun-26 | YTD Totals | IN-KIND GOAL | % OF GOAL MET |
|---|---|---|---|---|---|---|---|---|
| Kern Community College District - BC | 32 | 28,364 | 28,174 | 29,782 | 30,795 | 117,115 | 137,864 | 85% |
| KCSOS - Blanton | 16 | 39,828 | 32,032 | 37,058 | 32,023 | 140,940 | 68,932 | 204% |
| Garden Pathways | 11 | 0 | 0 | 0 | 0 | 0 | 47,391 | 0% |
| Taft College | 42 | 37,023 | 35,735 | 18,539 | 23,209 | 114,507 | 180,947 | 63% |
| Escuelita Hernandez | 16 | 0 | 0 | 0 | 0 | 0 | 68,932 | 0% |
| Program Services | | 0 | 0 | 0 | 0 | 0 | | |
| Admin Services | | 0 | 0 | 0 | 0 | 0 | | |
| **GRAND TOTAL** | **117** | **105,214** | **95,941** | **85,379** | **86,027** | **372,561** | **504,065** | **74%** |

*Budget reflects Notice of Award #09CH012489-03-01*

# MEMORANDUM

**To:** Budget and Finance

**From:** Tracy Webster, Chief Financial Officer

Tracy Webster

**Date:** August 19, 2026

**Subject:** *Agenda Item 4b:* 2026-27 SJCOE State Contract Retroactive Renewals – **Action Item**

---

The Head Start and State Child Development Division is requesting approval from the Board of Directors to renew our state contracts with the San Joaquin County Office of Education (SJCOE) for State Preschool (CSPP) and General Childcare (CCTR) funds. This funding supports services for 153 preschool-age children and 144 infant/toddlers in the cities of Lathrop, Lodi, 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 contracts with SJCOE began on July 1, 2026. CAPK received them after the beginning of the contract period, and staff are requesting approval retroactively.

The renewed agreements between the San Joaquin County Office of Education and Community Action Partnership of Kern are to conduct of Head Start Preschool and Early Head Start program activities will be effective from **July 1, 2026, to June 30, 2027.** The funding for CSPP is in the amount of **$2,176,902**. The CCTR funding is in the amount of **$3,086,688.** With the retroactive approval from the board, contracts will be fully executed prior to the end of August. It is important to note that CAPK received the contract from SJCOE in late July 2026. Head Start leadership was in discussions with SJCOE regarding the delayed release of the renewal contracts. Services to children were not interrupted, nor were payment of invoices delayed.

This initiative aligns with CAPK's Strategic Priority A as our continued partnership fosters 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 CSPP and CCTR contracts and authorize the Chief Executive Officer to execute the contract and any amendments.

***Attachments:***

*SJCOE 2026-27 CSPP Contract Agreement*
*SJCOE 2026-27 CCTR Contract Agreement*

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

# TIERED COOPERATIVE AGREEMENT

This agreement, by and between the San Joaquin County Office of Education, hereinafter referred to as OFFICE, and **Community Action Partnership Kern,** headquartered at **1300 18th St., Ste. 200 Bakersfield, CA 93301** hereinafter referred to as SUBCONTRACTOR, is for the purpose of conducting activities of the California State Preschool program (CSPP) during the period of Funding to OFFICE is provided by the California Department of Education – Early Education Division, hereinafter referred to as EED. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Funding Authority

   Funding for this contract is authorized under California State Preschool Program – CSPP-6485.

2. Maximum Reimbursable Amount (MRA)

   SUBCONTRACTOR agrees to carry out those responsibilities assigned to it by this agreement for a maximum of **$ 2,176,902.00** of state contract funds.

   Maximum administrative rate is 8.5% of allowable expenditures.

3. Service Requirements

   To be eligible to receive the maximum reimbursable amounts listed in Section 2, SUBCONTRACTOR is required to earn **44, 300.00** of net child days of enrollment (CDE) as specified in Attachment A, CDE Earnings Projection Sheet, which is attached, and by reference made part of this agreement. "Net" is defined as Total CDE earned less the CDE necessary to earn the family fees collected. Should EED provide a "Hold Harmless" period, earnings requirement will be adjusted accordingly.

   SUBCONTRACTOR is contracted to serve the total number of children for the minimum days of operation and sites stated therein, with any proposed changes approved by in advance by OFFICE.

4. Reimbursement Rate

   The rate at which SUBCONTRACTOR shall be reimbursed for each eligible net adjusted CDE reported on page one of the monthly CDFS 9500 is **$49.14**

   The rate at which the collected family fees shall be earned is **$55.27**.

5. Minimum Days of Operation (MDO)

   SUBCONTRACTOR is required to operate the minimum number of days as specified in Attachment A, which may not be less than 98% of **244**. Any changes to the approved MDO must be requested of and approved by OFFICE. Upon approval of any changes to MDO, notification will be provided to all affected families within 24 hours.

6. Timeframe for SUBCONTRACTOR Performance

   The time for SUBCONTRACTOR performance shall not begin prior to, nor shall it extend beyond, the time period of the contract between the OFFICE and the EED. Any services rendered by the SUBCONTRACTOR outside this timeframe shall not be eligible for reimbursement or recognition under this agreement.

7. Maximum Dollar Allocations

All dollar allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets, actual SUBCONTRACTOR earnings, minimum days of operation, and expenditures, or for failure to perform or meet standards or regulations. A review will be held after the submission of the December invoice to determine if reductions to the funded amounts should be amended.

8. Budget Revisions

A budget revision from one category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in Equipment if $10,000 or more or construction/renovation if $10,000 or more, requires prior written approval from OFFICE and EED. Should prior EED approval be required, SUBCONTRACTOR must submit to OFFICE a description of the need for the purchase, three quotes for the purchase, the recommended vendor from the submitted quotes, and a completed EPAR form. No purchase can occur until the approval from EED is received by OFFICE.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions will not be accepted from SUBCONTRACTOR after April 15 of the contract term.

9. Budget and Narrative

All funds to be awarded under this agreement shall be requested by SUBCONTRACTOR and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved CDE Earnings Projection Worksheets, and supporting narratives that shall be supplied by OFFICE.

Approved budgets are attached to this agreement.

10. Program Earnings

SUBCONTRACTOR may earn and receive all its MRA if it generates 100% of specified CDE, maintains at least 95% of monthly average daily attendance (ADA), operates at least 98% of approved MDO, and spends 100% of the amount earned. For any deviations beyond the approved levels specified, SUBCONTRACTOR earnings will be reduced on a prorated basis.

If SUBCONTRACTOR enrolls less than 97% of the total number stated in Section 3 or fails to maintain enrollment through the program fiscal year the OFFICE will implement the High-Risk Review support and receive 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 CQI plan. CQI Plans will identify areas of improvement, responsibilities of the educational partner and 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.
- If failure to address and/or correct Risk Management or Program Quality indicators within twelve months, SJCOE may issue a redesignation or reallocation of terms.

11. Compliance

SUBCONTRACTOR shall conduct all phases of program operation in accordance with OFFICE, EED, California Department of Social Services Community Care Licensing Division (CCLD) and other applicable rules, regulations, and mandates. and consistent with OFFICE program goals and objectives. OFFICE retains authority to determine whether SUBCONTRACTOR meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits and review electronic data sources at any time. Serious violations of the requirements or failure to correct any identified deficiencies in a timely manner, as determined by OFFICE, may result in suspension or termination of the agreement with or without advanced notice depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or SUBCONTRACTOR's requirements, the most stringent provision(s) take precedence.

OFFICE expects SUBCONTRACTOR to achieve successful outcomes for all enrolled children and families through the provision of high-quality, comprehensive services by well-trained and supported staff. Furthermore, OFFICE expects SUBCONTRACTOR to respond to communication and submit required invoices and reports and requests for information, clarification and/or documentation in a timely, accurate manner.

SUBCONTRACTOR demonstrates commitment to providing a high-quality program by:
1. participating in the Quality Rating and Improvement System (QRIS) program;
2. effectively addressing issues related to culture, diversity, and equity;
3. fostering relationships, interactions, and guidance at all levels;
4. engaging families and communities;
5. including children with disabilities or other special needs;
6. promoting health, safety and nutrition;
7. assessing children's development and learning;
8. intentionally planning the learning environment and curriculum;
9. supporting professionalism and continuous learning;
10. provide a written plan for staff vacancies to ensure staff vacancies are filled in an efficient timeline, with no impact on services to children; and
11. effectively administering programs and supervising staff.

All activities authorized by this agreement shall be performed in accordance with the approved budgets, agreement terms and conditions, and all relevant OFFICE and EED directives.

SUBCONTRACTOR certifies it has and will maintain the capacity to provide ethical and high quality early care and education services by employing staff who are trained, supported, and monitored in implementing identified best practices in education, health, safety, nutrition, and social-emotional services to children ages birth to compulsory school-age and their families as indicated appropriate by National Association for the Education of Young Children (NAEYC).

12. Tiered Cooperative Review Status Requirements

OFFICE expects SUBCONTRACTOR 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 Continuous Quality Improvement (CQI) Plan activities
- Conduct and collaborate in annual Program Self Evaluation (CCTR/CSPP Contracts)

OFFICE used the Tiered Cooperative Agreement Process to review SUBCONTRACTOR'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. |

EES will assign an Interim Tiered Cooperative Agreement status for all new Educational Partners and existing educational partners in the first year of the Tiered Cooperative Agreement Implementation ("First Year Implementation"). The First Year Implementation will consist of a review of Basic Expectations/Structural Systems and Risk Review/Fiscal Indicators. All indicators will be reviewed thereafter during the yearly scheduled Tiered Cooperative Agreement.

13. Services and Responsibilities

The SUBCONTRACTOR agrees to provide the following services under this subcontract in accordance with the California State Preschool Program (CSPP) requirements and the terms of this agreement:

SUBCONTRACTOR Responsibilities:

The SUBCONTRACTOR shall:

13.1 Provide High-Quality Early Childhood Education Services

- Operate a CSPP program that meets the requirements outlined by the EED.
- Ensure all instructional and caregiving staff meet the qualifications mandated by Title 5 and Title 22 regulations.
- Implement a developmentally appropriate curriculum aligned with the California Preschool Learning Foundations and the Desired Results Developmental Profile (DRDP).
- Maintain child-staff ratios and group sizes in accordance with CSPP regulations.
- SUBCONTRACTOR will utilize the systems, forms, and processes developed by the OFFICE, or 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.

13.2 Enrollment and Attendance Requirements
- Enroll and serve the agreed-upon number of children as specified in Attachment A (CDE Earnings Projection Sheet).
- Ensure attendance tracking and reporting to meet CSPP funding requirements, maintaining at least 95% monthly average daily attendance.

13.3 Family Engagement and Support
- Engage families in their child's learning and development through regular communication, parent-teacher conferences, and family engagement activities.
- Provide families with resources and referrals to support child development, health, and social services as needed.

13.4 Compliance with Licensing and Safety Regulations
- Maintain active licenses with the California Department of Social Services, Community Care Licensing Division (CCLD).
- Ensure facilities meet safety and accessibility requirements, including compliance with the Americans with Disabilities Act (ADA) and California Playground Safety regulations.
- Report unusual incidents, licensing citations, or any regulatory compliance issues to the OFFICE within 24 hours.

13.5 Program Monitoring and Reporting
- Submit required documentation and reports in a timely manner as specified in Attachment B – Required Documentation and Submission Timelines.
- Participate in quality assurance site visits, compliance monitoring, and annual program evaluations conducted by the OFFICE.
- Maintain accurate financial, programmatic, and personnel records for audit and compliance purposes.

13.6 Staff Development and Training
- Ensure that all teaching and support staff receive ongoing professional development in alignment with CSPP requirements, including training on child development, curriculum implementation, and inclusive practices.
- Participate in Quality Rating and Improvement System (QRIS) activities, as applicable.

13.7 Food and Nutrition Services
- Enroll all eligible CSPP children in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP).
- Ensure compliance with nutritional guidelines and timely submission of food program claims.

<u>OFFICE Responsibilities:</u>

The OFFICE shall:

13.8 Provide Oversight and Technical Assistance
- Offer guidance on program implementation, compliance, and best practices.
- Conduct announced and unannounced site visits to ensure compliance with CSPP regulations.
- Review and approve subcontractor invoices, program documentation, and budget revisions.

13.9 Process Reimbursements and Budget Allocations
- Disburse payments in accordance with contract terms and approved reimbursement schedules.
- Review financial reports to ensure alignment with CSPP funding guidelines.

13.10 Ensure Regulatory Compliance
- Monitor program operations to verify compliance with federal, state, and local regulations.

- Provide corrective action plans and support in cases of non-compliance.

13.11 Facilitate Training and Professional Development
- Offer training sessions for SUBCONTRACTOR staff on CSPP program requirements, curriculum implementation, assessment tools, and compliance monitoring.
- Provide updates on policy changes and best practices.

13.12 Communicate Expectations and Updates
- Maintain open communication with the SUBCONTRACTOR regarding policy updates, changes in funding terms, and program expectations.
- Provide support for contract amendments and program modifications as needed.

14. Food Program

SUBCONTRACTOR assures that all eligible CSPP enrolled children shall also be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly SUBCONTRACTOR Agency Claim as it is received by SUBCONTRACTOR. The final SUBCONTRACTOR Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by SUBCONTRACTOR.

SUBCONTRACTOR shall also provide OFFICE with a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within 10 calendar days of receipt of the report or correspondence.

SUBCONTRACTOR shall notify OFFICE by telephone within 24 hours and provide a copy within 10 calendar days of receipt of any termination notices related to CACFP/NSLBP services.
Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

15. Facility Licenses and Standards

SUBCONTRACTOR assures that all children shall be located in centers licensed through California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in SUBCONTRACTOR's centers, and that copies of all current center licenses shall be on file in SUBCONTRACTOR office and copies of new center licenses shall be submitted to OFFICE prior to the first day children are present.

SUBCONTRACTOR shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

SUBCONTRACTOR shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of the filing of any Unusual Incident Report and provide copies of any written documents related to the incident within 2 business days of reporting.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of receipt of any report when cited by any regulatory agency including those that may result in the assessment of a fine or serious non-compliance designation including any deficiency or revocation of license, contract, or agreement.

SUBCONTRACTOR shall provide copies of any written documents related to each incident within 2 business days of the citation or receipt of additional documentation after the original citation.

No funds awarded under this agreement may be used to pay fines resulting from CCLD violations, other regulatory agency citations, costs of legal, consulting and accounting services incurred in prosecution of claims against the state or OFFICE, or bad debts, including losses arising from uncollectible accounts and any related legal costs.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for reduction, non-renewal, or termination of this agreement.

16. Insurance/Incorporation Requirements

16.1 SUBCONTRACTOR shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

16.2 SUBCONTRACTOR shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation, is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

16.3 SUBCONTRACTOR shall ensure that contracts with third party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Ed Code Section 49073.1) and require Cyber Liability Insurance for the duration of this agreement with a minimum of $1,000.000. Should such SUBCONTRACTOR fail to provide the required cyber insurance, SUBCONTRACTOR is responsible for procuring and maintaining such policy.

16.4 SUBCONTRACTOR shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policy.

16.5 SUBCONTRACTOR shall purchase and maintain child accident insurance coverage for all children enrolled.

16.6 SUBCONTRACTOR shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

17. Mileage Reimbursement and Out-of-Area Travel

SUBCONTRACTOR shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to EED's non-represented employees computed in accordance with California State Department of Personnel Administration regulations, California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1.

18. Required Reports/Documents

SUBCONTRACTOR agrees to submit to OFFICE or have on file such reports and other program data as may be required by EED or OFFICE in accordance with indicated timelines, including but not limited to the items listed on Attachment B – Required Documentation and Submission Timelines.

Failure of SUBCONTRACTOR to submit and/or have available on file any of the reports listed in Attachment B in a complete, accurate, and timely manner shall be sufficient cause for OFFICE to delay payment of any or all funds then due SUBCONTRACTOR until such time as the required reports are submitted or available to and accepted by OFFICE.

SUBCONTRACTOR must use the designated, mandatory forms, software, data management systems, policies, and procedures selected by OFFICE unless an approved waiver is on file. A waiver may be requested in writing using OFFICE's established procedure. Approval must be granted prior to the SUBCONTRACTOR's implementation of waived material. OFFICE is under no obligation to approve requested waiver(s).

19. Internal Controls

SUBCONTRACTOR shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties and full implementation of the identified accounting software and related written agency procedures.

SUBCONTRACTOR shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

SUBCONTRACTOR shall ensure that all financial information used for reporting and planning is complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

20. Meetings with SUBCONTRACTOR and Site Visits

Regular meetings with SUBCONTRACTOR management staff shall be hosted and facilitated by OFFICE and attended by SUBCONTRACTOR. OFFICE shall also make site visits as deemed necessary to monitor and implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

21. Annual Program Evaluation

21.1 OFFICE and SUBCONTRACTOR shall annually conduct a Program Evaluation to assess compliance and quality. The documents and procedures to be used shall be designated by OFFICE.

21.2 Training shall be provided by OFFICE to key SUBCONTRACTOR staff, parents, board members, and community SUBCONTRACTORs who will participate as part of the Program Evaluation process.

21.3 SUBCONTRACTOR will establish and maintain a physical and/or electronic Compliance Monitoring Review box that includes all required information, documents, and files for each classroom/site that is available for review at any time.

21.4 SUBCONTRACTOR understands and agrees that SUBCONTRACTOR shall be responsible for developing a written plan outlining strategies for corrective actions for each noncompliance item, and that failure to develop and implement such a plan may result in OFFICE not offering an agreement to SUBCONTRACTOR in ensuing years.

22. Participation in OFFICE functions

SUBCONTRACTOR agrees to participate in OFFICE coordinated meetings, trainings, events, and other functions that are consistent with the goals of the program or necessary for the OFFICE to discharge its responsibility to EED. OFFICE shall provide guidance to SUBCONTRACTOR in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

23. Maintenance of Records

23.1 SUBCONTRACTOR shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

23.2 SUBCONTRACTOR shall maintain all financial records and supporting documentation according to generally accepted accounting principles for public agencies and/or non-profit organizations.

23.3 SUBCONTRACTOR shall permit OFFICE and/or agents of EED to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

23.4 All records shall be stored and maintained securely for a minimum of five years after completion of the agreement period.

24. Property Management

24.1 Title to equipment and/or supplies purchased with OFFICE funds vests with the SUBCONTRACTOR only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall be reverted to the OFFICE in trust for EED. The State of California (EED) retains title to any equipment or supplies purchased with funds from this agreement. Upon termination or non-renewal of the subcontract, the equipment shall be returned to OFFICE.

24.2 Property, equipment, and/or supplies purchased on behalf of SUBCONTRACTOR by OFFICE that would be subject to inventory provisions if purchased by SUBCONTRACTOR must be included in SUBCONTRACTOR inventory records with notation of any items purchased by OFFICE.

24.3 A control system must be maintained to ensure adequate safeguard to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

24.4 A perpetual property inventory shall be maintained by SUBCONTRACTOR containing the following minimum information for all equipment and supplies with a purchase price of at least $1,500 and/or a useful shelf life of over 1 year that were purchased with EED funds:

- Description, including intended use and estimated useful life
- Manufacturer's serial number or identification number
- Asset number
- Acquisition date
- Original cost
- Vendor name and address
- Source(s) of funding used to purchase
- Percent of EED funds used to purchase item
- Location of item
- Condition
- Ultimate disposition data (including date of disposal and sale price, if applicable)

24.5 A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

24.6 The EED definition of equipment purchased with subcontract 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 EED funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of

$10,000 or more shall include 3 price quotes. All equipment purchases of $10,000 must be pre-approved by EED prior to purchase.

24.7 Written approval must be given by OFFICE in order for SUBCONTRACTOR to dispose of any item with current per unit fair market value of $1,000 or more and having a useful life of more than one year.

25. SUBCONTRACTOR PAYMENT

Funds shall be disbursed to SUBCONTRACTOR according to the following schedule, subject to the receipt of funds by OFFICE.

25.1 SUBCONTRACTOR may have funding advance payments available for the months of July, August and September. In order to receive the advance payments, individual monthly invoices for the amount of child days of enrollment projected to be earned as provided in Attachment A multiplied by the rate in Section 4 and shall be filed by the date of full execution of this agreement.

25.2 Any actual under- or over-earning of child days of enrollment realized for July, August, and September adjusted for family fees collected will be included in the October claim through the year-to-date figures on the OFFICE provided invoice template.

25.3 SUBCONTRACTOR shall file a monthly Agency Invoice with supporting documentation of actual child days of enrollment earnings, family fees collected, and expenditures with OFFICE no later than the 15th of the month following the activities reported.

Each invoice will include only the accurate and true amounts from SUBCONTRACTOR's accounting and child data management records and shall not include any late fees charged by any vendor, regulatory agency, or financial institution.

Should an extension for submission of the monthly invoice be necessary, a request should be made to hs-ece-fiscal@sjcoe.net before the due date. For invoices for the months of September, December, March, and June no extensions can be granted due to report filing deadlines.

25.4 Upon the receipt and approval of each monthly invoice submitted by SUBCONTRACTOR, the OFFICE shall reimburse SUBCONTRACTOR claim. Total annual reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.

25.5 OFFICE reserves the right to refuse payment of any claim, or any final payment due SUBCONTRACTOR until OFFICE is satisfied SUBCONTRACTOR has fulfilled all 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.

25.6 A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to SUBCONTRACTOR shall be refunded to OFFICE within 15 calendar days of notification.

25.7 SUBCONTRACTOR shall submit all final invoices as required in Attachment B.

25.8 SUBCONTRACTOR shall have and adhere to a board adopted policy prohibiting interfund loans using contract funds.

25.9 The consideration paid to SUBCONTRACTOR, as provided in this agreement, is the full compensation for all SUBCONTRACTOR's expenses incurred in the performance of this agreement. SUBCONTRACTOR must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

26. CalPERS/CalSTRS Retirement Reporting

1. Is the SUBCONTRACTOR an employee of the OFFICE? Yes ☐ No ☐

2. Have any SUBCONTRACTOR employees previously been employed by the OFFICE?
   Yes ☐ No ☐

3. Are any SUBCONTRACTOR employees a California Public Employees Retirement System (CalPERS) or California State Teachers Retirement System (CalSTRS) members?
   Yes ☐ No ☐

   If yes, which system? CalPERS ☐ CalSTRS ☐

4. Are any SUBCONTRACTOR employees or subcontractors a CalPERS or CalSTRS retiree?
   Yes ☐ No ☐

   If yes, which system? CalPERS ☐ CalSTRS ☐

27. Staff/Child Ratios

SUBCONTRACTOR assures that staff/child ratios shall be maintained per applicable regulations determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

| Source of Program Funds | Applicable Regulations |
|---|---|
| EED Funds Only | Title 5 and Title 22 |
| Head Start and EED | Title 5, Title 22, and Head Start Performance Standards |

28. Audit Requirements

28.1 SUBCONTRACTOR's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by SUBCONTRACTOR. Such audit costs may be included in SUBCONTRACTOR budget.

28.2 SUBCONTRACTOR agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and EED. Corrective procedures recommended in the audit report will be reviewed by OFFICE with SUBCONTRACTOR, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to SUBCONTRACTOR or termination or non-renewal of this agreement.

28.3 SUBCONTRACTOR shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, SUBCONTRACTOR's lack of performance as required by this agreement.

28.4 SUBCONTRACTOR shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 10 days of receipt and acceptance of said report from auditors.

29. Subcontracting

29.1 No portion of the program operations or of program funds shall be subcontracted, used to jointly operate a different program with another agency, or otherwise contracted by SUBCONTRACTOR without prior written authorization from OFFICE.

29.2 All subcontracts are subject to audit as required by OFFICE.

29.3 The SUBCONTRACTOR, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE or EED.

29.4 SUBCONTRACTOR agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, SUBCONTRACTORs, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the SUBCONTRACTOR in the performance of this agreement.

29.5 The SUBCONTRACTOR, and the agents and employees of the SUBCONTRACTOR, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

29.6 SUBCONTRACTOR shall include the nondiscrimination and compliance provisions of Section 35 of this agreement in all subcontracts to perform work under this agreement.

30. Approval Requirements for Subcontracts Exceeding $10,000

30.1. Subcontracts in excess of ten thousand dollars ($10,000) cannot become effective and binding on either the OFFICE or the SUBCONTRACTOR until approved in writing by the EED. Any work performed by the SUBCONTRACTOR prior to the date of such approval shall not be used as a claim against the State.

30.2. Any modifications to contracts exceeding ten thousand dollars ($10,000) shall also not be effective until approved in writing by the EED. Any work performed in furtherance of such modifications prior to approval shall not be used as a claim against the CDSS.

31. Annual Agreement Renewal

The completion of an agreement by SUBCONTRACTOR does not grant vested rights to subsequent agreements. SUBCONTRACTOR shall be notified of renewal criteria during the annual contract review process.

If at any time during the agreement period, the SUBCONTRACTOR 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). Technical assistance will be implemented within thirty days.

OFFICE will determine the level of support 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.

32. 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.

33. Termination of the Agreement

33.1. Termination for Convenience

a. SUBCONTRACTOR or OFFICE may terminate this agreement for any reason during the agreement term. The SUBCONTRACTOR or OFFICE shall notify the other of its intent to terminate the contract at least 30 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the SUBCONTRACTOR notifies the OFFICE of its intent to terminate the agreement, the SUBCONTRACTOR shall submit: (1) a current inventory of equipment and supplies with a purchase price of $1,500 or more and/or a shelf life of over one year purchased in whole or in part with agreement funds; (2) the names, addresses, and telephone numbers of all families served by the agreement; and (3) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate SUBCONTRACTOR for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the SUBCONTRACTOR. The OFFICE shall offset any monies the SUBCONTRACTOR owes OFFICE against any monies the OFFICE owes SUBCONTRACTOR under this agreement.

33.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR if SUBCONTRACTOR fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of SUBCONTRACTOR under this agreement is not satisfactory.

Performance may be considered unsatisfactory if:

a. SUBCONTRACTOR has been determined to have two or more unresolved areas of noncompliance in a monitoring review conducted by OFFICE;

b. SUBCONTRACTOR has any criminal or civil judgements levied against the agency.

c. SUBCONTRACTOR has had one or more CCLD license revocation of operated childcare centers;

d. SUBCONTRACTOR has been suspended or terminated from any program or other funding source;

e. SUBCONTRACTOR, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135;

f. SUBCONTRACTOR has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement;

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the SUBCONTRACTOR under this agreement and the balance, if any, shall be paid to the SUBCONTRACTOR upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

33.3. Breach of Contract

If SUBCONTRACTOR materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR. Any one of the following specific actions by SUBCONTRACTOR shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.
d. Administrative mismanagement.
e. Board misconduct
f. Misuse of funds
g. Denial of access to authorized representatives of the OFFICE, EED, or any of their agents to all program-related or fiscal records during normal business hours.
h. Lack of fiscal accountability.
i. Unsatisfactory performance under terms and conditions of this agreement.
j. Failure to complete and submit a timely audit of the prior year agreement

33.4. Remedies for Breach of Contract (For Subcontracts Exceeding $10,000)

In the event that the SUBCONTRACTOR fails to fulfill its contractual obligations, engages in misconduct, or otherwise breaches the terms of the subcontract, the OFFICE reserves the right to take appropriate remedial actions. If a breach is identified, the OFFICE will provide the SUBCONTRACTOR with a written notice outlining the specific violation(s) and the required corrective actions. The SUBCONTRACTOR will be given a reasonable timeframe, not to exceed 30 business days, to address and correct the deficiency. The SUBCONTRACTOR must submit a written corrective action plan detailing the steps it will take to resolve the issue. This plan must be reviewed and approved by the OFFICE before implementation, and the OFFICE reserves the right to conduct follow-up audits, site visits, or reviews to verify compliance.

If the SUBCONTRACTOR fails to resolve the breach within the designated timeframe, the OFFICE may impose financial penalties. These may include the withholding of a portion or the entirety of payments due to the SUBCONTRACTOR until the issue is corrected. The withheld funds may only be released once the OFFICE is satisfied that full compliance has been restored. Additionally, if the breach results in financial loss or non-compliance with funding regulations, the SUBCONTRACTOR may be required to reimburse the OFFICE for any affected amounts.

If the breach is not resolved within the corrective action period or if the violation is deemed severe, the OFFICE reserves the right to terminate the subcontract. A written notice of termination will be issued, which may be effective immediately or within a specified timeframe. Upon termination, the SUBCONTRACTOR must cease all services and return any unspent funds. If the breach results in damages, legal violations, or failure to meet state or federal regulatory requirements, the OFFICE may pursue legal action against the SUBCONTRACTOR for damages, penalties, or contract violations. Furthermore, repeated or serious breaches may result in the SUBCONTRACTOR being disqualified from entering into future agreements with the OFFICE.

These remedies ensure accountability and protect the interests of all parties involved. The OFFICE will make reasonable efforts to work with the SUBCONTRACTOR to correct deficiencies before imposing severe penalties, but failure to comply with contractual terms may lead to

financial and legal consequences.

33.5. Re-Designation or Re-Allocation of Fiscal Terms

OFFICE may issue a re-designation or re-allocation of fiscal terms if SUBCONTRACTOR in a High-Risk Review fails to address and/or correct *Risk Management* or *Program Quality* indicators as requested or if the SUBCONTRACTOR 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.

33.6. Tiered Cooperative Agreement Transition Plan

Should the SUBCONTRACTOR be subject to termination of agreement, failure to perform, breach of contract, re-designation or re-allocation of fiscal terms, the SUBCONTRACTOR and OFFICE will develop a transition plan. This transition plan will be developed within the first two weeks of notification from OFFICE to SUBCONTRACTOR 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 SUBCONTRACTOR 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. SUBCONTRACTOR subject 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.

33.7. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of EED funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. SUBCONTRACTOR is operating in violation of regulations creating imminent danger to the health and welfare of children, parents, and/or staff.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children, their families, or staff.

33.8. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with SUBCONTRACTOR, OFFICE may terminate this agreement upon 30 calendar day's written notice to SUBCONTRACTOR.

34. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

SUBCONTRACTOR agrees to hold harmless and to indemnify OFFICE and the State of California, the officers, agents and employees of both OFFICE and State of California for any injury to person or property sustained by SUBCONTRACTOR or by any person, firm, or corporation employed directly or indirectly by the SUBCONTRACTOR or by any of the individuals participating in or associated with SUBCONTRACTOR, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of SUBCONTRACTOR or any person, firm, or corporation directly or indirectly employed by SUBCONTRACTOR upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and SUBCONTRACTOR, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require SUBCONTRACTOR to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

35. Nondiscrimination Requirements

35.1. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor Office and its SUBCONTRACTORs shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and SUBCONTRACTORs shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and SUBCONTRACTORs shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.).

35.2. The applicable regulations of the Fair Employment and Housing Commission implementing

Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its SUBCONTRACTORs shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. During the performance of this agreement, SUBCONTRACTOR shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

SUBCONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

35.3. SUBCONTRACTOR shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

35.4. SUBCONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

36. Nepotism Prohibition

SUBCONTRACTOR shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any SUBCONTRACTOR employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the SUBCONTRACTOR's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

SUBCONTRACTOR understands that the California Political Reform Act of 174 ("PRA") prohibits public officials from participating in making or in any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. The SUBCONTRACTOR further understands violation of the PRA may lead to potential civil and criminal penalties should the SUBCONTRACTOR participate in making or any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. California Government Code Section 82048 defines the term "public official" for purposes of the PRA as "every member, officer, employee, or consultant of a state or local government agency."

37. Drug-Free Workplace Act

SUBCONTRACTOR certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

38. Americans with Disabilities Act

SUBCONTRACTOR certifies that 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.

39. Child Support Compliance

SUBCONTRACTOR acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

40. Trafficking Victims Protection Act

This agreement is subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

41. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671(q)) and Federal Water Pollution Control Act as amended (33 USD 1251-1387).

42. Licenses and Standards

SUBCONTRACTOR assures that all required Federal, State, and Local Government licenses, standards, and procedures are maintained during the provision of services stipulated in this agreement.

43. Liability of SUBCONTRACTOR Negligence

SUBCONTRACTOR shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards of the Early Education profession and shall be liable for its own negligence and the negligent act of its employees, agents, contractors, and SUBCONTRACTORs. Except as set forth in this agreement, OFFICE shall have no right of control over the manner in which the work is to be done but only as it its outcome and shall not be charged with the responsibility of preventing risk to SUBCONTRACTOR or its employees, agents, contractors, and SUBCONTRACTORs.

44. OFFICE'S Right of Retention

OFFICE shall become the owner of, and entitled to exclusive possession of all records, documents, graphs, photographic, or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of OFFICE. Proprietary materials will be exempted from this clause.

45. Amendment/Alteration of Agreement

45.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.

45.2. If SUBCONTRACTOR makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or CDSS.

This Tiered Cooperative agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof, OFFICE and SUBCONTRACTOR have executed this agreement this 1st day of July, 2026.

| | |
|---|---|
| COMMUNITY ACTION PARTNERSHIP KERN | SAN JOAQUIN COUNTY OFFICE OF EDUCATION: |
| JEREMY TOBIAS<br>CHIEF EXECUTIVE OFFICER | TROY A. BROWN, Ed.D.<br>COUNTY SUPERINTENDENT OF SCHOOLS<br><br>By: Anthony Flores, Division Director<br>Operations and Support Services |
| | Anthony Flores |
| Signature | Signature |
| | 07/30/2026 |
| Date | Date |

GB

• Project Manager Authorization •

Total Contract Amount: **$2,176,902.00**

Budget Account Number: 12-6105-0-8500-1000-5809-700-7765 **$50,000.00**

Budget Account Number: 12-6105-0-8500-1000-5100-7000-7765 **$2,126,902.00**

| | |
|---|---|
| Project Manager Signature | 07/30/2026<br>Date |

• Certification Regarding Debarment, Suspension, or Ineligibility •

The SUBCONTRACTOR certifies that the SUBCONTRACTOR, and any of its Principals, independent contractors, and/or SUBCONTRACTORs:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
2. Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or preforming a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with,

   commission of any of the offenses enumerated in paragraph 2 (above) of this section; and
4. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

Project's Manager Signature

SUBCONTRACTOR Signature

• Fingerprinting Certification •

I hereby certify that the SUBCONTRACTOR for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Project's Manager Signature

07/30/2026
Date

• San Joaquin County Office of Education •

Anthony Flores

Contract Manager's Signature

07/30/2026
Date

# Contractor Certification of Criminal Background Check

_____ 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 ("SJCOE"), pursuant to the contract dated July 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.

Contractor/Consultant further certifies, pursuant to Education Code 45125(a), that it will promptly provide the SJCOE with copies of any subsequent and/or conviction reports it receives regarding these applicable employees.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

_____ Date

_____ Name of Business

_____ Signature of Contractor/Consultant

_____ Title of Person Signing Certification

ATTACHMENTS:

Attachment A – CDE Earnings Projection Sheet

Attachment B – Required Documentation and Submission Timelines

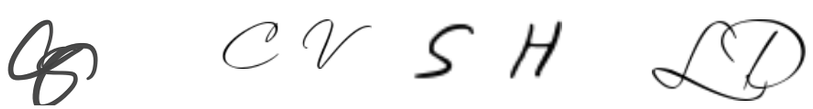
Approved Budgets

Tiered Agreement Matrix

CSPP CDE Projection Worksheet - Initial
2026-27

| | |
|---|---|
| Contract | CSPP |
| CDE | 44,300.0000 |
| Rate | $ 49.14 |
| MRA | $ 2,176,902 |
| Family Fees | $ 1,500 |
| Contract to Earn | $ 2,178,402 |
| CDE's needed | 44,331 |

| Site | Slots | Daily CDE | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June | Total | Total CDE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Marci Massei A | 17 | 17.7115 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,321.606 |
| Lathrop A | 17 | 28.6000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 6,978.400 |
| Tiny Powers A | 17 | 28.6000 | 20 | 21 | 21 | 22 | 18 | 20 | 18 | 18 | 23 | 22 | 20 | 20 | 243 | 6,949.800 |
| Tiny Powers B | 17 | 17.7115 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,321.606 |
| Plaza A | 12 | 20.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,977.600 |
| Plaza B | 12 | 12.6334 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,082.550 |
| University Park B | 11 | 19.4000 | 0 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 224 | 4,345.600 |
| University Park B | 16 | 26.8000 | 0 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 224 | 6,003.200 |
| University Park C | 17 | 17.7115 | 0 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 224 | 3,967.376 |
| Kennedy | 17 | 17.7115 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,321.606 |
| | | 0.0000 | | | | | | | | | | | | | 0 | - |
| | | 0.0000 | | | | | | | | | | | | | 0 | - |
| | | 0.0000 | | | | | | | | | | | | | 0 | - |
| | | 0.0000 | | | | | | | | | | | | | 0 | - |
| | | 0.0000 | | | | | | | | | | | | | 0 | - |
| | | 0.0000 | | | | | | | | | | | | | 0 | - |
| | | 0.0000 | | | | | | | | | | | | | 0 | - |
| | | | | | | | | | | | | | | | | |
| | 153 | 207.2794 | | | | | | | | | | | | | | 49,269.3440 |
| Monthly Projected CDE | | | 2,867.358 | 4,352.867 | 4,352.867 | 4,560.147 | 3,731.029 | 4,145.588 | 3,909.709 | 3,731.029 | 4,767.426 | 4,560.147 | 4,145.588 | 4,145.588 | | 46,401.986 |
| Projected Vacancy Rate: | | | | | | | | | | | | | | | | 10.000000% |
| Net Projected CDE | | | 2,580.622 | 3,917.581 | 3,917.581 | 4,104.132 | 3,357.926 | 3,731.029 | 3,518.738 | 3,357.926 | 4,290.684 | 4,104.132 | 3,731.029 | 3,731.029 | | 44,342.409 |
| Monthly Projected Earnings | | | $ 126,812 | $ 192,510 | $ 192,510 | $ 201,677 | $ 165,008 | $ 183,343 | $ 172,911 | $ 165,008 | $ 210,844 | $ 201,677 | $ 183,343 | $ 183,343 | | $ 2,178,986 |



**Tiered Agreement Matrix**

The Tiered Cooperative Agreement Risk Review Indicator Table demonstrates the level of support needed for the Educational Partners in each indicator, from the “High Risk”, a high need for support, to “Moderate Risk”, less need for support, to the “Low Risk”, with no need for support.

| Determining *Program Quality* Level of Risk Review Indicator Table | | | | | |
|---|---|---|---|---|---|
| Indicators | | Regulations/ Standards | **High Risk** 1 or more in high-risk results in high-risk determination | **Moderate Risk** 2 or more in moderate risk and 0 in high risk | **Low Risk** all in low risk, no more than 1 in moderate risk |
| **1.Basic Expectations / Structural Systems** | 1.1 Staff Vacancy | Regulation:<br><br>Standard: | Evidence of staff vacancies impacting services to children, regardless of whether a written plan is in place. | A written plan is implemented to address staff vacancies with minimal impact on services to children. | A written plan is effectively implemented to ensure that staff vacancies have no impact on services for children. |
| | 1.2 Health and Safety Systems | Regulation: HSPPS 1302.47, 45 CFR 1302.21<br><br>Standard: 101212 & 101226 T22, EED 10 CSPP CCD 10 CCTR | There is evidence of serious concerns related to child safety and supervision practices, including but not limited to one or more Type A violations or two or more Type B violations issued by California Child Care and Development Services, run (CCLD), and/or Health and Safety System Findings. These findings indicate significant lapses in meeting licensing regulations and suggest that current systems and practices are not effectively ensuring children's safety and well-being. | There is evidence of a lapse in safety or supervision practices, including but not limited to one Type B violation issued by CCLD and/or Health and Safety System findings. While not posing an immediate threat to children’s well-being, the violation indicates a need for corrective action and greater consistency in following established health and safety procedures. | Clear evidence of an effective system for Health and Safety Systems, with consistent practices in place that meet or exceed licensing requirements. CCLD unannounced and annual inspection reports show no findings, indicating strong adherence to health and safety regulations and proactive supervision measures. |

Attachment B Assignments

| Number | Person(s) Responsible | Fiscal/ Program | Report/Document |
|---|---|---|---|
| 1 | Purchasing/Admins | F | Documentation of Insurance Policies and Contracts: facilities, providers, consultant services, health/disabilities services or others as needed |
| 2 | Pam to review/Nonprofits to provide | F | Current non-profit status, as applicable (990 form) |
| 3 | Pam to review/partners to provide | F | Board Adopted policy prohibiting interfund loans using Head Start funds |
| 4 | Pam to process/partners to submit | F | Budget Revisions due upon request for changes in agreement amounts |
| 5 | Agencies to submit/Sam to review | F | 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 = Head Start) |
| 6 | Sam | F | Non-Federal Share Monthly Summary Report |
| 7 | Agencies to submit/Pam to review | F | Copy of CACFP/NSLBP reimbursement claims, review reports, proposed corrective action plans if application, and of any correspondence. |
| | Agencies to submit, Pam/Directors to review and investigate | | Notification of any review, investigation, or visit by a regulatory agency or any situation that may trigger termination this includes but is not limited to CACFP/NSLBP, Community Care Licensing, and State or Federally funded programs. |
| 8 | Agencies to submit/Accounts Payable to review and process | F | CalPERS/CalSTRS Retirement Reporting |
| 9 | Directors | F | Copies of all Inter-Agency Partnership Agreements |
| 10 | Agencies to submit/Pam to review | F | Head Start Facility Maintenance Matrix |

Attachment B Assignments

| | | | |
|---|---|---|---|
| 11 | Agencies to submit/ Pam for review and process (PPAP/Proj. Wksht)/Directors/Chris to review and approve. | F/P | Head Start: Planned Program Approach Plan (PPAP) for the following year<br>CCTR/CSPP: CDMIS Spreadsheet Projection Worksheets |
| 12 | Directors/Pam to review and include in applications | F/P | Supporting documents for continued refunding applications, including but not limited to program goals and objectives, narratives, organizational chart, budgets for next grant year, and subsequent year calendar |
| 13 | Sam | F | Final Agency Invoice |
| 14 | Tyler | F | Inventory Report: (purchase cost of $10,000 or more) and (purchase cost of $1,500-$9,999) |
| 15 | Pam | F | Fiscal Year Agency-Wide Audit and management letter |
| 1 | PGM | P | Emergency Preparedness Plan and Licensing form #610 |
| 2 | Julie/Cecilia | P | Current Employee/Personnel Roster/Lic 500/Staffing Pattern (titles, pay rate, location)<br>Notification of Personnel Changes for Management Staff |
| 3 | Julie/Cecilia | P | Personnel Files: all documents required by CCLD, ACF/Head Start Act and HSPPS, and/or funding agencies |
| 4 | Laura | P | Governing Board Approved Personnel and Program Policies |
| 5 | Laura | P | Current Memoranda of Understanding with pertinent community partners. |
| 6 | PGM/Cecilia | P | Partner Self-Monitoring System including but not limited to: schedule, documentation, tracking, follow-up |
| 7 | PGM | P | Copy of New and/or Updated Center Licenses |
| 8 | Julie | P | Signed Designated Code of Conduct for Early Head Start/Head Start Staff |
| 9 | PGM | P | Completed Health and Safety Screeners |

Attachment B Assignments

| | | | |
|---|---|---|---|
| 10 | PGM | P | Initial and Updated thereafter: Active Supervision Plan with Zoning Maps and Daily Classroom Schedules |
| 12 | Cecilia M. | P | Child and Family Participant Record and File: registration and eligibility documentation |
| 13 | Cecilia M. | P/F | Enrollment and Attendance Reporting (confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 report) |
| 14 | Cecilia M. | P | Daily Roster: parents/guardians signed child(ren) in and out with time of arrival and departure<br>Attendance: daily entry |
| 17 | Michaela/Mang | P | Child Health and Disability Prevention (CHDP) Program/Bright Futures History, Immunization Blue Cards |
| 18 | Stacy | P | School Readiness Reporting: Desired Results Developmental Profile (DRDP), Parent Conferences, and Goal Planning (individually/classroom level) |
| 19 | Seng/Itzel/Cecilia | P | Documentation of agency-level meetings [Board, Parent Advisory Committee (PAC), Policy Council (as applicable), and site-level parent meetings]: schedules (dates, times, & locations), agendas, minutes, sign-in sheets, and handouts (when applicable) |
| 20 | Laura/Julie/Cecilia | P | Documentation of agency Professional Development Plan & Supervisory Oversight: plan driven from monitoring results, PSE, SA, CQI & data; sign-in sheets, agendas, handouts |
| 21 | Cecilia | P | Parent Education Plan & Evidence of Implementation of the Plan: schedules, agendas, sign-in sheets, and handouts |
| 22 | Stacy | P | Evidence of a minimum of 2 Educational Home Visits per child per year (Head Start Only) |
| 23 | PGM/Cecilia | P | Plan of Action for EESD Monitoring Reports requiring correction: completed plan with specific steps, responsible party, date to be completed by, and evidence of competition<br><br>See Procedures for Specific Process and Timelines |
| | | | |

Attachment B Assignments

| | | | |
|---|---|---|---|
| 25 | Directors | P | Notification of any review, investigation, or visit by a regulatory agency or any situation that may possibly trigger Redesignation.<br><br>Communication sent to any regulatory agency or of any situation. |
| 26 | Laura/Annie | P | Participation in the development and/or updating of the Annual Community Assessment (Head Start Only) |
| 27 | Chris | P | Reconciliation of Program Information Report (PIR) Data (Head Start Only) |
| 28 | Laura | P | Copies of the following: Program Year Calendar including but not limited to open/closed days, instructional days, and minimum days; Staff and Parent Handbooks |
| 29 | Olivia/Seng/Itzel | P | Signed Conflict of Interest forms for each Board member. |
| 30 | Cecilia | P | Family Language Instrument and Family Interest Interview |
| 31 | Cecilia | P | CDD-801A Electronic Transfer Status Report |

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| | 1.3 UIR | Regulation: 1302.47 (b) (1) (i), 45 CFR 1302.21 (b)(d)<br><br>Standard: 101212 Title 22, EED 09 CSPP CCD 10 CCTR, Title 5 | Failure to report more than one unusual incident to SJCOE within 24 hours of the occurrence or failure to submit Unusual Incident Reports (UIR) within the timeframe to SJCOE and CCL (with documentation of submission to CCL), and/or more than one failure to implement appropriate follow-up. | Failure to report at least one unusual incident to SJCOE and CCL within 24 hours of occurrence, and/or one failure to implement appropriate follow-up. | Evidence of an effective system for reporting UIRs and ensuring appropriate follow-up to SJCOE and CCL. |
| | 1.4 Contractual Requirements | Regulation:<br><br>Standard: | Contractual requirements are not consistently met, and Attachment B documents are frequently late, missing, or submitted with significant gaps in information. The documentation lacks the high quality needed to demonstrate compliance or program effectiveness, indicating a serious need for support and corrective action to meet contractual expectations. | Contractual requirements are generally met; however, Attachment B documents are occasionally submitted late or lack completeness and high quality. Improved internal review processes are needed to ensure timely, accurate, and thorough submissions of contractual expectations. | All contractual requirements are consistently met, including the timely submission of accurate, complete, and high-quality Attachment B documents. This reflects strong organizational practices and attention to compliance expectations. |

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| | 1.5 Nutritional Services | Regulation: HSPPS 1302.31 (e)(2), 1302.44<br><br>Standard: EED 14 CSPP, CCD 13 CCTR, Education Code (EC) Sections 8203, 8204, 8205, and 8207 T5 California Code of Regulations (CCR) 17708, 18278-CCTR | Findings documented during monitoring indicate a lack of proper documentation needed to ensure accountability for nutritional services. Issues are present in more than one critical area, including but not limited to missing meal counts, temperature logs, menus, improper food handling, or point of service records. These gaps reflect serious deficiencies in the nutritional system and signal an urgent need for corrective action to ensure that children's health and safety are not compromised. | Special dietary needs are met for each child in compliance with United States Department of Agriculture (USDA) requirements; however, documentation or implementation may be inconsistent. There may be minor gaps in how accommodations are recorded, communicated, or monitored, indicating a need for improved oversight to ensure consistent and fully compliant practices across the program. | Evidence of a well-established system that supports and monitors high-quality, meal service for all children. Meals consistently reflect accommodations for special dietary needs, options for cultural preferences, the needs of children with disabilities, and age-appropriate children. Monthly menus are current, complete, and reflect developmentally appropriate, nutritious meals that align with program requirements. These practices promote healthy eating habits, social engagement, and a strong sense of belonging during mealtimes for all children. |

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| | 1.6 Family Engagement | Regulation: HSPPS 1302.50, 1302.51, 1302.34<br><br>Standard: CCD 07, 16, EED 07 | There is no/partial evidence of procedures that support family engagement/involvement experiences attendance at parent meetings, and materials provided to families in multiple languages. | Evidence of procedures that meet family needs, classrooms have family boards with some materials, but may not be up to date, supportive, and informative to families. Most materials provided to families are in multiple languages and provide family engagement/involvement experiences, including but not limited to moderate attendance of parent meetings. | Implementation of clear procedures for family engagement/involvement opportunities that meet family needs, classrooms have family boards with resources that are up to date, representation of children and families through multiple languages, family/child photos are in classroom centers, active outreach and partnerships with families and community agencies that provide family accessibility to engagement/involvement experiences, including but not limited to highly attended parent meetings. |
| | 1.7 Human Resource Systems | Regulation: HSSPS 1302.91, 1302.101(a 1-5)<br><br>Standard: CCD 15 CCTR EED 17 CSPP | Human Resource systems' failure to meet the most stringent regulations for staff qualifications before hire and meet ongoing requirements, with a lack of a system for record-keeping. | Human Resource systems meet the most stringent requirements aligned with the funding source for staff qualifications before hire and ongoing requirements. Demonstrates occasional implementation of effective systems for record-keeping and is in the process of developing their system of compliance for hiring and record-keeping. | Human Resource systems meet the most stringent requirements aligned with the funding source for staff qualifications before hire and ongoing requirements. Demonstrates implementation of effective systems for record keeping in staff personnel files. |

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| **2. Professional Development Systems** | 2.1 Staff Onboarding | Regulation: 1302.92 (a)<br><br>Standard: CCD 16 CCR 18274 | There is evidence that reflects inconsistent onboarding of staff with no evidence of follow-up and support. | Evidence of an onboarding system that orients newly hired staff and those who transition to a new role with a system of follow-up and support. | Implementation of an effective onboarding system for newly hired staff and those who transition to a new role. The system includes, but is not limited to, the introduction of the organization's culture, roles, and expectations, and there is a system of follow-up and support. |
| | 2.2 Professional Growth Advising | Regulation: HSSPS 1302.92 (b 1-2)<br><br>Standard: CCD 16 EED 18 CCR 18274 | Failure to track professional growth hours and permit certification expirations results in one or more staff members being employed with a lapse in qualifications. | Evidence of a system that tracks professional growth hours and permit expiration dates, but lacks a system of implementation of professional growth advising. | Implementation of an internal professional growth advising system that effectively tracks and supports professional growth hours and permit expiration dates for permit teaching staff. |

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| | 2.3 Employment Requirements | Regulation: 1302.92 (a) 1302.101 (a,1)<br><br>Standard: Health and Safety Code Section T5 1596.86 6, T22-101215, 101216, 101217, EC 8261 CCD 16 EED 18 | There is evidence that all staff, contractors, consultants, and volunteers' employment requirements are not maintained, trainings are not provided at least annually, and a record-keeping and tracking system is not implemented. | Evidence that required trainings for all staff, contractors, consultants, and volunteers are provided annually, and a record-keeping and tracking system is implemented, but lacks a mechanism for follow-up and support. | Implementation of a system that ensures all staff, contractors, consultants, and volunteers maintain employment requirements and receive required training hours annually, with a record-keeping system that tracks and ensures a mechanism for follow-up and support. |
| | 2.4 Professional Growth | Regulation: HSPPS 1302.92<br><br>Standard: CCD 16 EED 18 | There is no/partial evidence of a system that supports professional growth and career pathway opportunities for staff. | Evidence of professional growth and career pathway opportunities; however, they are not systematic, individualized, /or do not provide all staff with ongoing support. | Implementation of an individualized system of professional growth for all staff that recognizes, supports, and builds content-area experts, provides career pathways that encourage internal promotions and leveraging of resources. |

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| | 2.5 Staff Training | Regulation: HSPPS 1302.101 (b, 1)<br><br>Standard: CCR 17704, WIC Sections 10240,10250<br>5 CCR Section 18274<br>CCD 16<br>EED 18, 21 | There is no evidence of alignment of program data and staff training topics, and/or training plan is missing or inconsistent. | Evidence of a training system utilizes program data to guide the development of training plans, staff training topics are not aligned to program data, and/or documentation of assessing effectiveness is lacking. | Implementation of a training system that utilizes program data to guide the development of training plans and assesses the effectiveness of trainings that support all staff in the performance of their roles. |
| **3. School Readiness/ Early Intervention Systems** | 3.1 Curriculum Implementation | Regulation: HSPPS 1302.32<br><br>Standard: | There is no evidence of an implemented research-based curriculum, and/or curriculum materials are not readily available to staff. | Evidence of a research-based curriculum, curriculum materials are available to and used by staff; however, full implementation is not evident, and no/partial system for self-monitoring of curriculum fidelity. | Implementation of a research-based curriculum that includes a system for self-monitoring to ensure curriculum fidelity. |
| | 3.2 Curriculum Training | Regulation: HSPPS 1302.32<br>1302.92<br><br>Standard: | There is no/partial evidence of curriculum training being offered to all educational staff. | Evidence of curriculum training offered, however, lacks evidence that all educational staff have attended. | Implementation of curriculum training is completed initially and ongoing for all educational staff, and program data is utilized to assess the needs for additional training/coaching. |

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| | 3.3 Child Assessments | Regulation: HSPPS 1302.31 (b), 1302.32, 1302.33 (b), 1302.35, (d) 1302.92, 1302.102<br><br>Standard: CCD 14 EED 15 | There is no/partial evidence of compliance with contractual requirements for child assessments. | Evidence of compliance with contractual requirements for child assessments, although program planning is not evident. | Demonstration of compliance with contractual requirements for child assessments and use of child assessment data for program planning. |
| | 3.4 Social Emotional Learning Practices | Regulation: HSPPS 1302.30 & 1302.31 (b, 1)<br><br>Standard: | There is no evidence of the utilization of a comprehensive social-emotional framework and staff training in evidence-based strategies that foster social-emotional well-being is provided. | Staff training on social-emotional teaching practices | Evidence of the utilization of a comprehensive social-emotional framework, staff training on, and a self-monitoring system that ensures the implementation of strategies. |

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| | 3.5 Mental Wellness | Regulation: HSPPS 1302.33 (a), 1302.34 (b,6) 1302.41, 1302.45 (a 1-5)<br><br>Standard: CCD 07 & 08, EED 07 & 08, CMTC EC 8243 Education Code (EC) Section 8203 | There is no evidence of program-wide mental health promotion, and/or there is an incomplete system for identifying and responding to child and family social-emotional needs and behavior concerns. | There is partial evidence of strategies for mental wellness promotion, and practices for identifying and responding to child and family social-emotional needs and behavior concerns are inconsistent. | Implementation of program-wide mental wellness promotion, systems to identify/support social-emotional needs and behavioral concerns, including community partnerships providing children and families access to mental health resources/services. There is evidence of appropriate and timely follow-up for identified needs. |
| | 3.6 Data Systems | Regulation: HSPPS 1302.34, 1302.46, 1302.50, 1302.101 (4)<br><br>Standard: CCD 04, 08, EED 05, 08 Education Code (EC) Section 8203 | The system for record-keeping and the use of ChildPlus is not evident. Systems for providing and documenting services and supporting all children and families are not evident; there is a lack of follow-up, support, referrals, and resources offered. | Evidence of using ChildPlus and other record-keeping systems that track services and support, referrals, and resources to families, partial evidence of meeting the needs of children and families, may be lacking follow-up, and/or reflect data inaccuracies. | Implementation of ChildPlus and other required systems to enter the needs and services provided to all children and families, and have internal systems verifying the accuracy of entered data. There is a record-keeping system that effectively tracks follow-up, support, referrals, and resources offered. |

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| | 3.7 Culturally Responsive | Regulation: HSPPS 1302.31, 1302.40, 1302.50<br><br>Standard: CCR 17703 | There is no evidence of culturally responsive practices. | Evidence of culturally responsive practices are present but applied inconsistently across the environment and facilitation of activities. While there are some efforts to reflect children's cultures and life experiences, they may be occasional or surface-level. Classroom culture is generally positive, and some differentiated methods are used, but they are not consistently tailored to meet the diverse needs of all children. | Implementation of culturally responsive practices are consistently evident in the environment and daily facilitation of activities, intentionally drawing on children's cultures and life experiences. A positive, inclusive classroom culture is well-established, and learning methods are thoughtfully differentiated to reflect and support the diverse needs and backgrounds of all children. |
| | 3.8 Linguistically Responsive | Regulation: HSPPS 1302.31, 1302.40, 1302.50<br><br>Standard: CCR 17703 | There is no/partial evidence of linguistically responsive practices. Communication in the home language is not provided and/or is provided inconsistently. | Evidence of linguistically responsive practices is present but applied inconsistently across the environment and daily communication provided both verbally and non-verbally in styles that meet the classroom community.<br>Communication with families is provided in the home language, and translation services are provided as needed. | Implementation of linguistically responsive practices are consistently evident in the environment and daily communication provided both verbally and non-verbally in styles that meet the classroom community. Communication with families is provided in the home language, and translation services are provided as needed. |

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| | 3.9 Family Partnerships | Regulation: HSPPS 1302.34, 1302.46, 1302.51<br><br>Standard: CCD 07, 18, EED 07, 21 | There is no evidence of collaboration or communication with families about their child's growth and development. There is no evidence of any educational visit conducted with families. | Evidence of minimal communication with families about their child's growth and development or engagement in the child's developmental goals. The majority of educational visits with families are conducted outside of the home. | Evidence of a partnership with families that reflects consistent, ongoing, and mutual information sharing about their child's growth and development. Families are actively engaged and included in their child's education. The majority of educational visits with families are conducted in the home. |
| **4. Program Systems that demonstrate results that support quality programs** | 4.1 Monitoring | Regulation: HSPPS 1302.41 1302.102 (b) (c)<br><br>Standard: CCD 18 EED 21 | There is no evidence of a self-monitoring system that addresses monitoring results, demonstrates repeated findings, and lapses in service and timeliness. | Evidence of a partial self-monitoring system with inconsistent follow-up and action with results, and an inconsistent understanding of the systems in place. | Implementation of an effective system for comprehensive services offered to children and families that demonstrates positive impact through self-monitoring systems with utilization of program data-self monitoring data, summary of findings, and appropriate corrective action follow-up. |
| | 4.2 Family Engagement | Regulation: HSPPS 1302.50, 1302.51, 1302.52<br><br>Standard: CCD 07, 18 EED 07, 16 | There is no evidence of family engagement in the program's decision-making and planning | Evidence of minimal family engagement or failure to include family input in program decision-making and/or review program performance data. | Implementation of family engagement with documentation of seeking and including family input in program decision-making, and reviewing program performance data. |

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| | 4.3 Leadership Opportunities for Families | Regulation: HSPPS 1301.3, 1301.4, 1301.5<br><br>Standard: EED 07 CCD 07 | There is no evidence of leadership opportunities for families and/or lack of communication with families | Evidence of a minimal system for leadership opportunities being offered to families and lack of engagement of families to the various opportunities. | Implementation of a system for leadership opportunities being offered and used by families to participate in various levels of parent groups (Policy Council, Parent Advisory Councils, and Parent Meetings, Health and Mental Health Services Advisory Committee). There is evidence of communication and intentional engagement with families about leadership opportunities. |
| | 4.4 Facility Maintenance | Regulation: HSPPS 1302.101, 1302.102<br><br>Standard: Funding Terms and Conditions CDE/CSPP | There is no/partial evidence of a facility maintenance plan addressing short-term and long-term purchasing, expansion, and facility improvements for the current year. | Evidence of a facility maintenance plan addressing short-term and long-term purchasing, expansion, and facility improvements for the current and at least one future year. | Implementation of a facility maintenance plan addressing short-term and long-term services, repairs, purchasing, expansion, and facility improvements for the current and at least the next five subsequent years. |

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| **5. Risk Management**<br><br>Regulation: 45 CFR Part 75 / 2 CFR Part 200 (as of October 2, 2024)<br>CCD 21, 22, 23: Fiscal/Audits<br><br>EED 23, 24: Fiscal/Audits | Lack of internal control systems that result in line-item overages without a required budget revision with prior approval to include indirect, out-of-area, and/or equipment line items.<br>Lack of evidence/or practice with one or more of the fiscal indicators:<br>Claims-more than 2 % of claims submitted more than 2 business days late<br>In-depth monitoring review identifies discrepancies between the backup documentation and General Ledger (GL) and disallowable costs included in the request for reimbursement.<br>Suspension or termination of any State or Federal grant.<br>Breach of Contract-Section 34.3 a-h (HS) or 32.4 (ST)<br>Revocation of a center license by Community Care Licensing<br>Extensions-5 or more requests<br>At the time of the tiered contract review, projection worksheets reflect year-to-date earnings below 87%, and updates are submitted when needed (CDE/CDSS) | Occasional demonstration of internal control systems that result in an acceptable percentage of line-item overage as allowed before a budget revision is required, except for the indirect, out-of-area, and/or equipment line items.<br>Lack of evidence/or practice in one of the fiscal indicators:<br>In-depth monitoring review identifies discrepancies between the backup documentation and GL or disallowable costs included in the request for reimbursement.<br>Claims-no more than 2% of claims are submitted up to 2 business days late<br>Extensions-no more than 4 requests<br>At the time of the tiered contract review, projection worksheets reflect year-to-date earnings of 88-94%, and updates are submitted when needed (CDE/CDSS) | Implementation of internal control systems that result in an acceptable percentage of line-item overage as allowed before a budget revision is required, except for the indirect, out-of-area, and/or equipment line items.<br>Evidence demonstrated the following fiscal indicators:<br>In-depth monitoring reviews identify no discrepancies between the backup documentation and GL, resulting in 100% compliance<br>All claims are submitted on time<br>Extensions-no more than 2 requests per grant year<br>At the time of the Tiered Cooperative Agreement review, projection worksheets reflect current earnings of 90-95% and updates are submitted when needed (CDE/CDSS) |

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

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# TIERED COOPERATIVE AGREEMENT

This agreement, by and between the San Joaquin County Office of Education, hereinafter referred to as OFFICE, **Community Action Partnership of Kern, Inc.** headquartered at **1300 18th St. Suite 200 Bakersfield, CA 93301**, hereinafter referred to as SUBCONTRACTOR, is for the purpose of conducting activities of the California Child Care and Development Program (CCTR) during the period of July 1, 2026 through June 30, 2027. Funding to OFFICE is provided by the California Department of Social Services, hereinafter referred to as CDSS. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Funding Authority

   Funding for this contract is authorized under General Child Care and Development program– CCTR-6xxx.

2. Maximum Reimbursable Amount (MRA)

   SUBCONTRACTOR agrees to carry out those responsibilities assigned to it by this agreement for a maximum of **$3,086,688.00** of state contract funds.

   Maximum administrative rate is **8.5%** of allowable expenditures.

3. Service Requirements

   To be eligible to receive the maximum reimbursable amounts listed in section 2 , SUBCONTRACTOR is required to earn **63,200.00** of net child days of enrollment (CDE) as specified in Attachment A, CDE Earnings Projection Worksheet, which is attached, and by the reference made part of this agreement. "Net" is defined as Total CDE earned less the CDE necessary to earn the family fees collected. Should CDSS provide a "Hold Harmless" period, earnings requirement will be adjusted accordingly.

   SUBCONTRACTOR is contracted to serve the total number of children for the minimum days of operation and sites stated therein, with any proposed changes approved by in advance by OFFICE.

4. Reimbursement Rate

   The rate at which SUBCONTRACTOR shall be reimbursed for each eligible net adjusted CDE reported on page one of the monthly CDFS 9500 is **$48.44**.

   The rate at which the collected family fees shall be earned is **$54.93**.

5. Minimum Days of Operation (MDO)

   SUBCONTRACTOR is required to operate the minimum number of days as specified in Attachment A which may not be less than 98% of **244**. Any changes to the approved MDO must be requested of and approved by OFFICE. Upon approval of any changes to MDO, notification will be provided to all affected families within 24 hours.

6. Timeframe for SUBCONTRACTOR Performance

   The period of SUBCONTRACTOR performance shall not begin prior to, nor shall it extend beyond, the period of the contract between the OFFICE and the EED. Any services rendered by the SUBCONTRACTOR outside of this timeframe shall not be eligible for reimbursement or recognition under this agreement.

7. Maximum Dollar Allocations

All dollar allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets, actual SUBCONTRACTOR earnings, minimum days of operation, and expenditures, or for failure to perform or meet standards or regulations. A review will be held after the submission of the December invoice to determine if reductions to the funded amounts should be amended.

8. Budget Revisions

A budget revision from one category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in equipment of $10,000 or more or construction/renovation if $10,000 or more, requires prior written approval from OFFICE and CDSS. Should prior CDSS approval be required, SUBCONTRACTOR must submit to OFFICE a description of the need for the purchase, three quotes for the purchase, the recommended vendor from the submitted quotes, and a completed CCD9 form. No purchase can occur until the approval from CDSS is received by OFFICE.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions will not be accepted from SUBCONTRACTOR after April 15 of the contract term.

9. Budget and Narrative

All funds to be awarded under this agreement shall be requested by SUBCONTRACTOR and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved CDE Earnings Projection Worksheets, and supporting narratives that shall be supplied by OFFICE.

Approved budgets are attached to this agreement.

10. Program Earnings

SUBCONTRACTOR may earn and receive all of its MRA if it generates 100% of specified CDE, maintains at least 95% of monthly average daily attendance (ADA), operates at least 98% of approved MDO, and spends 100% of the amount earned. For any deviations beyond the approved levels specified, SUBCONTRACTOR earnings will be reduced on a prorated basis. If SUBCONTRACTOR enrolls less than 97% of the total number stated in Section 3 or fails to maintain enrollment through the program fiscal year the OFFICE will implement the High-Risk Review support.

- Receive 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 CQI plan. CQI Plans will identify areas of improvement, responsibilities of the educational partner and 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.

SUBCONTRACTOR shall conduct all phases of program operation in accordance with OFFICE, EED, California Department of Social Services Community Care Licensing Division (CCLD) and other applicable rules, regulations, and mandates. and consistent with OFFICE program goals and objectives. OFFICE retains the authority to determine whether SUBCONTRACTOR meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits and review electronic data sources at any time. Serious violations of the requirements or failure to correct any identified deficiencies in a timely manner, as determined by OFFICE, may result in suspension or termination of the agreement with or without advanced notice depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or SUBCONTRACTOR's requirements, the most stringent provision(s) take precedence.

OFFICE expects SUBCONTRACTOR to achieve successful outcomes for all enrolled children and families through the provision of high-quality, comprehensive services by well-trained and supported staff. Furthermore, OFFICE expects SUBCONTRACTOR to respond to communication and submit required invoices and reports and requests for information, clarification and/or documentation in a timely, accurate manner.

SUBCONTRACTOR demonstrates commitment to providing a high-quality program by:

1. participating in the Quality Rating and Improvement System (QRIS) program;
2. effectively addressing issues related to culture, diversity, and equity;
3. fostering relationships, interactions, and guidance at all levels;
4. engaging families and communities;
5. including children with disabilities or other special needs;
6. promoting health, safety and nutrition;
7. assessing children's development and learning;
8. intentionally planning the learning environment and curriculum;
9. supporting professionalism and continuous learning;
10. provide a written plan for staff vacancies to ensure staff vacancies are filled in an efficient timeline, with no impact on services to children; and
11. effectively administering programs and supervising staff

All activities authorized by this agreement shall be performed in accordance with the approved budgets, agreement terms and conditions, and all relevant OFFICE and CDSS directives.

SUBCONTRACTOR certifies it has and will maintain the capacity to provide ethical and high quality early care and education services by employing staff who are trained, supported, and monitored in implementing identified best practices in education, health, safety, nutrition, and social-emotional services to children ages birth to compulsory school-age and their families as indicated appropriate by National Association for the Education of Young Children (NAEYC).

11. Tiered Cooperative Review Status Requirements

OFFICE expects SUBCONTRACTOR 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 Continuous Quality Improvement (CQI) Plan activities and timeframes
- Conduct and collaborate in annual Program Self Evaluation (CCTR/CSPP Contracts)

OFFICE used the Tiered Cooperative Agreement Process to review SUBCONTRACTOR'S Risk Management and Program Quality indicators as listed in the table below:

| | Risk Management | Program Quality |
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| 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. |

EES will assign an Interim Tiered Cooperative Agreement status for all new Educational Partners and existing educational partners in the first year of the Tiered Cooperative Agreement Implementation ("First Year Implementation"). The First Year Implementation will consist of a review of Basic Expectations/Structural Systems and Risk Review/Fiscal Indicators. All indicators will be reviewed thereafter during the yearly scheduled Tiered Cooperative Agreement.

12. Services and Responsibilities

The SUBCONTRACTOR agrees to provide the following services under this subcontract in accordance with the Child Care and Development program (CCTR) requirements and the terms of this agreement: SUBCONTRACTOR Responsibilities.

The SUBCONTRACTOR shall:

12.1 Provide High-Quality Early Childhood Education Services

- Operate a CCTR program that meets the requirements outlined by the CDSS.
- Ensure all instructional and caregiving staff meet the qualifications mandated by Title 5 and Title 22 regulations.
- Implement a developmentally appropriate curriculum aligned with the California Preschool Learning
- Foundations and the Desired Results Developmental Profile (DRDP).
- Maintain child-staff ratios and group sizes in accordance with CCTR regulations.

SUBCONTRACTOR 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.

12.2 Enrollment and Attendance Requirements:
- Enroll and serve the agreed-upon number of children as specified in Attachment A (CDE Earnings Projection Sheet).
- Ensure attendance tracking and reporting to meet CCTR funding requirements, maintaining at least 95% monthly average daily attendance.

12.3 Family Engagement and Support
- Engage families in their child's learning and development through regular communication, parent-teacher conferences, and family engagement activities.
- Provide families with resources and referrals to support child development, health, and social services as needed.

12.4 Compliance with Licensing and Safety Regulations
- Maintain active licenses with the California Department of Social Services, Community Care Licensing Division (CCLD).
- Ensure facilities meet safety and accessibility requirements, including compliance with the Americans with Disabilities Act (ADA) and California Playground Safety regulations.
- Report unusual incidents, licensing citations, or any regulatory compliance issues to the OFFICE within 24 hours.

12.5 Program Monitoring and Reporting
- Submit required documentation and reports in a timely manner as specified in Attachment B – Required Documentation and Submission Timelines.
- Participate in quality assurance site visits, compliance monitoring, and annual program evaluations conducted by the OFFICE.
- Maintain accurate financial, programmatic, and personnel records for audit and compliance purposes.

12.6 Staff Development and Training
- Ensure that all teaching and support staff receive ongoing professional development in alignment with CCTR requirements, including training on child development, curriculum implementation, and inclusive practices.
- Participate in Quality Rating and Improvement System (QRIS) activities, as applicable.

12.7 Food and Nutrition Services
- Enroll all eligible CCTR children in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP).
- Ensure compliance with nutritional guidelines and timely submission of food program claims

13. Facility Licenses and Standards

SUBCONTRACTOR assures that all children shall be located in centers licensed through California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in SUBCONTRACTOR's centers, and that copies of all current center licenses shall be on file in SUBCONTRACTOR office and copies of new center licenses shall be submitted to OFFICE prior to the first day children are present.

SUBCONTRACTOR shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

SUBCONTRACTOR shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of the filing of any Unusual Incident Report and provide copies of any written documents related to the incident within 2 business days of reporting.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of receipt of any report when
cited by any regulatory agency including those that may result in the assessment of a fine or serious non-compliance designation including any deficiency or revocation of license, contract, or agreement.

SUBCONTRACTOR shall provide copies of any written documents related to each incident within 2 business days of the citation or receipt of additional documentation after the original citation.

No funds awarded under this agreement may be used to pay fines resulting from CCLD violations, other regulatory agency citations, costs of legal, consulting and accounting services incurred in prosecution of claims against the state or OFFICE, or bad debts, including losses arising from uncollectible accounts and any related legal costs.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for reduction, non-renewal, or termination of this agreement.

14. Insurance/Incorporation Requirements

SUBCONTRACTOR shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

SUBCONTRACTOR shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation, is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

SUBCONTRACTOR shall ensure that contracts with third party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Ed Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement with a minimum of $1,000.000. Should such SUBCONTRACTOR fail to provide the required cyber insurance, SUBCONTRACTOR is responsible for procuring and maintaining such policy.

SUBCONTRACTOR shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policy.

SUBCONTRACTOR shall purchase and maintain child accident insurance coverage for all children enrolled.

SUBCONTRACTOR shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.

15. Mileage Reimbursement and Out-of-Area Travel

SUBCONTRACTOR shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to CDSS's non-represented employees computed in accordance with California State Department of Personnel Administration regulations, California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1.

16. Required Reports/Documents

SUBCONTRACTOR agrees to submit to OFFICE or have on file such reports and other program data as may be required by CDSS or OFFICE in accordance with indicated timelines, including but not limited to the items listed on Attachment B – Required Documentation and Submission Timelines.

Failure of SUBCONTRACTOR to submit and/or have available on file any of the reports listed in Attachment B in a complete, accurate, and timely manner shall be sufficient cause for OFFICE to delay payment of any or all funds then due SUBCONTRACTOR until such time as the required reports are submitted or available to and accepted by OFFICE.

SUBCONTRACTOR must use the designated, mandatory forms, software, data management systems, policies, and procedures selected by OFFICE unless an approved waiver is on file. A waiver may be requested in writing using OFFICE's established procedure. Approval must be granted prior to the SUBCONTRACTOR's implementation of waived material. OFFICE is under no obligation to approve requested waiver(s).

17. Internal Controls

SUBCONTRACTOR shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties and full implementation of the identified accounting software and related written agency procedures.

SUBCONTRACTOR shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

SUBCONTRACTOR shall ensure that all financial information used for reporting and planning is complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

18. Meetings with SUBCONTRACTOR and Site Visits

Regular meetings with SUBCONTRACTOR management staff shall be hosted and facilitated by OFFICE and attended by SUBCONTRACTOR. OFFICE shall also make site visits as deemed necessary to monitor and implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

19. Annual Program Evaluation

19.1 OFFICE and SUBCONTRACTOR shall annually conduct a Program Evaluation to assess compliance and quality. The documents and procedures to be used shall be designated by OFFICE.

19.2 Training shall be provided by OFFICE to key SUBCONTRACTOR staff, parents, board members, and community SUBCONTRACTORs who will participate as part of the Program Evaluation process.

19.3 SUBCONTRACTOR will establish and maintain a physical and/or electronic Compliance Monitoring Review box that includes all required information, documents, and files for each classroom/site that is available for review at any time.

19.4 SUBCONTRACTOR understands and agrees that SUBCONTRACTOR shall be responsible for developing a written plan outlining strategies for corrective actions for each noncompliance item, and that failure to develop and implement such a plan may result in OFFICE not offering an agreement to SUBCONTRACTOR in ensuing years.

20. Participation in OFFICE functions

SUBCONTRACTOR agrees to participate in OFFICE coordinated meetings, trainings, events, and other functions that are consistent with the goals of the program or necessary for the OFFICE to discharge its responsibility to EED. OFFICE shall provide guidance to SUBCONTRACTOR in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

21. Maintenance of Records

21.1 SUBCONTRACTOR shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

21.2 SUBCONTRACTOR shall maintain all financial records and supporting documentation according to generally accepted accounting principles for public agencies and/or non-profit organizations.

21.3 SUBCONTRACTOR shall permit OFFICE and/or agents of CDSS to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

21.4 All records shall be stored maintained securely for a minimum of five years after completion of the agreement period.

22. Property Management

22.1 Title to equipment and/or supplies purchased with OFFICE funds vests with the SUBCONTRACTOR only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for CDSS. The State of California (CDSS) retains title to any equipment or supplies purchased with funds from this agreement. Upon termination or non-renewal of the subcontract, the equipment shall be returned to OFFICE.

22.2 Property, equipment, and/or supplies purchased on behalf of SUBCONTRACTOR by OFFICE that would be subject to inventory provisions if purchased by SUBCONTRACTOR must be included in SUBCONTRACTOR inventory records with notation of any items purchased by OFFICE.

22.3 A control system must be maintained to ensure adequate safeguard to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

22.4 A perpetual property inventory shall be maintained by SUBCONTRACTOR containing the following minimum information for all equipment and supplies with a purchase price of at least $1,500 and/or a useful shelf life of over 1 year that were purchased with CDSS funds:
- Description, including intended use and estimated useful life
- Manufacturer's serial number or identification number
- Asset number
- Acquisition date
- Original cost
- Vendor name and address
- Source(s) of funding used to purchase
- Percent of CDSS funds used to purchase item
- Location of item
- Condition
- Ultimate disposition data (including date of disposal and sale price, if applicable)

22.5 A physical inventory must be completed annually. Discrepancies between physical inventory and

property records shall be noted and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

22.6 The CDSS definition of equipment purchased with subcontract funds shall apply to all property. Any unit of equipment with a purchase cost of $10,000 or more, including all cost associated with purchase, and having a useful life of one year or more and purchased with CDSS funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of $10,000 or more shall include 3 price quotes. All equipment purchases of $10,000 must be approved by CDSS prior to purchase.

22.7 Written approval must be given by OFFICE in order for SUBCONTRACTOR to dispose of any item with a current per unit fair market value of $1,000 or more and having a useful life of more than one year.

23. SUBCONTRACTOR Payment

Funds shall be disbursed to SUBCONTRACTOR according to the following schedule, subject to the receipt of funds by OFFICE.

23.1 SUBCONTRACTOR may have funding advance payments available for the months of July, August and September. In order to receive the advance payments, individual monthly invoices for the amount of child days of enrollment projected to be earned as provided in Attachment A multiplied by the rate in Section 4 and shall be filed by the date of full execution of this agreement.

23.2 Any actual under- or over-earning of child days of enrollment realized for July, August, and September adjusted for family fees collected will be included in the October claim through the year-to-date figures on the OFFICE provided invoice template.

23.3 SUBCONTRACTOR shall file a monthly Agency Invoice with supporting documentation of actual child days of enrollment earnings, family fees collected, and expenditures with OFFICE no later than the 15th of the month following the activities reported. Each invoice will include only the accurate and true amounts from SUBCONTRACTOR's accounting and child data management records and shall not include any late fees charged by any vendor, regulatory agency, or financial institution. Should an extension for submission of the monthly invoice be necessary, a request should be made to the Coordinator – Business Services before the due date. For invoices for the months of September, December, March, and June no extensions can be granted due to report filing deadlines.

23.4 Upon the receipt and approval of each monthly invoice submitted by SUBCONTRACTOR, the OFFICE shall reimburse SUBCONTRACTOR claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.

23.5 OFFICE reserves the right to refuse payment of any claim, or any final payment due SUBCONTRACTOR until OFFICE is satisfied SUBCONTRACTOR has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld, and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.

23.6 A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to SUBCONTRACTOR shall be refunded to OFFICE within 15 calendar days of notification.

23.7 SUBCONTRACTOR shall submit all final invoices as required in Attachment B.

23.8 SUBCONTRACTOR shall have and adhere to a board adopted policy prohibiting interfund loans using contract funds.

23.9 The consideration paid to SUBCONTRACTOR, as provided in this agreement, is the full compensation for all SUBCONTRACTOR's expenses incurred in the performance of this agreement. SUBCONTRACTOR must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

24. CalPERS/CalSTRS Retirement Reporting

1. Is the SUBCONTRACTOR an employee of the OFFICE? Yes ☐ No ☐

2. Have any SUBCONTRACTOR employees previously been employed by the OFFICE?
Yes ☐ No ☐

3. Are any SUBCONTRACTOR employees a California Public Employees Retirement System (CalPERS) or California State Teachers Retirement System (CalSTRS) member?
Yes ☐ No ☐

If yes, which system? CalPERS ☐ CalSTRS ☐

4. Are any SUBCONTRACTOR employees or subcontractors a CalPERS or CalSTRS retiree?
Yes ☐ No ☐

If yes, which system? CalPERS ☐ CalSTRS ☐

25. Staff/Child Ratios

SUBCONTRACTOR assures that staff/child ratios shall be maintained per applicable regulations determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

| Source of Program Funds | Applicable Regulations |
|---|---|
| CDSS Funds Only | Title 5 and Title 22 |
| Head Start and CDSS | Title 5, Title 22, and Head Start Performance Standards |

26. Audit Requirements

26.1 SUBCONTRACTOR's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by SUBCONTRACTOR. Such audit costs may be included in SUBCONTRACTOR budget.

26.2 SUBCONTRACTOR agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with SUBCONTRACTOR, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to SUBCONTRACTOR or termination or non-renewal of this agreement.

26.3 SUBCONTRACTOR shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, SUBCONTRACTOR's lack of performance as required by this agreement.

26.4 SUBCONTRACTOR shall provide OFFICE with an electronic copy of the audit report and

associated management letter(s) within 10 days of receipt and acceptance of said report from auditors.

27. Subcontracting

27.1 No portion of the program operations or of program funds shall be subcontracted, used to jointly operate a different program with another agency, or otherwise contracted by SUBCONTRACTOR without prior written authorization from OFFICE.

27.2 All subcontracts are subject to audit as required by OFFICE.

27.3 The SUBCONTRACTOR, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE or CDSS.

27.4 SUBCONTRACTOR agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, SUBCONTRACTORs, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the SUBCONTRACTOR in the performance of this agreement.

27.5 The SUBCONTRACTOR, and the agents and employees of the SUBCONTRACTOR, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

27.6 SUBCONTRACTOR shall include the nondiscrimination and compliance provisions of Section 36 of this agreement in all subcontracts to perform work under this agreement.

28. Approval Requirements for Subcontracts Exceeding $10,000

28.1 Subcontracts in excess of ten thousand dollars ($10,000) cannot become effective and binding on either the OFFICE or the SUBCONTRACTOR until approved in writing by the CDSS. Any work performed by the SUBCONTRACTOR prior to the date of such approval shall not be used as a claim against the State.

28.2 Any modifications to contracts exceeding ten thousand dollars ($10,000) shall also not be effective until approved in writing by the CDSS. Any work performed in furtherance of such modifications prior to approval shall not be used as a claim against the CDSS.

29. Annual Agreement Renewal

The completion of an agreement by SUBCONTRACTOR does not grant vested rights to subsequent agreements. SUBCONTRACTOR shall be notified of renewal criteria during the annual contract review process.

If at any time during the agreement period, the SUBCONTRACTOR 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). Technical assistance will be implemented within thirty days.

OFFICE will determine the level of support 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.

30. 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.

31. Termination of the Agreement

31.1. Termination for Convenience

a. SUBCONTRACTOR or OFFICE may terminate this agreement for any reason during the agreement term. The SUBCONTRACTOR or OFFICE shall notify the other of its intent to terminate the contract at least 30 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the SUBCONTRACTOR notifies the OFFICE of its intent to terminate the agreement, the SUBCONTRACTOR shall submit: (1) a current inventory of equipment and supplies with a purchase price of $500 or more and/or a shelf life of over one year purchased in whole or in part with agreement funds; (2) the names, addresses, and telephone numbers of all families served by the agreement; and (3) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate SUBCONTRACTOR for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the SUBCONTRACTOR. The OFFICE shall offset any monies the SUBCONTRACTOR owes OFFICE against any monies the OFFICE owes SUBCONTRACTOR under this agreement.

31.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR if SUBCONTRACTOR fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of SUBCONTRACTOR under this agreement is not satisfactory.

Performance may be considered unsatisfactory if:

a. SUBCONTRACTOR has been determined to have two or more unresolved areas of noncompliance in a monitoring conducted by OFFICE;

b. SUBCONTRACTOR has any criminal or civil judgements levied against the agency.

c. SUBCONTRACTOR has had one or more CCLD license revocation of operated childcare centers;

d. SUBCONTRACTOR has been suspended or terminated from any program or other funding source;

e. SUBCONTRACTOR, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135;

f. SUBCONTRACTOR has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement;

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the SUBCONTRACTOR under this agreement and the balance, if any, shall be paid to the SUBCONTRACTOR upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

31.3. Breach of Contract

If SUBCONTRACTOR materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR. Anyone of the following specific actions by SUBCONTRACTOR shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.
d. Administrative mismanagement.
e. Board misconduct
f. Misuse of funds
g. Denial of access to authorized representatives of the OFFICE, EED, or any of their agents to all program-related or fiscal records during normal business hours.
h. Lack of fiscal accountability.
i. Unsatisfactory performance under terms and conditions of this agreement.
j. Failure to complete and submit a timely audit of the prior year agreement

31.4. Remedies for Breach of Contract (For Subcontracts Exceeding $10,000)

In the event that the SUBCONTRACTOR fails to fulfill its contractual obligations, engages in misconduct, or otherwise breaches the terms of the subcontract, the OFFICE reserves the right to take appropriate remedial actions. If a breach is identified, the OFFICE will provide the SUBCONTRACTOR with a written notice outlining the specific violation(s) and the required corrective actions. The SUBCONTRACTOR will be given a reasonable timeframe, not to exceed 30 business days, to address and correct the deficiency. The SUBCONTRACTOR must submit a written corrective action plan detailing the steps it will take to resolve the issue. This plan must be reviewed and approved by the OFFICE before implementation, and the OFFICE reserves the right to conduct follow-up audits, site visits, or reviews to verify compliance.

If the SUBCONTRACTOR fails to resolve the breach within the designated timeframe, the OFFICE may impose financial penalties. These may include the withholding of a portion or the entirety of payments due to the SUBCONTRACTOR until the issue is corrected. The withheld funds may only be released once the OFFICE is satisfied that full compliance has been restored. Additionally, if the breach results in financial loss or noncompliance with funding regulations, the SUBCONTRACTOR may be required to reimburse the OFFICE for any affected amounts.

If the breach is not resolved within the corrective action period or if the violation is deemed severe, the OFFICE reserves the right to terminate the subcontract. A written notice of termination will be issued, which may be effective immediately or within a specified timeframe. Upon termination, the SUBCONTRACTOR must cease all services and return any unspent funds. If the breach results in damages, legal violations, or failure to meet state or federal regulatory requirements, the OFFICE may pursue legal action against the SUBCONTRACTOR for damages, penalties, or contract violations. Furthermore, repeated or serious breaches may result in the SUBCONTRACTOR being disqualified from entering into future agreements with the OFFICE.

These remedies ensure accountability and protect the interests of all parties involved. The OFFICE will make reasonable efforts to work with the SUBCONTRACTOR to correct deficiencies

before imposing severe penalties, but failure to comply with contractual terms may lead to financial and legal consequences.

31.5. Re-Designation or Re-Allocation of Fiscal Terms

OFFICE may issue a re-designation or re-allocation of fiscal terms if SUBCONTRACTOR in a High-Risk Review fails to address and or correct *Risk Management* or *Program Quality* indicators as requested or if the SUBCONTRACTOR 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.

31.6. Tiered Cooperative Agreement Transition Plan

Should the SUBCONTRACTOR be subject to termination of agreement, failure to perform, breach of contract, re-designation or re-allocation of fiscal terms, the SUBCONTRACTOR and OFFICE will develop a transition plan. This transition plan will be developed within the first two weeks of notification from OFFICE to SUBCONTRACTOR 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 SUBCONTRACTOR 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. SUBCONTRACTOR subject 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.

31.7. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of CDSS funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. SUBCONTRACTOR is operating in violation of regulations creating imminent danger to the health and welfare of children, parents, and/or staff.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children, their families, or staff.

31.8. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with SUBCONTRACTOR, OFFICE may terminate this agreement upon 30 calendar day's written notice to SUBCONTRACTOR.

32. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

SUBCONTRACTOR agrees to hold harmless and to indemnify OFFICE and the State of California, the officers, agents and employees of both OFFICE and State of California for any injury to person or property sustained by SUBCONTRACTOR or by any person, firm, or corporation employed directly or indirectly by the SUBCONTRACTOR or by any of the individuals participating in or associated with SUBCONTRACTOR, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of SUBCONTRACTOR or any person, firm, or corporation directly or indirectly employed by SUBCONTRACTOR upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and SUBCONTRACTOR, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require SUBCONTRACTOR to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

33. Nondiscrimination Requirements

NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor Office and its SUBCONTRACTORs shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and SUBCONTRACTORs shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and SUBCONTRACTORs shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.).

33.1. The applicable regulations of the Fair Employment and Housing Commission implementing

Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its SUBCONTRACTORs shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. During the performance of this agreement, SUBCONTRACTOR shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

SUBCONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

33.2. SUBCONTRACTOR shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

33.3. SUBCONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

34. Nepotism Prohibition

SUBCONTRACTOR shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any SUBCONTRACTOR employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the SUBCONTRACTOR's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

SUBCONTRACTOR understands that the California Political Reform Act of 174 ("PRA") prohibits public officials from participating in making or in any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. The SUBCONTRACTOR further understands violation of the PRA may lead to potential civil and criminal penalties should the SUBCONTRACTOR participate in making or any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. California Government Code section 82048 defines the term "public official" for purposes of the PRA as "every member, officer, employee, or consultant of a state or local government agency."

35. Drug-Free Workplace Act

SUBCONTRACTOR certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

36. Americans with Disabilities Act

SUBCONTRACTOR certifies that 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.

37. Child Support Compliance

SUBCONTRACTOR acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

38. Trafficking Victims Protection Act

This agreement is subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

39. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671(q)) and Federal Water Pollution Control Act as amended (33 USD 1251-1387).

40. Licenses and Standards

SUBCONTRACTOR assures that all required Federal, State, and Local Government licenses, standards, and procedures are maintained during the provision of services stipulated in this agreement.

41. Liability of SUBCONTRACTOR Negligence

SUBCONTRACTOR shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards of the Early Education profession and shall be liable for its own negligence and the negligent act of its employees, agents, contractors, and SUBCONTRACTORs. Except as set forth in this agreement, OFFICE shall have no right of control over the manner in which the work is to be done but only as it its outcome and shall not be charged with the responsibility of preventing risk to SUBCONTRACTOR or its employees, agents, contractors, and SUBCONTRACTORs.

42. OFFICE'S Right of Retention

OFFICE shall become the owner of, and entitled to exclusive possession of all records, documents, graphs, photographic, or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of OFFICE. Proprietary materials will be exempted from this clause.

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 program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.

43.2. If SUBCONTRACTOR makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or CDSS.

This Tiered Cooperative agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof, OFFICE and SUBCONTRACTOR have executed this agreement this 1st day of July, 2026.

| | |
|---|---|
| COMMUNITY ACTION PARTNERSHIP KERN | SAN JOAQUIN COUNTY OFFICE OF EDUCATION: |
| JEREMY TOBIAS<br>CHIEF EXECUTIVE OFFICER | TROY A. BROWN, Ed.D.<br>COUNTY SUPERINTENDENT OF SCHOOLS |
| | By: Anthony Flores, Division Director<br>Operations and Support Services |
| | Anthony Flores |
| Signature | Signature |
| | 07/30/2026 |
| Date | Date |

GB

• Project Manager Authorization •

| | |
|---|---|
| Total Contract Amount: | **$3,086,688.00** |
| Budget Account Number: | **12-6105-0-8500-1000-5809-700-7730 $50,000.00** |
| Budget Account Number: | **12-6105-0-8500-1000-5100-700-7730 $3,036,688.00** |

| | | |
|---|---|---|
| | LD | 07/30/2026 |
| Project Manager Signature | | Date |

• Certification Regarding Debarment, Suspension, or Ineligibility •

The SUBCONTRACTOR certifies that the SUBCONTRACTOR, and any of its Principals, independent contractors, and/or SUBCONTRACTORs:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
2. Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or preforming a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with,

   commission of any of the offenses enumerated in paragraph 2 (above) of this section; and
4. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

Project's Manager Signature

SUBCONTRACTOR Signature

• Fingerprinting Certification •

I hereby certify that the SUBCONTRACTOR for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Project's Manager Signature

07/30/2026
Date

• San Joaquin County Office of Education •

Anthony Flores

Contract Manager's Signature

07/30/2026
Date

# Contractor Certification of Criminal Background Check

_____ 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 ("SJCOE"), pursuant to the contract dated July 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.

Contractor/Consultant further certifies, pursuant to Education Code 45125(a), that it will promptly provide the SJCOE with copies of any subsequent and/or conviction reports it receives regarding these applicable employees.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

_____ _____

Date Name of Business

_____

Signature of Contractor/Consultant

_____

Title of Person Signing Certification

ATTACHMENTS:

Attachment A – CDE Earnings Projection Sheet

Attachment B – Required Documentation and Submission Timelines

Approved Budgets

Tiered Agreement Matrix

CAPK CCTR CDE Projection Worksheet - Initial
2026-27

| | |
|---|---|
| Contract | CCTR |
| CDE | 63,200.0000 |
| Rate | $ 48.84 |
| MRA | $ 3,086,688 |
| Family Fees | $ 1,700 |
| Contract to Earn | $ 3,088,388 |
| CDE's needed | 63,231 |

Family Fees (subsidized children only):
Current fees collected = $0
If presuming to collect fees in 25-26, please insert the amount in the box.

| Site | Slots | Factor | Daily CDE | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June | Total | Total CDE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| California St.1 | 8 | 2.4000 | 19.2000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,684.800 |
| California St.2 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| California St 3 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Gianone 1 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Gianone 2 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Kennedy 1 | 8 | 2.4000 | 19.2000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,684.800 |
| Kennedy 2 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Lathrop 1 | 8 | 2.4000 | 19.2000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,684.800 |
| Lathrop 2 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Lathrop 3 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Lodi 1 | 8 | 2.4000 | 19.2000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,684.800 |
| Lodi 2 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Lodi 3 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Marci Massei 1 | 8 | 2.4000 | 19.2000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,684.800 |
| Marci Massei 2 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Marci Massei 3 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Tiny Powers 1 | 8 | 2.4000 | 19.2000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 4,684.800 |
| Tiny Powers 2 | 8 | 1.8000 | 14.4000 | 20 | 21 | 21 | 22 | 18 | 20 | 19 | 18 | 23 | 22 | 20 | 20 | 244 | 3,513.600 |
| Total | 144 | | | | | | | | | | | | | | | | |
| Monthly Projected CDE | | | | 5,760.000 | 6,048.000 | 6,048.000 | 6,336.000 | 5,184.000 | 5,760.000 | 5,472.000 | 5,184.000 | 6,624.000 | 6,336.000 | 5,760.000 | 5,760.000 | | 70,272.000 |
| Projected Vacancy Rate: | | | | | | | | | | | | | | | | | 10.000000% |
| Net Projected CDE | | | | 5,184.000 | 5,443.200 | 5,443.200 | 5,702.400 | 4,665.600 | 5,184.000 | 4,924.800 | 4,665.600 | 5,961.600 | 5,702.400 | 5,184.000 | 5,184.000 | | 63,244.800 |
| Monthly Projected Earnings | | | | $ 253,187 | $ 265,846 | $ 265,846 | $ 278,505 | $ 227,868 | $ 253,187 | $ 240,527 | $ 227,868 | $ 291,165 | $ 278,505 | $ 253,187 | $ 253,187 | | $ 3,088,878 |



Attachment B Assignments

| Number | Person(s) Responsible | Fiscal/ Program | Report/Document |
|---|---|---|---|
| 1 | Purchasing/Admins | F | Documentation of Insurance Policies and Contracts: facilities, providers, consultant services, health/disabilities services or others as needed |
| 2 | Pam to review/Nonprofits to provide | F | Current non-profit status, as applicable (990 form) |
| 3 | Pam to review/partners to provide | F | Board Adopted policy prohibiting interfund loans using Head Start funds |
| 4 | Pam to process/partners to submit | F | Budget Revisions due upon request for changes in agreement amounts |
| 5 | Agencies to submit/Sam to review | F | 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 = Head Start) |
| 6 | Sam | F | Non-Federal Share Monthly Summary Report |
| 7 | Agencies to submit/Pam to review | F | Copy of CACFP/NSLBP reimbursement claims, review reports, proposed corrective action plans if application, and of any correspondence. |
| | Agencies to submit, Pam/Directors to review and investigate | | Notification of any review, investigation, or visit by a regulatory agency or any situation that may trigger termination this includes but is not limited to CACFP/NSLBP, Community Care Licensing, and State or Federally funded programs. |
| 8 | Agencies to submit/Accounts Payable to review and process | F | CalPERS/CalSTRS Retirement Reporting |
| 9 | Directors | F | Copies of all Inter-Agency Partnership Agreements |
| 10 | Agencies to submit/Pam to review | F | Head Start Facility Maintenance Matrix |

Attachment B Assignments

| | | | |
|---|---|---|---|
| 11 | Agencies to submit/ Pam for review and process (PPAP/Proj. Wksht)/Directors/Chris to review and approve. | F/P | Head Start: Planned Program Approach Plan (PPAP) for the following year<br>CCTR/CSPP: CDMIS Spreadsheet Projection Worksheets |
| 12 | Directors/Pam to review and include in applications | F/P | Supporting documents for continued refunding applications, including but not limited to program goals and objectives, narratives, organizational chart, budgets for next grant year, and subsequent year calendar |
| 13 | Sam | F | Final Agency Invoice |
| 14 | Tyler | F | Inventory Report: (purchase cost of $10,000 or more) and (purchase cost of $1,500-$9,999) |
| 15 | Pam | F | Fiscal Year Agency-Wide Audit and management letter |
| 1 | PGM | P | Emergency Preparedness Plan and Licensing form #610 |
| 2 | Julie/Cecilia | P | Current Employee/Personnel Roster/Lic 500/Staffing Pattern (titles, pay rate, location)<br>Notification of Personnel Changes for Management Staff |
| 3 | Julie/Cecilia | P | Personnel Files: all documents required by CCLD, ACF/Head Start Act and HSPPS, and/or funding agencies |
| 4 | Laura | P | Governing Board Approved Personnel and Program Policies |
| 5 | Laura | P | Current Memoranda of Understanding with pertinent community partners. |
| 6 | PGM/Cecilia | P | Partner Self-Monitoring System including but not limited to: schedule, documentation, tracking, follow-up |
| 7 | PGM | P | Copy of New and/or Updated Center Licenses |
| 8 | Julie | P | Signed Designated Code of Conduct for Early Head Start/Head Start Staff |
| 9 | PGM | P | Completed Health and Safety Screeners |

Attachment B Assignments

| | | | |
|---|---|---|---|
| 10 | PGM | P | Initial and Updated thereafter: Active Supervision Plan with Zoning Maps and Daily Classroom Schedules |
| 12 | Cecilia M. | P | Child and Family Participant Record and File: registration and eligibility documentation |
| 13 | Cecilia M. | P/F | Enrollment and Attendance Reporting (confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 report) |
| 14 | Cecilia M. | P | Daily Roster: parents/guardians signed child(ren) in and out with time of arrival and departure<br>Attendance: daily entry |
| 17 | Michaela/Mang | P | Child Health and Disability Prevention (CHDP) Program/Bright Futures History, Immunization Blue Cards |
| 18 | Stacy | P | School Readiness Reporting: Desired Results Developmental Profile (DRDP), Parent Conferences, and Goal Planning (individually/classroom level) |
| 19 | Seng/Itzel/Cecilia | P | Documentation of agency-level meetings [Board, Parent Advisory Committee (PAC), Policy Council (as applicable), and site-level parent meetings]: schedules (dates, times, & locations), agendas, minutes, sign-in sheets, and handouts (when applicable) |
| 20 | Laura/Julie/Cecilia | P | Documentation of agency Professional Development Plan & Supervisory Oversight: plan driven from monitoring results, PSE, SA, CQI & data; sign-in sheets, agendas, handouts |
| 21 | Cecilia | P | Parent Education Plan & Evidence of Implementation of the Plan: schedules, agendas, sign-in sheets, and handouts |
| 22 | Stacy | P | Evidence of a minimum of 2 Educational Home Visits per child per year (Head Start Only) |
| 23 | PGM/Cecilia | P | Plan of Action for EESD Monitoring Reports requiring correction: completed plan with specific steps, responsible party, date to be completed by, and evidence of competition<br><br>See Procedures for Specific Process and Timelines |
| | | | |

Attachment B Assignments

| | | | |
|---|---|---|---|
| 25 | Directors | P | Notification of any review, investigation, or visit by a regulatory agency or any situation that may possibly trigger Redesignation.<br><br>Communication sent to any regulatory agency or of any situation. |
| 26 | Laura/Annie | P | Participation in the development and/or updating of the Annual Community Assessment (Head Start Only) |
| 27 | Chris | P | Reconciliation of Program Information Report (PIR) Data (Head Start Only) |
| 28 | Laura | P | Copies of the following: Program Year Calendar including but not limited to open/closed days, instructional days, and minimum days; Staff and Parent Handbooks |
| 29 | Olivia/Seng/Itzel | P | Signed Conflict of Interest forms for each Board member. |
| 30 | Cecilia | P | Family Language Instrument and Family Interest Interview |
| 31 | Cecilia | P | CDD-801A Electronic Transfer Status Report |

San Joaquin County Office of Education
Early Education and Support
2026-27 Proposed Budget

Agency: Community Action Partnership of Kern

Funding: CCTR

**1000 Certificated Salaries:** $ 1,584,195

| # of positions | Title | Daily Hours | Daily Rate | Annual Days | % to this Program | Annual Salary |
|---|---|---|---|---|---|---|
| | Site Supervisor | | | 260 | | |
| | Site Supervisor | | | 260 | | |
| | Site Supervisor | | | 260 | | 133,391.86 |
| | Teacher | | | 260 | | 1,450,803.39 |
| | Teacher | | | 260 | | |
| | Teacher | | | 260 | | |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |
| | Teacher | | | 260 | | $ - |

**2000 Classified Salaries:** $ 534,114

| # of positions | Title | Daily Hours | Daily Rate | Annual Days | % to this Program | Annual Salary |
|---|---|---|---|---|---|---|
| | Assistant Teacher | | | 260 | | $ 442,154 |
| | Classroom Aide | | | 260 | | $ 91,959 |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |

**3000 Employee Benefits:** $ 726,565

| Category | Rate/Per FTE Amount | Base (Either Total FTE or Salary Base) | Annual Cost |
|---|---|---|---|
| Retirement | 5.00% | $ 2,118,309 | $ - |
| Social Security | 6.2% | $ 2,118,309 | $ - |
| Medicare | 1.45% | $ 2,118,309 | $ - |
| SUI | $ 434 | 0 | $ - |
| WC | 4.0% | $ 2,118,309 | $ - |
| Health & Other Insurance | $ 11,136 | 0 | $ - |
| Life Insurance | 0.1% | $ 2,118,309 | $ - |
| Total Benefits | | | $ 726,565 |

**4000 Books and Supplies:** $ -

| Category | Rate/Per FTE Amount | FTE Amount | % to this program | Annual Cost |
|---|---|---|---|---|
| Classroom Supplies | | | | $ - |
| Custodial | | | | $ - |
| Food | | | | $ - |
| Office | | | | $ - |
| Other | | | | $ - |

**5000 Services and other Operating Expenses:** $ -

| Category | Rate/Per FTE Amount | FTE Amount | % to this program | Annual Cost |
|---|---|---|---|---|
| Mileage | | | | $ - |
| Contracts | | | | $ - |
| Utilities | | | | $ - |
| Rentals | | | | $ - |
| Subscriptions | | | | $ - |
| Other | | | | $ - |

**6100/6200 Other Approved Capital Outlay:** $ -

| Project and Site | Rate/Per FTE Amount | FTE Amount | % to this program | Annual Cost |
|---|---|---|---|---|
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |

**6400 New Equipment (program related with prior approval):** $ -

| Project and Site | Rate/Per FTE Amount | FTE Amount | % to this program | Annual Cost |
|---|---|---|---|---|
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |

**6500 Equipment Replacement (program related with prior approval):** $ -

| Project and Site | Rate/Per FTE Amount | FTE Amount | % to this program | Annual Cost |
|---|---|---|---|---|
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |

**Depreciation or Use Allowance:** $ -

| Project and Site | Rate/Per FTE Amount | FTE Amount | % to this program | Annual Cost |
|---|---|---|---|---|
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |

**Indirect:** $ 241,814

| Basis | Rate |
|---|---|
| $ 2,844,874.03 | 8.50% |

**Total Budget:** $ 3,086,688

**Expected Funding Amount:** $ 3,086,688

**Under/(Over) Budget:** $ (0)

S H

**Tiered Agreement Matrix**

The Tiered Cooperative Agreement Risk Review Indicator Table demonstrates the level of support needed for the Educational Partners in each indicator, from the “High Risk”, a high need for support, to “Moderate Risk”, less need for support, to the “Low Risk”, with no need for support.

| Determining *Program Quality* Level of Risk Review Indicator Table | | | | | |
|---|---|---|---|---|---|
| Indicators | | Regulations/ Standards | **High Risk** 1 or more in high-risk results in high-risk determination | **Moderate Risk** 2 or more in moderate risk and 0 in high risk | **Low Risk** all in low risk, no more than 1 in moderate risk |
| **1.Basic Expectations/ Structural Systems** | 1.1 Staff Vacancy | Regulation:<br><br>Standard: | Evidence of staff vacancies impacting services to children, regardless of whether a written plan is in place. | A written plan is implemented to address staff vacancies with minimal impact on services to children. | A written plan is effectively implemented to ensure that staff vacancies have no impact on services for children. |
| | 1.2 Health and Safety Systems | Regulation: HSPPS 1302.47, 45 CFR 1302.21<br><br>Standard: 101212 & 101226 T22, EED 10 CSPP CCD 10 CCTR | There is evidence of serious concerns related to child safety and supervision practices, including but not limited to one or more Type A violations or two or more Type B violations issued by California Child Care and Development Services, run (CCLD), and/or Health and Safety System Findings. These findings indicate significant lapses in meeting licensing regulations and suggest that current systems and practices are not effectively ensuring children's safety and well-being. | There is evidence of a lapse in safety or supervision practices, including but not limited to one Type B violation issued by CCLD and/or Health and Safety System findings. While not posing an immediate threat to children’s well-being, the violation indicates a need for corrective action and greater consistency in following established health and safety procedures. | Clear evidence of an effective system for Health and Safety Systems, with consistent practices in place that meet or exceed licensing requirements. CCLD unannounced and annual inspection reports show no findings, indicating strong adherence to health and safety regulations and proactive supervision measures. |

| | | | | | |
|---|---|---|---|---|---|
| | 1.3 UIR | Regulation: 1302.47 (b) (1) (i), 45 CFR 1302.21 (b)(d)<br><br>Standard: 101212 Title 22, EED 09 CSPP CCD 10 CCTR, Title 5 | Failure to report more than one unusual incident to SJCOE within 24 hours of the occurrence or failure to submit Unusual Incident Reports (UIR) within the timeframe to SJCOE and CCL (with documentation of submission to CCL), and/or more than one failure to implement appropriate follow-up. | Failure to report at least one unusual incident to SJCOE and CCL within 24 hours of occurrence, and/or one failure to implement appropriate follow-up. | Evidence of an effective system for reporting UIRs and ensuring appropriate follow-up to SJCOE and CCL. |
| | 1.4 Contractual Requirements | Regulation:<br><br>Standard: | Contractual requirements are not consistently met, and Attachment B documents are frequently late, missing, or submitted with significant gaps in information. The documentation lacks the high quality needed to demonstrate compliance or program effectiveness, indicating a serious need for support and corrective action to meet contractual expectations. | Contractual requirements are generally met; however, Attachment B documents are occasionally submitted late or lack completeness and high quality. Improved internal review processes are needed to ensure timely, accurate, and thorough submissions of contractual expectations. | All contractual requirements are consistently met, including the timely submission of accurate, complete, and high-quality Attachment B documents. This reflects strong organizational practices and attention to compliance expectations. |

| | | | | | |
|---|---|---|---|---|---|
| | 1.5 Nutritional Services | Regulation: HSPPS 1302.31 (e)(2), 1302.44<br><br>Standard: EED 14 CSPP, CCD 13 CCTR, Education Code (EC) sections 8203, 8204, 8205, and 8207 T5 California Code of Regulations (CCR) 17708, 18278-CCTR | Findings documented during monitoring indicate a lack of proper documentation needed to ensure accountability for nutritional services. Issues are present in more than one critical area, including but not limited to missing meal counts, temperature logs, menus, improper food handling, or point of service records. These gaps reflect serious deficiencies in the nutritional system and signal an urgent need for corrective action to ensure that children's health and safety are not compromised. | Special dietary needs are met for each child in compliance with United States Department of Agriculture (USDA) requirements; however, documentation or implementation may be inconsistent. There may be minor gaps in how accommodations are recorded, communicated, or monitored, indicating a need for improved oversight to ensure consistent and fully compliant practices across the program. | Evidence of a well-established system that supports and monitors high-quality, meal service for all children. Meals consistently reflect accommodations for special dietary needs, options for cultural preferences, the needs of children with disabilities, and age-appropriate children. Monthly menus are current, complete, and reflect developmentally appropriate, nutritious meals that align with program requirements. These practices promote healthy eating habits, social engagement, and a strong sense of belonging during mealtimes for all children. |

| | | | | | |
|---|---|---|---|---|---|
| | 1.6 Family Engagement | Regulation: HSPPS 1302.50, 1302.51, 1302.34<br><br>Standard: CCD 07, 16, EED 07 | There is no/partial evidence of procedures that support family engagement/involvement experiences attendance at parent meetings, and materials provided to families in multiple languages. | Evidence of procedures that meet family needs, classrooms have family boards with some materials, but may not be up to date, supportive, and informative to families. Most materials provided to families are in multiple languages and provide family engagement/involvement experiences, including but not limited to moderate attendance of parent meetings. | Implementation of clear procedures for family engagement/involvement opportunities that meet family needs, classrooms have family boards with resources that are up to date, representation of children and families through multiple languages, family/child photos are in classroom centers, active outreach and partnerships with families and community agencies that provide family accessibility to engagement/involvement experiences, including but not limited to highly attended parent meetings. |
| | 1.7 Human Resource Systems | Regulation: HSSPS 1302.91, 1302.101(a 1-5)<br><br>Standard: CCD 15 CCTR EED 17 CSPP | Human Resource systems' failure to meet the most stringent regulations for staff qualifications before hire and meet ongoing requirements, with a lack of a system for record-keeping. | Human Resource systems meet the most stringent requirements aligned with the funding source for staff qualifications before hire and ongoing requirements. Demonstrates occasional implementation of effective systems for record-keeping and is in the process of developing their system of compliance for hiring and record-keeping. | Human Resource systems meet the most stringent requirements aligned with the funding source for staff qualifications before hire and ongoing requirements. Demonstrates implementation of effective systems for record keeping in staff personnel files. |

| | | | | | |
|---|---|---|---|---|---|
| **2. Professional Development Systems** | 2.1 Staff Onboarding | Regulation: 1302.92 (a)<br><br>Standard: CCD 16 CCR 18274 | There is evidence that reflects inconsistent onboarding of staff with no evidence of follow-up and support. | Evidence of an onboarding system that orients newly hired staff and those who transition to a new role with a system of follow-up and support. | Implementation of an effective onboarding system for newly hired staff and those who transition to a new role. The system includes, but is not limited to, the introduction of the organization's culture, roles, and expectations, and there is a system of follow-up and support. |
| | 2.2 Professional Growth Advising | Regulation: HSSPS 1302.92 (b 1-2)<br><br>Standard: CCD 16<br>EED 18<br>CCR 18274 | Failure to track professional growth hours and permit certification expirations results in one or more staff members being employed with a lapse in qualifications. | Evidence of a system that tracks professional growth hours and permit expiration dates, but lacks a system of implementation of professional growth advising. | Implementation of an internal professional growth advising system that effectively tracks and supports professional growth hours and permit expiration dates for permit teaching staff. |

| | | | | | |
|---|---|---|---|---|---|
| | 2.3 Employment Requirements | Regulation: 1302.92 (a) 1302.101 (a,1)<br><br>Standard: Health and Safety Code Section T5 1596.866, T22-101215, 101216, 101217, EC 8261 CCD 16 EED 18 | There is evidence that all staff, contractors, consultants, and volunteers' employment requirements are not maintained, trainings are not provided at least annually, and a record-keeping and tracking system is not implemented. | Evidence that required trainings for all staff, contractors, consultants, and volunteers are provided annually, and a record-keeping and tracking system is implemented, but lacks a mechanism for follow-up and support. | Implementation of a system that ensures all staff, contractors, consultants, and volunteers maintain employment requirements and receive required training hours annually, with a record-keeping system that tracks and ensures a mechanism for follow-up and support. |
| | 2.4 Professional Growth | Regulation: HSPPS 1302.92<br><br>Standard: CCD 16 EED 18 | There is no/partial evidence of a system that supports professional growth and career pathway opportunities for staff. | Evidence of professional growth and career pathway opportunities; however, they are not systematic, individualized, /or do not provide all staff with ongoing support. | Implementation of an individualized system of professional growth for all staff that recognizes, supports, and builds content-area experts, provides career pathways that encourage internal promotions and leveraging of resources. |

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|---|---|---|---|---|---|
| | 2.5 Staff Training | Regulation: HSPPS 1302.101 (b, 1)<br><br>Standard: CCR 17704, WIC sections 10240,10250 5 CCR Section 18274 CCD 16 EED 18, 21 | There is no evidence of alignment of program data and staff training topics, and/or training plan is missing or inconsistent. | Evidence of a training system utilizes program data to guide the development of training plans, staff training topics are not aligned to program data, and/or documentation of assessing effectiveness is lacking. | Implementation of a training system that utilizes program data to guide the development of training plans and assesses the effectiveness of trainings that support all staff in the performance of their roles. |
| **3. School Readiness/ Early Intervention Systems** | 3.1 Curriculum Implementation | Regulation: HSPPS 1302.32<br><br>Standard: | There is no evidence of an implemented research-based curriculum, and/or curriculum materials are not readily available to staff. | Evidence of a research-based curriculum, curriculum materials are available to and used by staff; however, full implementation is not evident, and no/partial system for self-monitoring of curriculum fidelity. | Implementation of a research-based curriculum that includes a system for self-monitoring to ensure curriculum fidelity. |
| | 3.2 Curriculum Training | Regulation: HSPPS 1302.32 1302.92<br><br>Standard: | There is no/partial evidence of curriculum training being offered to all educational staff. | Evidence of curriculum training offered, however, lacks evidence that all educational staff have attended. | Implementation of curriculum training is completed initially and ongoing for all educational staff, and program data is utilized to assess the needs for additional training/coaching. |

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| | 3.3 Child Assessments | Regulation: HSPPS 1302.31 (b), 1302.32, 1302.33 (b), 1302.35, (d) 1302.92, 1302.102<br><br>Standard: CCD 14<br>EED 15 | There is no/partial evidence of compliance with contractual requirements for child assessments. | Evidence of compliance with contractual requirements for child assessments, although program planning is not evident. | Demonstration of compliance with contractual requirements for child assessments and use of child assessment data for program planning. |
| | 3.4 Social Emotional Learning Practices | Regulation: HSPPS 1302.30 & 1302.31 (b, 1)<br><br>Standard: | There is no evidence of the utilization of a comprehensive social-emotional framework and staff training in evidence-based strategies that foster social-emotional well-being is provided. | Staff training on social-emotional teaching practices | Evidence of the utilization of a comprehensive social-emotional framework, staff training on, and a self-monitoring system that ensures the implementation of strategies. |

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| | 3.5 Mental Wellness | Regulation: HSPPS 1302.33 (a), 1302.34 (b,6) 1302.41, 1302.45 (a 1-5)<br><br>Standard: CCD 07 & 08, EED 07 & 08, CMTC EC 8243 Education Code (EC) sections 8203 | There is no evidence of program-wide mental health promotion, and/or there is an incomplete system for identifying and responding to child and family social-emotional needs and behavior concerns. | There is partial evidence of strategies for mental wellness promotion, and practices for identifying and responding to child and family social-emotional needs and behavior concerns are inconsistent. | Implementation of program-wide mental wellness promotion, systems to identify/support social-emotional needs and behavioral concerns, including community partnerships providing children and families access to mental health resources/services. There is evidence of appropriate and timely follow-up for identified needs. |
| | 3.6 Data Systems | Regulation: HSPPS 1302.34, 1302.46, 1302.50, 1302.101 (4)<br><br>Standard: CCD 04, 08, EED 05, 08 Education Code (EC) sections 8203 | The system for record-keeping and the use of ChildPlus is not evident. Systems for providing and documenting services and supporting all children and families are not evident; there is a lack of follow-up, support, referrals, and resources offered. | Evidence of using ChildPlus and other record-keeping systems that track services and support, referrals, and resources to families, partial evidence of meeting the needs of children and families, may be lacking follow-up, and/or reflect data inaccuracies. | Implementation of ChildPlus and other required systems to enter the needs and services provided to all children and families, and have internal systems verifying the accuracy of entered data. There is a record-keeping system that effectively tracks follow-up, support, referrals, and resources offered. |

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| | 3.7 Culturally Responsive | Regulation: HSPPS 1302.31, 1302.40, 1302.50<br><br>Standard: CCR 17703 | There is no evidence of culturally responsive practices. | Evidence of culturally responsive practices are present but applied inconsistently across the environment and facilitation of activities. While there are some efforts to reflect children's cultures and life experiences, they may be occasional or surface-level. Classroom culture is generally positive, and some differentiated methods are used, but they are not consistently tailored to meet the diverse needs of all children. | Implementation of culturally responsive practices are consistently evident in the environment and daily facilitation of activities, intentionally drawing on children's cultures and life experiences. A positive, inclusive classroom culture is well-established, and learning methods are thoughtfully differentiated to reflect and support the diverse needs and backgrounds of all children. |
| | 3.8 Linguistically Responsive | Regulation: HSPPS 1302.31, 1302.40, 1302.50<br><br>Standard: CCR 17703 | There is no/partial evidence of linguistically responsive practices. Communication in the home language is not provided and/or is provided inconsistently. | Evidence of linguistically responsive practices is present but applied inconsistently across the environment and daily communication provided both verbally and non-verbally in styles that meet the classroom community. Communication with families is provided in the home language, and translation services are provided as needed. | Implementation of linguistically responsive practices are consistently evident in the environment and daily communication provided both verbally and non-verbally in styles that meet the classroom community. Communication with families is provided in the home language, and translation services are provided as needed. |

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| | 3.9 Family Partnerships | Regulation: HSPPS 1302.34, 1302.46, 1302.51<br><br>Standard: CCD 07, 18, EED 07, 21 | There is no evidence of collaboration or communication with families about their child's growth and development. There is no evidence of any educational visit conducted with families. | Evidence of minimal communication with families about their child's growth and development or engagement in the child's developmental goals. The majority of educational visits with families are conducted outside of the home. | Evidence of a partnership with families that reflects consistent, ongoing, and mutual information sharing about their child's growth and development. Families are actively engaged and included in their child's education. The majority of educational visits with families are conducted in the home. |
| **4. Program Systems that demonstrate results that support quality programs** | 4.1 Monitoring | Regulation: HSPPS 1302.41 1302.102 (b) (c)<br><br>Standard: CCD 18 EED 21 | There is no evidence of a self-monitoring system that addresses monitoring results, demonstrates repeated findings, and lapses in service and timeliness. | Evidence of a partial self-monitoring system with inconsistent follow-up and action with results, and an inconsistent understanding of the systems in place. | Implementation of an effective system for comprehensive services offered to children and families that demonstrates positive impact through self-monitoring systems with utilization of program data-self monitoring data, summary of findings, and appropriate corrective action follow-up. |
| | 4.2 Family Engagement | Regulation: HSPPS 1302.50, 1302.51, 1302.52<br><br>Standard: CCD 07, 18 EED 07, 16 | There is no evidence of family engagement in the program's decision-making and planning | Evidence of minimal family engagement or failure to include family input in program decision-making and/or review program performance data. | Implementation of family engagement with documentation of seeking and including family input in program decision-making, and reviewing program performance data. |

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| | 4.3 Leadership Opportunities for Families | Regulation: HSPPS 1301.3, 1301.4, 1301.5<br><br>Standard: EED 07 CCD 07 | There is no evidence of leadership opportunities for families and/or lack of communication with families | Evidence of a minimal system for leadership opportunities being offered to families and lack of engagement of families to the various opportunities. | Implementation of a system for leadership opportunities being offered and used by families to participate in various levels of parent groups (Policy Council, Parent Advisory Councils, and Parent Meetings, Health and Mental Health Services Advisory Committee). There is evidence of communication and intentional engagement with families about leadership opportunities. |
| | 4.4 Facility Maintenance | Regulation: HSPPS 1302.101, 1302.102<br><br>Standard: Funding Terms and Conditions CDE/CSPP | There is no/partial evidence of a facility maintenance plan addressing short-term and long-term purchasing, expansion, and facility improvements for the current year. | Evidence of a facility maintenance plan addressing short-term and long-term purchasing, expansion, and facility improvements for the current and at least one future year. | Implementation of a facility maintenance plan addressing short-term and long-term services, repairs, purchasing, expansion, and facility improvements for the current and at least the next five subsequent years. |

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| **5. Risk Management**<br><br>Regulation: 45 CFR Part 75 / 2 CFR Part 200 (as of October 2, 2024)<br>CCD 21, 22, 23: Fiscal/Audits<br><br>EED 23, 24: Fiscal/Audits | Lack of internal control systems that result in line-item overages without a required budget revision with prior approval to include indirect, out-of-area, and/or equipment line items.<br>Lack of evidence/or practice with one or more of the fiscal indicators:<br>Claims-more than 2 % of claims submitted more than 2 business days late<br>In-depth monitoring review identifies discrepancies between the backup documentation and General Ledger (GL) and disallowable costs included in the request for reimbursement.<br>Suspension or termination of any State or Federal grant.<br>Breach of Contract-Section 34.3 a-h (HS) or 32.4 (ST)<br>Revocation of a center license by Community Care Licensing<br>Extensions-5 or more requests<br>At the time of the tiered contract review, projection worksheets reflect year-to-date earnings below 87%, and updates are submitted when needed (CDE/CDSS) | Occasional demonstration of internal control systems that result in an acceptable percentage of line-item overage as allowed before a budget revision is required, except for the indirect, out-of-area, and/or equipment line items.<br>Lack of evidence/or practice in one of the fiscal indicators:<br>In-depth monitoring review identifies discrepancies between the backup documentation and GL or disallowable costs included in the request for reimbursement.<br>Claims-no more than 2% of claims are submitted up to 2 business days late<br>Extensions-no more than 4 requests<br>At the time of the tiered contract review, projection worksheets reflect year-to-date earnings of 88-94%, and updates are submitted when needed (CDE/CDSS) | Implementation of internal control systems that result in an acceptable percentage of line-item overage as allowed before a budget revision is required, except for the indirect, out-of-area, and/or equipment line items.<br>Evidence demonstrated the following fiscal indicators:<br>In-depth monitoring reviews identify no discrepancies between the backup documentation and GL, resulting in 100% compliance<br>All claims are submitted ontime<br>Extensions-no more than 2 requests per grant year<br>At the time of the Tiered Cooperative Agreement review, projection worksheets reflect current earnings of 90-95% and updates are submitted when needed (CDE/CDSS) |

# MEMORANDUM

**To:** Budget & Finance Committee

**From:** Rosa Guerrero, Administrative Analyst

**Date:** August 19, 2026

**Subject:** *Agenda Item 4c:* 2026-27 Retroactive Budget Revision/Equipment Purchase Approval – **Action Item**

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The Head Start and State Child Development Division is requesting approval to submit a budget revision for the 2026-2027 fiscal year to the Office of Head Start. CAPK's Head Start Program will be requesting the transfer of $18,789.31 within Head Start base funds from the Other class category to the Equipment category to facilitate the emergency purchase and replacement of an HVAC unit at the Delano Head Start Center.

Following multiple service evaluations and repair attempts, the existing HVAC unit at the Delano site was determined to be beyond reasonable repair and prompt replacement was recommended. The evaporator coil is no longer available and with unsuccessful efforts to address refrigerants leaks, the overall condition of the equipment no longer supports safe and reliable operation. The total replacement cost for the unit is $18,789.31.

CAPK recognizes the importance of maintaining learning environments that promote the health, safety, and wellbeing of enrolled children and staff. The timing of this equipment failure presents a significant operational challenge, as children are scheduled to return to the center on Monday, August 10th, 2026. Given the extreme summer temperatures experienced in Kern County, Program has purchased and installed the replacement unit to ensure uninterrupted services and maintain compliance with health and safety requirements. This request does not change the approved scope of work or require additional federal funding.

In response to the emergency circumstances, the Program has notified the Office of Head Start of the purchase and the need for retroactive approval. Once approved by Policy Council and the Board, the Head Start Division will submit the official request to the Office of Head Start by the end of the month.

***Strategic Plan Impact***

This proposal aligns with Strategic Priority A – Community Investment of the 2026-2029 Strategic Plan which emphasizes fostering pathways out of poverty and expanding access to education, employment, and essential services.

**Recommendation**

Staff recommends the Board of Directors approve with resolution the submission of the 2026-2027 Head Start Program Budget Revision (09CH012489).

***Attachments:***

*Resolution 2026-09*
*Equipment Estimate*

# RESOLUTION # 2026-09

## A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the 2026-2027 Budget Revision of Head Start Preschool and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on August 26, 2026, at a scheduled Board meeting and resolved as follows:

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

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

**WHEREAS,** the Head Start and State Child Development Division has requested to submit a Budget Revision for the Head Start Preschool/ Early Head Start Kern (09CH012489), for budget year 2026-2027; and

**WHEREAS,** the Head Start and State Child Development Division has made an emergency purchase and replacement of an HVAC unit at the Delano Head Start site and is requesting retroactive approval; and

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

**WHEREAS,** the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the budget revision as presented including equipment purchases for the Head Start Preschool and Early Head Start grant; and

**NOW, THEREFORE,** be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission the 2026-2027 budget revision for the Head Start Preschool and Early Head Start grant.

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of August 2026.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

# Estimate

PLC System Services LLC
CA. Lic # 1068471 C-20, C-10
8200 Stockdale HWY, Suite M10-369
Bakersfield, CA 93311
Office Phone: (661) 302-5042

**Estimate Number:** E250908614
**Estimate Date:** 06/26/2026
**Payment Terms:** Payment 30 days after invoice date
**Estimate Amount:** 18,789.31

**Bill To**
Capk Delano
1300 18th St. Suite 200
Bakersfield, CA 93301
klawrence@capk.org

**Site**
Capk Delano
1835 Cecil
Delano, CA 93216
klawrence@capk.org

| Item Name | Quantity | Unit Price | Total |
|---|---|---|---|
| Furnish<br>Classroom D<br>(1)Qty 5 ton Heat Pump Bard<br>*Remove and replace wall mount unit.<br>*Disposal of unit<br>*Test and commission of cooling and heating<br>*Install heat strips<br>*Unit to be a Bard 11EER model | 1.00 | 18,789.31 | 18,789.31 |
| Exclusions<br>EXCLUSIONS:<br>•Overtime or any labor not detailed in work scope.<br>•Code upgrades.<br>•Repair or warranty of pre-existing equipment or conditions.<br>•Guarantee of existing piping.<br>•Guarantee of existing electrical.<br>•Permits.<br>•Hers testing.<br>•Main Electrical breaker upgrades or wiring.<br>•Structural Engineering.<br>•Framing/Drywall.<br>•General Sheetmetal.<br>•Integration of control system.<br>•Roofing repair,patching, and removal.<br>•Air Balance.<br>•Any work not detailed in quote.<br>•Condensation lines, P.O.C. And Drywells<br>•Demo<br>•Raceway, Conduit for control wires or T-Stats | 1.00 | 0.00 | 0.00 |

**Comments:**

Thank you for your business!

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|---|---|
| Subtotal: | $ 18,789.31 |
| **Estimate Amount** | **$ 18,789.31** |

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**Terms & Conditions:**

TO OWNER: All work and materials performed by PLC System Services LLC DBA PLC Mechanical Systems are guaranteed to be as specified. All work will be/has been completed in a workmanlike manner according to standard practice of ASHRAE and shall meet the requirements adopted by the local governing jurisdiction. This is a single payment or "lump-sum" construction contract, and all state and/or local sales tax on materials will be/were paid to suppliers/vendors at the time of purchase and are included in this proposal/invoice, unless as otherwise noted above. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. In the event that payment is not made in full, I agree to all full access to reclaim/repossess any installed equipment or materials. PLC System Services DBA PLC Mechanical Systems is a licensed contractor with Contractor State Licensing Board. All contractors are required by law to be licensed and regulated by the Contractor's State License.

# MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: August 19, 2026

Subject: *Agenda Item 4d*: Renewal Contract: U.S. Department of Housing and Urban Development CA1799L9D042507 and Coordinated Entry System- **Action Item**

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The U.S. Department of Housing and Urban Development (HUD) has awarded Community Action Partnership of Kern a renewal contract for operation of the Coordinated Entry System (CES) on behalf of the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Continuum of Care (CoC).

The annual budget of $268,035 has been designed to fund one .05 FTE CES Program Manager and 2.0 FTE Housing Navigator. The Housing Navigator conducts intakes, referrals, assessments, and determines eligibility in accordance with HUD and local CoC policies. The CES Manager provides oversight and guidance to the Navigators as well as conducts training, data management, and reporting to the CoC.

This agreement aligns with CAPK's Strategic Action Plan Strategic Priority A – Community Investment: Supports initiatives that foster pathways out of poverty by expanding access to affordable housing, healthcare, and essential services. Key Goal A1 – Affordable Housing: Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028.

## RECOMMENDATION

Staff recommends that the Budget and Finance Committee authorize the Chief Executive Officer to execute the contract for services with the U. S. Department of Housing and Urban Development for Coordinated Entry System and allow for the execution for additional documents as needed.

***Attachment:***
*Grant Agreement: Grant Number CA1799L9D042507*

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
**FEDERAL AWARD AGREEMENT**

## A. General Federal Award Information

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| 1. Recipient name (must match Unique Entity Identifier name) and address:<br>Community Action Partnership of Kern<br><br>1300 18TH ST STE 200<br>Bakersfield, California 93301-4537 | 12. Assistance listing number and title:<br>14.267, Continuum of Care (CoC) Program |
| 2. Recipient's Unique Entity Identifier:<br>MH2JA4FK2WK1 | 13. Amount of federal funds obligated by this action:<br>See Addendum 2 |
| 3. Tax identification number:<br>95-2402760 | 14. Total amount of federal funds obligated:<br>See Addendum 2 |
| 4. Federal Award Identification Number (FAIN):<br>See Addendum 2 | 15. Total approved cost sharing (if applicable):<br>See Addendum 2 |
| 5. Instrument type:<br>Grant [X] Cooperative agreement [ ]<br>Loan Guarantee [ ] | 16. Total federal award amount, including approved cost sharing:<br>See Addendum 2 |
| 6. Period of performance start and end date:<br>See Addendum 2 | 17. Budget approved by HUD: |
| 7. Budget period start and end date:<br>See Addendum 2 | 18. Fiscal year:<br>2025 |
| 8. Initial Agreement [X] Amendment [ ] #[ ] | 19. Statutory authority:<br>42 U.S.C. § 11301 et seq. |
| 9. Indirect cost rate (per § 200.414):<br>Recipients must complete Addendum 3: Indirect Cost Rate Schedule | 20. Applicable appropriations act(s):<br>Public Law 119-4; Public Law 119-75 |
| 10. Is this award for research and development (per 2 C.F.R. § 200.1)? Yes [ ] No [X] | 21. Notice/notice of funding opportunity this award is made under (if applicable):<br>N/A |
| 11. Awarding official name and contact information: | 22. Program regulations (if applicable):<br>24 C.F.R. Part 578 |
| 23. Federal award description:<br>The Continuum of Care (CoC) program is designed to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers, Tribes and Tribally Designated Housing Entities, and State and local governments and promoting access to and effect utilization of mainstream programs by homeless individuals and families.<br>• Addendum 1. Policy Requirements<br>• Addendum 2. Program-Specific Requirements<br>• Addendum 3. Indirect Cost Rate Schedule | |

*Authority and Agreement.* This agreement between the U.S. Department of Housing and Urban Development (HUD) and the Recipient is made pursuant to the statutory authority above (box 19) and is subject to the applicable appropriations act(s) (box 20). This agreement incorporates by reference the Continuum of Care program statute 42 U.S.C. 11301 et seq., the program regulations at 24 C.F.R. § 578 (as now in effect and as may be amended from time to time), the relevant funding notice (box 21), the Recipient's application submission on the basis of which these Grant Funds were approved by HUD including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application"), any attached Specific Terms and Conditions, and the attached addenda (box 23).

## B. Terms and Conditions

1. *General terms and requirements.* The Recipient must comply with all applicable federal laws, regulations, and requirements, unless otherwise provided through HUD's formal waiver authorities. This agreement, including any attachments and addenda, may only be amended in writing executed by parties to this agreement and any addenda.

2. *Administrative requirements.* The Recipient must comply with the following requirement(s) if checked below:

   ☐ The administrative requirements in the HUD General Administrative, National, and Departmental Policy Requirements and Terms for HUD's Financial Assistance Programs 2025, as indicated in the relevant NOFO, apply to this agreement

   ☒ The Recipient shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Unique Entity Identifier (UEI); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 C.F.R. part 25, Universal Identifier and General Contractor Registration; and 2 C.F.R. part 170, Reporting Subaward and Executive Compensation Information.

3. *Applicability of 2 C.F.R. part 200.*

   ☒ The Recipient must comply with the applicable requirements at 2 C.F.R. part 200, as may be amended from time to time. This includes 2 CFR 200.332(b)(2), which requires all agreements or contracts made with subrecipients to contain the same terms and conditions as those in this agreement. Any conflicting terms and conditions must be approved by HUD. If any previous or future amendments to 2 C.F.R. part 200 replace or renumber any part 200 section cited in HUD's regulations in Title 24 of the Code of Federal Regulations, the amended part 200 requirements will govern award activities carried out after the amendments' effective date.

   ☐ The Recipient must comply with the applicable requirements at 2 C.F.R. part 200. This includes 2 CFR 200.332(b)(2), which requires all agreements or contracts made with subrecipients to contain the same terms and conditions as those in this agreement. Any conflicting terms and conditions must be approved by HUD. If any previous amendments to 2 C.F.R. part 200 replace or renumber any part 200 section cited in HUD's regulations in Title 24 of the Code of Federal Regulations, the amended part 200 requirements will govern award activities carried out after the amendments' effective date.

4. *Future budget periods.* If the period of performance spans multiple budget periods, subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the Federal award.

5. *Indirect Cost Rate.* If the Recipient intends to use a negotiated or de minimis rate for indirect costs, the Recipient must submit an Indirect Cost Rate form to HUD, with this agreement using "Addendum #3 "Indirect Cost Rate Schedule". The submitted form/addendum will be incorporated into and made part of this agreement, provided that the rate information is consistent with the applicable requirements under 2 C.F.R. § 200.414. If there is any change in the Recipient's indirect cost rate, it must immediately notify HUD and execute an amendment to this agreement to reflect the change if necessary.

6. *Recipient integrity and performance matters.* If the Federal share of this award is more than $500,000 over the period of performance (box 6), the terms and conditions in 2 C.F.R. part 200 Appendix XII apply to this agreement.

7. *Recordkeeping and Access to Records.* The Recipient hereby agrees to maintain complete and accurate books of account for this award and award activities in such a manner as to permit the Recipient to prepare statements and reports in compliance with applicable HUD requirements and OMB requirements in 2 CFR part 200 for recordkeeping and reporting, which may be amended from time to time.

   HUD, Inspectors General, the Comptroller General of the United States, or any of their authorized presentatives shall have the right of access to any records of the Recipient or Subrecipient pertinent to the Federal Award,

including those relevant to the administration, receipt, and use of this award and award activities, in order to perform audits, execute site visits, or for any other official use. Such records include those that identify the source and application of funds, including relevant subrecipient data, in such a manner as to allow HUD to determine that all funds are and have been expended in accordance with program requirements and in a manner consistent with applicable law. The right of access includes timely and reasonable access to the Recipient's or Subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general. In lieu of or in addition to an on-site inspection, Recipient also agrees to furnish HUD such financial and project reports, records, statements, subrecipient data, and documents in such form, and accompanied by such reporting data as required by HUD where doing so is not impracticable.

Further, the Recipient hereby acknowledges that HUD is in the process of implementing new grants management and reporting tools for all records pertinent to the Federal award. Recipient agrees to report on grant performance and financial activities (including vendor and cash disbursement supporting details for the Recipient and its subrecipients) using these new tools when they are released and to satisfy occasional requests for records pertinent to the federal award as described above. HUD will work with the Recipient to support the Recipient's transition to the new reporting tools. HUD reserves the right to exercise all of its available rights and remedies for any noncompliance with these grants management and financial reporting requirements, to include, without limitation, requiring additional or more detailed reports, suspension of disbursements, and all other legally available remedies, to the furthest extent permitted by law.

8. *Noncompliance.* If the Recipient fails to comply with the provisions of this agreement, HUD may take one or more of the actions provided in program statutes, regulations or 2 C.F.R. § 200.339, as applicable. Nothing in this agreement shall limit any remedies otherwise available to HUD in the case of noncompliance by the Recipient. No delay or omissions by HUD in exercising any right or remedy available to it under this agreement shall impair any such right or remedy or constitute a waiver of or acquiescence in any Recipient noncompliance

9. *Termination provisions.* Unless superseded by program statutes, regulations or NOFOs, the termination provisions in 2 C.F.R. § 200.340 apply.

10. *Build America, Buy America.* The Recipient must comply with the requirements of the Build America, Buy America (BABA) Act, 41 U.S.C. § 8301 note, and all applicable rules and notices, as may be amended, if applicable. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 Fed. Reg. 17001), BABA requirements apply to any infrastructure projects HUD has obligated funds for after the effective dates, unless excepted by a waiver.

11. *Waste, Fraud, Abuse, and Whistleblower Protections.* Any person who becomes aware of the existence or apparent existence of fraud, waste, or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). Allegations of fraud, waste, and abuse related to HUD programs can be reported to the HUD OIG hotline via phone at 1-800-347-3735 or online hotline form. The Recipient must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, recipient, and subrecipient-as well as a personal services contractor-who make a protected disclosure about a Federal award or contract cannot be discharged, demoted, or otherwise discriminated against if they reasonably believe the information they disclose is evidence of (1) gross mismanagement of a Federal contract or award; (2) waste of Federal funds; (3) abuse of authority relating to a Federal contract or award; (4) substantial and specific danger to public health and safety; or (5) violations of law, rule, or regulation related to a Federal contract or award.

12. *Third-Party Claims.* Nothing in this agreement shall be construed as creating or justifying any claim against the federal government or the Recipient by any third party.

13. *Rule of Construction and No Construction Against Drafter*. Notwithstanding anything contained in this agreement, the terms and conditions hereof are to be construed to have full and expansive effect in both interpretation and application, and the parties agree that the principle of interpretation that holds that ambiguities in terms or conditions are construed against the drafter shall not apply in interpreting this agreement.

14. *Severability*. If any part or provision of this agreement is enjoined or held to be void or unenforceable in any jurisdiction, it shall be ineffective as to such jurisdiction and only to the extent of such prohibition or enjoinment and shall not invalidate or affect the legality or enforceability of the remaining provisions and applications of this agreement. In the event the enjoinment of such provisions is stayed, dissolved or reversed, the full terms of this agreement, including such provisions, will automatically become effective. This clause is self-executing and will become effective, binding, and enforceable automatically upon execution of this agreement.

## C. Federal Award Performance Goals

The Recipient must meet any applicable performance goals, indicators, targets, and baseline data as required by applicable program requirements.

## D. Specific Terms and Conditions

Not applicable ☒ Attached ☐

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|---|---|---|
| For the U.S. Department of HUD<br>(name and title of authorized official) | Signature | Date/ Federal Award Date |
| For the Recipient<br>(name and title of authorized official) | Signature | Date |

**ADDENDUM 1. POLICY REQUIREMENTS**

**RESCINDED**

**ADDENDUM 2. PROGRAM-SPECIFIC REQUIREMENTS**
**Assistance Listing 14.267, Continuum of Care (CoC) Program**

The total amount of federal funds obligated by this grant agreement are allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

| Grant No. (FAIN) | Grant Term | Performance Period | Budget Period |
|---|---|---|---|
| CA1799L9D042507 | 12 months | 8/1/2026 - 7/31/2027 | 8/1/2026 - 7/31/2027 |
| Amount of federal funds obligated by this grant agreement: | | | $268,035 |
| Total amount of federal funds obligated: | | | $268,035 |
| allocated between budget line items as follows: | | | |
| a. Continuum of Care Planning Activities | | | $0 |
| b. Acquisition | | | $0 |
| c. Rehabilitation | | | $0 |
| d. New construction | | | $0 |
| e. Leasing | | | $0 |
| f. Rental assistance | | | $0 |
| g. Supportive services | | | $246,504 |
| h. Operating costs | | | $0 |
| i. Homeless Management Information System | | | $0 |
| j. Administrative costs | | | $21,531 |
| k. Relocation costs | | | $0 |
| l. VAWA Costs | | | $0 |
| m. Rural Costs | | | $0 |
| n. HPC homelessness prevention activities:<br>Housing relocation and stabilization services | | | $0 |
| Short-term and medium-term rental assistance | | | |
| **Rural Set Aside Activities** | | | |
| a. Rent or utility assistance after 2 months of nonpayment of rent or utilities | | | $0 |
| b. Short-term emergency lodging in motels or shelters costs | | | $0 |
| c. Repairs necessary to make housing habitable to be used for transitional or permanent housing | | | $0 |
| d. Capacity building activities | | | $0 |

| | |
|---|---|
| e. Emergency food and clothing assistance | $0 |
| f. Costs associated with making use of Federal Inventory property programs to house homeless individuals and families | $0 |

The provisions apply to all Recipients:

1. *Pre-Award Costs.* The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation o an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

2. *Housing First*. HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model

3. *Project-based Rental Assistance.* If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

4. *Renewal Projects.* The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

5. *High-performing Communities.* HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

6. *Communications.* HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

7. *Cost Sharing*. This award is subject to match provisions in 24 CFR 578.73 which requires that CoC Recipients must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. Since these factors are fact-sensitive, the amount of match is not included in either Box 15 or Box 16 of this Agreement.

**ADDENDUM 3. INDIRECT COST RATE SCHEDULE**

OMB Number. 2501-0044
Expiration Date: 2/28/2027

**Indirect Cost Information for Award Applicant/Recipient**

1. Federal Program/Assistance Listing Program Title:
CONTINUUM OF CARE PROGRAM/Assistance Listing# 14.267

2. Legal Name of Applicant/Recipient:
Community Action Partnership of Kern

3. Indirect Cost Rate Information for the Applicant/Recipient:
*Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form.*

☐ The Applicant/Recipient will not charge indirect costs using an indirect cost rate.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award by applying a *de minimis* rate as provided by 2 CFR 200.414(f), as may be amended from time to time.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, *if required*, has been approved by the cognizant agency for indirect costs.

| Agency/department/major function | Indirect Cost Rate | Type of Direct Cost Base | Type of Rate |
|---|---|---|---|
| | % | | |
| | % | | |
| | % | | |

4. Submission Type (check only one):
☒ Initial Submission ☐ Update

5. Effective date(s):

6. Certification of Authorized Representative for the Applicant/Recipient:
**Under penalty of perjury, I certify on behalf of the Applicant/Recipient that
(1) all information provided on this form is true, complete, and accurate, and
(2) the Applicant/Recipient will provide HUD with an update to this form immediately upon learning of any change in the information provided on this form, and
(3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this form.

Signature: _____

Date: _____

Name: _____

Title: _____

****Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

**Public Reporting Burden Statement:** This collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

OMB Number. 2501-0044
Expiration Date: 2/28/2027

## Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

| Number | Item | Instructions |
|---|---|---|
| **1** | Federal Program/ Assistance Listing Program Title | Enter the title of the program as listed in the applicable funding announcement or notice of funding availability. |
| **2** | Legal Name of Applicant/ Recipient | Enter the legal name of the entity that will serve as the recipient of the award from HUD. |
| **3** | Indirect Cost Rate Information for the Applicant/ Recipient | Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients.<br>The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional").<br>If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.<br>If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.<br>If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.<br>To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E, and the applicable appendix that is listed under 2 CFR 200.414(e). |
| **4** | Submission Type | Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award. |
| **5** | Effective date(s) | Enter the date(s) for which the information on this form applies. |
| **6** | Certification of Authorized Representative for the Applicant/ Recipient | An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title. |

# MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: August 19, 2026

Subject: *Agenda Item 4e*: Retroactive Renewal Contract: Bakersfield Kern Regional Homeless Collaborative (BKRHC) - **Action Item**

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## Background

The Youth Emergency Shelter III Program was originally awarded to the California Veterans Assistance Foundation (CVAF). Following CVAF's merger into Community Action Partnership of Kern (CAPK) in 2025, CAPK assumed responsibility for continuing the program and related grant-funded services. Because the original award was tied to CVAF and CAPK is now the operating entity, staff determined it was appropriate to bring the agreement before the CAPK Board for review and approval.

## Retroactive Contract Justification

The agreement is retroactive to March 1, 2026, to align the contract term with the eligible service period of 03/01/2026-06/30/2027 and ensure continuity of shelter operations. The delay in finalizing the agreement was related in part to HHAP-4 funding delays between BKRHC and the State, which affected the timing of funding availability and contract processing. Retroactive approval allows eligible services and costs incurred during the agreement period to be formally covered under the contract.

## Budget

The total compensation under the agreement shall not exceed **$173,084.11** and will be funded through HHAP-4 resources allocated for eligible interim sheltering activities including 1.0 FTE Case Manager.

## Strategic Plan

This agreement aligns with CAPK's Strategic Action Plan Strategic Priority A – Community Investment: Supports initiatives that foster pathways out of poverty by expanding access to affordable housing, healthcare, and essential services. Key Goal A1 – Affordable Housing: Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028.

## RECOMMENDATION

Staff recommends that the Board authorize the Chief Executive Officer to execute a retroactive Services Agreement with the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) for the Youth Emergency Shelter III Program, funded through Homeless Housing, Assistance and Prevention Program Round 4 (HHAP-4) funds.

***Attachment:***
*Grant Agreement: BKRHC 2026-003*

# SERVICES AGREEMENT

This Services Agreement (the "Agreement") is made and entered into by and between the **Bakersfield Kern Regional Homeless Collaborative** (the "Collaborative") and **Community Action Partnership of Kern** (the "Service Provider") (each a "Party" and collectively the "Parties") as of this **1st day of March, 2026** (the "Effective Date"). In consideration of the mutual promises and agreements set forth herein, the Parties agree as follows:

## 1. SERVICES.

**a. Scope.** Service Provider shall provide the Collaborative with the services specified in Attachment A (the "Services"). Attachment A shall set forth the specific details of the Services to be provided by Service Provider, the location of performance, the term of performance, the terms of payment, and any additional terms or specifications as agreed upon by the Parties. If any term in this Agreement conflicts with a term in Attachment "A," the terms and conditions of this Agreement shall control, unless Attachment A specifies that its terms and conditions shall control.

**b. Service Provider Qualifications and Compliance with Laws.** Service Provider and all persons engaged by Service Provider to perform the Services shall possess all necessary licensing, training, permits and experience to perform the Services, safely, in a workmanlike and professional manner according to best practices. Service Provider shall comply with all laws and regulations bearing on the Services. If any portions of the Services will involve work requiring governmental permission or approval, including but not limited to a permit, Service Provider shall secure such permission or approval as required to perform the Services, before commencing such Services.

**c. Service Provider Project Management.** Service Provider warrants that it will perform the Services in a timely and satisfactory manner. Service Provider shall keep the Collaborative informed of progress and any developments that may affect the timeline for the completion of the Services or cause any variance to the Services as set forth in Attachment A. In the absence of exact specifications set forth in Attachment A, the Collaborative shall assume that the Services will be performed by Service Provider in a professional and first-class manner consistent with the customary care and skill ordinarily exercised by professionals in Service Provider's industry.

## 2. TERM AND TERMINATION.

The Agreement shall become effective on the Effective Date and shall remain in full force and effect through June 30, 2027, unless earlier terminated or otherwise modified in accordance with the provisions of this Agreement.

Either Party may terminate this Agreement without cause upon thirty (30) calendar days' prior written notice to the other Party. Such termination shall not affect any rights, obligations, or liabilities accrued prior to the effective date of termination, nor any provisions that, by their nature, survive termination. Notwithstanding the foregoing, the Service Provider shall remain responsible for completing all required closeout activities and other obligations that survive termination under this Agreement and Attachment A.

## 3. PAYMENT FOR SERVICES.

**a. Invoices**. Invoicing and payment intervals will be defined in Attachment A. Unless the terms set forth in Attachment A clearly indicate otherwise, the Collaborative shall pay invoices within 30 days of receipt of invoice from Service Provider. All invoices or invoice disputes must be emailed to accounting@bkrhc.org to receive timely payment.

**b. Disputes.** If, for any reason, the Parties dispute the performance of the Services or the applicable fees, the Collaborative shall: (a) promptly pay all undisputed fees; and (b) provide a detailed description of the nonconforming Services or disputed fees sufficient for the Parties to discuss and make a good faith attempt to resolve the dispute ("Invoice Dispute"). If the Collaborative does not make payment or issue an Invoice Dispute within 60 days, Service Provider may provide the Collaborative with 10 days' written notice of non-payment, after which, if the failure to pay or issue an Invoice Dispute is not cured, Service Provider may suspend performance of all Services until the Collaborative either: (i) makes payment; or (ii) issues a sufficiently detailed Invoice Dispute.

**c. Reimbursement of Expenses.** Unless expressly stated in Attachment A, Service Provider shall bear sole responsibility for all expenses incurred in connection with the performance of Services. If Attachment A specifies that the Collaborative shall reimburse any of Service Provider's out-of-pocket expenses ("Expenses"), Service Provider agrees to comply with each of the Collaborative's reimbursement policies, whether formal or informal. Any policy waivers or exceptions must be confirmed in writing by the Collaborative before Service Provider incurs the expense. Service Provider also agrees to provide the Collaborative with advance notice and estimated anticipated Expenses and to invoice the Collaborative at Service Provider's cost and/or IRS-approved rates where applicable and provide copies of original receipts.

**d. Subject to Available Funds.** Funding for this Agreement is contingent upon the availability and continued receipt of federal, state, local, or private funding sources by the Collaborative. The Collaborative hereby reserves the right to reduce the scope of the Services, modify compensation for the Services, or terminate this Agreement without penalty if funding is reduced, withdrawn, delayed, or otherwise becomes unavailable.

## 4. INDEPENDENT CONTRACTOR/THIRD-PARTY BENEFICIARIES OR EXCLUSIVITY BY SERVICE PROVIDER.

Nothing in this Agreement shall provide any benefit to any third party; it being the intent of the Parties that this Agreement shall not be construed as a third-party beneficiary contract. Service Provider is acting as an independent contractor and nothing in this Agreement shall be construed to create or imply a joint venture, partnership, association, or similar obligation between the Parties. As such, any and all sums paid by the Collaborative to Service Provider that are subject to taxing deductions, if any, shall be Service Provider's sole responsibility and Service Provider shall indemnify and hold the Collaborative harmless from any and all damages, claims, and expenses, including reasonable attorney's fees, arising out of or resulting from any claims asserted by any taxing authority as a result of or in connection with said payments. Nothing in this Agreement shall impose any obligation on Service Provider to provide exclusive services to the Collaborative.

## 5. WORKERS COMPENSATION INSURANCE.

Each Party shall insure its own employees and agents with a minimum of $2,000,000 Workers' Compensation Insurance and, regardless of policy limit, shall hold the other harmless from any claims by

its own employees, contractors, subcontractors, and materialmen who have furnished labor hereunder, or successors for injury, disability, or death arising from any work associated with this Agreement. Service Provider's policy shall include a waiver of subrogation in favor of the Collaborative, its officers, directors, employees, consultants, agents, and designated volunteers. Upon request by either Party, a certificate of workers' compensation insurance shall be provided evidencing such coverage.

## 6. INSURANCE.

**a.** In addition to Workers' Compensation Insurance, as mentioned above, during the term of this Agreement, Service Provider agrees to keep and maintain at its sole expense additional insurance as follows:

**i.** General Commercial Liability Insurance with combined bodily injury, property damage, product liability, completed operations, and contractual liability coverage in the amount of $2,000,000 per occurrence and $4,000,000 in the aggregate, which specifically covers this Agreement, and names the Collaborative, its officers, directors, employees, consultants, agents, and designated volunteers and the Mayor of the City of Bakersfield and the City Council of the City of Bakersfield; and

**ii.** Automobile Liability Insurance, including coverage for hired, owned, or non-owned vehicles, in the amount of $2,000,000 which specifically covers this Agreement and names the Collaborative, its officers, directors, employees, consultants, agents, and designated volunteers and the Mayor of the City of Bakersfield and the City Council of the City of Bakersfield as additional insured Parties.

**b.** Service Provider shall furnish to the Collaborative, upon request, an insurance certificate from a carrier with an A.M. Best rating of "A" or better satisfying the above requirements and containing a complete waiver of subrogation. Service Provider's insurance coverage may not be terminated or materially changed without 30 days' prior written notice to the Collaborative.

**c.** Full compensation for all insurance premiums required under this Agreement shall be included in Service Provider's pricing for the Services to be performed. No additional payments shall be made for premiums, including those required due to policy extensions.

**d.** Service Provider's liability to the Collaborative under this Agreement shall not be limited or reduced in any way by the amount of insurance carried or maintained by Service Provider.

**e.** Unless otherwise approved by the Collaborative, any subcontractor performing work under this Agreement shall maintain the same insurance requirements listed above.

## 7. RESTRICTIVE COVENANTS.

**a. Confidential Information.** Service Provider acknowledges and agrees that this Agreement creates a relationship of confidence and trust on the part of Service Provider, and that during the term of this Agreement, Service Provider may acquire or have access to, certain Confidential Information. During the term of this Agreement and at all times thereafter, Service Provider shall preserve as confidential all Confidential Information that it may acquire or have access to during the term of this Agreement. Without the Collaborative's prior written consent, which may be given or withheld in the Collaborative's sole and absolute discretion, Service Provider shall not (i) disclose any Confidential Information to any third party nor give any third party access thereto, (ii) use any

Confidential Information except to perform the Services hereunder, nor (iii) disclose the terms and conditions of this Agreement; provided, however, that the foregoing will not apply to the extent Service Provider, in the opinion of counsel, is required to disclose any Confidential Information by applicable law or legal process as long as Service Provider promptly notifies the Collaborative of such pending disclosure and consults with the Collaborative prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information. In the event that Service Provider is required by applicable law or legal process to disclose any Confidential Information, Service Provider agrees to use reasonable efforts to obtain assurances that the information so disclosed will continue to be accorded confidential treatment.

**b. Remedies.** Any breach of Section 7(a) above by Service Provider shall be a material breach of this Agreement by Service Provider. If Service Provider breaches Section 7(a) above, the Collaborative may resort to all of the remedies available to it under existing law or in equity, by statute or otherwise. Service Provider hereby acknowledges and agrees that the restrictive covenants described herein are of a special and unique character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages or in an action at law. Service Provider therefore expressly agrees that the Collaborative shall be entitled to seek and obtain injunctive or other equitable relief, without the necessity of proving actual damages or posting a bond, to prevent or remedy a breach by Service Provider of any of said covenants.

**c.** "Confidential Information" shall mean (i) information owned by the Collaborative, that gives or could give the Collaborative some competitive advantage or the disclosure of which could be detrimental to such owner's interests, (ii) information or material which is owned by the Collaborative, or in which the Collaborative has an interest, (iii) all information (in writing or otherwise) concerning the Collaborative (including, without limitation, information concerning such party's business, assets, liabilities, operations, affairs, financial condition, projections, contracts, customers, products, future plans or prospects) which is not generally known by the public, (iv) all analyses, compilations, studies, reports, records or other documents or materials which contain, or are prepared on the basis of any information or material which either the Collaborative furnishes to Service Provider, or which are prepared by the Collaborative for Service Provider, for the purpose of providing the Services, and (v) information regarding the Collaborative's future engagements and operations that may require the future services of Service Provider. Service Provider acknowledges that each of the foregoing items of Confidential Information constitute valuable trade secrets that are not owned by Service Provider and that the use of such Confidential Information in contravention of this Agreement would constitute the misappropriation of trade secrets under California law. Notwithstanding the above, "Confidential Information" does not include any information or material that (a) is or becomes public knowledge otherwise than by act or omission of Service Provider; or (b) is or becomes available to Service Provider without obligation of confidence from a source having the legal right to disclose such information; or (c) is already in the Service Provider's knowledge and/or possession and was not received by the non-owner as a result of a prior relationship with the other party to this Agreement.

## 8. RELEASE OF PAPERS AND PROPERTY.

Upon termination of this Agreement, Service Provider shall return to the Collaborative all records, notes, documentation, and other items that were used, created, or controlled by Service Provider on behalf of the Collaborative during the term of this Agreement, regardless of whether such information constitutes Confidential Information. In the event that the Collaborative requests that Service Provider relinquish the Collaborative's original documents in its file, the Collaborative agrees to give Service Provider at least

ten working days written notice of the Collaborative's request to provide Service Provider sufficient time to make a copy for Service Provider's records.

## 9. NOTICES AND BILLINGS.

Notices shall be provided to the addresses below. Notices must be provided by facsimile, electronic email, or hand delivery and shall be deemed received on the business day it was transmitted or delivered (unless transmitted or delivered after the close of business in which case it shall be deemed received on the next business day) and notice by overnight mail or courier shall be deemed received two business days after it was sent.

Either Party may change their address for the purpose of this Agreement by giving written notice of such change to the other Party in the manner provided in this paragraph.

| **Bakersfield Kern Regional Homeless Collaborative** | |
|---|---|
| **All Notices:** | **Billings** |
| Attn: Staff | Accounting |
| Bakersfield Kern Regional Homeless Collaborative<br>2101 Oak Street<br>Bakersfield CA 93301 | |
| Phone No.: 661-526-0111 | Phone No.: 661-526-0111 |
| Email: info@bkrhc.org | Email: accounting@bkrhc.org |

**And**

| **Community Action Partnership of Kern** | |
|---|---|
| **All Notices:** | **Billings** |
| Attn: Director of Housing and Supportive Services | Finance Department |
| Community Action Partnership of Kern<br>1300 18th Street, Suite 200<br>Bakersfield, CA 93301 | |
| Phone No.: 661-336-5236 ext. 1150 | Phone No.: 661-600-9073 ext. 1130 |
| Email: rmoreno@capk.org | Email: Mgoni@capk.org |

## 10. INDEMNIFICATION; ATTORNEYS' FEES.

Service Provider agrees to defend (with counsel acceptable to the Collaborative), indemnify, and hold the Collaborative (including its affiliates, member agencies, employees, agents, and representatives) harmless against any and all claims, demands, or other liabilities for suits, injuries, damages, losses, fines, expenses, or costs of any sort, including attorney's fees (collectively, "Claims") to the extent caused by Service Provider's negligent performance of Services, Service Provider's intentional misconduct, or Service Provider's breach of any other obligation under this Agreement; except that Service Provider need not indemnify with respect to that portion of a Claim resulting from the Collaborative's negligence or intentional misconduct, or to the extent of Service Provider's reliance on the express written approval, acceptance, or instructions of the Collaborative with respect to the act or omission giving rise to the Claim. Service Provider shall, as soon as reasonably possible after receiving notice of a third-party Claim for

which indemnity might be sought, notify the Collaborative in writing, provided that the failure to notify will not relieve Service Provider of its obligations.

## 11. GENERAL WARRANTIES.

Each Party represents and warrants that: (i) it is duly organized, validly existing, and in good standing under the laws of the jurisdiction of its formation and is qualified to conduct its business in those jurisdictions necessary to perform this Agreement; (ii) the execution and delivery of this Agreement are within its powers, have been duly authorized by all necessary action and do not violate any of the terms or conditions in its governing documents or any contract to which it is a Party or any law applicable to it; (iii) this Agreement constitutes a legal, valid, and binding obligation of such Party enforceable against it in accordance with its terms (subject to any equitable defenses); (iv) there are no bankruptcy, insolvency, reorganization, receivership, or other similar proceedings pending or being contemplated by it, or to its knowledge threatened against it; and (v) there are no suits, proceedings, judgments, rulings, or orders by or before any court or any governmental authority that could materially adversely affect its ability to perform this Agreement.

## 12. MISCELLANEOUS PROVISIONS.

**a. Nondiscrimination Requirements.** During the performance of this Agreement, Service Provider and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave. Service Provider and its subcontractors, if any, shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Service Provider and its subcontractors, if any, shall comply with the provisions of the Fair Employment and Housing Act (Government Code section12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Service Provider and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

**b. Drug Free Workplace Certification.** By signing this Agreement, Service Provider, and its subcontractors, hereby certify, under penalty of perjury under the laws of the State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code 8350 et seq.) See Exhibit “D”.

**c. Child Support Compliance Act.** For any Contract Agreement that exceeds $100,000, Service Provider acknowledges in accordance with Public Contract Code 7110, that:

**i.** Service Provider 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 set forth in Chapter 8, beginning with Section 5200, Part 5 of Division 9 of the California Family Code; and

**ii.** Service Provider, to the best of its knowledge, 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.

**d. Conflict of Interest.** Service Provider represents and warrants to the Collaborative that to the best of Service Provider's knowledge, neither it nor any individual who will be performing Services for the Collaborative has any other interests or business relationships of any kind which could either conflict with the Collaborative's interests or create the appearance of a conflict. Service Provider will immediately and fully apprise the Collaborative of any potential conflicts that may arise.

**e. Entire Agreement.** This Agreement sets forth the final and entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and representations, whether oral or written.

**f. Modification.** This Agreement may only be modified by a written instrument duly executed by the Parties.

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

**h. Subcontracting/Assignment**. Service Provider may not assign or subcontract any portion of its obligation to perform Services, nor may Service Provider assign any money due or to become due under this Agreement, without the Collaborative's prior written consent. The Collaborative may not assign this Agreement without Service Provider's written consent, which may not be unreasonably withheld; provided that such consent will not be necessary for the assignment, by operation of law or otherwise, to any of the Parties' parents, subsidiaries, affiliates, or any entity that succeeds the Parties' business in connection with a merger, reorganization, or sale of all or substantially all of our assets or voting securities. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

**i. Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**j. Authority.** The Parties represent and warrant that they are authorized to enter into this Agreement and have taken all acts necessary to authorize them to so act and establish the rights and obligations between the Parties. Further, in entering into this Agreement, the Parties represent that they have each had an opportunity to consult with their own attorneys and that all of the Parties have cooperated in the drafting and preparation of this Agreement.

**k. Applicable Law.** The laws of the State of California shall govern this Agreement notwithstanding any state's choice of law rules to the contrary.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Agreement as of the Effective Date.

| **Community Action Partnership of Kern** | **Bakersfield Kern Regional Homeless Collaborative** |
|---|---|
| By:<br><br>Signature: _____<br><br>Print Name: Jeremy Tobias<br><br>Title: Chief Executive Officer<br><br>Date: | By:<br><br>Signature: _____<br><br>Print Name: Lauren Skidmore<br><br>Title: Vice Chair, Executive Board of Directors<br><br>Date: |

**Attachment A**

In accordance with the Services Agreement dated the **1st day of March, 2026** (the "Agreement"), this attachment shall set forth (i) the specific details of the services to be performed by **Community Action Partnership of Kern** (the "Service Provider") for the **Bakersfield Kern Regional Homeless Collaborative** (the "Collaborative"); (ii) the location of performance; (iii) the term of performance; (iv) the terms of payment; and (v) any additional terms or specifications as agreed to by the Service Provider and the Collaborative.

**SCOPE OF SERVICES:** The Service Provider shall provide eligible services funded through the Homeless Housing, Assistance and Prevention Program Round 4 (HHAP-4) under the **Interim Sheltering HHAP-4 Eligible Use Category** to deliver safe, sanitary, low-barrier emergency shelter, supportive services, and housing assistance for youth experiencing homelessness.

The Service Provider shall secure, operate, and maintain eighteen (18) emergency shelter beds and provide emergency shelter services to approximately one hundred eight (108) unduplicated youth, ages 18 through 24, over the one (1) year term of this Agreement through the Youth Emergency Shelter III ("Program"). The Program shall serve both single youth and parenting youth experiencing homelessness.

The Program shall provide temporary, non-congregate emergency shelter for stays of up to one hundred eighty (180) days and shall operate in accordance with Housing First principles. Services shall be designed to address the immediate housing and safety needs of youth experiencing homelessness, including youth who are unable or unwilling to access traditional congregate shelter settings.

At a minimum, the Service Provider shall provide:

- Safe, sanitary, and secure emergency shelter accommodations;
- Housing-focused case management and individualized service planning;
- Coordinated Entry System (CES) participation and referrals;
- Housing navigation and assistance securing permanent housing;

- Referrals and linkages to behavioral health, healthcare, employment, education, income, and other supportive services;
- Homeless Management Information System (HMIS) data collection, reporting, and compliance with all applicable federal and state requirements; and
- Ongoing coordination with community partners to support successful exits to permanent housing.

The Service Provider shall administer the Program as a low-barrier emergency shelter model that prioritizes rapid placement into permanent housing and complies with all applicable HHAP-4 requirements, Housing First principles, and HMIS participation standards. The Service Provider shall make reasonable efforts to transition participants to permanent housing within ninety (90) to one hundred eighty (180) days whenever appropriate and feasible.

**LOCATION:** The Service Provider shall perform services at one or more residential properties secured and operated by the Service Provider within Kern County, California, for the operation of the Program. The Service Provider shall notify the Collaborative of each service location and any subsequent changes. All locations shall provide safe, sanitary, and habitable accommodations and comply with all applicable federal, state, and local laws, regulations, licensing requirements, and health and safety standards. Administrative and supportive services may be provided on-site, in the community, or at other locations as necessary to meet participant needs. Any relocation of Program service locations during the term of this Agreement shall require notice to the Collaborative and must remain within Kern County.

**TERM:** The term of this Master Services Agreement will begin on March 1, 2026, and end on June 30, 2027.

**COMPENSATION AND PAYMENT:** The total Compensation amount to be paid by Bakersfield-Kern Regional Homeless Collaborative (BKRHC) under this Services Agreement shall not exceed One Hundred Seventy-Three Thousand Eighty-Four Dollars and Eleven Cents **($173,084.11)**. The Compensation shall be the total compensation under this Agreement, including, but not limited to, all out-of-pocket costs and taxes. Such grant funds shall only be used to pay for operating costs provided as set forth in Attachment A and in accordance with this Agreement.

BKRHC shall not be obligated to disburse, or pay to, Service Provider or any third party, any funds until and after BKRHC receives HHAP-4 funds from the State government. If BKRHC does not receive such funds, BKRHC, at its option, may terminate or suspend this Agreement without any liability to Service Provider or its subrecipients until BKRHC receives such funds. Service Provider shall not be entitled to any damages from BKRHC if BKRHC refuses to disburse funds until BKRHC receives funds, even if Service Provider or any third party has detrimentally relied upon this Agreement.

Service Provider shall conform to the time frame as set forth in this Agreement. Service Provider shall pay for any and all costs greater than One Hundred Seventy-Three Thousand Eighty-Four Dollars and Eleven Cents **($173,084.11).** All funds granted to Service Provider shall be completely expended within the term of the Agreement.

**PAYMENT TERMS:**

Payment shall be due:

☐ upon the completion of the Services.

☒ as follows: The Collaborative shall pay eligible claims submitted by the Service Provider within thirty (30) days after receipt of a complete and eligible claim for payment, provided the claim has been certified by an authorized representative of the Service Provider and approved by the Collaborative. Claims for reimbursement must be submitted within sixty (60) calendar days of the date the expense was incurred. Any claim submitted more than sixty (60) calendar days after the date the expense was incurred shall be deemed ineligible for reimbursement and shall not be paid by the Collaborative, unless otherwise approved in writing by the Collaborative.

**ADDITIONAL TERMS AND CONDITIONS**

- The performance of the services expressed herein shall be governed by the terms and conditions of the Agreement. In the event of any conflict between the terms set forth in this attachment and the Agreement, the Agreement shall be deemed to control the relationship between the parties with respect to this Attachment.

- **Reporting Requirements.** The Service Provider shall submit monthly program and expenditure reports to the Collaborative in a mutually agreed-upon format documenting program activities, participant outcomes, performance measures, expenditures, and progress toward the Scope of Services. The Service Provider shall participate in meetings with the Collaborative, as reasonably requested, to review program performance, address challenges, and support continuous program improvement.

- **HHAP-4 Standard Agreement Compliance.** The Service Provider shall comply with all applicable requirements, conditions, and performance obligations contained in the Homeless Housing, Assistance and Prevention Program Round 4 (HHAP-4) Standard Agreement between the Bakersfield-Kern Regional Homeless Collaborative and the California Department of Housing and Community Development (HCD), as may be amended from time to time, to the extent such requirements apply to the services performed under this Agreement.

- **Homeless Management Information System (HMIS).** The Service Provider shall collect, maintain, and enter all required client and program data into the Homeless Management Information System (HMIS) in accordance with all applicable U.S. Department of Housing and Urban Development (HUD) HMIS Data Standards, participation requirements, and data quality standards. The Service Provider shall use HMIS data to monitor program performance and make reasonable efforts to improve applicable HUD System Performance Measures.

- **Coordinated Entry System (CES).** The Service Provider shall actively participate in the local Coordinated Entry System (CES) and shall ensure that all eligible participants are assessed, referred, and connected to housing resources in accordance with Collaborative policies and applicable HUD requirements.

- **Person-Centered and Trauma-Informed Services.** The Service Provider shall deliver services using person-centered, Housing First, and trauma-informed practices that promote participant dignity, self-determination, and equitable access to housing and supportive services.

- **Health and Safety Standards.** The Service Provider shall maintain program facilities and deliver services in a manner that promotes the health, safety, and well-being of participants. All program operations shall comply with applicable federal, state, and local health and safety laws, regulations, and licensing requirements.

**Attachment B**

State of California Standard Agreement
Homeless Housing, Assistance and Prevention Program Round 4

# MEMORANDUM

To: Bord of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: August 26, 2026

Subject: *Agenda Item V(a):* Good Neighbor Crew Program Policy & Procedures Manual - **Action Item**

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**Background and Purpose**

The Good Neighbor Crew is a structured volunteer and workforce development program operating under the CAPK Pathways initiative at the M Street Navigation Center. The program provides Navigation Center residents with meaningful structured activities, transferable skill development, financial literacy education, and opportunities to contribute positively to the surrounding community. The program is designed to support routine, purpose, personal development, and workforce readiness for individuals experiencing housing instability while maintaining a clear training-focused framework.

The Policy and Procedure Program Manual establishes the operational, safety, documentation, supervision, training, stipend administration, participant enrollment, incident response, and partner engagement requirements for the Good Neighbor Crew. The manual is intended to ensure that the program is implemented consistently, safely, and in alignment with CAPK's organizational expectations and the program's legal and risk management framework.

**Review and Compliance**

The Good Neighbor Crew Policy and Procedure Program Manual has been reviewed by Human Resources, Risk Management, Operations, our insurance carrier, and KDG legal. . This review was completed to ensure that the program structure, participant protections, supervision requirements, stipend language, safety controls, insurance considerations, and documentation practices are appropriately addressed prior to implementation.

On July 21, 2026, staff brought the Good Neighbor Crew Policy and Procedure manual to the Executive Committee for review and approval. Although we received informal verbal approvals from the county, it was the recommendation of the Committee that we seek more formal written approval from the County of Kern. Staff have since received a formal review and approval from the county.

**Program Services, Packages, and Pricing**

The Good Neighbor Crew will provide community-based and residential support services that create structured training opportunities for participants while responding to neighborhood and community needs. Services may include yard maintenance and cleanup, litter and debris removal, light landscaping, and other approved non-licensed activities within the program's safety and risk parameters. There is no charge for any services offered through the Good Neighbor Crew. Those receiving services and the general public can make donations through the CAPK Foundation.

**Budget Impact**

The Good Neighbor Crew will be funded through private funds and donations. No restricted federal, state, HUD, ESG, CoC, or other grant funds are anticipated for this program unless a separate compliance review is completed and approved prior to use. Budget expenses may include participant stipends, staff supervision and coordination, training materials, safety equipment and personal protective equipment, tools, supplies, transportation, insurance-related requirements, outreach materials, and other operating costs necessary to safely administer the program.

Program revenue generated through private contributions, donations, and community support will be used to offset program costs and support sustainability. Staff will monitor program expenses, service revenue, donation activity, and operational needs to ensure the program remains financially responsible and aligned with its workforce development purpose.

**Conclusion**

The Good Neighbor Crew Policy and Procedure Program Manual provides CAPK with a formal, reviewed, and structured framework for implementing a participant-centered workforce development program that promotes dignity, purpose, safety, skill-building, and community contribution. Acceptance of the manual supports responsible program implementation and provides clear guidance for staff, participants, community partners, and leadership.

The Good Neighbor Crew aligns with CAPK's Strategic Priority A: Community Investment, specifically Key Goal 2, by strengthening workforce development initiatives and empowering individuals and families toward self-sufficiency.

**Recommendation**

Staff recommend that the Board approve the Good Neighbor Crew Policy and Procedures Program Manual.

***Attachment:***
*Good Neighbor Program Policy Manual*

**Community Action Partnership of Kern**

M Street Navigation Center

# GOOD NEIGHBOR CREW

## Pathways Volunteer & Stipend Program

### COMPREHENSIVE PROGRAM MANUAL

*Policies & Procedures • Standard Operating Procedures • Program Forms*

**⚠ DRAFT — FOR INTERNAL REVIEW ONLY**

*This document is a working draft prepared for team review and expansion prior to submission for legal review. Contents are subject to revision. Do not distribute externally.*

| | |
|---|---|
| **Version** | Draft 1.3 |
| **Prepared By** | Emilio Wagner, Chief Facilities & Technology Officer |
| **Program Director** | Rebecca Moreno, Director of Housing & Supportive Services |
| **Date** | May 2026 |
| **Legal Review Status** | Complete — Klein DeNatale Goldner |
| **Insurance Confirmation** | INSURICA — GL and Accident Policy coverage confirmed |
| **Operating Entity** | CAPK (private funds; no HUD/ESG/CoC restrictions) |

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# Section 1 — Program Overview & Purpose

## 1.1 Mission and Vision

The Good Neighbor Crew is a structured volunteer and workforce development program operating under the CAPK's Pathways initiative at the M Street Navigation Center, Bakersfield, California. The program is designed to provide Navigation Center residents with meaningful structured activities, transferable skill development, financial literacy education, and community connection opportunities.

The program is grounded in the belief that people experiencing housing instability benefit from structured engagement, a sense of purpose and contribution, and practical skill-building and training in soft job skills that supports their transition toward stable housing and employment.

## 1.2 Program Goals

- Provide Navigation Center residents with structured daily and weekly activity that supports personal development and routine.
- Develop transferable vocational skills in landscaping, grounds maintenance, teamwork, time management, and professional conduct.
- Offer financial literacy education and bank account establishment support to build foundational economic stability.
- As a collateral impact, strengthen relationships between the Navigation Center and the surrounding M Street neighborhood by providing training and skills building to Navigation Center residents.
- Create documented training outcomes that support participants' readiness for employment and stable housing.
- Maintain a safe, well-supervised program that protects participant wellbeing and CAPK's organizational integrity.

## 1.3 Legal and Organizational Framework

The Good Neighbor Crew is funded using private, unrestricted funds. Legal counsel has reviewed the program and confirmed that it is legally viable under both the federal Fair Labor Standards Act (FLSA) and California Labor Code, provided it is structured, documented, and operated as a training and workforce development program in which community service activities serve as the vehicle for skill-building.

**LEGAL FRAMEWORK REQUIREMENT**

Per legal counsel guidance, all program documentation, supervision, and communications must frame the Good Neighbor Crew as a training operation. Activities — landscaping, cleanup, grounds maintenance — are the training medium. The development of vocational skills, professional habits, and workforce readiness is the program's stated purpose. This framing must be consistent across all documents, staff communications, and participant interactions.

## 1.4 Insurance Coverage

Community Action Partnership of Kern ("CAPK") maintains insurance intended to respond to covered claims arising out of Good Neighbor Crew program operations. All coverage is subject to the applicable policy terms, conditions, definitions, exclusions, and limits, and to the program operating in accordance with this Manual and any insurer/broker underwriting requirements.

Current program-related coverage includes:

- Commercial General Liability (CGL): Intended to address covered third-party bodily injury and property damage claims arising out of CAPK premises and program activities, when conducted within the approved program scope and under CAPK supervision.
- Participant Accident (Blanket Accident) Coverage: Intended to provide limited accident medical expense and specified accidental injury benefits for enrolled participants for covered accidents occurring during approved program activities. This is not liability insurance and is not health insurance. Benefit payments, exclusions, deductibles, and coordination with any other insurance are governed by the policy.
- Umbrella / Excess Liability: Provides additional limits above underlying liability policies, subject to the umbrella policy terms and conditions.

**Important: No staff member is authorized to promise or represent that any particular incident or activity is "covered." Questions regarding coverage, certificates, additional insured status, or program changes must be directed to the Risk Manager before implementation.**

### 1.5 Operating Entity

The Good Neighbor Crew is a program of CAPK. CAPK staff manage day-to-day operations under the direction of the Director of Housing & Supportive Services. For insurance purposes, Community Action Partnership of Kern is the named insured on all applicable policies. Any third-party contracts or community partner agreements must be reviewed to ensure the correct entity is named and that coverage is aligned.

## Section 2 — Program Policy (P&P)

### 2.1 Eligibility

- Participants must be current residents of the M Street Navigation Center.
- Participants must be 18 years of age or older.
- Participants must complete the required orientation prior to first activity session.
- Participants must have a signed Participant Agreement, Waiver of Liability, and Medical Consent (Form B) on file before participating in any activity.
- Participants must not have an active disciplinary action or shelter suspension at the time of participation.

### 2.2 Voluntary Participation

**POLICY — VOLUNTARY PARTICIPATION**

Participation in the Good Neighbor Crew is entirely voluntary. Participation is not a condition of shelter access, housing referral, case management services, or any other service offered at the Navigation Center. Staff are expressly prohibited from implying, suggesting, or stating that participation affects a resident's standing, services, or housing prospects in any way. Any coercion of a participant, whether actual or perceived, is grounds for disciplinary action against the staff member involved.

### 2.3 Training Operation Designation

The Good Neighbor Crew is formally designated as a workforce training and development program. All activities include structured instruction analogous to entry-level vocational training designed to develop the following competencies:

- Landscaping and grounds maintenance techniques

- Safe tool use and equipment handling
- Teamwork and communication in a supervised work environment
- Punctuality, reliability, and professional conduct
- Financial literacy and personal banking
- Community service ethic and civic engagement

Program activities are designed for training purposes and shall not replace, supplant, or reduce the need for paid positions or contracted services.

Supervisory staff must document training outcomes for each activity session, not simply task completion. The distinction between a training program and a labor service is maintained through this documentation, active skill instruction during sessions, and participant-facing curriculum.

## 2.4 Stipend Policy

Participants who complete qualifying activity sessions are eligible to receive participation-based stipends administered through the Pathways program. Stipends are provided solely to reduce barriers to participation in training activities, including transitional financial constraints and incidental expenses. Stipends are not tied to work performed and are necessary to enable participants to engage consistently in the training curriculum.

The following principles govern stipend administration:

- Stipends are participation incentives, not wages or compensation for work performed.
- Stipends do not create an employer-employee relationship between participants and CAPK.
- Stipend amounts are tied to participation consistency and tier level, not to productivity, output quality, or work completed.
- Stipends are subject to IRS reporting requirements as applicable. Program staff should consult with CAPK Finance regarding 1099 reporting thresholds.
- Participants will not be penalized for declining a stipend.
- Participants will be informed in advance that they will not receive wage compensation for their services or participation in the Pathways program.

CAPK evaluates each program activity to ensure that, if the activity were not provided through this training program, it would not otherwise be performed by paid employees or contractors. Where paid labor is appropriate, stipends will not be used as a substitute.

## 2.5 Non-Discrimination

The Good Neighbor Crew is open to all eligible Navigation Center residents without discrimination based on race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity, or any other protected characteristic. Participation decisions are based solely on eligibility criteria outlined in Section 2.1.

## 2.6 Confidentiality

Information about participants — including their enrollment, participation history, medical information, and personal circumstances — is confidential and protected under CAPK's privacy policies and applicable law. Participant information may not be shared with third parties, including community partners, without prior written consent of the participant except as required by law.

## 2.7 Funder Compliance

Because this program is funded entirely through private donations and CAPK Foundation funds, no federal or state funder restrictions (HUD, ESG, CoC, CDBG) currently apply. Should funding sources change in future program years, a compliance review must be completed before the program continues to ensure no funder restrictions conflict with client labor activities. Any change in funding source must be reported to the CFTO and HR/Legal prior to implementation.

## 2.8 Insurance and Risk Management

CAPK's ability to secure and preserve insurance protection depends on consistent program controls, documentation, and timely reporting. Program staff must maintain required documentation supporting program operations and risk controls, including (as applicable): signed participant forms, participant rosters, activity logs, PPE issuance records/receipts, tool inventories, site walk documentation, homeowner/partner consents, transportation logs, and incident reports.

### 2.8.1 Program Parameters and Coverage Confirmation

Program activities must remain within the approved scope, approved locations, and supervision requirements established by this Manual. Activities outside these parameters may jeopardize coverage, claims handling, and/or CAPK's risk profile.

The following changes require written pre-approval from the Risk Manager (and broker consultation as needed) before the change occurs:

- Any new activity type or task not listed in the approved scope (including but not limited to: ladder/roof work, tree trimming above shoulder height, confined spaces, hot work, chemical application, power tools, or heavy equipment).
- Any new off-site location or expansion of the approved geographic perimeter.
- Any new third-party partnership, event, or community partner worksite.
- Any change to the transportation plan (vehicles used, drivers, routes, or participant transport rules).

Any request for Certificates of Insurance (COIs), additional insured status, or contract insurance language.

### 2.8.2 Incident and Claim Reporting (Notice Requirements)

Program staff must notify the Program Director and Risk Manager immediately upon learning of any incident that could reasonably lead to a claim, complaint, media inquiry, or legal action.

At minimum, the Risk Manager must be notified of:

- Any participant injury (regardless of severity) or request for medical attention;
- Any property damage (including allegations of damage);
- Any incident involving police/fire/EMS response;
- Any allegation of inappropriate conduct, assault, harassment, or abuse;
- Any participant death, overdose, suicide attempt, or other serious medical emergency;
- Any written complaint, attorney inquiry, demand, or request for records related to an incident;
- Any incident likely to attract media attention;
- Any "near-miss" with high severity potential (e.g., vehicle near-strike, tool-related near amputation, significant exposure event).

Timing:

- Serious incidents (death, life-threatening injury/illness, police/EMS response, allegations of assault/abuse, or attorney/media involvement): report to the Risk Manager same day, as soon as practicable.
- All other incidents resulting in injury or property damage: report to the Risk Manager within 24 hours.

### 2.8.3 Evidence Preservation and Communications

To protect participants and CAPK—and to preserve accurate facts for incident review and insurance reporting—staff must:

- Secure the area and prevent further injury;
- Document conditions with photographs/video where appropriate;
- Identify witnesses and obtain contact information;
- Preserve relevant records (rosters, logs, tool inventory, PPE issuance, site walk notes);

- Preserve any available surveillance footage (download/export if necessary to prevent auto-deletion);
- Do not admit fault or make speculative statements about cause;
- Direct all external inquiries (family, partner, media, attorneys) to CAPK leadership/Risk Manager.

# Section 3 — Standard Operating Procedures (SOP)

## 3.1 Program Calendar and Scheduling

- Activity sessions are scheduled by program staff in coordination with the Navigation Center Site Manager.
- A monthly activity calendar must be posted at the Navigation Center common area no later than the last day of the preceding month.
- Session frequency: minimum two (2) sessions per week; maximum five (5) sessions per week.
- Session duration: minimum one (1) hour; maximum four (4) hours per session.
- Sessions may not be scheduled during extreme weather conditions (temperatures above 100°F, rain, or high wind advisories).

## 3.2 Supervision Requirements

Because activities are conducted as training exercises, each activity requires close supervision, instruction, correction, and oversight. Thus, the program requires:

- A minimum of one (1) CAPK staff member must be present and supervising instruction/training at all times during program activities.
- Supervision ratio: maximum eight (8) participants per staff member for on-site activities; maximum six (6) participants per staff member for off-site activities.
- Staff may not leave participants unsupervised at any time, including during breaks.
- Staff must be familiar with Stop Work conditions (Section 3.5) and empowered to halt any activity immediately if conditions warrant.
- Staff must hold a current First Aid and CPR certification. Program Director must ensure certifications are current for all supervising staff.

## 3.3 Pre-Session Checklist (Staff)

- ☐ Confirm participant roster for session; verify all have signed Form B on file.
- ☐ Inspect activity site for hazards prior to participant arrival; document any concerns.
- ☐ Confirm PPE is available and in good condition for all participants.
- ☐ Confirm water and sun protection are available (outdoor sessions).
- ☐ Confirm emergency contact list for all participants is accessible.
- ☐ Brief participants on instructions for completion of the respective tasks, training goals, and safety reminders before beginning.
- ☐ Complete activity header block on Form D (Daily Sign-In Log) before session begins.

## 3.4 Task and Risk Matrix

| Task Category | Risk Level | Required PPE | Notes |
|---|---|---|---|
| Litter / trash pickup (public areas) | Low | Gloves (ANSI rated A1 or A2), HiVis vest, | Approved |

| | | | |
|---|---|---|---|
| | | Long pants, closed-toe shoes | |
| Weed pulling / hand removal | Low | Gloves (ANSI rated A1 or A2), HiVis vest, long pants, closed-toe shoes | Approved |
| Sweeping / raking | Low | Gloves (ANSI rated A1 or A2) HiVis vest, long pants, Closed-toe shoes | Approved |
| Landscape trimming (hand tools) | Medium | Gloves (ANSI rated A3), Eye protection, HiVis vest, long pants, closed-toe shoes | Approved; staff demo required |
| Residential yard cleanup | Medium | Gloves (ANSI rated A5), Eye protection, HiVis vest, long pants, closed-toe shoes | Approved; off-site protocols apply (Section 9) |
| Meal service / food distribution support | Low | Food handler gloves (blue nitrile powder-free gloves) | Approved |
| Power tool operation – Limited to lawn mower | **High** | **Gloves (ANSI rated A5), Eye protection, HiVis vest, long pants, closed-toe shoes** | **Lawn mower Approved with training. All other Excluded** |
| Pesticide / chemical application | **High** | **NOT PERMITTED** | Excluded — licensing required |
| Biohazard / sharps cleanup | **High** | **NOT PERMITTED** | Excluded — specialized training required |
| Roof / ladder work | **High** | **NOT PERMITTED** | Excluded — fall risk |

## 3.5 Stop Work Conditions

Supervisors must halt all activity immediately and remove participants from the area if any of the following conditions occur:

- Any participant injury, regardless of severity.
- Discovery of biohazardous materials, sharps, chemicals, or unknown substances.
- Discovery of structural hazards at the activity site (broken glass, unstable surfaces, open pits).
- Any participant exhibiting signs of distress, illness, intoxication, or erratic behavior.
- Extreme weather conditions developing during a session.
- Any task that exceeds the approved scope of work in Section 3.4.
- Any request by a property owner or resident to stop work.
- Any situation in which the supervisor cannot maintain required supervision ratios.

*After stopping work: document the circumstances on Form D; notify Program Director immediately; complete an Incident Report (Form G) if any injury or property damage occurred.*

### 3.6 Post-Session Procedures (Staff)

- Collect all tools and PPE; inspect for damage; report any missing or damaged equipment to Program Director.
- Ensure activity site is left clean and in the same or better condition than found.
- Complete Form D (Sign-Out section) confirming all participants have departed or returned to the Navigation Center.
- Enter participation data in Form E (Participation & Stipend Tracking Log) within 24 hours of session completion.
- Document training outcomes and observations in the session notes section of Form D.
- Report any incidents, near misses, or participant concerns to Program Director before end of business.

## Section 4 — Participant Enrollment & Orientation

### 4.1 Enrollment Process

1. Resident expresses interest in Good Neighbor Crew participation to Navigation Center staff or case manager.
2. Staff confirms resident meets eligibility criteria (Section 2.1).
3. Resident completes Form A (Participant Enrollment Application).
4. Staff reviews application, confirms no active disciplinary action, and approves enrollment.
5. Resident is scheduled for program orientation (Section 4.2).
6. Resident completes orientation and signs Form B (Participant Agreement, Waiver of Liability, and Medical Consent) and Form C (Orientation Acknowledgment & PPE Receipt).
7. Resident is added to program roster and assigned a Tier Level (Tier 1 entry level).
8. Resident begins participation in scheduled activity sessions.

### 4.2 Orientation Content

Orientation must be completed before a participant's first activity session. Orientation covers the following topics:

- Program purpose, goals, and training framework.
- Voluntary participation — explicit statement that participation is not tied to shelter access or services.
- Stipend structure — what stipends are, how they are calculated, and what they are not (not wages; no employment relationship).
- Conduct expectations and rules.
- PPE — types used, how to wear, when required.
- Stop Work conditions and how to report a concern.
- Incident reporting procedure.
- Tier structure and how participants advance.
- Financial literacy program overview and schedule.
- Review and signing of Form B (Participant Agreement and Waiver).
- Issuance of PPE and signature on Form C.

*Orientation may be conducted individually or in small groups. Duration: approximately 60–90 minutes. A Program Director or designated staff member must facilitate orientation.*

### 4.3 Tier Structure

| Tier | Eligibility | Activities / Responsibilities | Stipend Level |
|---|---|---|---|
| **Tier 1 (Entry)** | Completion of orientation and signed Form B. | On-site activities only; all tasks with direct staff supervision. | *0* |
| **Tier 2 (Developing)** | Minimum 8 sessions at Tier 1; no conduct violations; demonstrated reliability. | On-site and off-site activities; eligible for peer mentor role. | *$50* |
| **Tier 3 (Advanced)** | Minimum 16 sessions at Tier 2; completion of financial literacy module; staff recommendation. | All activities; peer leader responsibilities; may assist with new participant orientation. | *$100* |

*Note: Stipend amounts to be finalized by Program Director and CAPK Finance and issued monthly. Amounts should be set at a level that functions as a genuine participation incentive while maintaining the non-wage characterization of the program.*

# Section 5 — Activity & Site Management

## 5.1 On-Site Activities (M Street Navigation Center)

On-site activities are conducted on or immediately adjacent to the M Street Navigation Center property (2900 M Street, Bakersfield, CA 93301). Activities include common area landscaping, weed abatement, litter collection, and grounds maintenance. These activities are fully covered under the current GL and Accident Policy.

- No separate site authorization is required for on-site activities.
- Supervisors must conduct a brief site walk before each session to identify hazards.
- Participants must remain within the designated activity zone at all times.

## 5.2 Neighborhood Public Right-of-Way Activities

Activities on public right-of-way (alleyways, public sidewalk areas) adjacent to the Navigation Center are permitted under the current insurance structure. Supervisors must:

- Confirm activity is within the approved geographic perimeter before the session.
- Ensure participants do not enter any private property without a completed Form F (Homeowner Consent Form) on file for that property.
- Maintain line-of-sight supervision of all participants at all times in public areas.

## 5.3 Equipment and Supply Management

- All tools and equipment used in program activities must be owned, maintained, and transported by CAPK. Participants may not bring personal tools.
- A tool inventory must be conducted before and after each session. Any missing or damaged tools must be reported to the Program Director within 24 hours.
- Tools with damaged handles, broken parts, or sharp edges must be removed from service immediately and tagged for repair or disposal.
- All equipment must be stored in a designated, locked storage area at the Navigation Center when not in use.
- Supplies (trash bags, gloves, safety vests) must be inventoried monthly and replenished as needed.

# Section 6 — Incident Response Procedures

## 6.1 Immediate Response — Participant Injury

1. Stop all activity. Ensure the area is safe for remaining participants.
2. Assess the injured participant. Call 911 if there is any doubt about the severity of injury.
3. Administer First Aid within the scope of staff certification.
4. Contact the participant's emergency contact (on file in Form B).
5. Contact Program Director and Risk Manager immediately.
6. Do NOT move the participant if spinal or head injury is suspected.
7. Remain with the participant until emergency services arrive or the participant is transported.
8. Complete Form G (Incident Report) within 24 hours.

## 6.2 Immediate Response — Property Damage

1. Stop the activity that caused or may have caused the damage.
2. Document the damage with photographs if possible.
3. Notify property owner or homeowner immediately if on private property.
4. Do NOT admit liability or make any statements about fault.
5. Contact Program Director and Risk Manager immediately.
6. Complete Form G (Incident Report) within 24 hours.
7. Risk Manager will contact insurance broker for claim guidance.

## 6.3 Insurance Claim Reporting

All incidents resulting in injury or property damage must be reported to insurance through Risk Manager within 24 hours of the incident. The following information must be available when reporting:

- Date, time, and location of incident.
- Names and contact information of all participants and witnesses.
- Description of what occurred.
- Photographs of the scene and any damage.
- Completed Form G.

# Section 7 — Stipend Administration

## 7.1 Eligibility and Calculation

- Stipend eligibility is based on verified session attendance documented in Form D (Sign-In Log) and Form E (Tracking Log).
- Participants must complete the full session (sign-in and sign-out) to receive credit for that session. Participation credit reflects engagement in structured training activities, including instructional components and supervised skill development.
- Stipend amounts are determined by Tier Level and number of qualifying sessions completed in the payment period. Tier advancement reflects progression in training, skill development, and program engagement, and is not tied to productivity, output, or the performance of labor.
- Stipends are structured as nominal participation incentives designed to support engagement in training activities and reduce barriers to participation. Stipends are not calculated based on hours worked, task completion, or the value of services performed.

- Stipend amounts must be reviewed and approved by Program Director and CAPK before each payment cycle.

### 7.2 Payment Process

- Stipend payments are processed through finance on a monthly schedule following verification of participation and eligibility.
- Program Director submits a verified participation summary to CAPK Finance by the 5th of each month.
- Participants must have a bank account to receive stipend payments. Participants without a bank account will be supported through the program's financial literacy curriculum and will provide assistance with establishing an account (Section 8).
- All stipend determinations must be supported by contemporaneous documentation reflecting participant engagement in the training activities. Records shall be retained for audit purposes.
- Finance must advise on IRS 1099 reporting thresholds and obligations for individual participant stipend totals.

### 7.3 Stipend Characterization

**POLICY — STIPEND IS NOT A WAGE**

All program materials, participant communications, and financial records must consistently characterize stipends as participation-based incentives. Stipends must never be described as payment for work performed, wages, or compensation. Stipends are intended solely to support participation in training activities and are not provided in exchange for labor or services. This characterization is essential to the program's legal framework under FLSA and California Labor Code. Any deviation from this characterization should be reported to HR and Legal immediately. Further, all participants must be informed, prior to participation, that they will not receive a wage for participation in the program.

## Section 8 — Training & Workforce Development Curriculum

### 8.1 Purpose

The training curriculum is the foundation of the Good Neighbor Crew's legal structure as a workforce development program. Curriculum delivery must be documented alongside each activity session to demonstrate that the program's primary purpose is skill-building, not labor service delivery.

### 8.2 Vocational Training Modules

- Module 1 — Introduction to Grounds Maintenance: Basic tools, safety, terminology, and landscaping fundamentals.
- Module 2 — Safe Work Practices: PPE use, hazard identification, Stop Work authority, first aid basics.
- Module 3 — Teamwork and Communication: Working in a supervised team environment, receiving direction, giving feedback.
- Module 4 — Time Management and Reliability: Punctuality, session preparation, consistent participation.
- Module 5 — Professional Conduct in Community Settings: Representing the program, engaging with the public, maintaining a positive presence.
- Module 6 — Advanced Skills (Tier 2/3): Mentoring, leadership, site assessment, training new participants.

### 8.3 Financial Literacy Curriculum

Financial literacy education is delivered in partnership with a third party financial advisor and incorporated into the program calendar. Topics include:

- Introduction to personal banking — account types, how banks work, fees and protections.

- Opening and managing a checking account — practical, step-by-step support.
- Budgeting basics — income, expenses, savings goals.
- Introduction to credit — credit scores, credit history, how to build credit.
- Financial goal-setting — connecting financial literacy to housing and employment stability.

*Financial literacy sessions are incorporated into the monthly activity calendar. Participation in financial literacy sessions counts toward tier advancement and stipend eligibility on the same basis as activity sessions.*

### 8.4 Training Documentation Requirements

Supervisors must document the following after each activity session:

- Skills demonstrated or practiced during the session.
- Any instructional content delivered (safety reminders, technique corrections, tool use instruction).
- Notable participant progress or areas for development.
- Any incidents, concerns, or behavioral observations.

*This documentation is maintained in the session notes section of Form D and is essential to demonstrating the training character of the program for legal and insurance purposes.*

## Section 9 — Off-Site Activity Protocols

### 9.1 Authorization Requirements

Off-site activities — meaning any activity conducted outside the boundaries of the M Street Navigation Center property — require the following before work begins:

- Site authorization from Program Director for any new off-site location.
- Completed and signed Form F (Homeowner / Site Owner Consent and Release Form) for any activity on private residential or commercial property.
- Pre-activity site inspection by supervising staff member.
- Only Tier 2 and Tier 3 participants are eligible for off-site activities (Section 4.3).
- Supervision ratio maintained at maximum 1 staff per 6 participants.

### 9.2 Site Inspection Checklist

Supervising staff must complete a site inspection before participants begin work at any off-site location:

- ☐ Identify and document any physical hazards (uneven surfaces, debris, obstacles).
- ☐ Check for presence of animals on property (dogs, wildlife).
- ☐ Confirm no biohazardous materials or sharps are present in the work area.
- ☐ Identify water source for hydration and handwashing.
- ☐ Confirm accessible exit route from the property.
- ☐ Confirm property owner or authorized representative is present or contactable.
- ☐ Document any conditions that require Stop Work consideration before participants arrive.

### 9.3 Off-Site Activity Scope

The following activities are approved for off-site residential locations, subject to the task and risk matrix (Section 3.4):

- Litter and debris collection from yard and surrounding areas.

- Weed pulling and hand removal of overgrowth.
- Sweeping, raking, and general cleanup of exterior areas.
- Light landscaping trimming using hand tools (no power tools).

Any activity beyond this scope must be pre-approved by Program Director and Risk Manager before being added to the program.

### 9.4 Transportation

- CAPK is responsible for transporting participants to and from off-site activity locations.
- Transportation must be in CAPK vehicles operated by authorized CAPK drivers.
- Participants may not use personal vehicles or public transportation for program activities.
- Vehicle capacity must not be exceeded. Schedule multiple trips if necessary.
- Participants must be transported back to the Navigation Center at the conclusion of each session.

## Section 10 — Third-Party Engagement & Community Partnerships

### 10.1 Policy

CAPK welcomes community partnerships that support the Good Neighbor Crew's training mission. However, all third-party engagements must be structured to preserve the program's legal framework as a training operation. No arrangement may be structured as a service contract in which CAPK is effectively providing labor services to a third party for compensation.

### 10.2 Partnership Authorization Process

8. Third-party organization contacts Program Director or CAPK leadership with interest in collaboration.
9. Program Director presents the opportunity to the CFTO and HR.
10. HR consults with Legal to confirm the arrangement can be structured within the training framework.
11. Risk Manager confirms insurance coverage extends to the proposed activity and location.
12. Program Director drafts a Community Partner Agreement (Form H template) for Legal review.
13. Agreement is executed before any activity begins.
14. Insurance broker is notified of the new partnership location and any additional insured requirements are addressed.

### 10.3 Additional Insured Requirements

Community partners who have Good Neighbor Crew participants working on their property or in connection with their events must be named as additional insureds under CAPK's GL policy, or must provide their own GL coverage with CAPK named as additional insured. This requirement must be addressed in the Community Partner Agreement (Form H) and confirmed with insurance broker before activities begin.

## Section 11 — Program Forms

**FORMS NOTE**

All forms should be reviewed by legal counsel before final deployment. Signed originals must be retained in participant files maintained by the Program Director. Electronic copies should be stored in the program SharePoint folder. Retention period: minimum 7 years from date of last participation.

## Form A — Participant Enrollment Application

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

---

**Full Legal Name:** _____

**Date of Birth:** _____ **Gender (optional):** _____

**Navigation Center Unit/Room #:** _____

**Date of Application:** _____ **Staff Member:** _____

**How did you hear about Good Neighbor Crew?** _____

### Eligibility Confirmation (Staff Completes)

| | |
|---|---|
| ☐ | Current Navigation Center resident |
| ☐ | 18 years of age or older |
| ☐ | No active disciplinary action or suspension |
| ☐ | Form B (Waiver) completed and on file |
| ☐ | Orientation scheduled |

**Staff Signature:** _____ **Date:** _____

**Approved:** _____ **Tier Assigned:** _____

## Form B — Participant Agreement, Waiver of Liability & Medical Consent

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

I, _____, ("Participant"), by signing below, agree to all of the following:

### Part 1 — Voluntary Participation and Stipend Acknowledgment

- My participation in the Good Neighbor Crew is completely and entirely voluntary.
- Participation is NOT required for shelter access, housing placement, case management services, or any other CAPK benefit.
- I may withdraw from the program at any time without penalty of any kind.
- Any stipend I receive is a participation-based incentive only — not wages, salary, or compensation for work performed.
- The stipend does NOT create an employer-employee relationship between me and CAPK.

### Part 2 — Conduct

- I will not possess, use, or be under the influence of alcohol, illegal drugs, or non-prescribed narcotics during program activities.
- I will dress appropriately and wear all assigned PPE.
- I will not bring weapons of any kind to program activities.
- I will remain within designated activity areas and follow all staff instructions.
- I will not damage or remove any property that does not belong to me.
- I will stop work and notify staff immediately if I observe any unsafe condition.

### Part 3 — Risk Acknowledgment and Waiver

I acknowledge that Good Neighbor Crew activities carry inherent risks including bodily injury, illness, death, and property damage. I voluntarily assume all such risks. I release, discharge, and covenant not to sue Community Action Partnership of Kern, and their officers, directors, agents, employees, and Board Members from any and all claims arising from my participation. I agree to indemnify and hold these parties harmless from any claims arising from my conduct during program activities.

### Part 4 — Medical Authorization

In the event of a medical emergency, I authorize CAPK supervisors to consent to emergency medical treatment on my behalf. I understand that the CAPK Blanket Accident Policy (National Union, Policy SRG0009164019) may provide accident medical expense coverage. I understand that medical costs not covered by this policy remain my responsibility.

**Emergency Contact:** _____

**Phone:** _____

**Medical Insurance:** _____

**Current Medications:** _____

**Medications NOT to give:** _____

**Relevant Medical History:** _____

By signing below, I confirm I have read this entire agreement and voluntarily agree to all provisions.

**Participant Name (Print):** _____

**Participant Signature:** _____

**Client / Resident #:** _____ **Date:** _____

**Staff Witness:** _____

## Form C — Orientation Acknowledgment & PPE Receipt

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

**Participant Name:** _____

**Orientation Date:** _____ **Facilitator:** _____

### Orientation Topics Covered (Staff Initials Each)

| Staff | |
|---|---|
| ____ | Program purpose, goals, and training framework |
| ____ | Voluntary participation — not connected to shelter services |
| ____ | Stipend structure — incentive, not wages, no employment relationship |
| ____ | Conduct expectations and rules |
| ____ | PPE — types used, proper wear, when required |
| ____ | Stop Work conditions and how to report a concern |
| ____ | Incident reporting procedure |
| ____ | Tier structure and advancement |
| ____ | Financial literacy program overview |
| ____ | Review and signing of Form B (Participant Agreement and Waiver) |

### PPE Issued

| Issued | Item | Issued | Item |
|---|---|---|---|
| ☐ | Work Gloves | ☐ | Safety Vest |
| ☐ | Closed-Toe Shoes (if needed) | ☐ | Sun Protection |
| ☐ | Eye Protection | ☐ | Other: |

*I confirm I have received the above PPE, understand how to use it, and will wear it as instructed during program activities.*

**Participant Signature:** _____ **Date:** _____

**Staff Signature:** _____ **Date:** _____

## Form D — Daily Activity Sign-In / Sign-Out Log

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

**Session Date:** _____

**Activity Location:** _____

**Activity Description / Training Focus:** _____

**Supervising Staff:** _____

**Participant Tier Level(s):]** _____

| Participant Name | Sign-In Time | Sign-Out Time | Tier | Participant Signature |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

### Session Notes / Training Outcomes (Required)

| |
|---|
| *Skills practiced / taught this session:* |
| *Incidents, concerns, or behavioral observations:* |
| *All participants returned safely to Navigation Center: ☐ Yes ☐ No (explain above)* |

**Supervisor Signature:** _____ **Date:** _____

## Form E — Participant Participation & Stipend Tracking Log

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program |*

*Monthly Period: _____*

| Participant Name | Tier | Sessions Completed | Fin Lit Sessions | Eligible for Stipend | Stipend Amount | Tier Advance? | Notes |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

**Prepared By:** _____ **Date:** _____

**Approved By (Program Director):** _____ **Date:** _____

**Submitted to Finance on:** _____

## Form F — Homeowner / Site Owner Consent & Release Form

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

This form must be completed and signed by the property owner or authorized representative before any Good Neighbor Crew activity is conducted on private property. This form does not apply to activities on public right-of-way.

### Property and Activity Information

**Property Address:** _____

**Property Owner Name:** _____ **Phone:** _____

**Date of Activity:** _____ **Estimated Duration:** _____

**Description of Work to Be Performed:** _____

**Known Hazards on Property (animals, obstacles, utilities, etc.):** _____

**CAPK Supervising Staff:** _____ **Contact Phone:** _____

### Property Owner Agreement

15. I am the owner or authorized representative of the above property and have authority to consent to this activity.
16. I consent to Community Action Partnership of Kern and Good Neighbor Crew participants entering my property on the date specified above to perform the described work under CAPK staff supervision.
17. I have disclosed all known hazards on the property to the CAPK staff contact named above.
18. I understand the Good Neighbor Crew is a training program staffed by Navigation Center residents and supervised by CAPK employees.
19. To the fullest extent permitted by law, I release and hold harmless Community Action Partnership of Kern and their officers, agents, and employees from any claims arising from this activity, including but not limited to accidental property damage that is not the result of gross negligence. I understand this release does not affect my rights against third parties.
20. I understand that CAPK's General Liability insurance covers activities conducted on my property under this program, and that I may request a certificate of insurance upon request.

*Note: This release is subject to review and approval by CAPK Legal Counsel before final deployment. Property owners are encouraged to review this form with their own legal or insurance advisor.*

**Property Owner / Authorized Rep Name (Print):** _____

**Signature:** _____

**Date:** _____ **Relationship to Property:** _____

**CAPK Staff Witness:** _____ **Date:** _____

## Form G — Incident / Injury Report Form

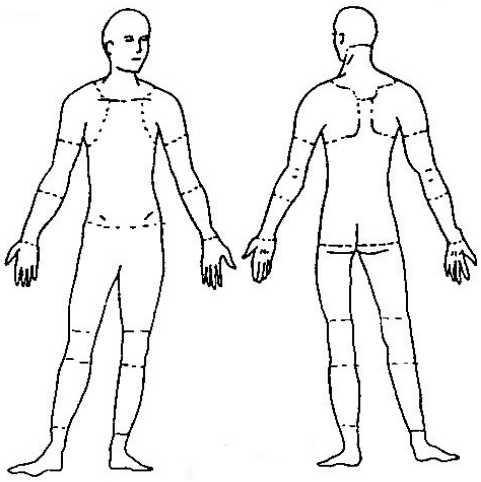
**Instructions**: All incidents involving clients of the Homeless Shelter must be reported using this form. Staff is to report all incidents, injuries, illnesses for investigations no matter how minor. Supervisors must complete this form immediately after an incident and assist in investigate with the Risk Manager Supervisor. All incidents must be reported within 8 hours.

### Step 1: Injured Client (complete this part for each injured client)

| Date/Time of Incident: | Date/Time of Incident reported to you: | |
|---|---|---|
| Name: | DOB: | ☐ Male ☐ Female |
| ☐ Day Visitor ☐ Client | ☐ Victim ☐ Assailant | |

Location of the incident (ex. in kitchen by stove, Southside of warehouse by loading dock):

Part of body affected (***shade all that apply***)



Type of Incident:

- ☐ Accident w/Major Injuries
- ☐ Assault/Battery
- ☐ Disaster Occurrence
- ☐ Drug Overdose
- ☐ Elder Abuse
- ☐ Infectious Disease
- ☐ Mental Illness/Unusual behavior
- ☐ Sexual Assault
- ☐ Theft
- ☐ Threats of Physical Violence
- ☐ Actual Physical Violence
- ☐ Weapons Violation
- ☐ Other

Action Take:

- ☐ On-site Security Called
- ☐ 911 Called
- ☐ Police/Fire/ Medical Called
- ☐ Behavioral Health called
- ☐ Elder Abuse called
- ☐ Minor First Aid On-site
- ☐ Secured Premises
- ☐ Kern County Animal Services
- ☐ Transported to Kern Medical
- ☐ Informed Risk Management

### Step 2: Describe the incident

What part of day? ☐ Preparing for Opening ☐ During a meal period ☐ Day Services
☐ Intake/bed assignments ☐ After lights out ☐ Other_____

| Names of other persons involved or witnesses if any. Please attach witness statements to form (see page 3) | Gender | Affected Person(s) |
|---|---|---|
| 1._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 2._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 3._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 4._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |
| 5._____ | ☐ Male ☐ Female | ☐ Involved ☐ Witness |

**Details of Incident**. Please give detailed description of the event. Include full names (first, last), sequence of events and contributing factors (if any)

_____

_____

_____

_____

_____

_____

_____

_____

Description continued on next page: ☐

## Step 3: Was there an unsafe condition(s) that exist? Check all that apply

- ☐ Unguarded hazard
- ☐ Drugs were not found at intake
- ☐ Safety device is defective
- ☐ Workstation layout
- ☐ Unsafe lighting
- ☐ Lack of personal protective equipment
- ☐ Lack of appropriate equipment/tools
- ☐ Unsafe clothing/shoes
- ☐ No training or insufficient training
- ☐ Improper storage/Item stored incorrectly
- ☐ Housekeeping
- ☐ Pet was not leashed
- ☐ Using equipment in an unapproved way
- ☐ Unsafe lifting
- ☐ Improper body mechanics
- ☐ Taking an unsafe position or posture
- ☐ Distraction, inattentive, teasing, horseplay
- ☐ Failure to wear personal protective equipment
- ☐ Failure to use the available equipment / tools Other:
- ☐ _____

Why did the unsafe condition(s) exist?

Were the unsafe conditions reported prior to the incident? ☐ Yes ☐ No

If yes, to whom: When:

Have there been similar incidents prior to this one? ☐ Yes ☐ No

## Step 4: How can future incidents be prevented?

What do you suggest will prevent this incident from happening again?

What action has been taken?

## Step 5: Who completed this form?

| Completed By: (Name and Title) | Date: |
|---|---|
| Employee's Signature: | Title: |

Please attach all witness statements and photos, if any. Send completed report to Laurie Sproule at lsproul@capk.org. Send original to Laurie Sproule. If you have any questions, please call me at 661.304.2293.

# ***HOMELESS SHELTER - CRITICAL INCIDENT STATEMENT***

| Name : | Cell phone number: |
|---|---|
| Address: | |

Statement

| Completed By: (Name and Title or Relationship: | Date: |
|---|---|
| Signature | Title: |

## Form H — Community Partner Agreement Template

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

This Community Partnership Agreement ("Agreement") is entered into as of _____, 2026, by and between:

CAPK, a California nonprofit organization, operating the Good Neighbor Crew — Pathways Volunteer & Workforce Development Program at 1300 18th Street, Suite 200, Bakersfield, CA 93301.

AND

_____ **("Partner")**, located at _____.

### 1. Purpose and Training Framework

The parties agree to collaborate in support of the Good Neighbor Crew's workforce development mission. The Good Neighbor Crew is a structured training program in which Navigation Center residents develop vocational skills, professional habits, and employability through supervised community service activities. This Agreement is a training partnership arrangement, not a service contract. CAPK provides no guarantee of work quality, output, or scheduling beyond what is achievable within the program's training framework.

### 2. Scope of Activities

Partner requests Good Neighbor Crew participation in the following activity:

**Activity Description:** _____

**Location:** _____ **Frequency:** _____

**Anticipated Dates:** _____ **Duration per session:** _____

### 3. Supervision and Safety

CAPK will provide at least one (1) trained staff supervisor for all activities. Supervision ratios will not exceed 1:6 (staff to participants). Partner will ensure the activity site is free of known hazards prior to each session. Either party may halt activity at any time for safety reasons without liability.

### 4. Insurance

CAPK maintains General Liability and Blanket Accident insurance coverage for program activities. Partner agrees to: (a) provide CAPK with a certificate of insurance naming CAPK as additional insured under Partner's GL policy with minimum limits of $1,000,000 per occurrence,

or (b) obtain additional insured status on CAPK's GL policy — to be coordinated through CAPK's Risk Manager prior to the first activity date.

### 5. Confidentiality

Partner agrees that participant information — including names, participation history, or any identifying information — is confidential and may not be disclosed by Partner to any third party.

### 6. No Compensation

This Agreement involves no financial exchange between the parties. CAPK receives no payment, in-kind contribution, or other consideration from Partner in connection with Good Neighbor Crew activities. Partner receives no warranty of service delivery or output.

### 7. Term and Termination

This Agreement is effective from the date signed below and continues through _____ unless terminated earlier by either party upon 14 days written notice.

**CAPK Authorized Signatory:** _____ **Title:** _____

**Signature:** _____

**Date:** _____ _____

**Partner Authorized Signatory:** _____ **Title:** _____

**Signature:** _____

**Date:** _____ _____

## Form I — Program Completion Certificate

*Community Action Partnership of Kern | Good Neighbor Crew — Pathways Program*

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### Community Action Partnership of Kern

Good Neighbor Crew — Pathways Volunteer & Workforce Development Program

# Certificate of Program Participation

*This certifies that*

_____

*has successfully completed the Good Neighbor Crew Pathways Program demonstrating commitment to community, personal development, and workforce readiness.*

Sessions Completed: _____ | Tier Achieved: _____ | Date: _____

**Skills and Training Completed:**

☐ Grounds Maintenance & Landscaping ☐ Safe Work Practices & PPE ☐ Teamwork & Communication

☐ Professional Conduct ☐ Financial Literacy ☐ Bank Account Established

**Program Director Signature:** _____ **Date:** _____

**Director of Housing & Supportive Services:** _____ **Date:** _____

# MEMORANDUM

To: Board of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: August 26, 2026

Subject: *Agenda Item V(b):* Program Update: Pioneer Drive Apartments – **Info Item**

---

**Program Update**

On February 25, 2026, Emilio Wagner provided the Board of Directors with a construction update on Pioneer Drive Apartments (PDA), a permanent supportive housing project developed in partnership with the Housing Authority of the County of Kern. The Housing Authority is on track to complete construction near the end of September, 2026. It is anticipated that CAPK will move into offices and begin services on site by the end of October 2026.

The initial agreement between CAPK and the Housing Authority of the County of Kern was approved by the Board on September 25, 2024 (attached). CAPK received a $5,000,000 Day 1 Families Fund grant which we have allocated to support project construction and onsite supportive services. The development will include approximately 85 affordable housing units, with 43 units designated for households that are referred through the CAPK Coordinated Entry System (CES) Housing Match List. The other 42 units will be filled directly by the Housing Authority. The agreement calls for CAPK to contribute both construction funds and operational funds, using primarily the Day 1 Families grant but also including funding designated from the Housing Authority. CAPK will operate services on site for 15 years after opening.

The Housing Authority is the owner of the project and will manage the application process and property operations. Once a referral is made by CAPK CES, the matched client will go through the Housing Authority process for application and leasing, etc. If a lease violation occurs, the Housing Authority's onsite property manager and CAPK's case manager will coordinate with the household to address the issue, provide support, and help prevent eviction whenever possible. Ultimately it would be the Housing Authority that would evict if needed. The Housing Authority is currently matching households through CES and beginning the early application process.

The Housing and Supportive Services Department is recruiting staff for the onsite case manager positions.

This update also provides additional information regarding HUD habitability and occupancy standards. The chart below outlines the applicable occupancy standards.

Below is the occupancy standards chart applicable for PDA (1 bedroom and 2 bedroom units)

| *Unit Size* | *Minimum No. of Persons in Household* | *Maximum No. of Persons in Household* |
|---|---|---|
| 0-BR | 1 | 1 |
| 1-BR | 1 | 2 |
| 2-BR | 2 | 4 |
| 3-BR | 4 | 6 |
| 4-BR | 6 | 8 |
| 5-BR | 8 | 10 |

**Budget**

The 17-year budget and cash flow projection is attached and reflects total revenue and expenditures of approximately $5,811,162. You will see the attached budget is developed as a 17-year budget, due to the fact that most of the first two years are construction period, with the final 15 years being the operational budget years. The revenue is fully secured and is pledged from the following sources: Day 1 Families $5,000,000; Interest Income $265,000; Housing Authority Revenue (Project Reserve) $546,162.

The budget supports a staffing model equal to 0.627 FTE dedicated to on-site services, consistent with the agreement's minimum service commitment. This includes 0.137 FTE for a Housing Administrator or service coordinator function and 0.49 FTE for a case manager or housing navigator function. Beyond this baseline commitment, the Division will leverage CalAIM and other related grant funding to bring additional staff capacity to the site, supporting a more comprehensive, wraparound approach to serving residents. These positions will support onsite coordination, tenant engagement, housing stabilization, service referrals, and collaboration with property management to address lease concerns and promote housing retention.

The first year of the operational budget is a partial year and is included in "Year 2" on the 17-year budget spread sheet. The current year has been included in the CAPK FY 2026-27 adopted budget.

**Strategic Plan Alignment**

This agreement aligns with CAPK's enduring mission to address critical community needs and with Strategic Priority A: Community Investment, Key Goal 1, Objective 1: Strengthen housing partnerships by increasing housing options, new housing developments, and existing infrastructure by April 2026.

**Recommendation**

This item is an update and informational item, no action is recommended.

***Attachments:***

*Operational budget and cash flow projection for Pioneer Drive Apartments Project*
*Agreement between CAPK and Housing Authority for Pioneer Drive Apartments*

**Community Action Partnership of Kern (CAPK)**
**Bezos Day One Families Housing Support | Pioneer Drive Apartments Housing Project**
**Lead: Housing Authority of County of Kern**
**Sub-Contractor: Community Action Partnership of Kern (CAPK)**

| | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Year 14 | Year 15 | Year 16 | Year 17 | TOTALS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **REVENUE** | | | | | | | | | | | | | | | | | | | |
| Day 1 Families Housing Support | | $ 1,757,593 | $ 166,037 | $ 526,421 | $ 532,672 | $ 541,120 | $ 512,603 | $ 522,318 | $ 441,236 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 5,000,000 |
| Housing Authority Revenue | | - | - | - | - | - | - | - | 47,642 | 49,071 | 50,543 | 52,059 | 53,621 | 55,230 | 56,887 | 58,594 | 60,352 | 62,163 | 546,162 |
| Interest Income | | - | 250,000 | 5,000 | 5,000 | 5,000 | - | - | - | - | - | - | - | - | - | - | - | - | 265,000 |
| Ongoing carryover | | - | (250,000) | (5,000) | (5,000) | (5,000) | (33,101) | (34,673) | 44,902 | 38,411 | 39,723 | 38,207 | 36,645 | 35,036 | 33,379 | 31,672 | 29,914 | 4,885 | - |
| Ongoing carryover | | - | - | - | - | - | - | - | (47,642) | 5,294 | 5,294 | 5,294 | 5,294 | 5,294 | 5,294 | 5,294 | 5,294 | 5,290 | - |
| **Total Revenue** | | **$ 1,757,593** | **$ 166,037** | **$ 526,421** | **$ 532,672** | **$ 541,120** | **$ 479,502** | **$ 487,645** | **$ 486,138** | **$ 92,776** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 72,338** | **$ 5,811,162** |
| **EXPENDITURES** | | | | | | | | | | | | | | | | | | | |
| Salaries | 31% | $ - | $ 95,108 | $ 201,629 | $ 207,678 | $ 213,727 | $ 172,788 | $ 177,972 | $ 183,311 | $ 61,360 | $ 63,201 | $ 63,201 | $ 63,201 | $ 63,201 | $ 63,201 | $ 63,201 | $ 63,201 | $ 47,843 | $ 1,803,823 |
| Benefits | 11% | - | 35,285 | 70,570 | 72,687 | 74,804 | 60,476 | 62,290 | 64,159 | 21,476 | 22,120 | 22,120 | 22,120 | 22,120 | 22,120 | 22,120 | 22,120 | 16,745 | 633,332 |
| Travel | 0% | - | 1,500 | 1,650 | 1,733 | 1,819 | 1,910 | 2,006 | 2,106 | - | - | - | - | - | - | - | - | - | 12,724 |
| Supplies | 0% | - | 7,950 | 3,300 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | - | - | - | - | - | - | - | - | - | 18,750 |
| Space Costs | 30% | 1,757,593 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1,757,593 |
| Consultant/Contract Services | 16% | - | - | 156,000 | 156,000 | 156,000 | 156,000 | 156,000 | 156,000 | - | - | - | - | - | - | - | - | - | 936,000 |
| Other Operating Costs | 1% | - | 11,100 | 11,870 | 11,002 | 10,293 | 10,453 | 10,629 | 7,737 | - | - | - | - | - | - | - | - | - | 73,084 |
| Direct Program Costs | 2% | - | - | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 19,239 | - | - | - | - | - | - | - | - | - | 144,239 |
| Administrative Indirect | 7% | - | 15,094 | 56,402 | 57,072 | 57,977 | 51,375 | 52,248 | 52,086 | 9,940 | 10,239 | 10,239 | 10,239 | 10,239 | 10,239 | 10,239 | 10,239 | 7,750 | 431,617 |
| **Total Expenditures** | 100% | **$ 1,757,593** | **$ 166,037** | **$ 526,421** | **$ 532,672** | **$ 541,120** | **$ 479,502** | **$ 487,645** | **$ 486,138** | **$ 92,776** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 95,560** | **$ 72,338** | **$ 5,811,162** |
| **Revenue Less Expense** | | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |

Construction projected to end August 2026

**AGREEMENT**

**Between**

**HOUSING AUTHORITY OF THE COUNTY OF KERN**

**And**

**COMMUNITY ACTION PARTNERSHIP OF KERN**

**For**

**GRANT FUNDING AND SUPPORTIVE SERVICES FOR PIONEER DRIVE APARTMENTS, LOCATED AT 3299 PIONEER DRIVE, BAKERSFIELD, CA 93306**

This Agreement is entered into by and among Housing Authority of the County of Kern ("AUTHORITY") and Community Action Partnership of Kern ("CAPK"). AUTHORITY and CAPK are sometimes individually referred to as a "Party" and collectively as the "Parties." This Agreement will be effective as of the last date on which the Agreement is signed by all Parties ("Effective Date").

## RECITALS

A. Whereas, AUTHORITY is an independent, local government agency that provides housing to low-income residents of Kern County, including developing and managing affordable housing projects. CAPK is the official anti-poverty agency of Kern County and operates many programs, often in collaboration with other organizations, to assist low-income residents and address the underlying causes of poverty. CAPK's programs include finding shelter for the unhoused, and providing medical, educational, and vocational services to help stabilize housing for such individuals and families.

B. Whereas, Pioneer Drive Apartments LP ("Owner") is the owner of the 5.41-acre parcel of currently vacant land located at 3299 Pioneer Drive, Bakersfield, CA, APN 143-050-17 (the "Property").

C. Whereas, AUTHORITY is the developer of the Property and it intends to construct, with funding from various sources, an 85-unit residential rental project called "Pioneer Drive Apartments" which will be restricted for affordable permanent supportive housing (the "Project"). After construction of the Project is completed, AUTHORITY will continue to provide property management services at the Pioneer Drive Apartments ("PDA").

D. Whereas, AUTHORITY and CAPK both serve low-income residents of Kern County, and have discussed working together to increase low-income housing. Those discussions led to CAPK applying for a grant from the Day 1 Families Fund to be used to help fund a housing project with AUTHORITY.

E. Whereas, in late-2023, CAPK was notified that it was selected to receive a grant of $5,000,000 from the Day 1 Families Fund (the "Day 1 Grant") to help fund the construction of, and then services at, the PDA. The conditions of the Day 1 Grant require CAPK to allocate roughly $1.7 million of the grant money to the construction of the PDA, and to use the remaining Day 1 Grant money for services (such as placing unsheltered persons at the PDA and helping those persons connect to other services such as childcare, workforce development, income assistance, education, healthcare, and behavior healthcare).

F. Whereas, AUTHORITY agrees to use the roughly $1.7 million of Day 1 Grant money earmarked for the construction of the Project for such purpose, and to manage and operate the PDA in a manner that is consistent with the conditions and requirements of the Day 1 Grant (including providing space to CAPK personnel, and designating 43 units at the PDA for persons who are referred by CAPK to be housed at PDA through the Coordinated Entry System for which CAPK is the local provider).

## AGREEMENT

NOW, THEREFORE, in consideration of the recitals and mutual covenants and conditions contained in this Agreement, which are incorporated herein, the Parties agree as follows:

## ARTICLE I

## CONSTRUCTION OF THE PROJECT

1.1 Design and Construction of the Project. AUTHORITY agrees to construct and otherwise develop the Project, including the PDA. The design and actual construction of the Project, including the PDA, shall be consistent with the requirements of the Day 1 Grant and consistent with the site plan and floor plan attached hereto as Attachment 1.1, including constructing a community center, common areas, and office space to be used by CAPK personnel. If AUTHORITY materially breaches its obligation to design and construct the Project consistent with the requirements of the Day 1 Grant, then CAPK shall have the right, in its sole discretion, to terminate this Agreement, in which case any Day 1 Grant funds that have been disbursed to AUTHORITY shall be promptly returned to CAPK.

1.2 Day 1 Grant Construction Funds. AUTHORITY has requested, and, subject to the terms stated herein, CAPK has agreed to provide to AUTHORITY, $1,757,593 of the money received from the Day1 Grant to assist in the cost of constructing the Project (the "Day 1 Grant Construction Funds"). The Day 1 Grant Construction Funds may be used by AUTHORITY only for the specific purpose of constructing the Project consistent with the requirements of the Day 1 Grant. The Day 1 Grant Construction Funds provide only a portion of the total construction costs of the Project, and AUTHORITY shall be solely responsible for obtaining the additional money needed to cover the construction costs. The Parties agree that the Project would not be able to be completed but for the Day 1 Grant Construction Funds, and that the Day 1 Grant Construction Funds does not duplicate or supplant any other funding source, including any local, state, or federal funding.

1.3 Conditions to Providing Day 1 Grant Construction Funds. CAPK shall not

be obligated to disburse or pay to AUTHORITY any of the Day 1 Grant Construction Funds prior to (i) CAPK actually receiving such funds from the Day 1 Grant; (ii) the commitment of all other funding sources related to the construction of the Project; (iii) the issuance of all required land use entitlements; and (iv) the issuance of all building permits required to commence construction.

1.4 Construction Milestones. AUTHORITY shall construct and complete the Project within the time frames set forth in Schedule 1.4. If AUTHORITY materially breaches its obligation to construct the Project in accordance with the time requirements set forth in Schedule 1.4, then CAPK shall have the right, in its sole discretion, to terminate this Agreement, in which case any Day 1 Grant Construction Funds that have been disbursed to AUTHORITY shall be promptly returned to CAPK.

1.5 Schedule for Payment of the Day 1 Grant Construction Funds and Requests for Payment. Conditioned upon the design and construction of the Project being consistent with the requirements of the Day 1 Grant, and the submission of a request for payment as described below, the Day 1 Grant Construction Funds will be disbursed by CAPK to AUTHORITY as construction of the Project progresses based on the passing of certain inspections as follows:

| **Inspection** | **Percentage of Day 1 Grant Construction Funds to be Paid** |
|---|---|
| Underground (e.g., installation of underground electrical, plumbing, mechanical, fire service, storm water components) | 30% |
| Foundation (including pouring of concrete) | 30% |
| All frame and rough (e.g., after all rough floor, wall, and roof framing is complete, and all electrical, plumbing, mechanical, and fire components are properly installed) | 30% |
| Final (approval to occupy) | 10% |

When construction of the Project passes each inspection listed above, AUTHORITY may submit to CAPK a "Request for Payment" to be paid the percentage of the Day 1 Grant Construction Funds associated with that inspection as set forth above. Each Request for Payment shall include proof satisfactory to CAPK that the construction passed the inspection that is the subject of the Request for Payment. CAPK shall pay AUTHORITY the amount associated with Request for Payment within 30 days of receiving a satisfactory Request for Payment.

1.6 CAPK's Rights to Audit and Be Kept Informed. CAPK shall have the right to be kept informed about the progress of the Project and how the Day 1 Grant Construction Funds are being spent, and AUTHORITY shall provide to CAPK upon request the information

reasonably needed to inform CAPK about such matters. CAPK's right to be kept informed includes being allowed to attend and observe any meetings (whether in-person or via electronic means), phone conversations, and other means of communication related to the construction of the Project, including meetings involving the general contractor or superintendent, any subcontractors, or any government entity with authority over the Project (including Kern County Public Works), and CAPK is authorized to conduct visits to the Property at any time during the construction of the Project. In addition, AUTHORITY shall submit to CAPK detailed written quarterly reports describing the progress of the Project until the completion of the Project. AUTHORITY, furthermore, shall maintain until at least December 31, 2030, and CAPK shall have the right to inspect and audit, accounting records sufficient to show how the Day 1 Grant Construction Funds were used, including records sufficient to show to whom and for what purpose the funds were expended. AUTHORITY also shall provide any records requested by the Day 1 Families Fund. All information and records relating to the construction and development of the Project and the PDA shall be made available to CAPK, the Day 1 Families Fund, and each of their designees and advisers (such as accountants and attorneys) at any time during normal business hours, as often as CAPK or the Day 1 Families Fund deem necessary, to audit, examine, copy, and make notes, excerpts, or transcripts of or from the information or records. AUTHORITY's failure to comply with the requirements of this section will constitute a material breach of this Agreement and may result in the withholding of future payments, the return of prior payments, the termination of this Agreement, and any other remedies available to CAPK.

1.7 CAPK's Lack of Control Over Construction Activities. CAPK's role in developing and constructing the Project is limited to providing the Day 1 Grant Construction Funds and having the right to remain informed about construction progress and how the Day 1 Grant Construction Funds are being used. CAPK is not the developer or owner of the Property, and it has no role in selecting or supervising those working on the Project.

1.8 Compliance with Public Works and Wage and Hours Requirements. If the Project is a public works project, then AUTHORITY shall comply with, and ensure that all contractors and subcontractors comply with, all applicable laws regarding public works projects, including the prevailing wage requirements and any anti-kickback statute. AUTHORITY shall comply with, and ensure that all contractors and subcontractors comply with, all applicable wage and hour laws. AUTHORITY's duties to defend and indemnify CAPK that are set forth below in Section 4.1 shall apply to any claims arising from or related in any way to any alleged violations of the laws concerning public works or wage and hour requirements.

1.9 Appointment of Liaisons. Each Party will designate one or more liaisons to be responsible for coordinating with the other Party the activities required to be carried out under this Agreement, including the activities during and after construction of the Project.

## ARTICLE II

## POST-CONSTRUCTION OPERATIONS

2.1 How the PDA Is to Be Used. Following the completion of the construction of the Project, the PDA shall be used and operated as a residential rental project called

"Pioneer Drive Apartments" that will include roughly 85 residential units that will be restricted for affordable permanent supportive housing.

2.2 Property Management Services. Following the completion of the construction of the Project, AUTHORITY or Owner shall provide property management services, which shall include providing office and other space to CAPK personnel at no cost to CAPK; making repairs to the Property as reasonably requested by CAPK; designating 43 units at the PDA for persons who are referred by CAPK to be housed at PDA through the Coordinated Entry System; and otherwise providing such property management services that are customarily provided to apartment complexes of similar size.

2.3 Non-Construction Grant Funds. CAPK shall provide at minimum a .137 full-time equivalent (FTE) service coordinator and a .49 FTE case manager onsite for 15 years from the date the certificate of occupancy is issued for the PDA. All such services (which generally include placing unsheltered persons at the PDA and helping those persons connect to other services such as childcare, workforce development, income assistance, education, healthcare, and behavior healthcare) shall be provided at no charge to the tenants. For years one through five, such services shall be paid for by CAPK using the Day 1 Grant money that is not Day 1 Grant Construction Funds. For years six through fifteen, AUTHORITY or Owner will provide $47,642 per year in funding to CAPK (increasing 3% per year), which shall be disbursed quarterly for the services provided to PDA tenants. AUTHORITY and CAPK shall work together to identify additional funding sources, as needed, to enhance the services level beyond the required minimum. CAPK's services and the use of Day 1 Grant funds is conditioned upon the Project being constructed and the PDA being used in accordance with the terms and conditions of this Agreement and the Day 1 Grant.

2.4 Right to Use Property. AUTHORITY and Owner agree to provide a non-exclusive license to CAPK (including its agents, employees, invitees, and clientele) to enter upon and use the Property in a manner consistent with the services to be provided by CAPK in connection with the PDA.

## ARTICLE III

## TERM, TERMINATION, AND RETURN OF FUNDS

3.1 Term of Agreement. This Agreement is effective on the Effective Date and, unless previously terminated in accordance with the terms stated in the next section, will continue in effect until the date that is 15 years after the date of the issuance of the certificate of occupancy for the PDA following its construction (the "Term"). To the extent required by law, the term of this Agreement will continue until all monitoring and post-monitoring requirements, if any, have been fulfilled.

3.2 Termination of Agreement. During the Term, either Party may terminate this Agreement in the event the other Party materially breaches this Agreement by giving 60-days' prior written notice to the other Party.

3.3 Return of Funds. CAPK may, in its sole discretion, require AUTHORITY to

return some or all of the Day 1 Grant Construction Funds if: (i) AUTHORITY materially breaches this Agreement in any way (including, without limitation, by failing to construct and complete the Project in accordance with the time requirements set forth in Schedule 1.4; failing to construct the Project and operate the PDA in a manner that complies with the Day 1 Grant requirements; failing to set aside the agreed-upon number of residential units for CAPK to place persons; failing to provide office space to CAPK; and failing to provide property management services in accordance with Section 2.2 above), or (ii) CAPK determines in its sole discretion that the return of the Day 1 Grant Construction Funds is needed to comply with the requirements of any agreement, law, or regulation applicable to CAPK, or to comply with the Day 1 Grant requirements and conditions. CAPK shall provide AUTHORITY with written notice if they require AUTHORITY to repay any Day 1 Grant Construction Funds pursuant to this section. Upon receipt of such notice, if the reason the CAPK is requiring repayment is capable of being cured, then AUTHORITY shall have sixty (60) days to cure before such repayment shall be owed to CAPK.

## ARTICLE IV

## INDEMNIFICATION AND INSURANCE

4.1 Indemnification. AUTHORITY shall indemnify, defend, and hold harmless CAPK (including its officers, directors, trustees, agents, employees, designated volunteers, and contractors) and the Day 1 Families Fund from and against any and all claims, actions, damages, losses, liabilities, costs, and expenses of whatever nature (including attorney's fees, consultant fees, and indirect and incidental damages) which CAPK or Day 1 Families Fund may incur, become responsible for, or suffer and which arise out of or relate in any way to this Agreement, the Project (including the construction of the Project), the PDA (including its post-construction operations), or any acts or omissions of AUTHORITY or its employees, agents, independent contractors, subcontractors, or related entities or agencies, whether or not caused in whole or in part by CAPK, except for CAPK's sole active negligence or willful misconduct. CAPK shall indemnify, defend, and hold harmless AUTHORITY (including its officers, directors, trustees, agents, employees, designated volunteers, and contractors) from and against any and all claims, actions, damages, losses, liabilities, costs, and expenses of whatever nature (including attorney's fees, consultant fees, and indirect and incidental damages) which AUTHORITY may incur, become responsible for, or suffer as a result of CAPK's sole active negligence or willful misconduct.

4.2 Insurance. In addition to any other insurance or bond required under this Agreement or any law, each Party shall procure and maintain for the duration of this Agreement the following types and limits of insurance and shall name the other Party ("Community Action Partnership of Kern" or "Housing Authority of the County of Kern") and their officers, directors, trustees, agents, employees, and designated volunteers as additional insureds under each policy:

a. Automobile liability insurance, which shall provide 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 Two Million Dollars

($2,000,000) aggregate, and the policy shall provide coverage for owned, non-owned, and hired autos.

b. Broad form commercial general liability insurance, which shall provide 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 Two Million Dollars ($2,000,000) per occurrence and Three Million Dollars ($3,000,000) aggregate; and the policy shall provide (i) contractual liability coverage for the terms of this Agreement, and (ii) products and completed operations coverage. Each policy shall be written on a first-dollar coverage basis, or contain a deductible provision.

c. 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 in favor of the other Party and its officers, directors, trustees, agents, employees, and designated volunteers.

The insurance required under this section shall be maintained at all times during the term of this Agreement or any extension thereof, and each Party shall provide to the other upon request a certificate of insurance and required endorsements evidencing the required insurance required. It is further understood and agreed that each Party's liability shall not in any way be limited to or affected by the amount of insurance obtained and carried by that Party in connection with this Agreement.

The following terms shall also apply:

- If any of the insurance coverages required under this Agreement is written on a claims-made basis, then the Party obtaining the insurance shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

- All insurance afforded pursuant to this Agreement shall be primary to and not contributing to all insurance maintained by the Party obtaining the insurance. An endorsement shall be provided on all policies which shall waive any right of recovery (waiver of subrogation) against the other Party (i.e., the additional insured).

- All insurance shall be issued by a company(s) admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the additional insured.

- The above stated insurance coverages required to be maintained shall be maintained until the completion of its obligations under this Agreement except as otherwise indicated herein. Each insurance policy required to be maintained hereunder shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after 10

days written notice in the case of non-payment of premiums, or 30 days written notice in all other cases.

## ARTICLE V

## GENERAL PROVISIONS

5.1 No Partnership or Joint Venture. Nothing in this Agreement shall be deemed or construed as creating an agency, partnership, or joint venture between the Parties. No Party is by virtue of this Agreement authorized to act as the agent or representative of the other. The Parties have their own separate employees and they do not intend, and shall not be considered, to be joint employers. AUTHORITY acknowledges, represents, and agrees that it acts completely independently of CAPK and is solely responsible for any and all of its activities, including those activities related to the construction of the Project and those activities that are supported by the Day 1 Grant.

5.2 Compliance with Laws. In performing its obligations under this Agreement, each Party shall comply with all applicable laws, including any statutes, regulations, ordinances, standards, and rules. This Agreement shall be construed in a manner consistent with compliance with any applicable law, and the Parties hereto agree to take such actions necessary to construe and administer this Agreement accordingly. If any court or administrative agency of competent jurisdiction determines that this Agreement violates any law, then the Parties agree to negotiate in good faith amendments to this Agreement to conform the Agreement to the ruling of the court or administrative agency.

5.3 Remedies Not Exclusive. If AUTHORITY fails to materially comply with the terms of this Agreement, CAPK, at its option, may suspend or terminate this Agreement and may demand that AUTHORITY return all funds paid by CAPK to AUTHORITY under this Agreement, including the Day 1 Grant Construction Funds. The remedies provided in this Agreement are cumulative and are in addition to any other remedies in law or equity which may be available to the Parties, and all remedies may be enforced concurrently. The election of one or more remedies shall not bar the use of other remedies unless the circumstances make the remedies incompatible.

5.4 Waiver. No action taken pursuant to this Agreement shall be deemed to constitute a waiver by the Party taking such action of compliance with any representations, warranties, covenants, or agreements contained in this Agreement. The waiver by any Party of a breach of any portion of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

5.5 Entire Agreement. This Agreement contains the entire agreement between the Parties and constitutes an integration of the entire agreement, contract, promise and understandings of the Parties. All prior agreements, conditions, contracts, promises, warranties, representations, and understandings (including each prior Memorandum of Understanding between the Parties), whether oral of written, express or implied, concerning the subject matter of this Agreement are expressly superseded hereby and have no further force or effect.

5.6 Modification. This Agreement may not be altered, amended, or modified in any respect, except by a writing duly executed by all of the Parties.

5.7 Authority to Sign. Each individual signing this Agreement on behalf of a Party represents and warrants that they are duly authorized to sign on behalf of that Party and to bind that Party fully to each obligation set forth in this Agreement.

5.8 Conflicts of Interest. Each Party represents that neither it nor its employees or sub-consultants have any financial interest in either the success or failure of any project that is dependent upon the result of the work prepared pursuant to this Agreement and funds provided for herein.

5.9 Assignment. Each Party may assign its rights, obligations, and duties contemplated under this Agreement to its controlled affiliates only, and this Agreement shall inure to and be binding upon each such assign of the Parties. Notice of any assignment to a Party's controlled affiliate shall be provided promptly to the other Party.

5.10 No Third-Party Beneficiaries. This Agreement is made for the sole benefit of the Parties and their respective successors and assigns and no other person or persons shall have any right of action hereon.

5.11 Governing Law; Venue. This Agreement shall be governed by the laws of the state of California. Subject to the next section, any litigation between the Parties shall be filed and take place in the Kern County Superior Court.

5.12 Dispute Resolution. If any dispute arises regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, the Parties shall, within 30 days of the dispute arising and prior to any formal legal action being taken, make a good faith effort to resolve the dispute via direct negotiation. Should any Party fail to make a good faith effort to resolve the dispute via direct negotiation, then that Party shall waive the right to collect attorney's fees against the other party. If the dispute cannot be resolved by direct negotiation, the Parties agree that any dispute, controversy, or claim arising out of or relating to this Agreement (including any disputes regarding the interpretation, implementation, or the breach thereof) shall be settled by arbitration administered by the American Arbitration Association (AAA) under its Commercial Arbitration Rules. 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. Notwithstanding anything to the contrary in AAA's Commercial Arbitration Rules, there shall be a single arbitrator, and the arbitrator shall be bound by California substantive law and shall issue a reasoned award that includes written findings of fact and conclusions of law. Nothing in this section shall prohibit either Party from seeking injunctive or similar relief in a court of competent jurisdiction as may be necessary to protect their respective rights and interests. THE PARTIES UNDERSTAND AND AGREE THAT THEY ARE WAIVING THEIR RIGHT TO BRING THEIR CLAIMS IN COURT (except as otherwise expressly set forth herein), INCLUDING THE RIGHT TO A JURY TRIAL.

5.13 Attorney's Fees and Costs. In the event of any arbitration proceeding or action at law or in equity between the Parties to enforce or interpret this Agreement, the

prevailing party in such litigation shall be entitled to recover all costs and expenses (including reasonable attorneys' fees, expert witness fees, and the expenses and fees associated with the arbitration) incurred therein by such prevailing party from the non-prevailing party.

5.14 Opportunity to Obtain Legal Counsel. Each Party has received independent legal advice from its attorneys with respect to the advisability of entering into this Agreement or has intentionally elected not to seek the advice of counsel, and has carefully reviewed and considered this Agreement.

5.15 Construction. This Agreement shall be construed as a whole according to its fair meaning and without regard to any presumption against the Party who drafted the Agreement.

5.16 Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement.

5.17 Notices. Any notice or demand which is permitted or required to be given in connection with this Agreement shall be given in writing and directed as follows:

If to AUTHORITY:
Housing Authority of the County of Kern
601 24th Street
Bakersfield, CA 93301
Attention: Executive Director

If to CAPK:
Community Action Partnership of Kern
1300 18th Street
Suite 200
Bakersfield, CA 93301
Attention: Chief Executive Office

Notices shall be either (i) personally delivered (including delivery by Federal Express or other courier service) to the offices set forth above, in which case they shall be deemed delivered on the date of delivery to said offices, or (ii) sent by certified mail, return receipt requested, in which case they shall be deemed delivered on the date shown on the receipt unless delivery is refused or delayed by the addressee, in which event they shall be deemed delivered on the date of deposit in the United States mail. The addresses and addressees may be changed by giving notice of such change in the manner provided for above.

5.18 Counterparts. This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same instrument. The Parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF, DocuSign, or other electronic transmission), which shall be binding on the Party whose name is contained therein.

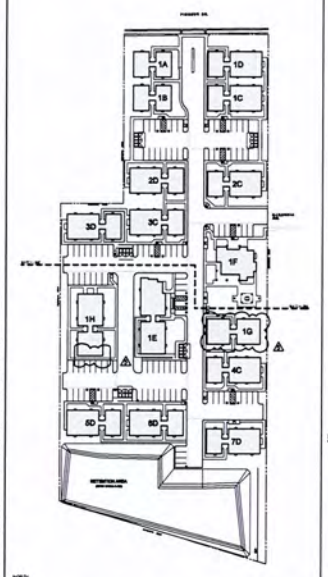
IN WITNESS WHEREOF, the Parties have executed this Agreement on the date set forth below.

| | |
|---|---|
| Housing Authority of the County of Kern. | Community Action Partnership |
| Signature | Signature |
| Stephen M. Pelz, Executive Director | Jeremy T. Tobias, CEO |
| Date: 09/30/2024 | Date: 09/30/2024 |

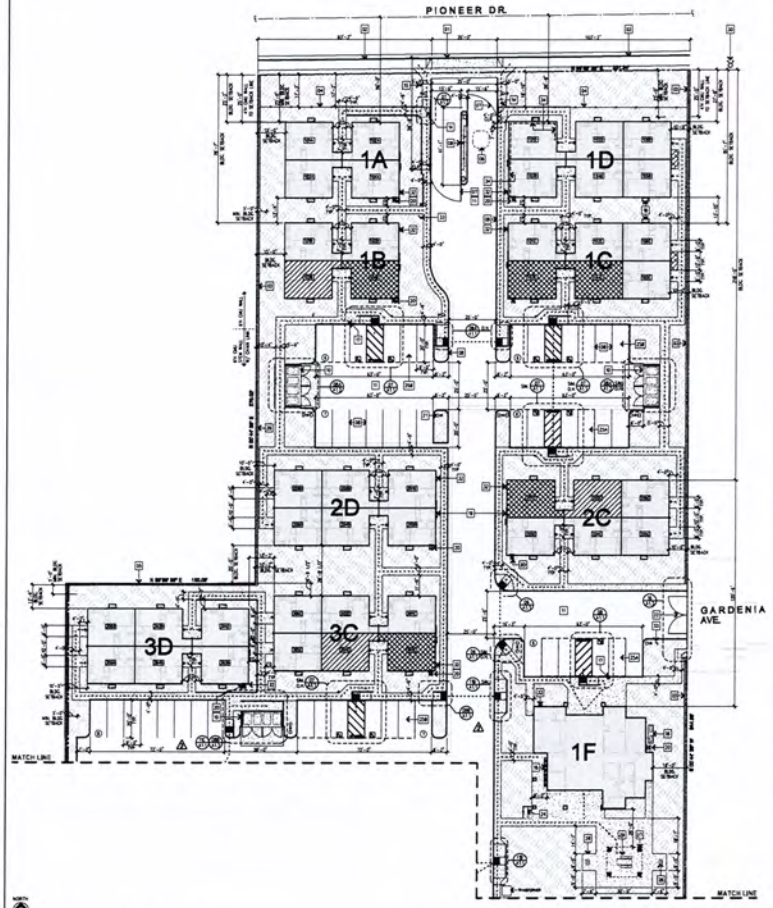
## ATTACHMENT 1.1

## CONSTRUCTION PLANS

Pursuant to Section 1.1 of the Agreement, the Project shall be constructed in accordance with these site and floor plans:




01 OVERALL SITE PLAN 1" = 60'-0"




02 PARTIAL SITE PLAN - NORTH 1" = 20'-0"

KEYNOTES

LEGEND

KSA GROUP ARCHITECTS

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ortiz melby architects
a professional corporation

NOT FOR CONSTRUCTION

# PIONEER DRIVE APARTMENTS

85-UNIT HOUSING COMPLEX

FOR

THE HOUSING AUTHORITY OF THE COUNTY OF KERN

3299 PIONEER DRIVE
BAKERSFIELD, CA

Every reasonable effort has been made in the preparation of these plans and specifications to assure an accurate and coordinated set of construction documents. However, it is the contractor's responsibility to field verify all conditions and dimensions, to report any discrepancies or omissions to the architect before commencement of construction. Furthermore, nothing shown in these plans shall relieve the contractor of his responsibility to comply with any such codes and ordinances.

Before commencement of work, these documents shall be reviewed by the contractor for any discrepancies or omissions. Commencement of work by the contractor or any of his subcontractors during this review process or during the construction process shall constitute acceptance by the contractor of coordination. Any discrepancies found after commencement of work shall become the responsibility of the contractor.

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| No. | Description | Date |
|---|---|---|
| 1 | OWNER REVISIONS | 08/10/24 |
| 2 | OWNER REVISIONS | 01/01/24 |

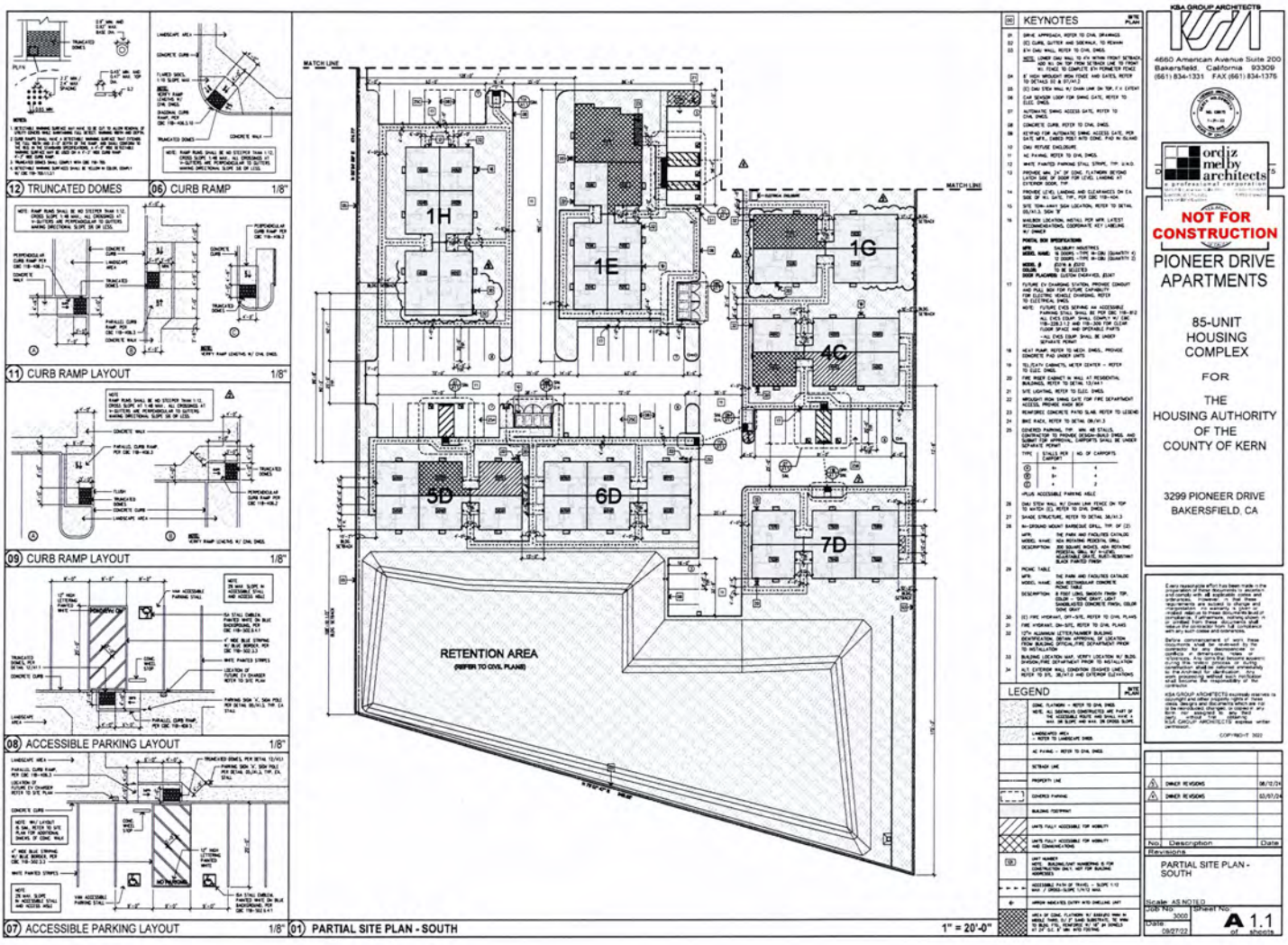
Revisions

OVERALL SITE PLAN
PARTIAL SITE PLAN - NORTH

Scale: AS NOTED

Job No. 3000 Sheet No. A 1.0 of sheets

Date 09/27/22




## KEYNOTES

| | |
|---|---|
| 01 | DRIVE APPROACH, REFER TO CIVIL DRAWINGS |
| 02 | (E) CURB, GUTTER AND SIDEWALK, TO REMAIN |
| 03 | 6'H CMU WALL, REFER TO CIVIL DWGS. |
| | NOTE: LOWER CMU WALL TO 4'H WITHIN FRONT SETBACK AND ALONG TOP FROM SETBACK LINE TO FRONT PL. FENCE TO COMPLETE 6'H PERIMETER FENCE |
| 04 | 6' HIGH WROUGHT IRON FENCE AND GATES, REFER TO DETAILS 02/ & 07/A4.2 |
| 05 | (E) CMU STEM WALL W/ CHAIN LINK ON TOP, 7'-0" EXTENT |
| 06 | CAR SENSOR LOOP FOR SWING GATE, REFER TO ELEC. DWGS. |
| 07 | AUTOMATIC SWING ACCESS GATE, REFER TO CIVIL DWGS. |
| 08 | CONCRETE CURB, REFER TO CIVIL DWGS. |
| 09 | KEYPAD FOR AUTOMATIC SWING ACCESS GATE, PER GATE MFR., EMBED POST INTO CONC. PAD IN ISLAND |
| 10 | CMU REFUSE ENCLOSURE |
| 11 | AC PAVING, REFER TO CIVIL DWGS. |
| 12 | WHITE PAINTED PARKING STALL STRIPE, TYP. U.N.O. |
| 13 | PROVIDE MIN. 24" DF CONC. FLATWORK BEYOND LATCH SIDE OF DOOR FOR LEVEL LANDING AT EXTERIOR DOOR, TYP. |
| 14 | PROVIDE LEVEL LANDING AND CLEARANCES ON EA SIDE OF ALL GATE, TYP., PER CBC 11B-404 |
| 15 | SITE TOPO-MAINT SIGN LOCATION, REFER TO DETAIL 05/A1.3, SIGN 'F' |
| 16 | MAILBOX LOCATION, INSTALL PER MFR. LATEST RECOMMENDATIONS, COORDINATE KEY LABELING W/ OWNER |
| | POSTAL BOX SPECIFICATIONS: MFR.: SALSBURY INDUSTRIES; MODEL NAME: 19 DOORS - TYPE 1A (2B) (Quantity: 4) / 12 DOORS - TYPE 1A (2B) (Quantity: 2); SIZE: A: 20"W x 6"H; COLOR: TO BE SELECTED; DOOR FINISHES: CUSTOM ENGRAVED, ETCHED |
| 17 | FUTURE EV CHARGING STATION, PROVIDE CONDUIT AND PULL BOX FOR FUTURE CAPABILITY FOR ELECTRIC VEHICLE CHARGING, REFER TO ELECTRICAL DWGS. NOTE: FUTURE EVCS SPACE AS ACCESSIBLE PARKING SPACE PER CBC 11B-208.2 AND 11B-812 - ALL EVCS EQUIP SHALL COMPLY W/ CBC 11B-228.3.2 AND 11B-309 FOR CLEAR FLOOR SPACE AND AFFORDABLE PARTS - ALL EVCS EQUIP SHALL BE UNDER SEPARATE PERMIT |
| 18 | HEAT PUMP, REFER TO MECH. DWGS., PROVIDE CONCRETE PAD UNDER UNITS |
| 19 | TEL/DATA CABINETS, METER CENTER – REFER TO ELEC. DWGS. |
| 20 | FIRE RISER CABINET IN WALL AT RESIDENTIAL BUILDINGS, REFER TO DETAIL 13/A4.1 |
| 21 | SITE LIGHTING, REFER TO ELEC. DWGS. |
| 22 | WROUGHT IRON SWING GATE FOR FIRE DEPARTMENT ACCESS, PROVIDE KNOX BOX |
| 23 | REINFORCE CONCRETE PATIO SLAB, REFER TO LEGEND |
| 24 | BIKE RACK, REFER TO DETAIL 08/A1.3 |
| 25 | COVERED PARKING, TYP., MIN. 48 STALLS, CONTRACTOR TO PROVIDE DESIGN-BUILD DWGS. AND SUBMIT FOR APPROVAL, CARPORTS SHALL BE UNDER SEPARATE PERMIT |

| TYPE | STALLS PER CARPORT | NO. OF CARPORTS |
|---|---|---|
| A | 4 | 4 |
| B+ | 4 | 4 |
| C | 3 | 2 |

+PLUS ACCESSIBLE PARKING AISLE

| | |
|---|---|
| 26 | CMU STEM WALL W/ CHAIN LINK FENCE ON TOP TO MATCH (E), REFER TO CIVIL DWGS. |
| 27 | SHADE STRUCTURE, REFER TO DETAIL 08/A1.3 |
| 28 | IN-GROUND MOUNT BARBEQUE GRILL, TYP. OF (2) |
| 29 | PICNIC TABLE: MFR.: THE PARK AND FACILITIES CATALOG; MODEL NAME: ADA RECTANGULAR CONCRETE PICNIC TABLE; DESCRIPTION: 8 FOOT LONG, SMOOTH FINISH TOP, COLOR – "STONE GRAY", LIGHT SANDBLASTED CONCRETE FINISH, COLOR: STONE GRAY |
| 30 | (E) FIRE HYDRANT, OFF-SITE, REFER TO CIVIL PLANS |
| 31 | FIRE HYDRANT, ON-SITE, REFER TO CIVIL PLANS |
| 32 | 12"H ALUMINUM LETTER/NUMBER BUILDING IDENTIFICATION, OBTAIN APPROVAL OF LOCATION FROM BUILDING OFFICIAL/FIRE DEPARTMENT PRIOR TO INSTALLATION |
| 33 | BUILDING LOCATION MAP, VERIFY LOCATION W/ BLDG. DIVISION/FIRE DEPARTMENT PRIOR TO INSTALLATION |
| 34 | N.O. EXTERIOR WALL CONDITION (EXCEPT UNIT), REFER TO SITE, 3D/A1.0 AND EXTERIOR ELEVATIONS |

## LEGEND

| | |
|---|---|
| | CONC. FLATWORK – REFER TO CIVIL DWGS. NOTE: ALL SIDEWALKS CONSTRUCTED ARE PART OF THE ACCESSIBLE PATH OF TRAVEL AND ARE MAX 1:20 SLOPE AND MAX 1:48 CROSS SLOPE |
| | LANDSCAPED AREA – REFER TO LANDSCAPE DWGS. |
| | AC PAVING – REFER TO CIVIL DWGS. |
| | SETBACK LINE |
| | PROPERTY LINE |
| | COVERED PARKING |
| | BUILDING FOOTPRINT |
| | UNITS FULLY ACCESSIBLE FOR MOBILITY |
| | UNITS FULLY ACCESSIBLE FOR MOBILITY AND SIGHT/HEARING |
| 101 | UNIT NUMBER NOTE: BUILDING/UNIT NUMBERING IS FOR CONSTRUCTION ONLY, NOT FOR BUILDING ADDRESS |
| | ACCESSIBLE PATH OF TRAVEL – SLOPE 1:12 MAX / CROSS-SLOPE 1:(1/2) MAX |
| | MIRROR INDICATES ENTRY INTO DWELLING UNIT |
| | AREA OF CONC. FLATWORK W/ BARGED RAIN IN WHERE THERE IS 2" CURB SUBSTRATE, TO RAIN TO BLDG. FTG., SLOPE MIN. 1/4" PER 1'-0" AT 20 SHEETS AT 24" O.C. IF NO WIRE FABRIC |


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# PIONEER DRIVE APARTMENTS

85-UNIT HOUSING COMPLEX

FOR

THE HOUSING AUTHORITY OF THE COUNTY OF KERN

3299 PIONEER DRIVE
BAKERSFIELD, CA


Early Construction effort has been made in the preparation of these documents to assure that all conditions with all applicable codes and ordinances. However, in that these documents are subject to human error and misinterpretation, it is always the contractor's responsibility to thoroughly review and check these documents for such errors and omissions. Before commencement of work, these documents shall be reviewed by the contractor for any discrepancies or omissions. Any discrepancies found shall be brought to the attention of the architect during the early process of bidding or negotiating. Commencement of work by the contractor or any subcontractor shall imply that all work proceeding without such notification shall become the responsibility of the contractor.

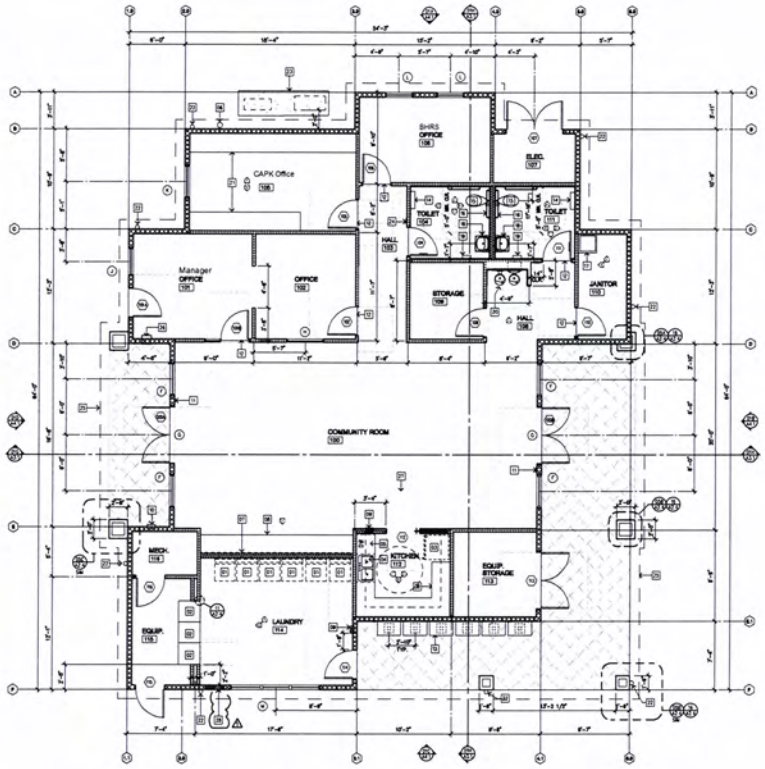
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| No. | Description | Date |
|---|---|---|
| | Revisions | |
| 1 | OWNER REVISIONS | 06/12/24 |
| 2 | OWNER REVISIONS | 03/07/24 |

PARTIAL SITE PLAN - SOUTH

Scale: AS NOTED
Job No: 3005
Date: 08/27/22
Sheet No: A 1.1 of sheets




01 COMMUNITY BUILDING - FLOOR PLAN 1/4"

LEGEND

- 2x6 STUDS AT 16" O.C. W/ R-21 INSULATION AT EXT. WALLS, U.N.O.
- 2x6 STUDS AT 16" O.C. W/ R-19 INSULATION, U.N.O.
- 2x4 STUDS AT 16" O.C. W/ R-13 INSULATION, U.N.O.
- AREA OF CONCRETE FLATWORK TO RECEIVE REINFORCEMENT - REFER TO SITE FOR ADDITIONAL INFO.

OCCUPANCY/ EXIT ANALYSIS LEGEND

LARGEST EXIT DISCHARGE SERVES 56.75 0.2" * 32.33 = 6.47" MIN. REQ'D WIDTH

TACTILE SIGNAGE (CBC 1011.3) - SEE DETAIL -/A6.0 FOR SIGNAGE

- ENTRANCE SIGNAGE (CBC 11178.3.6) ACCESSIBILITY SYMBOL
- "EXIT"
- MAXIMUM OCCUPANCY SIGNAGE
- FIRE EXTINGUISHER CABINET
- ILLUMINATED EXIT SIGNAGE

EXIT ACCESS TRAVEL DISTANCE (COMMON PATH 50'-0")

BUSINESS AREA = 752 S.F.
OCCUPANT LOAD @ 150 S.F./PERSON = 4.98 OCCUPANTS

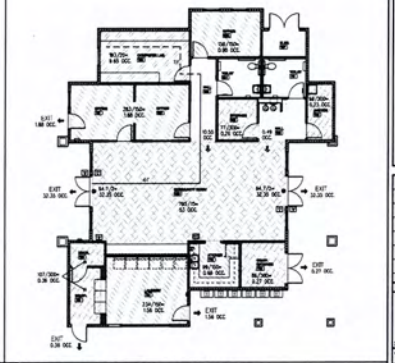
ACCESSORY AREA = 339 S.F.
OCCUPANT LOAD @ 300 S.F./PERSON = 1.13 OCCUPANTS

ASSEMBLY = 765 S.F.
OCCUPANT LOAD @ 15 S.F./PERSON = 53 OCCUPANTS

CLASSROOM = 760 S.F.
OCCUPANT LOAD @ 20 S.F./PERSON = 9.65 OCCUPANTS

KEYNOTES (FLOOR PLAN)

01 WASHER LOCATIONS, CONTRACTOR TO PROVIDE UTILITY HOOKUPS, APPLIANCES PROVIDED AND INSTALLED BY OTHERS.
NOTE: AT ACCESSIBLE WASHER AND DRYER, MACHINES SHALL COMPLY W/ 11B-611. PROVIDE CLEAR FLOOR SPACE PER 11B-305. ALL OPERABLE PARTS SHALL COMPLY W/ 11B-309 AND DOORS FOR TOP-LOADING AND FRONT LOADING MACHINES SHALL COMPLY W/ 11B-611.4.
02 STACKED DRYER, CONTRACTOR TO PROVIDE UTILITY HOOKUPS AND VENTING. APPLIANCES PROVIDED AND INSTALLED BY OTHERS.
NOTE: REFER TO NOTE 01 KEYNOTE @1
03 REFRIGERATOR LOCATION
04 SINK LOCATION. PROVIDE ACCESSIBLE SINK CABINET
05 DISHWASHER LOCATION
06 FIRE RISER LOCATION
07 PROVIDE (1) LAYER OF 1/2" SOUND DEADENING BOARD UNDER SHEET METAL ON THE SIDE OF WALL CASEWORK. REFER TO INT. ELEVATIONS
08 FIRE EXTINGUISHER CABINET, REFER TO DETAIL 12/A2.4
09 PROVIDE "KNOX BOX" FOR FIRE DEPARTMENT ACCESS. MOUNT BOX AT 6'-0" +/- AFF. TOP OF BOX AT 6'-8" MAX. A.F.F.
10 SIGNAGE LOCATION, REFER TO SHEET A6.0
11 LINE OF CHANGE IN FLOORING MATERIAL. PROVIDE TRANSITION STRIP/REDUCER AS REQ.
12 POSTAL BOXES, REFER TO SITE PLAN FOR MORE INFORMATION
NOTE: INSTALL PER MFR. LATEST RECOMMENDATIONS. VERIFY POSTAL BOX QUANTITY AND COORDINATE KEY LABELING W/ OWNER
13 VERTICAL WALL-MOUNTED BABY CHANGING STATION. PROVIDE REQUIRED BACKING. INSTALL PER MFR TO MEET ADA HEIGHT REQUIREMENTS AND CBC ACCESSIBLE REACH REQUIREMENTS
14 WATER CLOSET LOCATION
15 GRAB BARS, PROVIDE REQUIRED BACKING
16 MOP SINK LOCATION
17 WALL-MOUNTED LAVATORY
18 PAPER TOWEL DISPENSER, REFER TO SPECS.
19 DRINKING FOUNTAIN AND BOTTLE FILLER STATION. REFER TO DETAIL 08/A5.1 AND PLBG. DWGS.
20 COUNTER, REFER TO INT. ELEVATIONS
21 DOWNSPOUT LOCATION, REFER TO ROOF PLAN
22 MECH. CONDENSING UNIT LOCATION, PROVIDE CONCRETE HOUSEKEEPING PAD, VERIFY CLEARANCES AND SIZE REQUIRED W/ MFR
23 RESTROOM WALL AND DOOR SIGNAGE, TYP. EA. RESTROOM, REFER TO SHEET A6.0
24 LINE OF ROOF OVERHANG
25 THROUGH-WALL DROP BOX W/ ADJUSTABLE CHUTE, "IMPORTANT" @51-0" MIN. PROVIDE SIGN ABOVE DROP SLOT THAT READS "DEAD DROP BOX". MOUNT TOP OF DROP SLOT AT +44" A.F.F., INSTALL PER MFR'S RECOMMENDATIONS
26 ACCESSIBLE DOOR MANEUVERING CLEARANCES REPRESENTED BY SHADED LINES, REFER TO DETAIL 13/A7.0 FOR MORE INFORMATION, FIXTURE CLEARANCES SIM.
27 INTAKE LOUVER IN WALL REFER TO MECH. DWGS.



02 COMMUNITY BUILDING - EXIT ANALYSIS NTS

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Every reasonable effort has been made in the preparation of these documents to assure accordance of all applicable codes and ordinances. However, in that these documents are diagrammatic in nature, the contractor is required to assume all responsibility relative to these documents to build a complete building conforming to all codes and ordinances. Nothing shown or implied in these documents shall relieve the contractor from full compliance with any such codes and ordinances.

Before commencement of work, these documents shall be reviewed by the contractor for any discrepancies or omissions. Any discrepancies or omissions in any of the documents shall be reported to the architect during this review process or during construction. Failure to report discrepancies or omissions shall be the responsibility of the contractor and the contractor shall proceed at his own risk and expense. Any work performed without such notification shall become the responsibility of the contractor.

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| No. | Description | Date |
|---|---|---|
| 1 | PLAN CHECK REVISIONS | 02/01/23 |

Revisions

COMMUNITY BUILDING FLOOR PLAN

Scale: AS NOTED
Job No: 3000
Date: 09/27/22
Sheet No: A 2.2 of sheets

## SCHEDULE 1.4

## CONSTRUCTION MILESTONES

Pursuant to Section 1.4 of the Agreement, AUTHORITY shall construct and complete the Project within these time requirements:

| | Milestone | Due Date |
|---|---|---|
| **Milestone 1:** | Environmental & Design Work Complete | January 31, 2025 |
| **Milestone 2:** | Enter contracts with Contractors for onsite activity (Ex Earthwork/Utilities) | May 31, 2025 |
| **Milestone 3:** | Construction Begins | June 30, 2025 |
| **Milestone 4:** | Completion of structural concrete slab | October 31, 2025 |
| **Milestone 5:** | Rough framing | January 31, 2026 |
| **Milestone 6:** | Exterior building finishes | July 31, 2026 |
| **Milestone 7:** | Interior building finishes | October 31, 2026 |

# BOARD OF DIRECTORS

## 2026 BOARD & STANDING COMMITTEE MEETING CALENDAR

| MONTH | PERSONNEL COMMITTEE | PRE COMMITTEE | B & F COMMITTEE | AUDIT & PENSION COMMITTEE | EXECUTIVE COMMITTEE | BOARD MEETINGS |
|---|---|---|---|---|---|---|
| January | 1/7 | 1/14 | 1/21 | 1/15 | | 1/26 |
| February | 2/4 | 2/11 | 2/18 | | | 2/25 |
| March | 3/4 | 3/11 | 3/18 | | | 3/25 |
| April | 4/8 | 4/15 | 4/22 | 4/9 | | 4/29 |
| May | 5/6 | 5/13 | 5/20 | | | 5/27 |
| June | 6/3 | 6/10 | 6/17 | | | 6/24 |
| July | | | | | 7/21 | |
| 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 | 11/4 | 11/12 | 11/18 | 11/13 | | 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 is moved to 10/15 and the Board Meeting moved to October 21st to accommodate the CalCAPA Annual conference held the last week of October.

- For the November Committee meetings, there are 3 holidays so there are 2 meetings scheduled during the second week of November and the Board meeting is scheduled for Monday, November 23rd.

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

Approved: _____

# BUDGET AND FINANCE COMMITTEE

## AUGUST 19, 2026

## FINANCIAL REPORT

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| **C.** | Reserve Dashboard as of June 30, 2026 | C1 |
| **D.** | - Cash Summary as of June 30, 2026 | D1 |
| | - Bank Reconciliations | D2 - D8 |
| **E.** | Credit Card Summary and Statements | E1 - E25 |
| **F.** | Central Kitchen Budget to Actual June 30, 2026 | F1 |
| **G.** | State Department of Education Contract - Earned Revenue | G1 - G2 |
| **H.** | Finance Division Monthly Report | H1 |
| **I.** | Financial Statements as of February 29, 2024 | I1 |
| **J.** | Financial Statements as of June 30, 2026 | J1 |
| **K.** | Agency-wide Budget to Actual as of June 30, 2026 | K1 - K7 |
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| **M.** | Check Register as of June 30, 2026 | M1 |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| **UNRESTRICTED** | | | | | | |
| GENERAL FUND | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 501000 | NOT APPLICABLE |
| DISCRETIONARY FUND | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 502000 | NOT APPLICABLE |
| FOOD BANK | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 504000 | SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC. |
| FOOD BANK EXPANSION | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 505000 | DONATIONS |
| ENERGY | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 524000 | NOT APPLICABLE |
| SHAFTER YOUTH CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 527000 | DONATIONS, RENTAL INCOME |
| FRIENDSHIP HOUSE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 531000 | DONATIONS, RENTAL INCOME |
| EAST KERN FAMILY RESOURCE CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 533000 | DONATIONS |
| OASIS FAMILY RESOURCE CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 534000 | DONATIONS |
| 211 | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 536000 | FEE FOR SERVICE |
| M STREET NAVIGATION CENTER | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 541000 | DONATIONS |
| M STREET WORKFORCE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 541000 | DONATIONS |
| TAX ASSISTANCE | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 545000 | DONATIONS |
| VETERANS SERVICES | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 564000 | DONATIONS |
| FUND RAISING | | | NOT APPLICABLE | 03/01/26 - 02/28/27 | 595000 | DONATIONS |
| **RESTRICTED** | | | | | | |
| EARLY HEAD START/HEAD START | 40,091,425 | 93.600 | 09CH012489-03 | 03/01/26 - 02/28/27 | 108000/109000/117000 | U S DEPT OF HEALTH & HUMAN SERVICES |
| HUD - COORDINATED ENTRY SYSTEM | 251,909<br>268,035 | 14.267 | CA1799L9D042406<br>CA1799L9D042507 | 08/01/25 - 07/31/26<br>08/01/26 - 07/31/27 | 160025<br>160026 | U S DEPT OF HOUSING AND URBAN DEVELOPMENT<br>OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT |
| CITY OF BAKERSFIELD - HOME TBRA | 1,000,000 | 14.239 | | 05/01/26 - 10/31/28 | 161026 | U.S DEPT OF HOUSING AND URBAN DEVELOPMENT,<br>CITY OF BAKERSFIELD |
| VITA | 375,500 | 21.009 | 26VITA0276 | 10/01/25 - 09/30/26 | 149025 | U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE |
| TAX COUNSELING FOR THE ELDERLY (TCE) | 18,847 | 21.006 | 26TCEP0015 | 10/01/25 - 09/30/26 | 149125 | U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE |
| CSBG (COMMUNITY SERVICES BLOCK GRANT) | 1,791,327 | 93.569 | 26F-5015 | 01/01/26 - 12/31/26 | 103026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF<br>DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) | 8,319,924 | 93.568 | 26B-4012 | 11/1/25 - 6/30/27 | 122026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF<br>CALIFORNIA,<br>DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |

A1

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) | 40,306 | 93.568 | 26Q-3561 | 05/01/26 - 05/31/27 | 122126 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW) | 3,630,998 | 81.042 | 22P-7010 | 06/01/23 - 06/30/29 | 123022 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| DOE (DEPARTMENT OF ENERGY) WAP (WEATHERIZATION ASSISTANCE PROGRAM | 50,000 | 81.042 | 25C-8007 | 01/01/26 - 09/30/26 | 123025 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT |
| GENERAL CENTER CHILD CARE | 1,184,616<br>856,077 | 93.575 | CCTR - 5068<br>CCTR - 6068 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 253025<br>253026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| GENERAL CENTER CHILD CARE | 105,401<br>100,457 | 93.596 | CCTR - 5068<br>CCTR - 6068 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 253025<br>253026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| MIGRANT ALTERNATIVE PAYMENT | 5,411,000<br>5,411,000 | 93.575 | CMAP - 5000<br>CMAP - 6000 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 261025<br>261026 | U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| NEOPB CAL FRESH HEALTHY LIVING | 487,170 | 10.561 | 23-10317 | 10/01/25 - 04/30/26 | 145025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH |
| EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM) | 463,977 | 10.568/.569 | 15 - MOU - 00118 | 10/01/25 - 09/30/26 | 105000/111000 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| CITY OF BAKERSFIELD HOME REPAIR SLFRF | 932,464 | 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 | 21.027 | | 07/01/25 - 06/30/26 | 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) | 556,147 | 10.565 | MOU-20-6003 | 10/01/25 - 09/30/26 | 147025 | 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 | 10/01/25 - 09/30/26 | 112025/139025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION |
| WIC (WOMEN, INFANTS & CHILDREN) | 4,671,207 | 10.557 | 22 - 10236 | 10/01/25 - 09/30/26 | 115025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH |
| SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) | 1,415,768 | 64.033 | 13-CA-090 | 10/01/25 - 09/30/26 | 153025 | U S DEPT OF VETERAN AFFAIRS |
| VA HOMELESS GRANT AND PER DIEM PROGRAM (GPD) | 1,116,024 | 64.024 | CVAF044-4808-691-PD-24 | 10/01/25 - 09/30/26 | 154025 | U S DEPT OF VETERAN AFFAIRS |

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**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| HOME ARP - CITY OF BAKERSFIELD | 247,852 | 14.239 | 2024-308 | 12/01/24 - 09/30/26 | 162024 | US DEPT OF HOUSING AND URBAN DEVELOPMENT - CITY OF BAKERSFIELD |
| SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG | 64,693 | 10.561 | 22 - CF - SUB - KERN | 10/01/25 - 09/30/26 | 164025 | U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO |
| 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, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP |
| CALCAPA DIAPER DISTRIBUTION PILOT | 125,000 | 93.647 | 90EDA0009-DDDRP | 10/01/23 - 06/30/26 | 191023 | U.S. DEPT OF SOCIAL SERVICES, CAL CAPA |
| SJCOE HEADSTART | 1,998,719 | 93.600 | N/A | 02/01/26 - 01/31/27 | 157026 | U S DEPT OF HEALTH & HUMAN SERVICES , SAN JOAQUIN COUNTY OFFICE OF EDUCATION |
| KCCD CERF REGIONAL CONVENER | 93,993 | N/A | | 11/14/24 - 09/30/26 | 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 |
| 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, HOMELESS AND HOUSING ASSISTANCE AND PREVENTION, CITY OF BAKERSFIELD |
| CITY OF BAKERSFIELD - FHCC SPORTS FIELD | 1,000,000 | N/A | 2023 - 073 | 07/01/22 - 07/30/26 | 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) |
| 211 CALL CENTER TOBACCO CESSATION | 386,290 | N/A | 25-10569 | 03/01/26 - 06/30/29 | 236026 | STATE OF CALIFORNIA, DEPARTMENT OF PUBLIC HEALTH |
| CITY OF BAKERSFIELD - COMMUNITY VITALITY | 630,000 | N/A | 2026-106 | 06/24/26 - 03/31/28 | 239026 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, CITY OF BAKERSFIELD |
| TCC LOW INCOME ENERGY EFFICIENCY PROGRAM | 4,630,006 | N/A | 2025-169 | 9/10/25 - 3/10/29 | 240025 | STATE OF CALIFORNIA, STRATEGIC GROWTH COUNCIL, CITY OF BAKERSFIELD |
| TCC STAKEHOLDER ENGAGEMENT | 36,520 | N/A | ED26-004 | 3/1/26 - 3/10/29 | 240126 | STATE OF CALIFORNIA, STRATEGIC GROWTH COUNCIL, CITY OF BAKERSFIELD |
| CITY OF BAKERSFIELD - CALVIP OUTREACH | 225,000 | N/A | 2023-244 | 10/11/23 - 03/31/26 | 243023 | STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD |
| STATE OF CALIFORNIA - YOUTH CENTERS NATURE AND CULTURE PROGRAM | 500,000 | N/A | YA24029-0 | 12/22/25 - 04/30/27 | 244025 | STATE OF CALIFORNIA NATURAL RESOURCES AGENCY |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| CITY OF BAKERSFIELD CALVIP | 578,731<br>375,000 | N/A | 2022-199<br>2026-070 | 9/21/22-12/31/25<br>05/13/26 - 09/30/29 | 247022<br>247026 | 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<br>2,458,117 | | N/A | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 248025<br>248026 | 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 | | N/A | 07/01/25 - 06/30/26 | 259025<br>259025 | STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION |
| MIGRANT ALTERNATIVE PAYMENT | 31,802,685<br>31,802,685 | | CMAP - 5000<br>CMAP - 6000 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 261025<br>261026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| GENERAL CENTER CHILD CARE | 2,706,453<br>3,039,936 | | CCTR - 5068<br>CCTR - 6068 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 253025<br>253026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| CALIFORNIA STATE PRESCHOOL PROGRAM | 7,612,170<br>8,087,274 | | CSPP-5118<br>CSPP-6117 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 258025<br>258026 | STATE OF CALIFORNIA, DEPT OF EDUCATION |
| MIGRANT CHILD CARE | 293,823<br>293,823 | | CMIG - 5004<br>CMIG - 6004 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 250025<br>250026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| MIGRANT SPECIALIZED SERVICES | 44,073<br>44,073 | | CMSS - 5004<br>CMSS - 6004 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 252025<br>252026 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT | 403,728 | | 25T-7015 | 11/1/25 - 9/30/26 | 234025 | STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND |
| HOME VISIT INITIATIVE (COUNTY OF KERN) | 3,892,756<br>3,892,756 | | 047-2026 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 270025<br>270026 | STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY |
| POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) | 102,384<br>102,384 | | 267-2025<br>296-2026 | 07/01/25 - 06/30/26<br>07/01/26 - 06/30/27 | 271025<br>271026 | STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY |
| COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL | 2,715,812 | | 017-2020 | 07/01/25 - 06/30/26 | 275025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY |
| BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP) | 300,000<br>200,000<br>150,000<br>150,000 | | 2023-302<br>645-2023<br>2023-313<br>2023-320 | 05/01/23 - 06/30/26<br>12/01/23 - 12/31/25<br>06/01/24 - 10/01/26<br>11/01/24 - 06/30/27 | 276003<br>276013<br>276023<br>276004 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE |
| TAX CHECK - OFF (FOOD BANK) | 10,209 | | 15 MOU - 00118 | 07/01/25 - 06/30/25 | 216025 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD | 258,464 | | MOU-22-00118 | 07/01/25 - 05/30/26 | 216025-2087 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES |
| STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE | 339,726 | | MOU-22-00118 | 07/01/23 - 06/30/26 | 216025-2088 | 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, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS | 1,737,540 | | N/A | 07/01/25 - 04/30/26 | 216025-2102 | 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 COHORT 3 | 750,000 | | BSCC 1012-22 | 10/01/22 - 01/31/27 | 277024 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS |
| BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF COHORT 4 | 2,225,000 | | BSCC 1270-33 | 06/30/25 - 12/31/28 | 277025 | STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS |
| FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER | 145,000 | | 2025.2.02 | 07/01/25 - 06/30/26 | 281025 | KERN, FIRST 5 KERN |
| | 145,000 | | 2025.2.02 | 07/01/26 - 06/30/27 | 281026 | |
| FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER | 155,000 | | 2025.2.03 | 07/01/25 - 06/30/26 | 286025 | STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF |
| | 155,000 | | 2025.2.03 | 07/01/26 - 06/30/27 | 286026 | KERN, FIRST 5 KERN |
| BKRHC - ENCAMPMENT RESOLUTION FUNDING | 139,968 | | 2023-307 | 12/01/23 - 06/30/26 | 293023 | STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE |
| CITY OF BAKERSFIELD - HHAP CM | 356,037 | | N/A | 04/01/23 - 03/31/26 | 294001 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD |
| BKRHC HHAP YOUTH | 212,883 | | N/A | 03/01/24 - 04/30/26 | 295001 | STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE |
| COUNTY OF KERN HELPLINE 211 | TBD | | N/A | TBD | 389026 | COUNTY OF KERN |
| READY KERN | TBD | | N/A | TBD | 366000 | COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVI |
| DAY ONE FAMILIES FUND | 5,000,000 | | N/A | 12/01/23 - 11/30/27 | 410023 | DAY ONE FAMILIES FUND |
| 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 | 07/01/25 - 06/30/26 | 536000-4230 | CALIFORNIA 211 PROVIDERS NETWORK |
| 211 KINGS COUNTY | 22,868 | | N/A | 07/01/25 - 06/30/26 | 536000-4231 | KINGS UNITED WAY |
| 211 TULARE COUNTY | 63,017 | | N/A | 07/01/25 - 06/30/26 | 536000-4232 | UNITED WAY OF TULARE COUNTY |
| 211 STANISLAUS COUNTY | 93,600 | | N/A | 07/01/25 - 06/30/26 | 536000-4234 | UNITED WAY OF STANISLAUS COUNTY |
| 211 FRESNO AND MADERA COUNTIES | 96,737 | | N/A | 07/01/25 - 06/30/26 | 536000-4235 | UNITED WAY OF FRESNO AND MADERA COUNTIES |
| 211 MERCED & MARIPOSA | 25,910 | | N/A | 07/01/25 - 06/30/26 | 536000-4235 | UNITED WAY OF MERCED & MARIPOSA COUNTIES |
| FOOD BANK FREE FARMERS MARKET - WASCO | 150,000 | | N/A | 12/01/25 - 11/30/26 | 467025 | THE WONDERFUL COMPANY FOUNDATION |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**SCHEDULE OF PROGRAMS (FUNDS)**
**FOR THE PERIOD MARCH 1, 2026 THROUGH FEBRUARY 28, 2027**

| PROGRAM (COMPONENT) | AMOUNT | CFDA # | GRANT NUMBER | PROGRAM YEAR | FUND# | FUNDING SOURCE |
|---|---|---|---|---|---|---|
| RESIDENCES AT EAST HILLS | 82,800 | | | | 464006 | HOUSING AUTHORITY OF KERN |
| PARK 20TH | 17,850 | | | | 464007 | HOUSING AUTHORITY OF KERN |
| COVEY COTTAGES | TENANT RENT | | N/A | 03/01/26 - 02/28/27 | 564008 | TENANT RENT |
| 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 |

COMMUNITY ACTION PARTNERSHIP OF KERN

**LINE OF CREDIT ADVANCES AND REPAYMENTS**

FISCAL YEAR 2026/27

| Date | Advance Amount | Repayment Amount | No. of Days Borrowed | Interest Expense | Interest Rate |
|---|---|---|---|---|---|
| 03/31/26 | n/a | | | | |
| 04/30/26 | n/a | | | | |
| 05/31/26 | n/a | | | | |
| 06/30/26 | $ 1,500,000.00 | | 7 | $ 1,968.75 | 6.75000% |

Note 1: As of 2/14/2025, a $3 million line of credit is establsihed at Citizens Business Bank

# CAPK — Unrestricted Cash Reserve Dashboard

*Helping People...Changing Lives.*

Board Policy 26-0121 | Minimum 30-day unrestricted cash reserve | Formula: (Annual Operating Expenses ÷ 365) × 30 | FY 2026–27 Target: $11.5M

| Current Reserve Balance | Policy Minimum (30 Days) | Shortfall from Goal | Annual Operating Budget | |
|---|---|---|---|---|
| **$3,646,053** | **$11,543,959** | **$7,897,906** | **$140,451,503** | **31.6% of goal** |
| 9 days of expenses | FY 2026-27 Board-approved target | 21 days remaining | Daily cost ≈ $384,799 | |

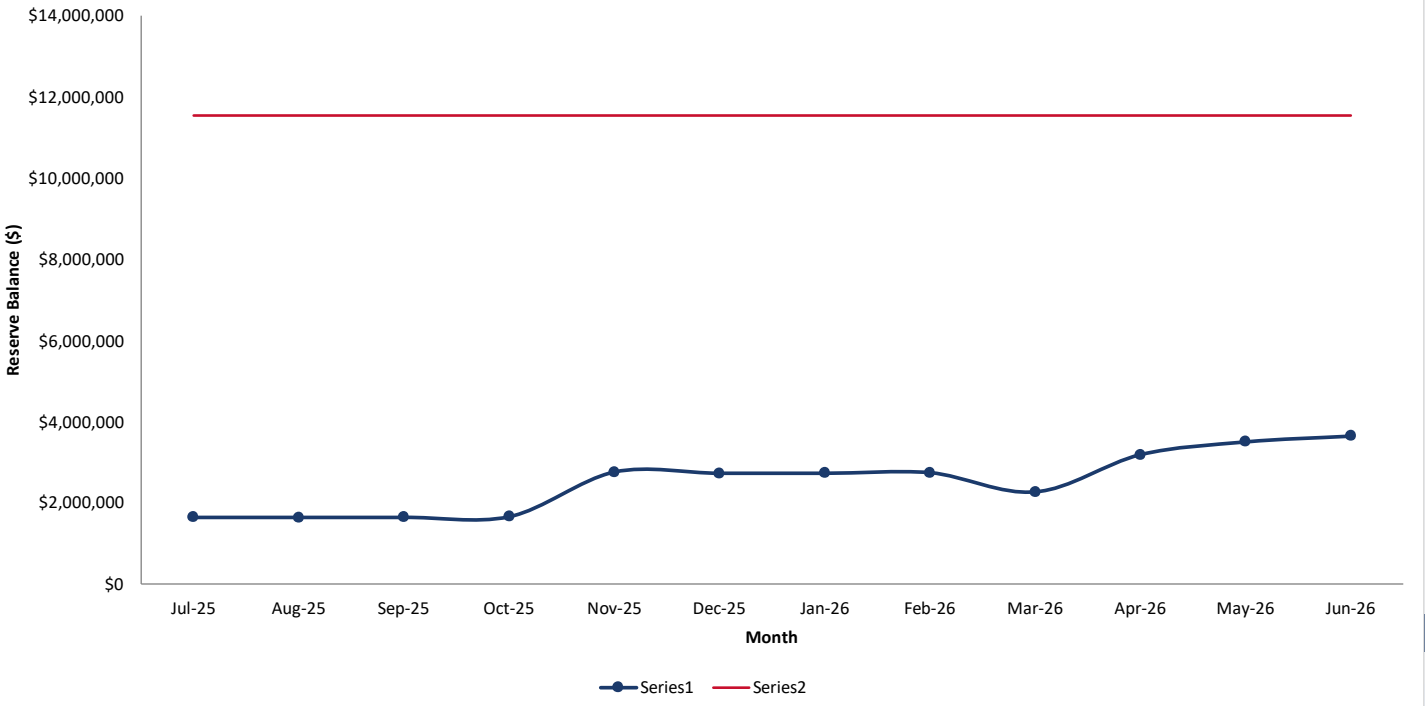
## PROGRESS TOWARD 30-DAY RESERVE GOAL

**Reserve Balance vs. Goal** — **31.6%**

32%

| $0 | $2.8M (25%) | $5.6M (50%) | $8.3M (75%) | $11.5M ✓ |
|---|---|---|---|---|
| ✓ 25% — $2.8M | ✓ 50% — $5.6M | 75% — $8,657,969 | 100% — $11,543,959 | |

## MONTHLY RESERVE TREND




Policy 26-0121 — Reserve requirement = (Annual operating expenses ÷ 365 days) × 30 days. Any use reducing reserves below the minimum requires Board notification within 15 business days and a replenishment plan within 30 days. CFO shall report reserve adequacy quarterly to the Board.

| COMMUNITY ACTION PARTNERSHIP OF KERN<br>OPERATING CASH SUMMARY AS OF JUNE 30, 2026 | |
|---|---|
| **PROGRAM (FUND)** | **CASH BALANCE** |
| CHILD AND ADULT CARE FOOD PROGRAM | (118,118.02) |
| HEAD START/EARLY HEAD START | 4,000,004.60 |
| SJCOE Head Start | (98,684.49) |
| **SUBTOTAL** | **3,783,202.09** |
| CACFP - San Joaquin | (38,028.45) |
| SAN JOAQUIN COE GENERAL CHILD CARE | (87,042.16) |
| MIGRANT CHILD CARE | 184,631.22 |
| MIGRANT SPECIALIZED SERVICES | 0.00 |
| GENERAL CHILD CARE | (192,783.08) |
| STATE PRESCHOOL | 212,423.74 |
| SJCOE State Preschool (CSPP) | (99,282.52) |
| Child Care Facilities | 114,084.67 |
| MIGRANT A/P | (1,599,941.80) |
| Child Development Reserve Fund No. 1 | 120,367.28 |
| Child Development Reserve Fund No. 2 | 90,353.09 |
| **SUBTOTAL** | **(1,295,218.01)** |
| COMMODITY SUPPLEMENTAL FOOD PROGRAM | (104,224.21) |
| EF&S | 0.00 |
| EFAP | (239,474.10) |
| USDA Commodities | 0.00 |
| County of Kern Food Distribution | 0.00 |
| FOOD BANK | (526,681.83) |
| FOOD BANK EXPANSION | (50,569.57) |
| FOOD BANK CAPACITY PROGRAM | 0.00 |
| FOOD BANK - STATE | 501,615.06 |
| WONDERFUL FOOD BANK EXPANSION | 0.00 |
| WONDERFUL FOUNDATION | 175,016.98 |
| CDFA Healthy Refrigeration Grant Program (HRGP) | 0.00 |
| **SUBTOTAL** | **(244,317.67)** |
| ENERGY | (134,473.54) |
| LIHEAP | (172,688.13) |
| DOE | (316,222.63) |
| LIWHAP | 0.00 |
| PG&E | (15,720.99) |
| PG&E Arrears Case Management Program | 7,417.43 |
| TRANSFER NEGATIVE BALANCE | 631,687.86 |
| **SUBTOTAL** | **0.00** |
| CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT | 0.00 |
| **SUBTOTAL** | **0.00** |
| CSBG | (29,796.55) |
| CSBG Discretionary 2025 | 0.00 |
| WIC | (699,028.11) |
| City of Bakersfield Home Repair SLFRF | (188,245.44) |
| Local Purchase Assistance (LFPA) USDA | (29,907.53) |
| HOMELESS SAFE CAMPING - CSLRFR (ARPA) | (2,392.39) |
| NEOPB CAL FRESH HEALTHY LIVING | (48,410.16) |
| IRS - VITA | (29,712.15) |
| SSVF 2025-26 | (126,324.00) |
| Grant Per Diem | 78,665.24 |
| HUD-COORDINATED ENTRY SYSTEM | (36,972.29) |
| HOME ARP - City of Bakersfield | (57,386.89) |
| CAL FRESH | (12,116.33) |
| CalCAPA-Diaper Distribution Pilot | (8,609.55) |
| BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP) | 75.16 |
| KCCD CERF REGIONAL CONVENOR | (37,025.30) |
| KCCD CWDB High Road Training Partnership | 56,699.72 |
| City of Bakersfield Ramkabir Project HHAP 4 | (145,568.74) |
| City of Bakersfield - FHCC Sports Field | (19,688.00) |
| California SGC - CRC | (226,497.48) |
| CALEITC | (76,267.93) |
| 211 Call Center Tobacco Cessation | (20,927.89) |
| TCC Low Income Energy Efficiency Program | (73,869.16) |
| City of Bkfd-Cal VIP Outreach | (1,030.99) |
| Youth Centers Nature and Culture Program 2025-2027 | (199,444.82) |
| CITY OF BAKERSFIELD CAL VIP | (2,977.79) |
| CA Farm to School Incubator Grant | (2,625.19) |
| HOME VISIT INITIATIVE (CO OF KERN) | (195,334.58) |
| POSITIVE YOUTH DEV SVC | (32,120.11) |
| POSITIVE YOUTH M | (1,319.65) |
| COUNTY OF KERN LOW BARRIER HOMELESS CENTER | (182,861.30) |
| BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION | (112,663.85) |
| ARG III - Warm Handoff | (155,077.84) |
| FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER | (24,445.51) |
| FIRST 5 HELP ME GROW | 761.93 |
| FIRST 5 RIDGECREST FAMILY RESOURCE CENTER | (32,622.22) |
| FIRST 5 KERN 211 | 0.00 |
| BKRHC-Encampment Resolution | 0.00 |
| City of Bakersfield HHAP | (606.54) |
| BKRHC HHAP Youth Services (VSS) | (46,771.10) |
| Day 1 Families Housing Support | 4,732,475.25 |
| Kaiser | 60,000.00 |
| Kaiser 211 Kern | 65.00 |
| FEEDING AMERICA SERVICE INSIGHTS | 20,000.00 |
| Kaiser - Food Locker Pilot | 0.00 |
| UNITED WAY 211 | 0.00 |
| Sustain Our Future - East Kern | 48,512.85 |
| SCE - 211 Access PSPS | (58,934.68) |
| California Veterans Assistance Foundation | (22,421.79) |
| GENERAL FUND | 93,773.76 |
| DISCRETIONARY FUND | 5,146,054.32 |
| SHAFTER YOUTH CENTER | 23,647.25 |
| FRIENDSHIP HOUSE | (32,266.74) |
| EAST KERN FAMILY RESOURCE CENTER | 22,135.12 |
| OASIS FAMILY RESOURCE CENTER | 26,553.77 |
| 211 | 32,491.45 |
| M ST NAVIGATION CENTER | (1,170.10) |
| M Street Workforce | 8,830.01 |
| TAX ASSISTANCE | 36,102.26 |
| CALAIM HOMELESS PREVENTION SERVICES | 383,532.54 |
| CalAIM Enhanced Case Management | (165,330.49) |
| CalAIM Asthma | (165.00) |
| CalAIM East Kern Family Resource Center | 279,265.35 |
| Veterans Services | 124,629.00 |
| CAPK FOUNDATION | (85,040.34) |
| GAAP FUND | 0.22 |
| INDIRECT FUND | (64,630.06) |
| COST POOLS | 666,161.48 |
| Facilities Cost Pools | 89,377.89 |
| LESS: ENERGY NEGATIVE BALANCE | (631,687.86) |
| ADD: LINE OF CREDIT | 0.00 |
| **SUBTOTAL** | **8,009,515.13** |
| **TOTAL OPERATING CASH** | 10,253,181.54 |

**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**
**CHILD DEVELOPMENT RESERVE #1**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
**June 30, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **06/30/26** | | **120,367.28** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **06/30/26** | | **120,367.28** |

| | | | |
|---|---|---|---|
| **BALANCE PER G/L** | **05/31/26** | | **120,365.17** |
| ADD: DEPOSITS/WAIVE FEE | | 0.00 | |
| INTEREST | | 2.11 | |
| BANK ACCOUNT TRANSFER FROM GENERAL FUND | | 0.00 | |
| LESS: CHECKS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS | | 0.00 | |
| **BALANCE PER G/L** | **06/30/26** | | **120,367.28** |

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 07/07/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/08/2026

**Community Action Partnership of Kern**
Journal Entries
06/30/2026
CDR #1 - Bank Charges

| | Initials | Date |
|---|---|---|
| Prepared By: | Yolanda Nunez | 7/7/2026 |
| Approved By: | Lili Solorio | 07/08/2026 |

| Account Description | Date | Account Code | Debit | Credit |
|---|---|---|---|---|
| Restricted Bank Account | 6/30/2026 | 1125-262000- 1000-100-100-100 | 2.11 | |
| Interest Income | 6/30/2026 | 4310-262000-1000-100-100-100 | | 2.11 |
| | | | | |
| Interest Income | 6/30/2026 | 6695-262000-1000-100-100-100 | - | 0.00 |
| Restricted Bank Account | 6/30/2026 | 1125-262000- 1000-100-100-100 | 0.00 | - |

Explanation:
To Rec Processing Fees, Int., and Trans. Fees for June 2026

| | Debit | Credit |
|---|---|---|
| Total | 2.11 | 2.11 |

ABILA DESCRIPTION

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

BANK RECONCILIATION FOR MONTH ENDING
**June 30, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **06/30/26** | | **55,275.64** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **06/30/26** | | **55,275.64** |
| **BALANCE PER G/L** | **05/31/26** | | **55,274.67** |
| ADD: DEPOSITS | | 0.00 | |
| INTEREST | | 0.97 | |
| BANK ACCOUNT TRANSFER | | 0.00 | |
| LESS: CHECKS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANK ACCOUNT TRANSFER | | 0.00 | |
| **BALANCE PER G/L** | **06/30/26** | | **55,275.64** |
| | | DIFFERENCE: | 0.00 |

PREPARED BY: Yolanda Nunez TITLE: Accountant II DATE: 07/07/26

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 07/08/2026

**Community Action Partnership of Kern**

Journal Entries

06/30/2026

CDR #2 - Bank Charges

| | Initials | Date |
|---|---|---|
| Prepared By: | Yolanda Nunez | 7/7/2026 |
| Approved By: | Lili Solorio | 07/08/2026 |

| Account Description | Date | Account Code | Debit | Credit |
|---|---|---|---|---|
| Restricted Bank Account | 6/30/2026 | 1125-265000-1000-100-100-101 | 0.00 | |
| Interest Income | 6/30/2026 | 6695-265000-1000-101-100-101 | | 0.00 |
| Restricted Bank Account | 6/30/2026 | 1125-265000-1000-100-100-100 | 0.97 | |
| Interest Income | 6/30/2026 | 4310-265000-1000-101-100-100 | | 0.97 |

Explanation:

TO REC PROCESSING FEES, INT., AND TRANS. FEES FOR June 2026

| | Debit | Credit |
|---|---|---|
| Total | 0.97 | 0.97 |

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

BANK RECONCILIATION FOR MONTH ENDING
**June 30, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **06/30/26** | | **896.92** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **06/30/26** | | **896.92** |
| **BALANCE PER G/L** | **05/31/26** | | **896.92** |
| ADD: DEPOSITS | | 0.00 | |
| INTEREST/WAIVE FEE | | 0.00 | |
| BANK ACCOUNT TRANSFER FROM GENERAL FUND | | 0.00 | |
| LESS: CHECKS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS | | 0.00 | |
| **BALANCE PER G/L** | **06/30/26** | | **896.92** |
| | | DIFFERENCE: | 0.00 |

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 07/07/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/09/2026

**Community Action Partnership of Kern**

| | | Initials | | Date |
|---|---|---|---|---|
| Journal Entries | Prepared By: | Yolanda Nunez | # | 07/07/26 |
| # | | | | |
| CSD ADVANCES ACCOUNT | Approved By: | | # | 07/08/2026 |

| Account Description | Account Code | Debit | Credit |
|---|---|---|---|
| Restricted Bank Account | 1125-103026-4000-100-400-100 | - | |
| Interest Income | 4310-103026-4000-100-400-100 | | - |
| Restricted Bank Account | 1125-122026-3000-100-300-100 | - | |
| Interest Income | 4310-122026-3050-147-320-130 | | - |
| Restricted Bank Account | 1125-122093-3000-100-300-100 | - | |
| Interest Income | 4310-103026-3000-100-300-100 | | - |
| Restricted Bank Account | 1125-123022-3000-100-300-100 | - | |
| Interest Income | 4310-123022-3054-147-320-130 | | - |

Explanation:

To record the June 2026 interest income for CSD Advances Acct., acct. #521105968 with Citizens Business Bank.

| Account Allocation: | | |
|---|---|---|
| Fund - 103026 | 40.20 | 4% |
| Fund - 122026 | 844.90 | 94% |
| Fund - 122093 | - | 0% |
| Fund - 123022 | 11.82 | 1% |
| | 896.92 | 99% |

| Current Month's Interest: | | |
|---|---|---|
| Fund - 103026 | - | 4% |
| Fund - 122026 | - | 94% |
| Fund - 122093 | - | 0% |
| Fund - 123022 | - | 1% |
| TOTAL | - | 99% |

| | | |
|---|---|---|
| Total | 0.00 | 0.00 |
| Batch Total | | $ - |

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

BANK RECONCILIATION FOR MONTH ENDING
**June 30, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **06/30/26** | | **5,554.01** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **06/30/26** | | **5,554.01** |
| **BALANCE PER GENERAL LEDGER** | **05/31/26** | | **5,553.91** |
| ADD: DEPOSITS (Credit Card Donations & Shared Fee) | | 0.00 | |
| WIRE TRANSFER | | 0.00 | |
| PAYPAL DEPOSIT | | 0.00 | |
| INTEREST/ WAIVE FEE | | 0.10 | |
| LESS: APPLIED MERCHANT DEBITS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANKCARD FEES | | 0.00 | |
| CASH CONCENTRATION FEE | | 0.00 | |
| FUND TRANSFER TO CITIZENS BUSINESS | | 0.00 | |
| | | 0.00 | |
| **BALANCE PER GENERAL LEDGER:** | **06/30/26** | | **5,554.01** |

*Difference:* **0.00**

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 07/11/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/13/2026

Lili Solorio 07/13/2026

**Community Action Partnership of Kern**
Journal Entries
06/30/2026

Initiated By Yolanda Nunez 7/11/2026

Approved By 7/11/2026

| Account Description | Date | Account Code | Debit | Credit |
|---|---|---|---|---|
| Restricted Bank Account | 6/30/2026 | 1125-410023-4000-100-400-100 | 0.10 | |
| Interest Income | 6/30/2026 | 4310-410023-4000-100-400-100 | | 0.10 |
| Client Analysis Charge | 6/30/2026 | 6695-410023-4000-100-400-100 | 804.84 | |
| Restricted Bank Account | 6/30/2026 | 1155-410023-4000-100-400-100 | | 804.84 |
| Restricted Bank Account | 6/30/2026 | 1155-410023-4000-100-400-100 | 14,044.94 | |
| Donation | 6/30/2026 | 4310-410023-4000-100-400-100 | | 14,044.94 |
| TO REC DAY 1 FAMILIES, INT, & FEES FOR June 2026 | | | 14,849.88 | 14,849.88 |

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

**BANK RECONCILIATION FOR THE MONTH ENDED**
**June 30, 2026**

**CITIZENS BUSINESS BANK**
**701 N HAVEN AVE**
**ONTARIO, CA 91764**

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

| | | |
|---|---|---|
| **BANK BALANCE AT 06/30/26** | | 4,392,438.00 |
| LESS: OUTSTANDING CHECKS | 282,504.67 | |
| **ADJUSTED BANK BALANCE AT 06/30/26** | | 4,109,933.33 |
| **GENERAL LEDGER BALANCE AT 05/31/26** | | 3,480,319.50 |
| ADD: DEPOSITS | 4,436,822.07 | |
| US TREAS DRAWDOWNS | 3,480,718.16 | |
| FUNDS FROM OTHER GRANTS | 2,126,300.82 | |
| TRANSFERS FROM COM'L UNSEC.VARIA X52352 | 1,500,000.00 | |
| ADP /HEALTH EQUITY REFUND | 22,927.53 | |
| REIMBURSEMENT OF ALTERED PAYEE | 958.70 | |
| LOAN | - | |
| LESS: CHECKS | 1,136,951.43 | |
| ADP PAYROLL 06/12/2026 | 1,795,956.37 | |
| ADP PAYROLL 06/26/2026 | 1,921,727.34 | |
| ADP PAYROLL | 6,054.22 | |
| ADP PAYROLL | - | |
| EFTS FOR HRA/HSA/ STD/403B | 522,826.54 | |
| TRANSFERS FROM RESTRICTED ACCOUNTS | | |
| TRANSFERS TO RESTRICTED ACCOUNTS 0 | - | |
| CREDIT CARD | 62,988.73 | |
| BANK FEES | - | |
| ACH VOUCHERS | 5,491,608.82 | |
| RETURN DEPOSITS | - | |
| **GENERAL LEDGER BALANCE AT 06/30/26** | | 4,109,933.33 |
| | DIFFERENCE: | 0.00 |

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant II DATE: 07/11/2026

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 07/13/2026

Lili Solorio 07/13/2026

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

BANK RECONCILIATION FOR MONTH ENDING
**June 30, 2026**

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

| | | | |
|---|---|---|---|
| **BANK BALANCE ENDING:** | **06/30/26** | | **1,227,987.97** |
| DEPOSITS IN TRANSIT | | 0.00 | |
| OUTSTANDING CHECKS | | 0.00 | |
| OTHER | | 0.00 | |
| **ADJUSTED BANK BALANCE:** | **06/30/26** | | **1,227,987.97** |

| | | | |
|---|---|---|---|
| **BALANCE PER G/L** | **05/31/26** | | **1,227,966.44** |
| ADD: DEPOSITS | | 0.00 | |
| INTEREST | | 21.53 | |
| WAIVE FEE | | 0.00 | |
| BANK ACCOUNT TRANSFER FROM GENERAL FUND | | 0.00 | |
| LESS: CHECKS | | 0.00 | |
| CLIENT ANALYSIS SERVICE CHARGE | | 0.00 | |
| BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS | | 0.00 | |
| **BALANCE PER G/L** | **06/30/26** | | **1,227,987.97** |

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: 07/07/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/08/2026

**Community Action Partnership of Kern**
Journal Entries
06/30/26
Head Start Accrued Vacation

| | | Initials | Date |
|---|---|---|---|
| Prepared By: | Yolanda Nunez | | 7/7/2026 |
| Approved By: | Lilia Salinas | | 7/7/2026 |

| Account Description | Account Code | | | | | | Debit | Credit |
|---|---|---|---|---|---|---|---|---|
| Restricted Bank Account | 1145 | 108000 | 1000 | 100 | 100 | 100 | 5.69 | |
| Interest Income | 4310 | 108000 | 1001 | 100 | 100 | 100 | | 5.69 |
| Restricted Bank Account | 1145 | 109000 | 1000 | 100 | 100 | 100 | 12.33 | |
| Interest Income | 4310 | 109000 | 1001 | 100 | 100 | 100 | | 12.33 |
| Restricted Bank Account | 1145 | 117000 | 1000 | 100 | 100 | 100 | 3.51 | |
| Interest Income | 4310 | 117000 | 1001 | 100 | 100 | 100 | | 3.51 |

Explanation:

To record interest income for headstart accrued vac 06/30/26 acct. #4945066256 with CBB

| Account Allocation: | | |
|---|---|---|
| Fund - 108 | 324,444.72 | 26.42% |
| Fund - 109 | 703,260.76 | 57.27% |
| Fund - 110 | - | 0.00% |
| Fund - 117 | 200,260.95 | 16.31% |
| Fund - 502 | 0.01 | 0.00% |
| | 1,227,966.44 | 100.00% |

| Current Month's Interest: | | |
|---|---|---|
| Fund - 108 | 5.69 | 26.42% |
| Fund - 109 | 12.33 | 57.27% |
| Fund - 110 | 0.00 | 0.00% |
| Fund - 117 | 3.51 | 16.31% |
| TOTAL | 21.53 | 100.00% |

| Current Month's Fees: | | |
|---|---|---|
| Fund - 108 | 0.00 | 26.42% |
| Fund - 109 | 0.00 | 57.27% |
| Fund - 117 | 0.00 | 16.31% |
| TOTAL | 0.00 | 100.00% |
| | 0.00 | |

| | Debit | Credit |
|---|---|---|
| Total | 21.53 | 21.53 |
| Batch Total | | $ 43.06 |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**ELAN (CBB) VISA SUMMARY**
**STATEMENTS DATED June 1, 2026 - June 30, 2026**

| Cardholder | Position | Amount Charged |
|---|---|---|
| CAPK | Accounts Payable | $ 216.66 |
| Catherine Anspach | Foundation Director of Development | 4,013.80 |
| Gloria Barbero | Administrator - EHS San Joaquin | 3,293.51 |
| Yolanda Gonzales | Director of Head Start/State Child Development Programs | 2,088.22 |
| Freddy Hernandez | Director of Youth and Community Services | 4,919.03 |
| Lisa McGranahan | Director of Human Resources | 1,372.53 |
| Jerry Meade | Assistant Director of Head Start/State Child Development Programs | 1,458.35 |
| Pritika Ram | Chief Business Development Officer | 3,056.85 |
| Jeremy Tobias | Chief Executive Officer | 6,039.06 |
| Emilio Wagner | Chief Facilities and Technology Officer | 17,459.77 |
| Tracy Webster | Chief Financial Officer | 6,345.81 |
| Rebecca Moreno | Director of Housing Support Services | 6,645.24 |
| Susana Magana | Director of Nutrition Services | 1,809.37 |
| Sabrina Jones | Administrator - 211 | - |
| Veterans (VSS) | Veterans - Food Service | 2,294.27 |
| Veterans (VSS) | Veterans - Fuel Card | 774.45 |
| Energy | Energy - Team Cards - 5 | 1,003.58 |
| Misc | Gas Cards - 17 | 235.08 |
| | Total | $ 63,025.58 |

# Cardholder Activity

**Name:** ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/16/2026<br>06/17/2026 | SPECTRUM<br>855-707-7328, MO | **$216.66**<br>$216.66 | USD | 216.66 | PAY WIC MONTHLY SPECTRUM BILL |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $216.66 | $216.66 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/26/2026<br>05/28/2026 | FRIAR TUX-BAKERSFIELD<br>BAKERSFIELD, CA | **$172.69**<br>$172.69 | USD | 172.69 | Suit for Client for Gourmet for Good |
| 05/27/2026<br>05/28/2026 | URBANE CAFE -BAKERSFIELD<br>661-542-9090, CA | **$306.04**<br>$306.04 | USD | 306.04 | Food for June Foundation Board Meeting |
| 05/27/2026<br>05/29/2026 | URBANE CAFE 16<br>BAKERSFIELD, CA | **$14.55**<br>$14.55 | USD | 14.55 | Les Schawb Partnership Lunch Meeting |
| 05/30/2026<br>06/01/2026 | HOLIDAY DRY CLEANERS OF A<br>BAKERSFIELD, CA | **$105.00**<br>$105.00 | USD | 105.00 | Dry Cleaning for Foundation TableCloth |
| 06/02/2026<br>06/03/2026 | WALGREENS #1816<br>BAKERSFIELD, CA | **$48.05**<br>$48.05 | USD | 48.05 | Photos for Gourmet for Good |
| 06/04/2026<br>06/08/2026 | THE HOME DEPOT #1050<br>BAKERSFIELD, CA | **$50.68**<br>$50.68 | USD | 50.68 | Gifts for Volunteers for Gourmet for Good |
| 06/07/2026<br>06/08/2026 | ALBERTSONS.COM #3364<br>877-505-4040, CA | **$163.97**<br>$163.97 | USD | 163.97 | Sandwiches for staff for Gourmet for Good |
| 06/10/2026<br>06/12/2026 | HOBBY LOBBY #556<br>BAKERSFIELD, CA | **$51.86**<br>$51.86 | USD | 51.86 | Supplies for Apple Wall |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/11/2026<br>06/15/2026 | UNDER CANVAS INC.<br>BELGRADE, MT | **$1,500.00**<br>$1,500.00 | USD | 1,500.00 | Live Auction Item for Gourmet for Good. Sold for $2,500. |
| 06/11/2026<br>06/15/2026 | COMMUNITY ACTION PARTNER<br>202-265-7546, DC | **$840.00**<br>$840.00 | USD | 840.00 | C. Anspach registration for NCAP (August 31-Sept. 5th) in St Louis, MO |
| 06/17/2026<br>06/18/2026 | CKE*NEW VINTAGE BAR & GRI<br>BAKERSFIELD, CA | **$49.02**<br>$49.02 | USD | 49.02 | Partnership Meeting with Steve Hudges from Emcor |
| 06/23/2026<br>06/25/2026 | JAKES ORIGINAL TEX-MEX CA<br>BAKERSFIELD, CA | **$72.47**<br>$72.47 | USD | 72.47 | Cake for volunteers for Gourmet for Good |
| 06/24/2026<br>06/25/2026 | AMERICAN AIR0012354333149<br>FORT WORTH, TX | **$394.81**<br>$394.81 | USD | 394.81 | C. Anspach Flight for NCAP (August 31-Sept. 5th) in St Louis, MO |
| 06/24/2026<br>06/25/2026 | AMERICAN AIR0010651343751<br>FORT WORTH, TX | **$91.00**<br>$91.00 | USD | 91.00 | C. Anspach Seats for NCAP (August 31-Sept. 5th) in St Louis, MO |
| 06/24/2026<br>06/25/2026 | AMERICAN AIR0014201098018<br>FORT WORTH, TX | **$50.00**<br>$50.00 | USD | 50.00 | C. Anspach Checked bag for NCAP (August 31-Sept. 5th) in St Louis, MO |
| 06/24/2026<br>06/25/2026 | AMERICAN AIR0014201098017<br>FORT WORTH, TX | **$50.00**<br>$50.00 | USD | 50.00 | C. Anspach Checked bag for NCAP (August 31-Sept. 5th) in St Louis, MO |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/24/2026<br>06/25/2026 | CKE*NEW VINTAGE BAR & GRI<br>BAKERSFIELD, CA | **$53.66**<br>$53.66 | USD | 53.66 | Partnership Meeting with the Open Door Network (Amy Smith) |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $4,013.80 | $4,013.80 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/28/2026<br>06/01/2026 | SOUTHWES<br>5262164468203<br>800-435-9792, TX | **$902.81**<br>$902.81 | USD | 902.81 | Travel ticket for Gloria Barbero attending the 2026 Executive Leadership Council Conference in Denver CO July 27-29, 2026 |
| 06/04/2026<br>06/08/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$619.62**<br>$619.62 | USD | 619.62 | Hotel stay at the Sherton in Pheonix AZ for Gloria Barbero attending the 2026 CAPLAW National Training Conference June 2-3,2026. |
| 06/04/2026<br>06/08/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$563.08**<br>$563.08 | USD | 563.08 | Hotel stay at the Sherton in Pheonix AZ for Liliana Gonzalez attending the 2026 CAPLAW National Training Conference June 2-3,2026. |
| 06/04/2026<br>06/08/2026 | HILTON HOTELS<br>209-9579090, CA | **$600.00**<br>$600.00 | USD | 600.00 | Receipt deposit for San Joaquin Pre Service event at the Hilton on 7/01/2026. |
| 06/13/2026<br>06/15/2026 | PB *ADVANCED MINI STORAGE<br>209-4664444, CA | **$282.00**<br>$282.00 | USD | 282.00 | Auto payment for the advance Mini Storage unit L005 |
| 06/14/2026<br>06/16/2026 | PB *ADVANCED MINI STORAGE<br>209-4664444, CA | **$326.00**<br>$326.00 | USD | 326.00 | Auto payment for the advance Mini Storage unit L004 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $3,293.51 | $3,293.51 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/04/2026<br>06/08/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$619.62**<br>$619.62 | USD | 619.62 | 108000@31%=$192.08/109000@56%=$346.99/117000@13%=$80.55<br>Lodging to attend the CAPLAW 2026 National Training Conference in Phoenix, AZ on June 2nd-3rd-Yolanda G. |
| 06/04/2026<br>06/08/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$619.62**<br>$619.62 | USD | 619.62 | 108000@36%=$223.06/109000@64%=$396.56<br>Lodging to attend the CAPLAW 2026 National Training Conference in Phoenix, AZ on June 2nd-3rd- Elsa N |
| 06/17/2026<br>06/19/2026 | UNITED 0162112869790<br>UNITED.COM, TX | **$799.98**<br>$799.98 | USD | 799.98 | 108000@31%=$247.99/109000@56%=$447.99/117000@13%=$104<br>United Flight to attend the 2026 HS West Executive Leadership Council in Denver, CO on 7/27-7/29- Yolanda G. |
| 06/24/2026<br>06/25/2026 | AMTRAK .COM 1740698210515<br>WASHINGTON, DC | **$49.00**<br>$49.00 | USD | 49.00 | 108000@31%=$15.19/109000@56%=$27.44/117000@13%=$6.37<br>Amtrak ticket to attend the HS West Directors Interviews in Sacramento,CA on 6/30- Yolanda G. |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $2,088.22 | $2,088.22 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/03/2026<br>06/03/2026 | ADT MOBILITY/ECOMM<br>800-238-2727, FL | **$258.31**<br>$258.31 | USD | 258.31 | Security system installation deposit- EKFRC |
| 06/04/2026<br>06/08/2026 | ROUND TABLE PIZZA 785 004<br>OAKHURST, CA | **$480.88**<br>$480.88 | USD | 480.88 | Socialization Cost- Field Trip expenses- FHCC and SYC- CYA Program |
| 06/04/2026<br>06/08/2026 | FAMILY DEVELOPMENT RESOUR<br>435-6495822, UT | **$200.00**<br>$200.00 | USD | 200.00 | Nurturing Parenting subscription- EKFRC 2026 |
| 06/05/2026<br>06/08/2026 | COMMUNITY ACTION PARTNER<br>202-265-7546, DC | **$840.00**<br>$840.00 | USD | 840.00 | NCAP 2026 Conference- St. Louis, MO- Eric LeBarbe- 9/1/2026-9/5/2026 |
| 06/09/2026<br>06/10/2026 | COMMUNITY ACTION PARTNER<br>202-265-7546, DC | **$840.00**<br>$840.00 | USD | 840.00 | NCAP 2026 Conference- St. Louis, MO- Jacqueline Guerra- 9/1/2026-9/5/2026 |
| 06/16/2026<br>06/17/2026 | DRURY PLAZA ST LOUIS<br>314-2313003, MO | **$715.56**<br>$715.56 | USD | 715.56 | NCAP 2026 Conference- St. Louis, MO- Jacqueline Guerra- 9/1/2026-9/5/2026 |
| 06/16/2026<br>06/17/2026 | DRURY PLAZA ST LOUIS<br>314-2313003, MO | **$715.56**<br>$715.56 | USD | 715.56 | NCAP 2026 Conference- St. Louis, MO- Eric LeBarbe- 9/1/2026-9/5/2026 |
| 06/16/2026<br>06/17/2026 | DRURY PLAZA ST LOUIS<br>314-2313003, MO | **$716.72**<br>$716.72 | USD | 716.72 | NCAP 2026 Conference- St. Louis, MO- Anna Saavedra- 9/1/2026-9/5/2026 |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/23/2026 | FAMILY DEVELOPMENT RESOUR | **$152.00** | USD | 152.00 | Online Software for Training- EKFRC |
| 06/25/2026 | 435-6495822, UT | $152.00 | | | |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $4,919.03 | $4,919.03 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name: LISA MC GRANAHAN** **Account Number: **7461**

**Cycle End Date: 6/25/2026**

| Trans Date Posting Date | Merchant Name City, State/Prov. | Transaction Total Allocation Amount | Explanation of Expense |
|---|---|---|---|
| 06/03/2026 | Ezcater | **213.33** | Personnel Committee Lunch 6/3/2026 |
| 06/08/2026 | PayPal | **40.00** | Webinar Training |
| 06/10/26 | Biometrics4All | **$32.00** | Relay Fees for New Hire Fingerprints |
| 06/15/2026 | Safety Holdings | **$1,087.20** | Driving Monitoring Service |
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| | | | |
| | | **$1,372.53** | **Total Expenses for Cycle with End Date of 6/25/2026** |

Account Number : 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
LISA MCGRANAHAN
Statement Date : 06-25-2026

elan



## Account Summary

| | |
|---|---|
| Previous Balance | $0.00 |
| Purchases and Other Charges | $1,372.53 |
| Cash Advances | $0.00 |
| Cash Advance Fees | $0.00 |
| Late Payment Charges | $0.00 |
| Credits | $0.00 CR |
| Payments | $0.00 PY |
| **Total Activity** | **$1,372.53** |
| Disputed Amount | $0.00 |

## General Information

Total Activity $1,372.53

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 |
|---|---|---|---|---|
| 06-04 | 06-03 | 24036296154716787593240 | EZCATER*CAESARS ITALIA 800-488-1803 MA | 213.33 |
| 06-09 | 06-08 | 24027626159067366530144 | PAYPAL *KLEIN DENAT 661-328-5320 CA | 40.00 |
| 06-11 | 06-10 | 2475542616129161515 3487 | BIOMETRICS4ALL 714-5689888 CA | 32.00 |
| 06-16 | 06-15 | 24906416166260144554329 | SAFETY HOLDINGS 888-9472622 NM | 1,087.20 |

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**

106481929477305 S

LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

## Cardholder Activity

**Name:** JERRY MEADE **Account Number:** **9143 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/28/2026<br>05/29/2026 | HSI EMERGENCY CARE SOLUTI<br>800-4473177, OR | **$216.50**<br>$216.50 | USD | 216.50 | Registration fee for online update guideline course required for Support Services CPR instructors. |
| 06/04/2026<br>06/08/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$563.08**<br>$563.08 | USD | 563.08 | Hotel accommodation for Assistant Director who attended the CAPLAW conference in Phoenix, AZ held 6/2/26 - 6/3/26 |
| 06/08/2026<br>06/10/2026 | UNITED 0162109967476<br>UNITED.COM, TX | **$602.33**<br>$602.33 | USD | 602.33 | Airfare for Assistant Director attending the CAPLAW conference in Phoenix AZ held 6/2/26 - 6/3/26 |
| 06/08/2026<br>06/11/2026 | UNITED 0162109999813<br>UNITED.COM, TX | **($90.00)**<br>($90.00) | USD | (90.00) | Refund applied back to J. Meade's agency card as a result of price adjustment when flight was modified to accommodate a travel date change. |
| 06/12/2026<br>06/15/2026 | DOMINO'S 8237<br>805-650-9946, CA | **$113.46**<br>$113.46 | USD | 113.46 | Lunch provided for an all day DRDP training held 6/12/26. Located at the University of Lavern. |
| 06/16/2026<br>06/17/2026 | TARGET T-0614<br>BAKERSFIELD, CA | **$53.98**<br>$53.98 | USD | 53.98 | Specific health and safety supplies needed for a child enrolled at Pete Parra Child Development Center |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/17/2026<br>06/22/2026 | DOMINO'S 8237<br>BAKERSFIELD, CA | **($1.00)**<br>($1.00) | USD | (1.00) | Refund credited back to J. Meade's agency card as total charged did not match the purchase total on the receipt. |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $1,458.35 | $1,458.35 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/02/2026<br>06/03/2026 | QR-CODE-GENERATOR.COM<br>QR-CODE-GENER, NY | **$191.88**<br>$191.88 | USD | 191.88 | QR code annual subscription dues for marketing department collateral |
| 06/02/2026<br>06/04/2026 | HOME2 SUITES<br>AZUSA, CA | **$154.34**<br>$154.34 | USD | 154.34 | Hotel stay for June 1-2 2026 for 211 conference Irwindale, CA - Catherine Cervantes |
| 06/02/2026<br>06/04/2026 | HOME2 SUITES<br>AZUSA, CA | **$154.34**<br>$154.34 | USD | 154.34 | Hotel stay for June 1-2 2026 for 211 conference Irwindale, CA - Nayeli Arambula |
| 06/05/2026<br>06/08/2026 | SUBWAY 18918<br>166-18630124, CA | **$112.40**<br>$112.40 | USD | 112.40 | Lunch for the good neighbor crew for setting up |
| 06/05/2026<br>06/08/2026 | CHICK-FIL-A #04799<br>661-600-9080, CA | **$243.39**<br>$243.39 | USD | 243.39 | Lunch for Volunteers for helping foundation |
| 06/05/2026<br>06/08/2026 | COSTCO GAS #0688<br>BAKERSFIELD, CA | **$129.38**<br>$129.38 | USD | 129.38 | gasoline for community development van |
| 06/07/2026<br>06/08/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$41.93**<br>$41.93 | USD | 41.93 | Uber for attendee at gourmet for good from Venue to Bakersfield |
| 06/07/2026<br>06/08/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$39.98**<br>$39.98 | USD | 39.98 | Uber for attendee of gourmet for good from Venue to Bakersfield |
| 06/09/2026<br>06/10/2026 | CHEVRON 0359234<br>RIDGECREST, CA | **$77.88**<br>$77.88 | USD | 77.88 | Gasoline for Community Development Car |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/10/2026<br>06/11/2026 | EZCATER*URBANE CAFE<br>800-488-1803, MA | **$183.68**<br>$183.68 | USD | 183.68 | Lunch PRE Committee meeting on June 10 |
| 06/10/2026<br>06/11/2026 | COMMUNITY ACTION PARTNER<br>202-265-7546, DC | **$840.00**<br>$840.00 | USD | 840.00 | Registration for NCAP Annual Convention for Brandon N. September 2-4 2026 |
| 06/11/2026<br>06/12/2026 | THE UPS STORE 2318<br>661-8327262, CA | **$23.85**<br>$23.85 | USD | 23.85 | Shipping expense for marketing department. |
| 06/12/2026<br>06/15/2026 | ISSUU<br>844-477-8800, CA | **$252.00**<br>$252.00 | USD | 252.00 | Digital Publishing Platform Subscription |
| 06/17/2026<br>06/18/2026 | DROPBOX CXDTB3NGSBBF<br>141-58576933, CA | **$119.88**<br>$119.88 | USD | 119.88 | Annual subscription for media storage for marketing team |
| 06/19/2026<br>06/22/2026 | FRUGATTIS ITALIAN EATERY<br>BAKERSFIELD, CA | **$421.92**<br>$421.92 | USD | 421.92 | 211 staff lunch for the 2026 staff development day theme winners |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/22/2026<br>06/23/2026 | TODAY CLEANERS #16<br>BAKERSFIELD, CA | **$70.00**<br>$70.00 | USD | 70.00 | Dry cleaning services for the marketing department table cloths |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $3,056.85 | $3,056.85 | $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 : 06-25-2026

elan™



## Account Summary

| | |
|---|---|
| Previous Balance | $0.00 |
| Purchases and Other Charges | $6,039.06 |
| Cash Advances | $0.00 |
| Cash Advance Fees | $0.00 |
| Late Payment Charges | $0.00 |
| Credits | $0.00 CR |
| Payments | $0.00 PY |
| **Total Activity** | **$6,039.06** |
| Disputed Amount | $0.00 |

## General Information

Total Activity $6,039.06

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 |
|---|---|---|---|---|
| 05-27 | 05-26 | 24801976147765046237222 | COMMUNITY ACTION PARTNER 202-265-7546 DC | 840.00 |
| 05-28 | 05-27 | 24492166147100065089977 | RESTO RUNN* RESTO RUNN WWW.RESTAURAN CA | 614.13 |
| 05-29 | 05-28 | 24801976149767424246344 | COMMUNITY ACTION PARTNER 202-265-7546 DC | 840.00 |
| 06-03 | 06-02 | 24071056153939190495275 | MISTER CAR WASH #1006 866-2543229 CA | 32.99 |
| 06-08 | 06-04 | 246921661564063457236 08 | SHERATON PHOENIX DWNTN PHOENIX AZ | 563.08 |
| | | | 224673 ARRIVAL:06-01-26 | |
| 06-08 | 06-04 | 24692166156406345724432 | SHERATON PHOENIX DWNTN PHOENIX AZ | 563.08 |
| | | | 224740 ARRIVAL:06-01-26 | |
| 06-08 | 06-04 | 2475542615617156247469 7 | RPS BAKERSFIELD BAKERSFIELD CA | 60.00 |
| 06-12 | 06-11 | 24036296162742197952727 | EZCATER*BAJA FRESH MEX 800-488-1803 MA | 129.88 |
| 06-15 | 06-12 | 24071056164939177472682 | WIPFLI LLP MADISON WI | 2,050.00 |
| 06-15 | 06-12 | 24692166163403374020403 | CHEVRON 0203576 BAKERSFIELD CA | 94.20 |
| 06-15 | 06-13 | 24943006164448774657720 | CAESARS PALACE ADV RSVN 866-209-4732 NV | 251.70 |
| | | | 183560598662094732 ARRIVAL:07-14-26 | |

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**

106481929479575 S

JEREMY T TOBIAS
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

# Cardholder Activity

**Name: JEREMY T TOBIAS** **Account Number: **8558**

**Statement Date: 6/25/2026**

| Transaction Date | Merchant Name City, State/Prov. | Transaction Total Allocation Amount | Explanation of Expense |
|---|---|---|---|
| 05/26/26 | Community Action Partnership | **$840.00** | Registration fee for J. Tobias - NCAP Annual Convention in St. Louis, MO |
| 05/27/2026 | Restaurant Runner | **$614.13** | Lunch for Board Meeting on 5/27/26 |
| 05/28/2026 | Community Action Partnership | **$840.00** | Registration fee for Board Member G. Martinez - NCAP Annual Convention in St. Louis, MO |
| 06/02/2026 | Mister Car Wash | **$32.99** | Monthly Car Wash Fee for CEO's Agency Vehicle |
| 06/04/2026 | Sheraton Phoenix Downtown | **$563.08** | Hotel fee for J. Tobias - CAPLAW Conference in Phoenix, AZ from 6/2/26 - 6/4/26 |
| 06/04/2026 | Sheraton Phoenix Downtown | **$563.08** | Hotel fee for Board Member D. Boshers - CAPLAW Conference in Phoenix, AZ from 6/2/26 - 6/4/26 |
| 06/04/2026 | RPS Bakersfield | **$60.00** | Parking Fee at Bakersfield Airport for J. Tobias - CAPLAW Conference |
| 06/11/2026 | EzCater | **$129.88** | Lunch for Ad-Hoc Committee Members - Count Ballots for North Kern & East Kern Elections |
| 06/12/2026 | Wipfli LLP | **$2050.00** | Registration Fee for Board Member M. Jimenez - Wipfli Conference in Las Vegas, NV from 7/15/26 - 7/17/26 |
| 06/12/2026 | Chevron | **$94.20** | Gasoline for CEO's Agency Vehicle |
| 06/13/2026 | Caesars Palace | **$251.70** | Deposit Fee for Board Member M. Jimenez for Wipfli Conference in Las Vegas, NV from 7/15/26-7/17/26 |
| | | | |
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| | | | |
| | | | |
| | | | |
| | | **$6,039.06** | **Total Expenses for Statement Date of 6/25/2026** |

Account Number : 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
EMILIO WAGNER
Statement Date : 06-25-2026

elan™



## Account Summary

| | |
|---|---|
| Previous Balance | $0.00 |
| Purchases and Other Charges | $17,459.77 |
| Cash Advances | $0.00 |
| Cash Advance Fees | $0.00 |
| Late Payment Charges | $0.00 |
| Credits | $0.00 CR |
| Payments | $0.00 PY |
| **Total Activity** | **$17,459.77** |
| Disputed Amount | $0.00 |

## General Information

Total Activity $17,459.77

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 | |
|---|---|---|---|---|---|
| 06-04 | 06-03 | 24011346155100015017804 | SP SENTRYSAFE REP STORE-REPLACE WI | 32.42 | Safe key/combo replacement |
| 06-09 | 06-09 | 24204296160000804703068 | MICROSOFT-G163782217 701-2817490 WA | 1,780.30 | Azure Standard 5/1-5/31/26 |
| 06-09 | 06-09 | 24204296160000907953081 | MICROSOFT-G163809598 701-2817490 WA | 105.28 | Azure standard 5/24-5/31/26 |
| 06-09 | 06-08 | 24692166159409340609712 | SQ *MEGAN MOBILE NOTARY GOSQ.COM CA | 65.00 | Notary fee Youth Center BSCC Contract in Sacramento CA |
| 06-15 | 06-14 | 24399006165295006035334 | BEST BUY 00008565 BAKERSFIELD CA | 21.64 | display adapter for exec conf room |
| 06-22 | 06-19 | 24011346170100087320780 | MINDBODY, INC. WWW.MINDBODYO CA | 578.65 | Monthly Subscription |
| 06-22 | 06-21 | 24204296172000701134215 | MSFT * E0400ZID6L 800-6427676 WA | 396.09 | Azure pay-n-go 4/24-5/24/26 |
| 06-23 | 06-22 | 24231686174796748702867 | DSA APP 175 SACRAMENTO CA | 14,060.00 | Plan check fees for McFarland Modular |
| 06-23 | 06-22 | 24231686174796748702917 | DSA SVC HAGERSTOWN MD | 420.39 | convenience fee for plan check fees for the McFarland Modular building |

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**

106481929477520 S

EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

# Cardholder Activity

**Name:** TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/30/2026<br>06/01/2026 | HOMES TO SUITES BY HILTON<br>661-3682527, CA | **$2,908.08**<br>$2,908.08 | USD | 2,908.08 | CalVIP Client Hotel |
| 06/04/2026<br>06/05/2026 | USPS PO 0504720502<br>BAKERSFIELD, CA | **$162.08**<br>$162.08 | USD | 162.08 | Postage when Postage machine wasn't working |
| 06/06/2026<br>06/08/2026 | FASTRAK VIOLATION CENT<br>415-486-8655, CA | **$8.50**<br>$8.50 | USD | 8.50 | Toll during trip to SAGE Conference in SF, CA |
| 06/09/2026<br>06/10/2026 | FELDESMAN LIEFER LLP<br>202-4668960, DC | **$150.00**<br>$150.00 | USD | 150.00 | OMB Guideline Changes Online Webinar |
| 06/10/2026<br>06/11/2026 | INTUIT *QBOOKS ONLINE<br>CL.INTUIT.COM, CA | **$275.00**<br>$275.00 | USD | 275.00 | Monthly VSS Quickbooks Account |
| 06/15/2026<br>06/16/2026 | MYFEDTRAINER<br>WWW.MYFEDTRAI, MD | **$350.00**<br>$350.00 | USD | 350.00 | Online Webinar for Accountants Training |
| 06/15/2026<br>06/17/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$281.54**<br>$281.54 | USD | 281.54 | Hotel for CAPLAW Conference M.Goni |
| 06/15/2026<br>06/17/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$281.54**<br>$281.54 | USD | 281.54 | Hotel for CAPLAW Conference L. Vargas |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/15/2026<br>06/17/2026 | SHERATON PHOENIX DWNTN<br>PHOENIX, AZ | **$281.54**<br>$281.54 | USD | 281.54 | Hotel for CAPLAW Conference for M. Singh |
| 06/17/2026<br>06/18/2026 | EZCATER*WEST COAST SOU<br>800-488-1803, MA | **$207.98**<br>$207.98 | USD | 207.98 | Lunch for Budget & Finance Committee Mtg. |
| 06/18/2026<br>06/22/2026 | UNITED 0162113084314<br>UNITED.COM, TX | **$735.80**<br>$735.80 | USD | 735.80 | Flight for SSVF Conference in July for M. Singh |
| 06/18/2026<br>06/22/2026 | UNITED 0164706324542<br>UNITED.COM, TX | **$86.00**<br>$86.00 | USD | 86.00 | Fee's for SSVF Conference in July for M. Singh |
| 06/18/2026<br>06/22/2026 | UNITED 0164706324543<br>UNITED.COM, TX | **$86.00**<br>$86.00 | USD | 86.00 | Fee's for SSVF Conference in July for M. Singh |
| 06/19/2026<br>06/22/2026 | HILTON BALTIMORE<br>443-5738704, MD | **$179.25**<br>$179.25 | USD | 179.25 | Hotel for SSVF Conference in July for M. Singh |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/22/2026<br>06/23/2026 | HILTON BALTIMORE SERTIFI<br>443-5738704, MD | **$352.50**<br>$352.50 | USD | 352.50 | Hotel for SSVF Conference in Baltimore Maryland |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $6,345.81 | $6,345.81 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/23/2026<br>05/28/2026 | HILTON INTERNATIONALS<br>202-4833000, DC | **($337.41)**<br>($337.41) | USD | (337.41) | Refund for first night + tax for cancelled hotel room for Claudia Huerta. (NAEH conference in Washington DC July 7-11, 2026) |
| 05/23/2026<br>05/28/2026 | HILTON INTERNATIONALS<br>202-4833000, DC | **($337.41)**<br>($337.41) | USD | (337.41) | Refund for first night + tax for cancelled hotel room for Joseph Aguilar (NAEH conference in Washington DC July 7-11, 2026) |
| 05/23/2026<br>05/28/2026 | HILTON INTERNATIONALS<br>202-4833000, DC | **($337.41)**<br>($337.41) | USD | (337.41) | Refund for first night + tax for Rosalia Navarro de Bustos (NAEH conference in Washington DC July 7-11, 2026) |
| 05/26/2026<br>05/27/2026 | AMERICAN AIR0010648717655<br>FORT WORTH, TX | **($36.00)**<br>($36.00) | USD | (36.00) | Refund for upgraded seat for flight to Washington DC to attend National Coalition for Homeless Veterans. Only one seat remained in economy section; however, it was priced $36.00 more than other economy seats. Flight was canceled and rebooked by airline. |
| 05/28/2026<br>06/01/2026 | PARK/THE RESERVE FDESK<br>LAS VEGAS, NV | **($112.25)**<br>($112.25) | USD | (112.25) | Deposit refunded for Joseph Aguilar's hotel room to attend Clarity Connect in Las Vegas, NV June 1-5, 2026. |
| 05/30/2026<br>06/01/2026 | PARK/THE RESERVE FDESK<br>LAS VEGAS, NV | **$1,077.46**<br>$1,077.46 | USD | 1,077.46 | Hotel cost or Joseph Aguilar while attending Clarity Connect in Las Vegas, NV June 1-5, 2026. |
| 06/05/2026<br>06/08/2026 | PARK/THE RESERVE FDESK<br>LAS VEGAS, NV | **($400.00)**<br>($400.00) | USD | (400.00) | Deposit refunded for Joseph Aguilar's hotel room to attend Clarity Connect June 1-5, 2026. |
| 06/05/2026<br>06/08/2026 | PPY*DERRELS MINI STORAGE,<br>949-8944500, CA | **$550.00**<br>$550.00 | USD | 550.00 | Storage fee for Housing and Supportive Services. |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/09/2026<br>06/11/2026 | SECURCARE SELF STORAGE<br>661-3227834, CA | **$411.00**<br>$411.00 | USD | 411.00 | Storage fee for Housing and Supportive Services |
| 06/15/2026<br>06/16/2026 | AMERICAN<br>AIR0012351905125<br>FORT WORTH, TX | **$1,315.79**<br>$1,315.79 | USD | 1,315.79 | Airfare for Rebecca Moreno to attend NAEH conference in Washington, DC July 7-11, 2026 |
| 06/15/2026<br>06/16/2026 | AMERICAN<br>AIR0012351913350<br>FORT WORTH, TX | **$1,411.80**<br>$1,411.80 | USD | 1,411.80 | Airfare for Lavecia Page-Harris to attend NAEH conference in Washington, DC July 7-11, 2026. (cost of airfare increased while making reservations) |
| 06/15/2026<br>06/16/2026 | AMERICAN<br>AIR0012351909335<br>FORT WORTH, TX | **$1,315.79**<br>$1,315.79 | USD | 1,315.79 | Airfare for Jamie Lujan to attend NAEH conference in Washington, DC July 7-11, 2026. |
| 06/15/2026<br>06/16/2026 | AMERICAN<br>AIR0012351915392<br>FORT WORTH, TX | **$1,411.80**<br>$1,411.80 | USD | 1,411.80 | Airfare for Jeremy Guidry to attend NAEH conference in Washington, DC July 7-11, 2026. Cost of airfare increased while making reservations) |
| 06/18/2026<br>06/22/2026 | UNITED<br>0162113097308<br>UNITED.COM, TX | **$525.83**<br>$525.83 | USD | 525.83 | Airfare for Raul Jimenez to attend SSVF Management & Oversight Conference in Baltimore, MD July 12-15, 2026. |
| 06/18/2026<br>06/22/2026 | HILTON BALTIMORE<br>443-5738704, MD | **$179.25**<br>$179.25 | USD | 179.25 | Deposit for hotel room for Raul Jimenez while attending SSVF Management in Baltimore, MD July 12-15, 2026. |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/24/2026<br>06/25/2026 | VCN*KERNCORECORDER<br>866-255-1857, CA | **$7.00**<br>$7.00 | USD | 7.00 | Processing fee for request of marriage certificate for M St. clients. |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $6,645.24 | $6,645.24 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/27/2026<br>05/28/2026 | LASSENS NATURAL FOODS-BK<br>BAKERSFIELD, CA | **$124.30**<br>$124.30 | USD | 124.30 | Purchase of Special Diet Foods/Milk/Formula/Supplies |
| 05/29/2026<br>06/01/2026 | TEXTEDLY<br>TEXTEDLY.COM, CA | **$317.00**<br>$317.00 | USD | 317.00 | Monthly text service subscription for CSFP. |
| 06/01/2026<br>06/02/2026 | WM SUPERCENTER #1624<br>BAKERSFIELD, CA | **$108.29**<br>$108.29 | USD | 108.29 | Purchase of Special Diet Foods/Milk/Formula/Supplies |
| 06/02/2026<br>06/03/2026 | LASSENS NATURAL FOODS-BK<br>BAKERSFIELD, CA | **$140.74**<br>$140.74 | USD | 140.74 | Purchase of Special Diet Foods/Milk/Formula/Supplies |
| 06/08/2026<br>06/09/2026 | LASSENS NATURAL FOODS-BK<br>BAKERSFIELD, CA | **$61.17**<br>$61.17 | USD | 61.17 | Purchase of Special Diet Foods/Milk/Formula/Supplies |
| 06/09/2026<br>06/11/2026 | WALMART.COM 8009256278<br>800-966-6546, AR | **$43.00**<br>$43.00 | USD | 43.00 | Purchase of Special Diet Foods/Milk/Formula/Supplies |
| 06/11/2026<br>06/12/2026 | LASSENS NATURAL FOODS-BK<br>BAKERSFIELD, CA | **$63.89**<br>$63.89 | USD | 63.89 | Purchase of Special Diet Foods/Milk/Formula/Supplies |
| 06/22/2026<br>06/23/2026 | EZCATER*SEQUOIA SANDWI<br>800-488-1803, MA | **$895.46**<br>$895.46 | USD | 895.46 | Purchase of foord for MCAP Team Training June 22 |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/24/2026<br>06/24/2026 | PANERA BREAD #601790 O<br>661-395-9300, CA | **$55.52**<br>$55.52 | USD | 55.52 | Purchase of food for MCAP Team Training Meeting June 23 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $1,809.37 | $1,809.37 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** SABRINA JONES-ROBERTS **Account Number:** **6725 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>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:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/28/2026<br>05/29/2026 | IC* INSTACART<br>INSTACART.COM, CA | **$629.21**<br>$629.21 | USD | 629.21 | Grocery Charge for GPD Residents(FoodsCo) |
| 05/28/2026<br>05/29/2026 | IC* INSTACART<br>INSTACART.COM, CA | **$40.51**<br>$40.51 | USD | 40.51 | Grocery Charge for GPD Residents (FoodsCo) |
| 06/05/2026<br>06/05/2026 | IC* INSTACART<br>888-246-7822, CA | **$370.43**<br>$370.43 | USD | 370.43 | Grocery Charge for GPD Residents (FoodsCo) |
| 06/11/2026<br>06/12/2026 | IC* INSTACART<br>888-246-7822, CA | **$718.59**<br>$718.59 | USD | 718.59 | Grocery Charge for GPD Resdients (FoodsCo) |
| 06/18/2026<br>06/19/2026 | IC* INSTACART<br>888-246-7822, CA | **$532.53**<br>$532.53 | USD | 532.53 | Grocery Charge for GPD Residents (FoodsCo) |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $2,291.27 | $2,291.27 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** VETERANS SVC FUEL CARD **Account Number:** **2335 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/29/2026<br>06/01/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$87.01**<br>$87.01 | USD | 87.01 | Fuel Charge for GPD Program vehicle (Dodge Caravan) (outreach) |
| 05/30/2026<br>06/01/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$22.95**<br>$22.95 | USD | 22.95 | Uber Charge for GPD Resident |
| 05/30/2026<br>06/01/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$19.94**<br>$19.94 | USD | 19.94 | Uber Charge for GPD Resident |
| 06/02/2026<br>06/04/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$50.50**<br>$50.50 | USD | 50.50 | Fuel Charge for GPD vehicle (Dodge Caravan)(Outreach) |
| 06/03/2026<br>06/04/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$87.74**<br>$87.74 | USD | 87.74 | Fuel Charge for GPD vehicle (Chrysler Pacifica) |
| 06/03/2026<br>06/04/2026 | EXXON SUMMIT<br>BAKERSFIELD, CA | **$68.42**<br>$68.42 | USD | 68.42 | Fuel Charge for GPD vehicle (2nd Chrysler Pacifica) |
| 06/05/2026<br>06/08/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$22.94**<br>$22.94 | USD | 22.94 | Uber Charge for GPD Resident |
| 06/05/2026<br>06/08/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$19.95**<br>$19.95 | USD | 19.95 | Uber Charge for GPD Resident |
| 06/05/2026<br>06/08/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$95.00**<br>$95.00 | USD | 95.00 | Fuel Charge for GPD vehicle (Dodge caravan)(outreach) |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/05/2026<br>06/08/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$73.73**<br>$73.73 | USD | 73.73 | Fuel Charge for SSVF vehicle (Rogue) |
| 06/06/2026<br>06/08/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$15.96**<br>$15.96 | USD | 15.96 | Uber charge for GPD Resident |
| 06/11/2026<br>06/11/2026 | UBER *TRIP<br>HELP.UBER.COM, CA | **$15.18**<br>$15.18 | USD | 15.18 | Uber Charge for GPD Resident |
| 06/16/2026<br>06/18/2026 | ARCO 911938<br>BAKERSFIELD, CA | **$71.50**<br>$71.50 | USD | 71.50 | Fuel charge for GPD vehicle (Dodge caravan)(outreach) |
| 06/23/2026<br>06/24/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$52.25**<br>$52.25 | USD | 52.25 | Fuel Charge for SSVF vehicle (rogue) |
| 06/23/2026<br>06/24/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$58.45**<br>$58.45 | USD | 58.45 | Fuel Charge for SSVF vehicle (Rogue) |
| 06/24/2026<br>06/25/2026 | UBER *BUSINESS TRIP<br>HELP.UBER.COM, CA | **$12.93**<br>$12.93 | USD | 12.93 | Uber Charge for GPD Resident |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $774.45 | $774.45 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 1 ENERGY **Account Number:** **7425 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 2 ENERGY **Account Number:** **7433 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 3 ENERGY **Account Number:** **7441 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 05/28/2026<br>05/29/2026 | LOWES #01708*<br>BAKERSFIELD, CA | **$40.03**<br>$40.03 | USD | 40.03 | WX- Emergency purchase Supply LIHEAP L26-020 5/28/2026 |
| 06/02/2026<br>06/03/2026 | LOWES #01708*<br>BAKERSFIELD, CA | **($40.03)**<br>($40.03) | USD | (40.03) | WX- Emergency purchase RETURNED no longer need Supply LIHEAP L26-020 6/2/2026 |
| 06/04/2026<br>06/08/2026 | THE HOME DEPOT #1060<br>BAKERSFIELD, CA | **$31.67**<br>$31.67 | USD | 31.67 | WX- Emergency purchase Supply DOEIIJA22-160 6/4/2026 |
| 06/09/2026<br>06/11/2026 | THE HOME DEPOT #1060<br>BAKERSFIELD, CA | **$34.24**<br>$34.24 | USD | 34.24 | WX- Emergency purchase Supply COB25-017 6/9/2026 |
| 06/09/2026<br>06/11/2026 | THE HOME DEPOT #1060<br>BAKERSFIELD, CA | **$38.95**<br>$38.95 | USD | 38.95 | WX- Emergency purchase Inventory DOEIIJA22-139 6/9/2026 |
| 06/12/2026<br>06/15/2026 | CHEVRON 0358476<br>BAKERSFIELD, CA | **$166.66**<br>$166.66 | USD | 166.66 | WX- GASOLINE FOR VEHICLE 24-18 |

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total<br>Allocation Amount | Source Currency<br>Accounting Code | Currency Amount |
|---|---|---|---|---|
| 06/17/2026<br>06/18/2026 | PILOT_01094<br>TEHACHAPI, CA | **$133.92**<br>$133.92 | USD | 133.92 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $405.44 | $405.44 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 4 ENERGY **Account Number:** **4149 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/11/2026<br>06/12/2026 | CHEVRON 0098773<br>BAKERSFIELD, CA | **$171.15**<br>$171.15 | USD | 171.15 | WX-GASOLINE FOR VEHICLE 24-31 6/11/2026 |
| 06/15/2026<br>06/16/2026 | PILOT_01094<br>TEHACHAPI, CA | **$62.71**<br>$62.71 | USD | 62.71 | WX-GASOLINE FOR VEHICLE 24-34 6/15/2026 |
| 06/16/2026<br>06/17/2026 | CHEVRON 0355920<br>BAKERSFIELD, CA | **$134.00**<br>$134.00 | USD | 134.00 | WX-GASOLINE FOR VEHICLE 24-36 6/16/2026 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $367.86 | $367.86 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** TEAM 5 ENERGY **Account Number:** **4156 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/22/2026<br>06/24/2026 | ARCO 907308<br>BAKERSFIELD, CA | **$120.93**<br>$120.93 | USD | 120.93 | WX- GASOLINE FOR VEHICLE 24-31 6/22/2026 |
| 06/24/2026<br>06/25/2026 | CHEVRON 0209125<br>BAKERSFIELD, CA | **$109.35**<br>$109.35 | USD | 109.35 | WX- GASOLINE FOR VEHICLE 24-28 6/24/2026 |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $230.28 | $230.28 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

## Cardholder Activity

**Name:** FHCC GAS CARD **Account Number:** **6442 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/05/2026<br>06/08/2026 | YOSEMITE NP<br>EL PORTAL, CA | **$60.00**<br>$60.00 | USD | 60.00 | paid the entry fee for the charter bus to enter Yosemite for the Friendship House CYA grant field trip. |
| 06/05/2026<br>06/08/2026 | YOSEMITE NP<br>EL PORTAL, CA | **$80.00**<br>$80.00 | USD | 80.00 | paid the entry fee for the 2nd charter bus to enter Yosemite for the Friendship House CYA grant field trip. |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $140.00 | $140.00 | $0.00 |

**Cardholder Name:** Lois HANNible **Signature:** Lois Hannible

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD COMMUNITY DEV **Account Number:** **7365 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD EAST KERN FRC **Account Number:** **4107 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD M STREET **Account Number:** **4131 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD MCAP 1 **Account Number:** **7407 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD MCAP 2 **Account Number:** **7415 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD MCAP 3 **Account Number:** **7779 **Cycle End Date:** 06/25/2026

| 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:** GAS CARD MCAP 4 **Account Number:** **7787 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD MCAP 5 **Account Number:** **7795 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD MCAP 6 **Account Number:** **7803 **Cycle End Date:** Open

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD MCAP 7 **Account Number:** **7811 **Cycle End Date:** Open

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD MCAP 8 **Account Number:** **7829 **Cycle End Date:** Open

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD OASIS FRC **Account Number:** **4099 **Cycle End Date:** 06/25/2026

| Trans Date / Posting Date | Merchant Name / City, State/Prov. | Transaction Total / Allocation Amount | Source Currency / Accounting Code | Currency Amount | |
|---|---|---|---|---|---|
| 06/18/2026<br>06/19/2026 | BUTTERMILK ACRES<br>RIDGECREST, CA | **$61.23**<br>$61.23 | USD | 61.23 | PURCHASE GAS |

| Activity Totals | Purchases | Payments |
|---|---|---|
| $61.23 | $61.23 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

# Cardholder Activity

**Name:** GAS CARD WIC 1 **Account Number:** **7373 **Cycle End Date:** 06/25/2026

| 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:** GAS CARD WIC 2 **Account Number:** **7381 **Cycle End Date:** 06/25/2026

| 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:** GAS CARD WIC 3 **Account Number:** **7399 **Cycle End Date:** 06/25/2026

| Trans Date<br>Posting Date | Merchant Name<br>City, State/Prov. | Transaction Total | Source Currency<br>Allocation Amount | Currency Amount<br>Accounting Code |
|---|---|---|---|---|

| Activity Totals | Purchases | Payments |
|---|---|---|
| $0.00 | $0.00 | $0.00 |

**Cardholder Name:** _____ **Signature:** _____

**Supervisor Name:** _____ **Signature:** _____

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**CENTRAL KITCHEN - BUDGET TO ACTUAL**
**FOR THE PERIOD MARCH 1, 2026 TO FEBRUARY 28, 2027 (4 OF 12 MONTHS OR 33.33%)**

| Line Item | 2026/27 Budget | 3/1/26 - 2/28/27 Actual | % Expended | Available Budget |
|---|---|---|---|---|
| USDA Revenue (Note A) | 1,630,185 | 523,593 | 32.1% | 1,106,592 |
| Head Start Subsidy | 930,137 | 601,638 | 64.7% | 328,499 |
| Total Revenue | 2,560,322 | 1,125,231 | 43.9% | 1,435,091 |
| Expenditures (Note B) | | | | |
| Salaries | 1,013,002 | 287,734 | 28.4% | 725,268 |
| Benefits | 341,693 | 83,046 | 24.3% | 258,647 |
| Vehicle Gasoline, Repair/Maintenance | 62,300 | 11,220 | 18.0% | 51,080 |
| Space Costs | 94,700 | 57,195 | 60.4% | 37,505 |
| Supplies - Office & Food Service | 6,000 | 71,454 | 1190.9% | (65,454) |
| Equipment Repair/Maintenance & Lease | 27,000 | 6,871 | 25.4% | 20,129 |
| Communication | 13,000 | 2,520 | 19.4% | 10,480 |
| Risk Insurance | 12,700 | 10,378 | 81.7% | 2,322 |
| Printing | 1,000 | - | 0.0% | 1,000 |
| Hiring & Employee Costs | 100 | - | 0.0% | 100 |
| First Aid | 500 | - | 0.0% | 500 |
| Raw Food/Vended Meals | 974,761 | 456,483 | 46.8% | 518,278 |
| Sub Total | 2,546,756 | 986,901 | 38.8% | 1,559,855 |
| Adult Meals Prepared | 128,794 | 67,652 | 52.5% | 61,142 |
| Indirect | 193,994 | 70,678 | 36.4% | 123,316 |
| Total Expenditures | 2,869,544 | 1,125,231 | 39.2% | 1,744,313 |

| | Prior Period | JUNE 2026 | Cumulative |
|---|---|---|---|
| Total Meals Prepared and Vended (Note C) | 192,271 | 28,898 | 221,169 |
| Total Meals Claimed | 138,759 | 27,504 | 166,263 |
| Difference | 53,512 | 1,394 | 54,906 |

| | | | |
|---|---|---|---|
| Percentage Claimed to Prepared/Vended | | 95.2% | 75.2% |

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 (12 OF 12 MONTHS = 100%)**

| | 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 | 10,218 | 10,146 | 9,293 | 9,597 | 117,329 | |
| 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 | $ 526,719 | $ 523,039 | $ 479,045 | $ 494,706 | $ 6,028,532 | **150.85%** |
| 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% | 98.96% | 98.96% | 97.17% | 97.51% | | **98.95%** |
| Five Percent Flexibility, Maximum = 100 Percent | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | | 100.00% |
| CALIFORNIA STATE PRESCHOOL (CSPP-5118) | | | | | | | | | | | | | | |
| Adjusted Days of Enrollment - Certified | 7,003 | 9,193 | 12,691 | 16,025 | 13,503 | 15,233 | 17,446 | 16,474 | 18,566 | 17,440 | 14,644 | 11,290 | 169,508 | |
| 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 | $ 1,026,140 | $ 963,936 | $ 809,369 | $ 623,990 | $ 9,368,704 | **115.85%** |
| Maximum Reimburseable Amount (MRA) | | | | | | | | | | | | | **$8,087,274** | |
| Flex Factor | | | | | | | | | | | | | | |
| Attendance Percentage (Attendance/Enrollment) | 98.35% | 99.07% | 98.95% | 98.82% | 99.18% | 99.09% | 98.60% | 99.10% | 98.29% | 98.50% | 97.93% | 91.87% | | **98.71%** |
| Five Percent Flexibility, Maximum = 100 Percent | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 96.87% | | 100.00% |
| MIGRANT CHILD CARE (CMIG-5004) | | | | | | | | | | | | | | |
| Adjusted Days of Enrollment - Certified | - | - | - | - | 19 | 42 | 44 | 40 | 46 | 44 | 42 | 44 | 320 | |
| 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 | $ 2,041 | $ 2,382 | $ 2,268 | $ 2,071 | $ 2,180 | $ 16,329 | **5.56%** |
| 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% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | | **100.00%** |
| Five Percent Flexibility, Maximum = 100 Percent | 5.00% | 5.00% | 5.00% | 5.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | | 100.00% |

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2025/26 State contracts.

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**STATE DEPARTMENT OF EDUCATION 2025/26 CONTRACTS - EARNED REVENUE**
**SAN JOAQUIN COUNTY OFFICE OF EDUCATION**
**FOR THE PERIOD 7/1/25 - 6/30/26 (12 OF 12 MONTHS = 100%)**

| | 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 | 4,826 | 4,816 | 3,765 | 4,014 | 53,838 | |
| 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 | $ 235,717 | $ 235,233 | $ 183,871 | $ 196,036 | $ 2,629,459 | **87.40%** |
| 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% | 99.25% | 99.77% | 100.00% | 99.47% | | **99.39%** |
| Five Percent Flexibility, Maximum = 100 Percent | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | | 100.00% |
| CALIFORNIA STATE PRESCHOOL (CSPP-5XXX) | | | | | | | | | | | | | | |
| Adjusted Days of Enrollment - Certified | - | 52 | 384 | 749 | 784 | 1,202 | 1,361 | 1,333 | 1,944 | 2,135 | 1,663 | 2,026 | 13,632 | |
| 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 | $ 95,515 | $ 104,920 | $ 81,735 | $ 99,554 | $ 669,890 | **29.76%** |
| 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% | 99.19% | 99.34% | 99.89% | 97.91% | | **99.20%** |
| Five Percent Flexibility, Maximum = 100 Percent | 5.00% | 91.11% | 98.95% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | | 100.00% |

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2025/26 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 (12 OF 12 MONTHS = 100%)**

| 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 | $ 1,799,384 | $ 1,954,184 | $ 2,083,251 | $ 2,247,432 | $ 2,119,505 | $ 2,393,347 | $ 2,392,157 | $ 2,309,340 | $ 2,585,591 | $ 2,738,923 | $ 2,758,147 | $ 2,711,456 | $ 28,092,715.31 | | |
| Add: Family Fees | - | 280 | 280 | 280 | 314 | 314 | - | - | - | - | - | - | $ 1,468 | | |
| Net Provider Payments | $ 1,799,384 | $ 1,954,464 | $ 2,083,531 | $ 2,247,712 | $ 2,119,818 | $ 2,393,661 | $ 2,392,157 | $ 2,309,340 | $ 2,585,591 | $ 2,738,923 | $ 2,758,147 | $ 2,711,456 | $ 28,094,183 | 80.21% | |
| Maximum Reimburseable Amount (MRA) for Provider Payments | | | | | | | | | | | | | **29,398,811** | | **95.56%** |
| Administration & Support Services Revenue | | | | | | | | | | | | | | | |
| Provider Payments | $ 1,799,384 | $ 1,954,464 | $ 2,083,531 | $ 2,247,712 | $ 2,119,818 | $ 2,393,661 | $ 2,392,157 | $ 2,309,340 | $ 2,585,591 | $ 2,738,923 | $ 2,758,147 | $ 2,711,456 | $ 28,094,183 | | |
| 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 | $ 478,318 | $ 519,542 | $ 553,851 | $ 597,493 | $ 563,497 | $ 636,290 | $ 635,890 | $ 613,876 | $ 687,309 | $ 728,069 | $ 733,179 | $ 720,767 | $ 7,468,080 | | |
| Program Administration/Support Services Costs | 185,959 | 256,013 | 401,754 | 268,390 | 312,479 | 278,824 | 318,485 | 378,644 | 276,975 | 304,621 | 472,430 | 310,861 | 3,765,437 | 10.75% | |
| Indirect (10% x MTDC) Costs | 199,163 | 218,903 | 246,368 | 249,516 | 240,305 | 263,916 | 267,931 | 265,918 | 280,549 | 301,301 | 320,234 | 310,951 | 3,165,055 | 9.04% | |
| Transfer Indirect to CSBG | - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| Total Operating Costs | $ 385,122 | $ 474,917 | $ 648,122 | $ 517,906 | $ 552,784 | $ 542,740 | $ 586,416 | $ 644,562 | $ 557,525 | $ 605,922 | $ 792,664 | $ 621,812 | 6,930,492 | 19.79% | |
| Revenue Earned Over/(Under) Costs | $ 93,196 | $ 44,625 | $ (94,272) | $ 79,587 | $ 10,713 | $ 93,550 | $ 49,475 | $ (30,687) | $ 129,785 | $ 122,146 | $ (59,485) | $ 98,955 | 537,589 | | |
| TOTAL COSTS - NET OF FAMILY FEES | $ 2,184,506 | $ 2,429,381 | $ 2,731,653 | $ 2,765,618 | $ 2,672,602 | $ 2,936,401 | $ 2,978,572 | $ 2,953,902 | $ 3,143,115 | $ 3,344,845 | $ 3,550,811 | $ 3,333,268 | 35,024,674.82 | 100.00% | |

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example: 98,955

| | |
|---|---|
| Provider payments | 28,094,183 |
| Reimbursement Rate (21.0% / 79.0%) | x 26.5823% |
| Revenue Earned | 7,468,080 |

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

| | | |
|---|---|---|
| Provider Payments | 29,398,811 | 79.00% |
| Administration | 6,642,643 | 17.85% |
| Support Services | 1,172,231 | 3.15% |
| Maximum Reimbursable Amount (MRA) | 37,213,685 | 100.00% |

# Community Action Partnership of Kern

**Finance Division — Monthly Activity Report | Helping People...Changing Lives.**

| | | | |
|---|---|---|---|
| **Division/CFO:** | Tracy Webster, CFO | **Month/Year:** | May 2026 |
| **Program/Work Unit:** | Finance | **Director of Finance:** | Gabrielle Alexander |
| **Services:** | Overall financial and accounting functions of the organization | | |

## Activities

| Description | May 2026 Number | May 2026 Amount | Year to Date Number | Year to Date Amount |
|---|---|---|---|---|
| **Bank/Wire Deposits** | 82 | 11,568,688 | 262 | 46,246,701 |
| **Vendor Checks Issued** | 1,734 | 6,690,590 | 5,410 | 29,306,618 |
| **Payroll Disbursed** | | $3,723,738 | | 18,340,616 |
| **Grant Reports Prepared** | 43 | | 129 | |
| CAFB Food Access for Farmworkers Initiative | | | | |
| 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** | 661 | 66 | 595 | 1,785 |
| **Contracts** | 46 | 5 | 41 | 123 |
| **Leases** | 10 | 1 | 9 | 26 |
| **Requests for Proposals** | 19 | 2 | 18 | 53 |

**Total Division Staffing - 32 Positions**

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

# Community Action of Partnership of Kern
## Agency Total

**STATEMENT OF POSITION (UNAUDITED)**

**AS OF FEBRUARY 28, 2026**

| | |
|---|---|
| **ASSETS** | |
| Cash in Bank | 14,227,676 |
| Cash - Vacation Reserve | 1,975,302 |
| Petty Cash | - |
| Accounts Receivable | 10,813,754 |
| Travel Advance | 16,005 |
| Prepaid Expense | 854,046 |
| Inventory | 3,643,842 |
| Net Fixed Assets - Unrestricted | 10,273,156 |
| Net Fixed Assets - Restricted | 44,005,958 |
| Operating lease ROU | 3,880,140 |
| **Total Assets** | 89,689,879 |
| **LIABILITES AND NET ASSETS** | |
| Accounts Payable | 3,946,270 |
| Accrued Expenses | 2,815,423 |
| Accrued Vacation | 2,091,325 |
| Line of Credit | - |
| Note Payable | 7,333,531 |
| Advance Payable | 700,142 |
| Deferred Revenue | 15,888,569 |
| Operating Lease Liability | 2,626,165 |
| **Total Liabilites** | 35,401,426 |
| **Total Net Assets** | 54,288,453 |
| **Total Liabilities and Net Assets** | 89,689,879 |

**STATEMENT OF OPERATIONS (UNAUDITED)**

**FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026**

| | |
|---|---|
| **REVENUE** | |
| Grant Revenue | 133,606,779 |
| Donations | 43,115,592 |
| Other Revenue | 2,487,831 |
| In-Kind | 30,754 |
| **Total Revenue** | 179,240,957 |
| **EXPENDITURES** | |
| Salaries | 49,892,648 |
| Benefits | 17,393,498 |
| Travel | 843,920 |
| Space Costs | 9,347,517 |
| Supplies | 3,932,396 |
| Consultant/Contract Services | 3,429,656 |
| Other Costs | 3,749,423 |
| Program Costs | 76,165,798 |
| Capital Expenditures | - |
| Indirect | 11,806,248 |
| In-Kind | 30,754 |
| **Total Expenditures** | 176,591,857 |
| **Net Change in Assets** | 2,649,100 |
| **Net Assets, beginning** | 51,639,353 |
| **Net Assets, ending** | 54,288,453 |

# Community Action of Partnership of Kern
## Agency Total

**STATEMENT OF POSITION (UNAUDITED)**

**AS OF JUNE 30, 2026**

| | |
|---|---|
| **ASSETS** | |
| Cash in Bank | 9,025,194 |
| Cash - Vacation Reserve | 1,227,966 |
| Petty Cash | - |
| Accounts Receivable | 7,168,679 |
| Travel Advance | 30,185 |
| Prepaid Expense | 1,498,651 |
| Inventory | 3,611,337 |
| Net Fixed Assets - Unrestricted | 10,056,557 |
| Net Fixed Assets - Restricted | 42,793,080 |
| Operating lease ROU | 3,663,198 |
| **Total Assets** | 79,074,848 |
| **LIABILITES AND NET ASSETS** | |
| Accounts Payable | 5,343,933 |
| Accrued Expenses | 1,528,933 |
| Accrued Vacation | 1,086,506 |
| Line of Credit | 1,500,000 |
| Note Payable | 7,172,627 |
| Advance Payable | 714,156 |
| Deferred Revenue | 2,221,969 |
| Operating Lease Liability | 2,409,223 |
| **Total Liabilites** | 21,977,346 |
| **Total Net Assets** | 57,097,502 |
| **Total Liabilities and Net Assets** | 79,074,848 |

**STATEMENT OF OPERATIONS (UNAUDITED)**

**FOR THE PERIOD MARCH 1, 2026 TO JUNE 30, 2026**

| | |
|---|---|
| **REVENUE** | |
| Grant Revenue | 50,369,438 |
| Donations | 270,905 |
| Other Revenue | 5,240,266 |
| In-Kind | 4,545,109 |
| **Total Revenue** | 60,425,717 |
| **EXPENDITURES** | |
| Salaries | 17,292,914 |
| Benefits | 6,479,193 |
| Travel | 325,452 |
| Space Costs | 3,896,035 |
| Supplies | 1,336,167 |
| Consultant/Contract Services | 2,254,449 |
| Other Costs | 1,673,765 |
| Program Costs | 15,622,728 |
| Capital Expenditures | - |
| Indirect | 4,190,855 |
| In-Kind | 4,545,109 |
| **Total Expenditures** | 57,616,668 |
| **Net Change in Assets** | 2,809,049 |
| **Net Assets, beginning** | 54,288,453 |
| **Net Assets, ending** | 57,097,502 |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 06-30-26 (33.3%)

| | AGENCY TOTAL | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 52,054,666 | 15,929,616 | 36,125,050 | 31% |
| BENEFITS | 16,958,590 | 5,933,042 | 11,025,548 | 35% |
| TRAVEL | 847,800 | 281,703 | 566,097 | 33% |
| SPACE COST | 7,431,356 | 2,331,746 | 5,099,610 | 31% |
| SUPPLIES | 2,480,901 | 1,167,084 | 1,313,817 | 47% |
| EQUIPMENT | 120,000 | - | 120,000 | 0% |
| CONSULTANT/CONTRACT SERVICES | 3,583,586 | 1,743,086 | 1,840,500 | 49% |
| OTHER COSTS | 3,349,644 | 1,238,289 | 2,111,355 | 37% |
| PROGRAM COSTS | 39,641,476 | 15,622,728 | 24,018,748 | 39% |
| INDIRECT | 13,983,484 | 4,176,481 | 9,807,003 | 30% |
| TOTAL | 140,451,503 | 48,423,778 | 92,027,725 | 34% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 06-30-26 (33.3%)

| | EDUCATION | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 38,310,569 | 11,680,823 | 26,629,746 | 30% |
| BENEFITS | 12,375,549 | 4,449,653 | 7,925,896 | 36% |
| TRAVEL | 609,486 | 139,661 | 469,825 | 23% |
| SPACE COST | 3,518,156 | 1,399,771 | 2,118,385 | 40% |
| SUPPLIES | 1,804,230 | 807,172 | 997,058 | 45% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 1,485,575 | 564,268 | 921,307 | 38% |
| OTHER COSTS | 1,703,800 | 467,551 | 1,236,249 | 27% |
| PROGRAM COSTS | 34,577,866 | 13,127,661 | 21,450,205 | 38% |
| INDIRECT | 10,814,414 | 3,155,541 | 7,658,873 | 29% |
| TOTAL | 105,199,645 | 35,792,102 | 69,407,543 | 34% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 06-30-26 (33.3%)

| | NUTRITION | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 4,587,972 | 1,323,668 | 3,264,304 | 29% |
| BENEFITS | 1,484,997 | 419,766 | 1,065,231 | 28% |
| TRAVEL | 90,986 | 78,938 | 12,048 | 87% |
| SPACE COST | 944,161 | 251,850 | 692,311 | 27% |
| SUPPLIES | 187,641 | 186,388 | 1,253 | 99% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 17,554 | 67,832 | (50,278) | 386% |
| OTHER COSTS | 445,652 | 260,364 | 185,288 | 58% |
| PROGRAM COSTS | 2,746,552 | 1,989,437 | 757,115 | 72% |
| INDIRECT | 1,021,392 | 439,585 | 581,807 | 43% |
| TOTAL | 11,526,907 | 5,017,828 | 6,509,079 | 44% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 06-30-26 (33.3%)

| | ENERGY CONSERVATION | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 2,769,656 | 776,046 | 1,993,610 | 28% |
| BENEFITS | 886,289 | 304,934 | 581,355 | 34% |
| TRAVEL | 50,000 | 16,284 | 33,716 | 33% |
| SPACE COST | 396,500 | 84,496 | 312,004 | 21% |
| SUPPLIES | 100,000 | 14,715 | 85,285 | 15% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 1,538,131 | 253,361 | 1,284,770 | 16% |
| OTHER COSTS | 505,338 | 119,244 | 386,094 | 24% |
| PROGRAM COSTS | 500,000 | 65,749 | 434,251 | 13% |
| INDIRECT | 674,594 | 171,053 | 503,541 | 25% |
| TOTAL | 7,420,508 | 1,805,882 | 5,614,626 | 24% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 06-30-26 (33.3%)

| | COMMUNITY SERVICES | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 5,159,887 | 1,795,111 | 3,364,776 | 35% |
| BENEFITS | 1,735,537 | 605,750 | 1,129,787 | 35% |
| TRAVEL | 70,478 | 30,887 | 39,591 | 44% |
| SPACE COST | 2,353,093 | 555,124 | 1,797,969 | 24% |
| SUPPLIES | 308,675 | 148,425 | 160,250 | 48% |
| EQUIPMENT | 120,000 | - | 120,000 | 0% |
| CONSULTANT/CONTRACT SERVICES | 539,451 | 810,126 | (270,675) | 150% |
| OTHER COSTS | 557,069 | 278,416 | 278,653 | 50% |
| PROGRAM COSTS | 1,813,808 | 439,718 | 1,374,090 | 24% |
| INDIRECT | 1,250,264 | 365,715 | 884,549 | 29% |
| TOTAL | 13,908,262 | 5,029,272 | 8,878,990 | 36% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 06-30-26 (33.3%)

| | CSBG | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 945,735 | 245,364 | 700,371 | 26% |
| BENEFITS | 378,559 | 128,452 | 250,107 | 34% |
| TRAVEL | 18,750 | 10,470 | 8,280 | 56% |
| SPACE COST | 200,446 | 35,975 | 164,471 | 18% |
| SUPPLIES | 60,855 | 3,633 | 57,222 | 6% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 875 | - | 875 | 0% |
| OTHER COSTS | 35,725 | 14,283 | 21,442 | 40% |
| PROGRAM COSTS | 2,000 | - | 2,000 | 0% |
| INDIRECT | 159,170 | 42,351 | 116,819 | 27% |
| TOTAL | 1,802,115 | 480,528 | 1,321,587 | 27% |

# COMMUNITY ACTION PARTNERSHIP OF KERN
# BUDGET TO ACTUAL
# FOR THE PERIOD 03-01-26 TO 06-30-26 (33.3%)

| | DISCRETIONARY & FUND RAISING | | | |
|---|---|---|---|---|
| | ANNUAL BUDGET | EXPENDITURES | BUDGET AVAILABLE | PERCENTAGE EXPENDED |
| EXPENDITURES | | | | |
| SALARIES | 280,847 | 108,604 | 172,243 | 39% |
| BENEFITS | 97,659 | 24,487 | 73,172 | 25% |
| TRAVEL | 8,100 | 5,464 | 2,636 | 67% |
| SPACE COST | 19,000 | 4,530 | 14,470 | 24% |
| SUPPLIES | 19,500 | 6,751 | 12,749 | 35% |
| EQUIPMENT | - | - | - | 0% |
| CONSULTANT/CONTRACT SERVICES | 2,000 | 47,500 | (45,500) | 0% |
| OTHER COSTS | 102,060 | 98,431 | 3,629 | 96% |
| PROGRAM COSTS | 1,250 | 162 | 1,088 | 0% |
| INDIRECT | 63,650 | 2,237 | 61,413 | 4% |
| TOTAL | 594,066 | 298,166 | 295,900 | 50% |

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**INDIRECT FUND - FY 2026/27**
**BUDGET TO ACTUAL - 3/1/26 TO 6/30/26 (4 OF 12 MONTHS = 33.3%)**

| | Budget | Actual | % Earned/ Expended | Available Balance |
|---|---|---|---|---|
| **Revenue** | **$ 13,983,484** | **$ 4,190,855** | **30.0%** | **$ 9,792,630** |
| Expenditures | | | | |
| Salaries | 7,443,532 | 1,974,464 | 26.5% | 5,469,068 |
| Benefits @ 33.4% actual | 2,482,552 | 592,906 | 23.9% | 1,889,646 |
| Total Personnel Costs | 9,926,084 | 2,567,370 | 25.9% | 7,358,714 |
| Operating Costs | | | | |
| Travel | 143,000 | 40,472 | 28.3% | 102,528 |
| Space Costs | 620,412 | 196,638 | 31.7% | 423,774 |
| Supplies | 324,572 | 166,677 | 51.4% | 157,895 |
| Equipment | - | - | 0.0% | - |
| Consultant/Contract | 1,327,500 | 509,307 | 38.4% | 818,193 |
| Other Operating Costs | 834,600 | 435,063 | 52.1% | 399,537 |
| Total Operating Costs | 3,250,084 | 1,348,157 | 41.5% | 1,901,927 |
| **Total Expenditures** | **$ 13,176,168** | **$ 3,915,526** | **29.7%** | **$ 9,260,642** |
| **Excess (Deficit) Indirect Revenue** | **$ 807,316** | **$ 275,328** | | |

| RECAP BY SUPPORT DIVISION | Budget | Actual | % Expended | Available Balance |
|---|---|---|---|---|
| HR | $ 1,903,340 | $ 387,868 | 20.4% | $ 1,515,472 |
| Operations | 4,478,821 | 1,522,113 | 34.0% | 2,956,708 |
| Executive | 1,053,605 | 296,407 | 28.1% | 757,198 |
| Finance | 4,084,436 | 1,257,669 | 30.8% | 2,826,767 |
| Community Development | 1,655,966 | 451,469 | 27.3% | 1,204,497 |
| | $ 13,176,168 | $ 3,915,526 | 29.7% | $ 9,260,642 |

Prepared Date: 08/12/26

**Company name:** Community Action Partnership of Kern (CAPK)

**Report name:** Check register

**Created on:** 8/5/2026

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| **CBB - Operating Acct - Citizens Business Bank** | | | | |
| | 6/1/2026 | V05315--KYLIE ANNE RADMAN | 310264 | 2,748.06 |
| | 6/2/2026 | V03152--PAYROLLORG | 310336 | 312.00 |
| | 6/2/2026 | V03182--PARENTS AS TEACHERS NATIONAL CENTER | 310334 | 750.00 |
| | 6/2/2026 | V05280--FELIPE ALVAREZ | 310298 | 1,400.00 |
| | 6/2/2026 | V04861--2224 CASA REAL INVESTMENTS L.P | 310265 | 1,125.00 |
| | 6/2/2026 | V04868--ELBA J HERNANDEZ | 310292 | 550.00 |
| | 6/2/2026 | V04859--BETA PROPERTY INVESTMENTS, LLC | 310280 | 674.50 |
| | 6/2/2026 | V04757--JAIME VALLES | 310305 | 425.00 |
| | 6/2/2026 | V05003--PAPERCUT PROPERTIES L.P. | 310332 | 455.00 |
| | 6/2/2026 | V04802--PAYSTAND, INC. | 310337 | 500.00 |
| | 6/2/2026 | V05306--PARK PALACE APTS LP | 310335 | 1,894.00 |
| | 6/2/2026 | V04963--LYNDA WILSON | 310318 | 750.00 |
| | 6/2/2026 | V04595--LOCKHART INVESTMENTS | 310316 | 533.00 |
| | 6/2/2026 | V04595--LOCKHART INVESTMENTS | 310315 | 518.00 |
| | 6/2/2026 | V01796--AUTUMN GLEN APARTMENTS LLC | 310276 | 1,497.00 |
| | 6/2/2026 | V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA | 310355 | 1,029.46 |
| | 6/2/2026 | V01026--VARNER & SON INC | 310354 | 1,383.38 |
| | 6/2/2026 | V03459--AIDE AVELAR | 310267 | 237.75 |
| | 6/2/2026 | V03745--LISA MORENO | 310314 | 237.75 |
| | 6/2/2026 | V04635--HOUSING AUTHORITY OF THE COUNTY OF KERN | 310303 | 660.00 |
| | 6/2/2026 | V03182--PARENTS AS TEACHERS NATIONAL CENTER | 310333 | 8,250.00 |
| | 6/2/2026 | V05236--HYATT CORPORATION DBA HYATT REGENCY IRVINE | 310304 | 4,740.66 |
| | 6/2/2026 | V03918--SANDRA WOODMAN | 310343 | 43.50 |
| | 6/2/2026 | V04192--BERTOLDO ZARAGOZA VIVEROS | 310279 | 118.90 |
| | 6/2/2026 | V00212--CITY OF DELANO | 310289 | 245.57 |
| | 6/2/2026 | V00806--PROTECTION 1/ADT | 310341 | 48.30 |
| | 6/2/2026 | V00114--BERKSHIRE HATHAWAY HOMESTATE CO | 310278 | 175,469.22 |
| | 6/2/2026 | V04925--EMTS, INC | 310294 | 6,861.88 |
| | 6/2/2026 | V04602--SEQUOIA PEST SOLUTIONS | 310344 | 120.00 |
| | 6/2/2026 | V00207--CINTAS CORPORATION #668 | 310287 | 403.84 |
| | 6/2/2026 | V00178--CATHY DOUMA | 310283 | 2,079.44 |
| | 6/2/2026 | V04090--ALEJANDRA VERDUZCO | 310268 | 31.32 |
| | 6/2/2026 | V00801--PRODUCERS DAIRY FOODS INC | 310340 | 2,927.41 |
| | 6/2/2026 | V05016--JAMES OSBORNE | 310306 | 12.33 |
| | 6/2/2026 | V05019--MARIA REYES | 310321 | 28.27 |
| | 6/2/2026 | V04658--BEAR MOUNTAIN ROOFING INC. | 310277 | 17,500.00 |
| | 6/2/2026 | V03430--SPECTRUM/CHARTER | 310350 | 170.00 |
| | 6/2/2026 | V00370--FEDEX | 310297 | 394.15 |
| | 6/2/2026 | V04021--NATASHA CHUDY | 310327 | 58.00 |
| | 6/2/2026 | V03624--EVA RODRIGUEZ | 310296 | 123.25 |
| | 6/2/2026 | V03513--ASELIDA DEL TORO | 310273 | 191.40 |
| | 6/2/2026 | V02777--MARIA ALICIA HUIZAR | 310319 | 321.90 |
| | 6/2/2026 | V00192--CHARLIE'S DAY & NITE, INC. | 310284 | 735.52 |
| | 6/2/2026 | V04018--LAURA MUNOZ | 310313 | 23.20 |
| | 6/2/2026 | V00206--CHRISTOPHER PERCIVAL | 310286 | 290.42 |
| | 6/2/2026 | V03491--ANDREA ARCEO | 310270 | 56.55 |
| | 6/2/2026 | V03685--JESSICA HERNANDEZ | 310310 | 55.10 |
| | 6/2/2026 | V03672--JAZMIN DE LA CRUZ DUARTE | 310307 | 64.53 |
| | 6/2/2026 | V02573--ARLEEN N ORNELAS | 310272 | 26.83 |
| | 6/2/2026 | V01009--ULINE | 310352 | 2,217.18 |
| | 6/2/2026 | V00787--PG&E | 310338 | 5,697.92 |
| | 6/2/2026 | V03280--JEREMY MARRS | 310309 | 740.00 |
| | 6/2/2026 | V03538--CARELI LEYVA | 310282 | 52.20 |
| | 6/2/2026 | V04130--ANA HERNANDEZ ZARATE | 310269 | 42.05 |
| | 6/2/2026 | V03059--T-MOBILE USA INC | 310351 | 8,818.33 |
| | 6/2/2026 | V03610--ENEDINA MARTINEZ | 310295 | 153.70 |
| | 6/2/2026 | V00159--CALIFORNIA DEPT OF COMMUNITY SERVICES AND DEVELOP | 310281 | 356.73 |
| | 6/2/2026 | V00919--SPECTRUM | 310349 | 186.66 |
| | 6/2/2026 | V05237--A-1 GARAGE | 310266 | 125.99 |
| | 6/2/2026 | V03442--JEREMIN EASTER | 310308 | 43.50 |
| | 6/2/2026 | V00907--SOCALGAS | 310345 | 79.72 |
| | 6/2/2026 | V02742--KIMBERLY D FREIBERG | 310312 | 100.05 |
| | 6/2/2026 | V05107--YVONNE FARIS | 310356 | 137.75 |
| | 6/2/2026 | V04938--PINNACLE RECRUITING SERVICES LLC | 310339 | 8,132.70 |
| | 6/2/2026 | V00917--SOUTHWEST GAS CORPORATION | 310348 | 11.00 |
| | 6/2/2026 | V03172--OFFICE1 LEASING | 310331 | 1,264.93 |
| | 6/2/2026 | V00389--FLYERS ENERGY LLC | 310299 | 720.05 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 6/2/2026 | V03172--OFFICE1 LEASING | 310330 | 495.31 |
| | 6/2/2026 | V03644--GLORIA VERGARA | 310301 | 56.55 |
| | 6/2/2026 | V00209--CITY OF BAKERSFIELD | 310288 | 23.00 |
| | 6/2/2026 | V04024--MARIA CERVANTES | 310320 | 59.45 |
| | 6/2/2026 | V03172--OFFICE1 LEASING | 310329 | 231.83 |
| | 6/2/2026 | V00197--CHELSEY M NIELSEN | 310285 | 55.10 |
| | 6/2/2026 | V04834--MIRTHA ANDRADE | 310326 | 60.90 |
| | 6/2/2026 | V04362--MELIZA PEREZ VERDUSCO | 310323 | 56.55 |
| | 6/2/2026 | V02178--ANGELICA HERALDEZ | 310271 | 60.90 |
| | 6/2/2026 | V03607--Elvia Hamblen | 310293 | 232.00 |
| | 6/2/2026 | V03568--CRISEL AVELAR | 310291 | 56.55 |
| | 6/2/2026 | V00091--AT&T | 310275 | 32.31 |
| | 6/2/2026 | V00092--AT&T | 310274 | 1,657.05 |
| | 6/2/2026 | V03825--MELODY ALDEN | 310324 | 55.10 |
| | 6/2/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 310346 | 2,641.03 |
| | 6/2/2026 | V01016--UNIVISION TELEVISION GROUP INC | 310353 | 1,460.00 |
| | 6/2/2026 | V00392--FOUR POINTS HOTEL SHERATON | 310300 | 7,337.90 |
| | 6/2/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 310302 | 2,469.02 |
| | 6/2/2026 | V04603--KATIE REYNOSO | 310311 | 5.80 |
| | 6/2/2026 | V04133--MARIA VILLANUEVA | 310322 | 346.55 |
| | 6/2/2026 | V05197--LOGAN WALKER | 310317 | 124.70 |
| | 6/2/2026 | V02977--SOUTHERN KERN UNIFIED SCHOOL DISTRICT | 310347 | 3,216.00 |
| | 6/2/2026 | V03826--MICHAEL CONTRERAS | 310325 | 125.00 |
| | 6/2/2026 | V00249--COUNTRY CLUB SERVICE | 310290 | 52.66 |
| | 6/2/2026 | V00732--NEXSTAR MEDIA INC | 310328 | 13,995.00 |
| | 6/2/2026 | V00821--REGION IX HEAD START ASSOCIATION | 310342 | 2,114.50 |
| | 6/2/2026 | V04799--SIXTH AND UNION LLC | 122234140019943 | 400.00 |
| | 6/2/2026 | V03948--TERESA MARTINEZ | 122234140019942 | 237.75 |
| | 6/2/2026 | V03493--ANDREA MARQUEZ | 122234140019941 | 237.75 |
| | 6/2/2026 | V03387--JAZMYN REDICK | 122234140019940 | 237.75 |
| | 6/2/2026 | V03117--IGNACIO VALDOVINOS OCHOA | 122234140019939 | 525.00 |
| | 6/2/2026 | V03114--FS FORTIETH STREET LP | 122234140019938 | 608.50 |
| | 6/2/2026 | V03114--FS FORTIETH STREET LP | 122234140019937 | 570.50 |
| | 6/2/2026 | V02658--ELSA NAVARRETE LEON | 122234140019936 | 454.65 |
| | 6/2/2026 | V00920--SSD ALARM, INC | 122234140019935 | 80.00 |
| | 6/2/2026 | V00770--KERN PRINT SERVICES, INC | 122234140019934 | 907.75 |
| | 6/2/2026 | V00057--AMERICAN REFUSE, INC. | 122234140019933 | 631.39 |
| | 6/2/2026 | V04964--PHOUNANG KEOVONGSACK | 122234140019932 | 237.75 |
| | 6/2/2026 | V03159--JOHN REY | 122234140019931 | 123.26 |
| | 6/2/2026 | V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC | 122234140019930 | 26,850.00 |
| | 6/2/2026 | V03690--JOCELINE LUCAS | 122234140019929 | 16.68 |
| | 6/2/2026 | V04690--SAGASER WATKINS & WIELAND PC | 122234140019928 | 130.00 |
| | 6/2/2026 | V04718--HARC, INC. | 122234140019927 | 5,620.00 |
| | 6/2/2026 | V00905--SMART & FINAL | 122234140019926 | 600.00 |
| | 6/2/2026 | V00937--STINSON STATIONERS | 122234140019925 | 19.38 |
| | 6/2/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140019924 | 220.73 |
| | 6/2/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140019923 | 62.82 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019922 | 216.92 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019921 | 118.05 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019920 | 109.80 |
| | 6/2/2026 | V03084--SUNRISE GARDENING SERVICE, LLC | 122234140019919 | 7,080.00 |
| | 6/2/2026 | V03070--RELIABLE ENERGY MANAGEMENT, INC. | 122234140019918 | 3,137.50 |
| | 6/2/2026 | V00937--STINSON STATIONERS | 122234140019917 | 391.18 |
| | 6/2/2026 | V00937--STINSON STATIONERS | 122234140019916 | 443.72 |
| | 6/2/2026 | V03191--VAL-PRO, INC | 122234140019915 | 3,201.45 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019914 | 171.78 |
| | 6/2/2026 | V03326--CLEMMER AND COMPANY | 122234140019913 | 1,200.00 |
| | 6/2/2026 | V03326--CLEMMER AND COMPANY | 122234140019912 | 1,200.00 |
| | 6/2/2026 | V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP | 122234140019911 | 341.14 |
| | 6/2/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CO | 122234140019910 | 3,543.52 |
| | 6/2/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 122234140019909 | 389.69 |
| | 6/2/2026 | V00985--THE WARDENS OFFICE | 122234140019908 | 5,441.75 |
| | 6/2/2026 | V03080--AZUGA, INC. | 122234140019907 | 575.00 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019906 | 109.80 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019905 | 114.91 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019904 | 142.61 |
| | 6/2/2026 | V00284--DELK PEST CONTROL | 122234140019903 | 900.00 |
| | 6/2/2026 | V00683--MCWILLIAMS & WALDEN INC | 122234140019902 | 756.88 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019901 | 30.76 |
| | 6/2/2026 | V03060--JAB COMMUNICATION INC. | 122234140019900 | 16.00 |
| | 6/2/2026 | V00992--TOKAY PRESS INC | 122234140019899 | 452.70 |

| Bank | Date | Vendor | Document no. | Amount |
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| | 6/2/2026 | V00704--MISSION LINEN SUPPLY | 122234140019898 | 71.64 |
| | 6/2/2026 | V00874--SAVE MART SUPERMARKETS | 122234140019897 | 322.92 |
| | 6/2/2026 | V00087--ARVIN COMMUNITY SERVICE DISTRICT | 122234140019896 | 372.65 |
| | 6/2/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 122234140019895 | 22,140.58 |
| | 6/2/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 122234140019894 | 1,036.80 |
| | 6/2/2026 | V00820--RAYMOND'S TROPHY AWARDS | 122234140019893 | 38.16 |
| | 6/2/2026 | V00711--MOLLY & BRUCE BUSACCA INC | 122234140019892 | 208.00 |
| | 6/2/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140019891 | 5,900.69 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019890 | 9.23 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019889 | 267.43 |
| | 6/2/2026 | V03927--SHARON BRIGGS | 122234140019888 | 26.10 |
| | 6/2/2026 | V03636--GIOVANNI ARAGON | 122234140019887 | 76.13 |
| | 6/2/2026 | V01064--WIPFLI LLP | 122234140019886 | 3,750.00 |
| | 6/2/2026 | V01064--WIPFLI LLP | 122234140019885 | 642.43 |
| | 6/2/2026 | V01064--WIPFLI LLP | 122234140019884 | 480.00 |
| | 6/2/2026 | V00108--BALCO HOLDINGS, INC. | 122234140019883 | 2,951.56 |
| | 6/2/2026 | V03540--CARLEEN BENCOMA | 122234140019882 | 342.93 |
| | 6/2/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 122234140019881 | 127.82 |
| | 6/2/2026 | V03637--GIRLHENE SORIANO | 122234140019880 | 253.75 |
| | 6/2/2026 | V03490--ANABEL JIMENEZ | 122234140019879 | 44.95 |
| | 6/2/2026 | V04733--GARCIA ELECTRIC | 122234140019878 | 615.00 |
| | 6/2/2026 | V03788--MARIA RAMOS | 122234140019877 | 145.00 |
| | 6/2/2026 | V04884--PAUL V BRIANO III | 122234140019876 | 55.00 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019875 | 401.27 |
| | 6/2/2026 | V00067--ANDRE-BOUDIN BAKERIES, INC | 122234140019874 | 229.01 |
| | 6/2/2026 | V04180--DIESEL DIRECT LLC | 122234140019873 | 5,032.04 |
| | 6/2/2026 | V00683--MCWILLIAMS & WALDEN INC | 122234140019872 | 1,232.61 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019871 | 7.92 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019870 | 33.17 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019869 | 191.17 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019868 | 197.34 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019867 | 41.12 |
| | 6/2/2026 | V00592--LAKESHORE PARENT, LLC | 122234140019866 | 12,382.00 |
| | 6/2/2026 | V00794--PLC SYSTEM SERVICES LLC | 122234140019865 | 7,354.50 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019864 | 22.88 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019863 | 37.88 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019862 | 37.04 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019861 | 59.55 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019860 | 53.13 |
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| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019858 | 45.45 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019857 | 45.45 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019856 | 44.37 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019855 | 40.74 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019854 | 9.73 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019853 | 9.73 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019852 | 5.40 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019851 | 115.28 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019850 | 91.78 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019849 | 813.55 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019848 | 302.32 |
| | 6/2/2026 | V03174--OFFICE IMAGING, INC | 122234140019847 | 139.89 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019846 | 41.12 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019845 | 44.37 |
| | 6/2/2026 | V03186--BLUETRITON BRANDS INC | 122234140019844 | 44.37 |
| | 6/2/2026 | V00721--NARAMA INC. - TREK IMAGING | 122234140019843 | 598.19 |
| | 6/2/2026 | V00794--PLC SYSTEM SERVICES LLC | 122234140019842 | 480.00 |
| | 6/2/2026 | V01044--W W GRAINGER INC | 122234140019841 | 957.60 |
| | 6/2/2026 | V04077--RAUL JIMENEZ | 122234140019840 | 59.71 |
| | 6/2/2026 | V03057--CSG-NAM, LLC | 122234140019839 | 524.85 |
| | 6/2/2026 | V00961--TEL TEC SECURITY SYSTEMS INC | 122234140019838 | 525.39 |
| | 6/2/2026 | P03016--EMILY TOPETE | 122234140019837 | 2,896.72 |
| | 6/2/2026 | V03421--REBECCA MORENO | 122234140019836 | 254.15 |
| | 6/2/2026 | V04490--KINDER SYSTEMS INC. | 122234140019835 | 36,783.94 |
| | 6/2/2026 | P02771--MARIA TERESA HERNANDEZ | 122234140019834 | 4,464.41 |
| | 6/2/2026 | P02299--EDITH ALEJANDRA GALLEGOS | 122234140019833 | 3,656.86 |
| | 6/2/2026 | V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI | 122234140019832 | 2,612.25 |
| | 6/2/2026 | V03493--ANDREA MARQUEZ | 122234140019831 | 102.23 |
| | 6/2/2026 | V03836--MONICA ZAMUDIO | 122234140019830 | 115.28 |
| | 6/2/2026 | P02329--JULISSA MARIE ARAGON | 122234140019829 | 505.20 |
| | 6/2/2026 | V00127--BOOT BARN | 122234140019828 | 132.67 |

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| | 6/2/2026 | V00127--BOOT BARN | 122234140019827 | 194.80 |
| | 6/2/2026 | V00127--BOOT BARN | 122234140019826 | 151.00 |
| | 6/2/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 122234140019825 | 10,443.97 |
| | 6/2/2026 | V00127--BOOT BARN | 122234140019824 | 175.31 |
| | 6/2/2026 | V00697--MICROSOFT CORPORATION | 122234140019823 | 228.00 |
| | 6/2/2026 | V00697--MICROSOFT CORPORATION | 122234140019822 | 132.00 |
| | 6/2/2026 | V00697--MICROSOFT CORPORATION | 122234140019821 | 128.00 |
| | 6/2/2026 | V00697--MICROSOFT CORPORATION | 122234140019820 | 96.00 |
| | 6/2/2026 | V00697--MICROSOFT CORPORATION | 122234140019819 | 57.60 |
| | 6/2/2026 | V00697--MICROSOFT CORPORATION | 122234140019818 | 9.00 |
| | 6/2/2026 | V00127--BOOT BARN | 122234140019817 | 185.10 |
| | 6/2/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019816 | 3,556.12 |
| | 6/2/2026 | V03057--CSG-NAM, LLC | 122234140019815 | 62.87 |
| | 6/3/2026 | V05188--STEPHANIE STALEY | 310361 | 1,889.25 |
| | 6/3/2026 | V05320--MARIA GUADALUPE GAMBOA-RODRIGUEZ | 310359 | 10,000.00 |
| | 6/3/2026 | V05320--MARIA GUADALUPE GAMBOA-RODRIGUEZ | 310358 | 550.44 |
| | 6/3/2026 | V05187--JAMIE ANN BARGEN | 310357 | 819.95 |
| | 6/3/2026 | V05317--ROSARIO MIRANDA | 310360 | 6,047.83 |
| | 6/3/2026 | V00988--THERMO KING OF CENTRAL CALIFORNIA, INC | 122234140019944 | 3,721.58 |
| | 6/3/2026 | V03389--LIGIA JOHNSON | Voided - 309728 | -897.99 |
| | 6/3/2026 | V00987--THERMO KING OF BAKERSFIELD | Voided - 309847 | -3,721.58 |
| | 6/8/2026 | V05295--KIRSTEN CRUZ | 310362 | 1,991.73 |
| | 6/9/2026 | V00092--AT&T | 310370 | 126.24 |
| | 6/9/2026 | V01009--ULINE | 310466 | 715.29 |
| | 6/9/2026 | V03544--CAROL HENDRICKS | 310375 | 185.00 |
| | 6/9/2026 | V03182--PARENTS AS TEACHERS NATIONAL CENTER | 310441 | 2,600.00 |
| | 6/9/2026 | V04563--RIDGECREST FAMILY ASSOCIATES | 310449 | 1,457.00 |
| | 6/9/2026 | V04742--GUADALUPE SANCHEZ | 310403 | 1,500.00 |
| | 6/9/2026 | V02116--TNT WESTERN HOMES INC | 310464 | 1,150.00 |
| | 6/9/2026 | V00806--PROTECTION 1/ADT | 310446 | 135.38 |
| | 6/9/2026 | V00229--COMCAST CORPORATION | 310385 | 115.89 |
| | 6/9/2026 | V00229--COMCAST CORPORATION | 310384 | 345.47 |
| | 6/9/2026 | V00370--FEDEX | 310397 | 210.13 |
| | 6/9/2026 | V00207--CINTAS CORPORATION #668 | 310379 | 254.04 |
| | 6/9/2026 | V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA | 310471 | 1,922.88 |
| | 6/9/2026 | V00562--KEITH C PFEFFER | 310412 | 431.86 |
| | 6/9/2026 | V01027--VARNER BROS INC | 310469 | 93.50 |
| | 6/9/2026 | V00255--COVERALL NORTH AMERICA INC | 310390 | 1,025.00 |
| | 6/9/2026 | V00948--SUPERIOR SANITATION SERVICE INC | 310461 | 950.03 |
| | 6/9/2026 | V00799--PRICE DISPOSAL | 310444 | 539.76 |
| | 6/9/2026 | V00597--LAMONT SANITATION INC | 310416 | 1,597.61 |
| | 6/9/2026 | V05085--CONSULTADD INC. | 310387 | 8,457.85 |
| | 6/9/2026 | V00801--PRODUCERS DAIRY FOODS INC | 310445 | 4,153.47 |
| | 6/9/2026 | V04619--CHILDREN FIRST | 310377 | 2,000.00 |
| | 6/9/2026 | V00209--CITY OF BAKERSFIELD | 310380 | 12,586.54 |
| | 6/9/2026 | V04102--IRIS LOPEZ | 310405 | 139.93 |
| | 6/9/2026 | V03356--CYNTHIA RODRIGUEZ | 310391 | 126.88 |
| | 6/9/2026 | V02786--MARIA LAURA GONZALEZ | 310422 | 121.08 |
| | 6/9/2026 | V03810--MARTHA ORDUNA | 310426 | 116.73 |
| | 6/9/2026 | V00431--GUADALUPE CANCHOLA CASTELLANO | 310402 | 108.75 |
| | 6/9/2026 | V04115--ESTEFANY AVITIA | 310396 | 103.68 |
| | 6/9/2026 | V04103--GABRIELA MORENO | 310400 | 102.95 |
| | 6/9/2026 | V04104--LUZ YOUNG | 310420 | 97.15 |
| | 6/9/2026 | V03354--TOMASA JARA | 310465 | 85.55 |
| | 6/9/2026 | V05322--GERALDINE MACIAS | 310401 | 80.48 |
| | 6/9/2026 | V05197--LOGAN WALKER | 310419 | 67.43 |
| | 6/9/2026 | V03522--AVERY COX | 310371 | 55.10 |
| | 6/9/2026 | V04133--MARIA VILLANUEVA | 310424 | 53.65 |
| | 6/9/2026 | V03886--RIGOBERTO REYES | 310450 | 51.48 |
| | 6/9/2026 | V05283--AMAIRANY FAJARDO | 310366 | 49.30 |
| | 6/9/2026 | V03862--OSCAR W MARTINEZ | 310440 | 46.40 |
| | 6/9/2026 | V04219--ANA E HERNANDEZ PALACIOS | 310367 | 46.40 |
| | 6/9/2026 | V03358--REBECCA ROCHA | 310447 | 39.15 |
| | 6/9/2026 | V04413--VIOLETA SWANSON | 310470 | 34.80 |
| | 6/9/2026 | V03785--MARIA MORENO GOMEZ | 310423 | 33.35 |
| | 6/9/2026 | V03368--KENDRA COBB | 310413 | 32.63 |
| | 6/9/2026 | V04710--BETZAIDA CORONA | 310373 | 27.55 |
| | 6/9/2026 | V04314--JORGE MENDEZ | 310409 | 26.10 |
| | 6/9/2026 | V05200--JOSEPH TANJA | 310411 | 23.20 |
| | 6/9/2026 | V05061--NORMA HERNANDEZ | 310431 | 15.95 |
| | 6/9/2026 | V04142--VANESSA ALVAREZ | 310468 | 14.50 |

| Bank | Date | Vendor | Document no. | Amount |
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| | 6/9/2026 | V03662--IVETTE GONZALEZ MEZA | 310406 | 14.50 |
| | 6/9/2026 | V04939--MARLENE VERDUZCO | 310425 | 10.15 |
| | 6/9/2026 | V00599--LANGUAGE LINE SERVICES INC | 310417 | 3.45 |
| | 6/9/2026 | V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR | 310388 | 7,190.11 |
| | 6/9/2026 | V00896--SHEVADA DOVE-WILLIAMS | 310455 | 508.95 |
| | 6/9/2026 | V03592--DIANA OROZCO | 310393 | 358.15 |
| | 6/9/2026 | V04971--NISSAN NORTH AMERICA, INC. | 310430 | 309.90 |
| | 6/9/2026 | V03405--NICOLE CALLAHAN | 310428 | 305.95 |
| | 6/9/2026 | V04777--OILDALE MUTUAL WATER COMPANY | 310439 | 473.90 |
| | 6/9/2026 | V03599--EDNA QUINONEZ | 310394 | 232.00 |
| | 6/9/2026 | V05267--NIKKI BOLES | 310429 | 170.38 |
| | 6/9/2026 | V03894--ROSA CALLEJAS | 310451 | 169.65 |
| | 6/9/2026 | V04938--PINNACLE RECRUITING SERVICES LLC | 310443 | 23,131.28 |
| | 6/9/2026 | V00953--TAFT CITY SCHOOL DISTRICT | 310462 | 1,920.00 |
| | 6/9/2026 | V00907--SOCALGAS | 310457 | 102.03 |
| | 6/9/2026 | V00960--TEHACHAPI UNIFIED SCHOOL DISTRICT | 310463 | 680.00 |
| | 6/9/2026 | V00885--SEQUOIA SANDWICH COMPANY | 310453 | 103.91 |
| | 6/9/2026 | V04093--AT&T | 310369 | 92.37 |
| | 6/9/2026 | V00215--CITY OF SHAFTER | 310382 | 660.56 |
| | 6/9/2026 | V00596--LAMONT PUBLIC UTILITY DISTRICT | 310415 | 811.70 |
| | 6/9/2026 | V00092--AT&T | 310368 | 63.45 |
| | 6/9/2026 | V00919--SPECTRUM | 310460 | 176.66 |
| | 6/9/2026 | V00252--COUNTY OF KERN PUBLIC WORKS | 310389 | 37.66 |
| | 6/9/2026 | V03172--OFFICE1 LEASING | 310438 | 328.68 |
| | 6/9/2026 | V03172--OFFICE1 LEASING | 310437 | 361.93 |
| | 6/9/2026 | V03172--OFFICE1 LEASING | 310436 | 395.61 |
| | 6/9/2026 | V03172--OFFICE1 LEASING | 310435 | 1,933.40 |
| | 6/9/2026 | V03172--OFFICE1 LEASING | 310434 | 186.82 |
| | 6/9/2026 | V03172--OFFICE1 LEASING | 310433 | 285.14 |
| | 6/9/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 310459 | 408.57 |
| | 6/9/2026 | V03172--OFFICE1 LEASING | 310432 | 273.57 |
| | 6/9/2026 | V04160--MOUNTAINSIDE DISPOSAL, INC. | 310427 | 1,300.16 |
| | 6/9/2026 | V05237--A-1 GARAGE | 310364 | 310.99 |
| | 6/9/2026 | V04824--A-1 PLUMBING SERVICE, INC. | 310365 | 1,800.00 |
| | 6/9/2026 | V00220--CITY OF WASCO | 310383 | 571.68 |
| | 6/9/2026 | V00206--CHRISTOPHER PERCIVAL | 310378 | 1,057.38 |
| | 6/9/2026 | V00169--CALIFORNIA WATER SERVICE | 310374 | 4,965.61 |
| | 6/9/2026 | V00787--PG&E | 310442 | 16,060.36 |
| | 6/9/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 310404 | 1,464.96 |
| | 6/9/2026 | V04305--JEFFREY MARSH | 310407 | 420.25 |
| | 6/9/2026 | V01022--VALLEY PROPANE SERVICE | 310467 | 257.22 |
| | 6/9/2026 | V00525--JORGENSEN & CO | 310410 | 1,676.09 |
| | 6/9/2026 | V00912--SOUTH TULARE RICHGROVE REFUSE INC | 310458 | 474.22 |
| | 6/9/2026 | V05131--CONLEE OUTDOOR ADVERTISING LLC | 310386 | 2,025.00 |
| | 6/9/2026 | V00902--SIERRA SANDS UNIFIED SCHOOL DIST | 310456 | 1,710.00 |
| | 6/9/2026 | V00213--CITY OF MANTECA | 310381 | 329.24 |
| | 6/9/2026 | V04925--EMTS, INC | 310395 | 450.00 |
| | 6/9/2026 | V04774--CERTIFIED HVAC INCORPORATED | 310376 | 2,281.91 |
| | 6/9/2026 | V00374--FERGUSON ENTERPRISES INC #1350 | 310398 | 593.44 |
| | 6/9/2026 | V00282--DELANO UNION SCHOOL DISTRICT | 310392 | 7,395.00 |
| | 6/9/2026 | V04937--LEAH GREEN | 310418 | 77.58 |
| | 6/9/2026 | V04141--BEATRIZ PLASENCIA | 310372 | 10.15 |
| | 6/9/2026 | V00896--SHEVADA DOVE-WILLIAMS | 310454 | 451.68 |
| | 6/9/2026 | V03280--JEREMY MARRS | 310408 | 240.00 |
| | 6/9/2026 | V04103--GABRIELA MORENO | 310399 | 195.03 |
| | 6/9/2026 | V03882--REGINA HINES | 310448 | 199.38 |
| | 6/9/2026 | V04602--SEQUOIA PEST SOLUTIONS | 310452 | 120.00 |
| | 6/9/2026 | V02786--MARIA LAURA GONZALEZ | 310421 | 95.70 |
| | 6/9/2026 | V03157--KERN ISLAND INVESTORS, GP | 310414 | 565.61 |
| | 6/9/2026 | V00164--CALIFORNIA STATE CONTROLLER'S OFFICE | 122234140020102 | 3,921.00 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140020101 | 58.06 |
| | 6/9/2026 | V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES | 122234140020100 | 1,133.47 |
| | 6/9/2026 | V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES | 122234140020099 | 9,983.55 |
| | 6/9/2026 | V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING | 122234140020098 | 635.00 |
| | 6/9/2026 | V00224--CLASSIC CHARTER INC | 122234140020097 | 2,473.00 |
| | 6/9/2026 | V00226--RLH FIRE PROTECTION, INC. | 122234140020096 | 88.75 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140020095 | 55.25 |
| | 6/9/2026 | V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC | 122234140020094 | 8,568.00 |
| | 6/9/2026 | V00053--AMERICAN BUSINESS MACHINES | 122234140020093 | 256.19 |
| | 6/9/2026 | V04918--JAVIER ARREOLA | 122234140020092 | 186.40 |
| | 6/9/2026 | V03359--RACHEL LECKKIRK | 122234140020091 | 81.20 |

| Bank | Date | Vendor | Document no. | Amount |
|---|---|---|---|---|
| | 6/9/2026 | V03080--AZUGA, INC. | 122234140020090 | 66.21 |
| | 6/9/2026 | V00988--THERMO KING OF CENTRAL CALIFORNIA, INC | 122234140020089 | 3,721.58 |
| | 6/9/2026 | V00770--KERN PRINT SERVICES, INC | 122234140020088 | 794.08 |
| | 6/9/2026 | V00770--KERN PRINT SERVICES, INC | 122234140020087 | 618.49 |
| | 6/9/2026 | V00226--RLH FIRE PROTECTION, INC. | 122234140020086 | 880.00 |
| | 6/9/2026 | V03175--RACE TELECOMMUNICATIONS INC | 122234140020085 | 238.69 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020084 | 86.84 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020083 | 90.20 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140020082 | 83.48 |
| | 6/9/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 122234140020081 | 24,199.51 |
| | 6/9/2026 | V00704--MISSION LINEN SUPPLY | 122234140020080 | 1,638.97 |
| | 6/9/2026 | V00704--MISSION LINEN SUPPLY | 122234140020079 | 1,139.50 |
| | 6/9/2026 | V00704--MISSION LINEN SUPPLY | 122234140020078 | 656.99 |
| | 6/9/2026 | V00704--MISSION LINEN SUPPLY | 122234140020077 | 75.15 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020076 | 727.61 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020075 | 389.10 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020074 | 320.08 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020073 | 267.52 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020072 | 257.96 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020071 | 253.85 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020070 | 251.18 |
| | 6/9/2026 | V03213--FRESHPOINT CENTRAL CALIFORNIA, INC | 122234140020069 | 409.00 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020068 | 74.86 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020067 | 51.87 |
| | 6/9/2026 | V03096--PUBLIC AGENCY COALITION ENTERPRISE | 122234140020066 | 994,449.91 |
| | 6/9/2026 | V00349--ERIE CUSTOM COMPUTER APPLICATIONS | 122234140020065 | 2,940.00 |
| | 6/9/2026 | V05194--AUTUMN MITCHELL | 122234140020064 | 1,125.00 |
| | 6/9/2026 | V04820--RUPINDER GILL | 122234140020063 | 1,721.00 |
| | 6/9/2026 | V03239--AMAROK, LLC | 122234140020062 | 6,241.74 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020061 | 1,146.49 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020060 | 794.09 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020059 | 678.85 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020058 | 458.45 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020057 | 309.88 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020056 | 303.51 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020055 | 296.56 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020054 | 253.28 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020053 | 249.66 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020052 | 207.92 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020051 | 166.90 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020050 | 109.49 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020049 | 84.63 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020048 | 84.63 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020047 | 84.44 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020046 | 74.92 |
| | 6/9/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020045 | 51.99 |
| | 6/9/2026 | V04525--BRENDA ORTIZ | 122234140020044 | 38.43 |
| | 6/9/2026 | V03898--ROSA RABAGO | 122234140020043 | 172.55 |
| | 6/9/2026 | V03848--NAYELI ARAMBULA | 122234140020042 | 143.55 |
| | 6/9/2026 | V03832--MONICA CASTANEDA | 122234140020041 | 15.95 |
| | 6/9/2026 | V03780--MARIA GUADIAN | 122234140020040 | 21.03 |
| | 6/9/2026 | V03756--LORRAINE PALOMO | 122234140020039 | 92.80 |
| | 6/9/2026 | V03671--JAYSHREE MADEKA | 122234140020038 | 9.43 |
| | 6/9/2026 | V03645--GLORIANA TEIXEIRA | 122234140020037 | 306.68 |
| | 6/9/2026 | V03603--ELIZABETH CISNEROS | 122234140020036 | 58.00 |
| | 6/9/2026 | V03601--ELENA GARCIA | 122234140020035 | 88.45 |
| | 6/9/2026 | V03584--DENISE COOPER | 122234140020034 | 104.40 |
| | 6/9/2026 | V03583--DELORES PATRICIO | 122234140020033 | 81.20 |
| | 6/9/2026 | V03496--ANDREW CHAVEZ | 122234140020032 | 271.88 |
| | 6/9/2026 | V03492--Andrea Chavez | 122234140020031 | 216.05 |
| | 6/9/2026 | V03484--AMBER PUMPHREY | 122234140020030 | 52.20 |
| | 6/9/2026 | V03470--ALFONSO MORALES | 122234140020029 | 123.25 |
| | 6/9/2026 | V03441--JANEY FELSOCI | 122234140020028 | 108.75 |
| | 6/9/2026 | V03439--MARY ANN MOONEY | 122234140020027 | 136.30 |
| | 6/9/2026 | V03415--STACY MERRIFIELD | 122234140020026 | 15.95 |
| | 6/9/2026 | V03404--MARITZA LARA MARTINEZ | 122234140020025 | 232.73 |
| | 6/9/2026 | V03388--KAREN RIOS | 122234140020024 | 208.08 |
| | 6/9/2026 | V03371--LUCERO GONZALEZ | 122234140020023 | 27.55 |
| | 6/9/2026 | V03344--ANNELISA CORONA | 122234140020022 | 164.94 |
| | 6/9/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 122234140020021 | 829.44 |
| | 6/9/2026 | V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE | 122234140020020 | 4,500.00 |

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| | 6/9/2026 | V03255--CYNTHIA BORJON-COSBY | 122234140020019 | 2,250.00 |
| | 6/9/2026 | V02888--SUSIE E MARTINEZ | 122234140020018 | 29.00 |
| | 6/9/2026 | V02868--SAFIYA PRICE | 122234140020017 | 33.35 |
| | 6/9/2026 | V02411--MARISELA P. GONZALEZ | 122234140020016 | 107.30 |
| | 6/9/2026 | V00812--QUADIENT FINANCE USA INC | 122234140020015 | 1,951.00 |
| | 6/9/2026 | V00753--ORKIN PEST CONTROL | 122234140020014 | 9,909.02 |
| | 6/9/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 122234140020013 | 182.55 |
| | 6/9/2026 | V00231--COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION | 122234140020012 | 134.50 |
| | 6/9/2026 | V05086--CALIFORNIA PUBLIC POLICY GROUP, INC. | 122234140020011 | 12,500.00 |
| | 6/9/2026 | V05026--CENTRAL VALLEY FARMWORKER FOUNDATION | 122234140020010 | 1,628.48 |
| | 6/9/2026 | V04755--CITIGUARD, INC | 122234140020009 | 2,956.80 |
| | 6/9/2026 | V04749--PHONTHIP PADICHITH | 122234140020008 | 58.00 |
| | 6/9/2026 | V04727--ALEXIS SAVEDRA | 122234140020007 | 4,500.00 |
| | 6/9/2026 | V04647--TRISHA LOR | 122234140020006 | 51.48 |
| | 6/9/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020005 | 317.99 |
| | 6/9/2026 | V03939--SULEMA GARCIA | 122234140020004 | 79.75 |
| | 6/9/2026 | V04390--ROSA GUERRERO | 122234140020003 | 55.10 |
| | 6/9/2026 | V04180--DIESEL DIRECT LLC | 122234140020002 | 1,302.68 |
| | 6/9/2026 | V03316--YESENIA MONTOYA | 122234140020001 | 7,500.00 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140020000 | 77.14 |
| | 6/9/2026 | V00883--SEIU LOCAL 521 | 122234140019999 | 29,584.09 |
| | 6/9/2026 | V00306--DISCOUNT SCHOOL SUPPLY | 122234140019998 | 4,037.26 |
| | 6/9/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CC | 122234140019997 | 152.90 |
| | 6/9/2026 | V00406--GARCIA INDUSTRIES INC | 122234140019996 | 3,550.00 |
| | 6/9/2026 | V00043--ALLIED UNIVERSAL SECURITY SERVICES | 122234140019995 | 52,702.97 |
| | 6/9/2026 | V04884--PAUL V BRIANO III | 122234140019994 | 200.00 |
| | 6/9/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019993 | 132.66 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140019992 | 121.92 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140019991 | 154.73 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140019990 | 238.44 |
| | 6/9/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 122234140019989 | 3,675.04 |
| | 6/9/2026 | V04733--GARCIA ELECTRIC | 122234140019988 | 526.00 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140019987 | 121.34 |
| | 6/9/2026 | V03186--BLUETRITON BRANDS INC | 122234140019986 | 41.12 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140019985 | 122.72 |
| | 6/9/2026 | V03192--ROBERT D. STANE | 122234140019984 | 460.00 |
| | 6/9/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019983 | 252.85 |
| | 6/9/2026 | V03174--OFFICE IMAGING, INC | 122234140019982 | 138.73 |
| | 6/9/2026 | V01044--W W GRAINGER INC | 122234140019981 | 303.38 |
| | 6/9/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019980 | 129.61 |
| | 6/9/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019979 | 129.51 |
| | 6/9/2026 | V00005--A-1 BATTERY COMPANY | 122234140019978 | 71.01 |
| | 6/9/2026 | V00029--ADVANCED DATA STORAGE, INC | 122234140019977 | 986.10 |
| | 6/9/2026 | V00697--MICROSOFT CORPORATION | 122234140019976 | 132.00 |
| | 6/9/2026 | V03186--BLUETRITON BRANDS INC | 122234140019975 | 41.31 |
| | 6/9/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140019974 | 4,054.02 |
| | 6/9/2026 | V03986--YOLANDA GONZALES | 122234140019973 | 111.00 |
| | 6/9/2026 | V03942--SYLVIA ORTEGA | 122234140019972 | 185.00 |
| | 6/9/2026 | V03551--CHASE RANGEL | 122234140019971 | 589.55 |
| | 6/9/2026 | V00004--4IMPRINT INC AKA NELSON MARKETING | 122234140019970 | 193.12 |
| | 6/9/2026 | V00920--SSD ALARM, INC | 122234140019969 | 2,449.47 |
| | 6/9/2026 | V00697--MICROSOFT CORPORATION | 122234140019968 | 9.00 |
| | 6/9/2026 | V00697--MICROSOFT CORPORATION | 122234140019967 | 57.60 |
| | 6/9/2026 | V03186--BLUETRITON BRANDS INC | 122234140019966 | 56.94 |
| | 6/9/2026 | V03186--BLUETRITON BRANDS INC | 122234140019965 | 91.18 |
| | 6/9/2026 | V03186--BLUETRITON BRANDS INC | 122234140019964 | 253.37 |
| | 6/9/2026 | V03186--BLUETRITON BRANDS INC | 122234140019963 | 41.12 |
| | 6/9/2026 | V00260--CROWN EQUIPMENT CORPORATION | 122234140019962 | 2,381.83 |
| | 6/9/2026 | V00134--BRONCO ELECTRIC INC | 122234140019961 | 225.00 |
| | 6/9/2026 | V00592--LAKESHORE PARENT, LLC | 122234140019960 | 9,394.82 |
| | 6/9/2026 | V03186--BLUETRITON BRANDS INC | 122234140019959 | 31.97 |
| | 6/9/2026 | V00697--MICROSOFT CORPORATION | 122234140019958 | 228.00 |
| | 6/9/2026 | V00182--CDW LLC | 122234140019957 | 3,480.49 |
| | 6/9/2026 | V00697--MICROSOFT CORPORATION | 122234140019956 | 96.00 |
| | 6/9/2026 | V00697--MICROSOFT CORPORATION | 122234140019955 | 153.60 |
| | 6/9/2026 | V03353--Cynthia Magdaleno | 122234140019954 | 105.13 |
| | 6/9/2026 | V03438--LIZETTE BRAVO | 122234140019953 | 341.48 |
| | 6/9/2026 | V03437--LETISHA BROOKS | 122234140019952 | 64.53 |
| | 6/9/2026 | V03388--KAREN RIOS | 122234140019951 | 291.45 |
| | 6/9/2026 | V03462--ALAN RODRIGUEZ | 122234140019950 | 77.58 |
| | 6/9/2026 | V02888--SUSIE E MARTINEZ | 122234140019949 | 46.40 |

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| | 6/9/2026 | V00905--SMART & FINAL | 122234140019948 | 107.09 |
| | 6/9/2026 | V04931--GRID ALTERNATIVES CENTRAL VALLEY, INC. | 122234140019947 | 24,703.50 |
| | 6/9/2026 | V04776--DATAFLOW BUSINESS SYSTEMS, INC. | 122234140019946 | 82.66 |
| | 6/9/2026 | V00961--TEL TEC SECURITY SYSTEMS INC | 122234140019945 | 7,279.38 |
| | 6/9/2026 | V05324--TYANNA NICOLE PRINCE | 310363 | 1,867.74 |
| | 6/11/2026 | V03284--MICHELLI MEASUREMENT GROUP, LLC | 310475 | 938.50 |
| | 6/11/2026 | V03284--MICHELLI MEASUREMENT GROUP, LLC | Voided - 308727 | -938.50 |
| | 6/11/2026 | V03598--EDILU VEGA | 310472 | 3,240.64 |
| | 6/11/2026 | V05318--JOSEFINA TREVINO RODRIGUEZ | 310474 | 1,071.23 |
| | 6/11/2026 | V03661--ISABEL URENA | 310473 | 1,369.33 |
| | 6/15/2026 | V05330--ANA MIRELLA FERNANDEZ | 310476 | 2,161.67 |
| | 6/16/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 310596 | 43.27 |
| | 6/16/2026 | V04467--ALL PROPERTY MANAGEMENT & SALES INC | 310547 | 1,250.00 |
| | 6/16/2026 | V04001--MAYRA ZAMBRANO TORRES | 310615 | 237.00 |
| | 6/16/2026 | V04192--BERTOLDO ZARAGOZA VIVEROS | 310558 | 237.00 |
| | 6/16/2026 | V05268--NORA ISABEL CASTELLANOS | 310619 | 237.00 |
| | 6/16/2026 | V04680--ISABEL MENDOZA | 310600 | 237.00 |
| | 6/16/2026 | V05327--DESERT OASIS MOBILE ESTATES LLC | 310579 | 1,500.00 |
| | 6/16/2026 | V04563--RIDGECREST FAMILY ASSOCIATES | 310628 | 1,500.00 |
| | 6/16/2026 | V04923--SALVADOR AGUILAR | 310629 | 1,500.00 |
| | 6/16/2026 | V04742--GUADALUPE SANCHEZ | 310592 | 1,500.00 |
| | 6/16/2026 | V01088--1264 Rosamond BLVD LP | 310543 | 1,500.00 |
| | 6/16/2026 | V05303--CAROLE VAUGHN | 310563 | 1,500.00 |
| | 6/16/2026 | V01845--DESERT OASIS APTS LLC | 310578 | 1,475.97 |
| | 6/16/2026 | V02116--TNT WESTERN HOMES INC | 310647 | 1,410.00 |
| | 6/16/2026 | V05326--BROOKSIDE PROPERTY MANAGEMENT | 310560 | 1,250.00 |
| | 6/16/2026 | V05333--THOMAS WAYNE HEADLEY | 310479 | 3,726.82 |
| | 6/16/2026 | V03365--MANUEL BALTIER | 310478 | 2,622.40 |
| | 6/16/2026 | V00508--JIM CHARLON FORD, INC | 310603 | 94.84 |
| | 6/16/2026 | V04069--BOBBI CAMACHO | 310477 | 2,319.45 |
| | 6/16/2026 | V00370--FEDEX | 310586 | 332.47 |
| | 6/16/2026 | V00419--GOLDEN EMPIRE TRANSIT DISTRICT | 310589 | 114.00 |
| | 6/16/2026 | V01012--UNITED RENTALS INC | 310650 | 204.70 |
| | 6/16/2026 | V04617--YESENIA OCAMPO | 310655 | 23.20 |
| | 6/16/2026 | V00207--CINTAS CORPORATION #668 | 310569 | 466.34 |
| | 6/16/2026 | V04765--COMCAST CORPORATION | 310572 | 1,029.04 |
| | 6/16/2026 | V01003--TRES HOMBRES FENCE COMPANY | 310649 | 400.00 |
| | 6/16/2026 | V02147--ZIMMERMAN REAL ESTATE SERVICES, INC | 310656 | 4,477.65 |
| | 6/16/2026 | V00192--CHARLIE'S DAY & NITE, INC. | 310567 | 376.67 |
| | 6/16/2026 | V04972--BIOMEDICAL WASTE DISPOSAL INC. | 310559 | 184.00 |
| | 6/16/2026 | V05328--HIPOLOTIO GIL MENDEZ | 310594 | 37.70 |
| | 6/16/2026 | V03243--APRIL MASSIRIO / APRIL & CO. PHOTOGRAPHERS | 310553 | 1,250.00 |
| | 6/16/2026 | V05080--AMBER JACKSON | 310549 | 23.20 |
| | 6/16/2026 | V03653--HANNAH MARIE WEIGHTMAN | 310593 | 21.75 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310643 | 225.00 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310642 | 170.00 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310641 | 150.00 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310640 | 150.00 |
| | 6/16/2026 | V04824--A-1 PLUMBING SERVICE, INC. | 310545 | 2,375.00 |
| | 6/16/2026 | V04866--EAST HILLS ASSOCIATES LP | 310580 | 12.00 |
| | 6/16/2026 | V05329--CATHERINE CERVANTES | 310565 | 329.10 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310639 | 2,704.80 |
| | 6/16/2026 | V00926--STANDARD PLUMBING SUPPLY COMPANY, INC | 310644 | 145.98 |
| | 6/16/2026 | V00091--AT&T | 310557 | 26.74 |
| | 6/16/2026 | V00091--AT&T | 310556 | 15.73 |
| | 6/16/2026 | V04978--WASH MULTIFAMILY ACQUISITION INC. | 310653 | 119.22 |
| | 6/16/2026 | V00525--JORGENSEN & CO | 310605 | 373.48 |
| | 6/16/2026 | V00169--CALIFORNIA WATER SERVICE | 310562 | 1,404.38 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310638 | 262.26 |
| | 6/16/2026 | V00230--NATIONAL COMMUNITY ACTION PARTNERSHIP | 310618 | 250.00 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310637 | 214.00 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310636 | 214.00 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310635 | 214.00 |
| | 6/16/2026 | V01907--HOMES R US REALTY INC | 310597 | 55.00 |
| | 6/16/2026 | V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC. | 310573 | 28,868.17 |
| | 6/16/2026 | V00273--DANIELLS PHILLIPS VAUGHAN & BOCK | 310576 | 28,000.00 |
| | 6/16/2026 | V01060--WEST KERN COMMUNITY COLLEGE DISTRICT | 310654 | 14,770.36 |
| | 6/16/2026 | P00444--LUZ E VENEGAS | 310512 | 11,039.35 |
| | 6/16/2026 | P02457--MARIA ELENA CORONA DE IBARRA | 310517 | 10,920.04 |
| | 6/16/2026 | P00053--GLORIA GARCIA DE MADERA | 310496 | 10,466.62 |
| | 6/16/2026 | P02951--IRENE FUENTES-TAPIA | 310502 | 9,552.38 |

| Bank | Date | Vendor | Document no. | Amount |
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| | 6/16/2026 | P02985--CRYSTAL MARIE REYES | 310491 | 8,214.75 |
| | 6/16/2026 | P01849--LORI MACIAS CERNA | 310511 | 7,553.40 |
| | 6/16/2026 | P02979--VENUSTIANA P DURAN | 310535 | 7,272.61 |
| | 6/16/2026 | P03044--VIRGINIA ESTRELLA MEDINA | 310537 | 7,020.03 |
| | 6/16/2026 | P02910--VIRGINIA OSORIO ARANDA | 310538 | 6,721.38 |
| | 6/16/2026 | P02171--IRMA DIAZ ALVAREZ | 310503 | 6,378.75 |
| | 6/16/2026 | P02431--ROCIO VERONICA MUNIZ CERECEDA | 310529 | 5,761.66 |
| | 6/16/2026 | P01593--MANUELA P MEDINA | 310513 | 5,533.27 |
| | 6/16/2026 | P02982--MARIA DEL SOCORRO PADILLA MONTES | 310516 | 5,378.23 |
| | 6/16/2026 | P02770--GUADALUPE AYON DE MENDOZA | 310499 | 5,341.68 |
| | 6/16/2026 | P02953--LAURA CELENE DIAZ RAMOS | 310509 | 5,329.56 |
| | 6/16/2026 | P02626--YULISA OROZCO LEMUS | 310542 | 5,245.31 |
| | 6/16/2026 | P00383--PATRICIA H MARTINEZ | 310526 | 5,182.21 |
| | 6/16/2026 | P02252--ANDREA R RIVERA | 310483 | 4,645.53 |
| | 6/16/2026 | P02813A--YESENIA CAYETANO HERNANDEZ | 310540 | 4,368.57 |
| | 6/16/2026 | P02873--GABRIELA IBARRA | 310495 | 3,934.56 |
| | 6/16/2026 | P00833--GLORIA LEMUS DE LEMUS | 310497 | 3,891.19 |
| | 6/16/2026 | P00716--ELIZABETH MARTINEZ | 310494 | 3,871.80 |
| | 6/16/2026 | P02160--ROSALBA CABRAL | 310530 | 3,174.21 |
| | 6/16/2026 | P02943--YOLANDA GARCIA SABINO | 310541 | 3,151.07 |
| | 6/16/2026 | P02213--AIDEE ARIANA SANDOVAL | 310480 | 3,087.65 |
| | 6/16/2026 | P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE | 310482 | 2,704.32 |
| | 6/16/2026 | P02903--MARIA GUADALUPE LEMUS ORTIZ | 310519 | 2,659.45 |
| | 6/16/2026 | P02326--MARIA J MARTINEZ DE GARCIA | 310520 | 2,594.01 |
| | 6/16/2026 | P03085--MARIA ALVAREZ ROCHA | 310515 | 2,563.11 |
| | 6/16/2026 | P00039--GUILLERMINA ORNELAS DE RAMIREZ | 310501 | 2,531.87 |
| | 6/16/2026 | P02494A--MARIA LOURDES MORENO ESQUIVEL | 310521 | 2,490.53 |
| | 6/16/2026 | P01775--CECILIA GAYTAN DE ZARATE | 310487 | 2,455.41 |
| | 6/16/2026 | P02182--KAREN BACA MORENO | 310507 | 2,212.21 |
| | 6/16/2026 | P01633--MARIA G LUNA PEREZ | 310518 | 1,980.76 |
| | 6/16/2026 | P02407--GUADALUPE ELIZABETH PENUELAS | 310500 | 1,935.90 |
| | 6/16/2026 | P02289--DOMINGA ESQUIVEL DE VILLANUEVA | 310493 | 1,825.00 |
| | 6/16/2026 | P00485--MARIA P COSIO | 310522 | 12,341.36 |
| | 6/16/2026 | P02226--LILIA ESQUIVEL MONROY | 310510 | 1,800.01 |
| | 6/16/2026 | P02315--CRISTINA SOTO DE MARTINEZ | 310490 | 1,783.85 |
| | 6/16/2026 | P02939--GRISELDA PALMERIN | 310498 | 1,773.45 |
| | 6/16/2026 | P02100--SOCORRO LARA DE GOVEA | 310532 | 1,768.12 |
| | 6/16/2026 | P02777--BELEN IZAZAGA MERCADO | 310485 | 1,658.44 |
| | 6/16/2026 | P02820--ROCIO GARDUNO MAGO | 310528 | 1,639.48 |
| | 6/16/2026 | P03074--CINDY LILIANA JUAREZ | 310489 | 1,615.15 |
| | 6/16/2026 | P02617--SONIA C LOPEZ DE JUAREZ | 310533 | 1,543.60 |
| | 6/16/2026 | P01884--BLANCA NELLY VERA | 310486 | 1,479.32 |
| | 6/16/2026 | P02709--ANA MARIA ACOSTA DE ARIZAGA | 310481 | 1,345.10 |
| | 6/16/2026 | P02643--MARIA V SOSA | 310524 | 1,310.98 |
| | 6/16/2026 | P00614--DIANA ELIZABETH VALENZUELA | 310492 | 1,284.65 |
| | 6/16/2026 | P02528--MARIA SOFIA MENDOZA DE ORTIZ | 310523 | 1,222.80 |
| | 6/16/2026 | P03081--JULIANA ZAMORA CEJA | 310506 | 1,116.33 |
| | 6/16/2026 | V00617--LODI MEMORIAL HOSPITAL ASSOCIATION, INC. | 310611 | 1,049.91 |
| | 6/16/2026 | P02746--MARIA A MORALES LOPEZ | 310514 | 1,030.48 |
| | 6/16/2026 | P02938--ANGELICA IBARRA DE ALVAREZ | 310484 | 1,023.92 |
| | 6/16/2026 | P03073--KAREN MORENO LEMUS | 310508 | 991.71 |
| | 6/16/2026 | V04901--ICOS GARDENING & LANDSCAPE | 310599 | 855.00 |
| | 6/16/2026 | P03086--CEYDI VIANEY GUZMAN | 310488 | 782.00 |
| | 6/16/2026 | P02932--SILVIA ELENA ACOSTA RODRIGUEZ | 310531 | 780.18 |
| | 6/16/2026 | P03058--JAZMIN LOPEZ MAGDALENO | 310505 | 774.26 |
| | 6/16/2026 | V00294--DEPARTMENT OF JUSTICE | 310577 | 726.00 |
| | 6/16/2026 | P00525--TERESA DENIZ MACIAS | 310534 | 708.28 |
| | 6/16/2026 | V03367--VALERIE CAMACHO | 310651 | 545.20 |
| | 6/16/2026 | V00187--CERTIFIX INC | 310566 | 520.00 |
| | 6/16/2026 | P02819--JAQUILINA GARCIA OSORIO | 310504 | 471.86 |
| | 6/16/2026 | V03614--ERIKA SALAZAR | 310583 | 312.48 |
| | 6/16/2026 | P02811--YECENIA GARCIA RAMIREZ | 310539 | 1,896.60 |
| | 6/16/2026 | V05054--COMPUTERWILD, INC. | 310575 | 292.26 |
| | 6/16/2026 | P03041--VERONICA SAAVEDRA MAYA | 310536 | 1,245.83 |
| | 6/16/2026 | P03077--NATIVIDAD REYES MARCOS | 310525 | 1,228.77 |
| | 6/16/2026 | V00657--MARIA MARTINEZ | 310612 | 161.68 |
| | 6/16/2026 | P01706--PETRA HERNANDEZ DE ESTEVES | 310527 | 470.99 |
| | 6/16/2026 | V03840--NALLELY SANCHEZ | 310617 | 136.30 |
| | 6/16/2026 | V04159--Estela Corrales | 310584 | 131.95 |
| | 6/16/2026 | V03386--JAZMIN LEON | 310601 | 126.88 |
| | 6/16/2026 | V02944--ESTHER REYES-GARZA | 310585 | 118.18 |

| Bank | Date | Vendor | Document no. | Amount |
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| | 6/16/2026 | V05118--LETICIA ADAMS | 310608 | 102.23 |
| | 6/16/2026 | V02549--AMY A JIMENEZ | 310550 | 98.60 |
| | 6/16/2026 | V04396--SANDRA MEJIA ESPARZA | 310630 | 80.48 |
| | 6/16/2026 | V00599--LANGUAGE LINE SERVICES INC | 310607 | 78.56 |
| | 6/16/2026 | V04094--ANA MARTINEZ | 310551 | 76.13 |
| | 6/16/2026 | V03377--ALEJANDRA BAHENA | 310546 | 71.05 |
| | 6/16/2026 | V05325--FRANCISCO PALACIOS BALTAZAR | 310587 | 65.25 |
| | 6/16/2026 | V05241--MARITZA CAMACHO | 310613 | 58.00 |
| | 6/16/2026 | V00998--TRANISHA HARTMAN | 310648 | 55.10 |
| | 6/16/2026 | V03745--LISA MORENO | 310610 | 47.85 |
| | 6/16/2026 | V04381--PAULA MASANIAI | 310624 | 47.85 |
| | 6/16/2026 | V04037--JONATHAN ROSS-TOHILL | 310604 | 47.13 |
| | 6/16/2026 | V03562--CLAUDIA HUERTA | 310571 | 41.33 |
| | 6/16/2026 | V02597--CATHARYN LAURIE SPROULE | 310564 | 34.80 |
| | 6/16/2026 | V00216--CITY OF STOCKTON | 310570 | 195.44 |
| | 6/16/2026 | V02374--LILIAN URREA | 310609 | 27.55 |
| | 6/16/2026 | V04888--ANITA ANDERSEN | 310552 | 150.04 |
| | 6/16/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 310631 | 3,380.08 |
| | 6/16/2026 | V04826--TIFFANY WILLIAMS | 310646 | 401.35 |
| | 6/16/2026 | V03314--VESTIS GROUP, INC | 310652 | 255.48 |
| | 6/16/2026 | V04741--ED AND J UNITED ROOFING INC. | 310581 | 18,523.00 |
| | 6/16/2026 | V04886--MARLIN LEASING CORPORATION | 310614 | 119.00 |
| | 6/16/2026 | V04429--BS& E INC | 310561 | 322.92 |
| | 6/16/2026 | V03172--OFFICE1 LEASING | 310623 | 171.78 |
| | 6/16/2026 | V03172--OFFICE1 LEASING | 310622 | 171.78 |
| | 6/16/2026 | V03172--OFFICE1 LEASING | 310621 | 171.78 |
| | 6/16/2026 | V00206--CHRISTOPHER PERCIVAL | 310568 | 1,567.20 |
| | 6/16/2026 | V00787--PG&E | 310625 | 11,502.55 |
| | 6/16/2026 | V05305--THE EPIC COMPANY LLC | 310645 | 429.00 |
| | 6/16/2026 | V00919--SPECTRUM | 310632 | 362.69 |
| | 6/16/2026 | V03172--OFFICE1 LEASING | 310620 | 702.90 |
| | 6/16/2026 | V00429--GRIMMWAY ENTERPRISES, INC. | 310591 | 11,340.00 |
| | 6/16/2026 | V04949--ALLY FINANCIAL | 310548 | 1,997.78 |
| | 6/16/2026 | V05237--A-1 GARAGE | 310544 | 1,581.64 |
| | 6/16/2026 | V05316--ASHLEY PADRON | 310554 | 265.05 |
| | 6/16/2026 | V03100--HOUSING AUTHORITY OF THE COUNTY OF KERN | 310598 | 335.00 |
| | 6/16/2026 | V03280--JEREMY MARRS | 310602 | 1,730.04 |
| | 6/16/2026 | V00806--PROTECTION 1/ADT | 310627 | 258.06 |
| | 6/16/2026 | V04751--COMPSYCH EMPLOYEE ASSISTANCE PROGRAMS, INC. | 310574 | 397.50 |
| | 6/16/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 310595 | 3,988.50 |
| | 6/16/2026 | V04938--PINNACLE RECRUITING SERVICES LLC | 310626 | 6,534.18 |
| | 6/16/2026 | V04144--GRIDSTONE | 310590 | 2,500.00 |
| | 6/16/2026 | V04925--EMTS, INC | 310582 | 4,130.00 |
| | 6/16/2026 | V00092--AT&T | 310555 | 1,879.95 |
| | 6/16/2026 | V05147--JUAN RICO | 310606 | 574.00 |
| | 6/16/2026 | V02966--MOJAVE UNIFIED SCHOOL DISTRICT | 310616 | 1,417.50 |
| | 6/16/2026 | V05049--GM FINANCIAL | 310588 | 796.19 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310634 | 170.00 |
| | 6/16/2026 | V03430--SPECTRUM/CHARTER | 310633 | 225.00 |
| | 6/16/2026 | V03492--Andrea Chavez | 122234140020796 | 473.00 |
| | 6/16/2026 | V00182--CDW LLC | 122234140020795 | 70,480.98 |
| | 6/16/2026 | V03939--SULEMA GARCIA | 122234140020794 | 473.00 |
| | 6/16/2026 | V03871--PERLA RODRIGUEZ | 122234140020793 | 237.00 |
| | 6/16/2026 | V03671--JAYSHREE MADEKA | 122234140020792 | 473.00 |
| | 6/16/2026 | V03650--GUADALUPE FARIAS | 122234140020791 | 237.00 |
| | 6/16/2026 | V00285--DELL FINANCIAL SERVICES LLC | 122234140020790 | 247.55 |
| | 6/16/2026 | V03487--ANA HENRIQUEZ ARTIGA | 122234140020789 | 237.00 |
| | 6/16/2026 | V03470--ALFONSO MORALES | 122234140020788 | 237.00 |
| | 6/16/2026 | V02324--JACQUELINE GUERRA | 122234140020787 | 473.00 |
| | 6/16/2026 | V04718--HARC, INC. | 122234140020786 | 5,867.50 |
| | 6/16/2026 | V03174--OFFICE IMAGING, INC | 122234140020785 | 33.08 |
| | 6/16/2026 | V00284--DELK PEST CONTROL | 122234140020784 | 90.00 |
| | 6/16/2026 | V03311--TM SIGNS AND GRAPHICS | 122234140020783 | 1,214.45 |
| | 6/16/2026 | V00005--A-1 BATTERY COMPANY | 122234140020782 | 124.09 |
| | 6/16/2026 | V00785--PERFECT GIFT LLC | 122234140020781 | 479.75 |
| | 6/16/2026 | V00321--ECOLAB FOOD SAFETY SPECIALTIES | 122234140020780 | 192.20 |
| | 6/16/2026 | V03174--OFFICE IMAGING, INC | 122234140020779 | 428.92 |
| | 6/16/2026 | V03174--OFFICE IMAGING, INC | 122234140020778 | 274.82 |
| | 6/16/2026 | V00905--SMART & FINAL | 122234140020777 | 16.22 |
| | 6/16/2026 | V00937--STINSON STATIONERS | 122234140020776 | 59.05 |
| | 6/16/2026 | V00683--MCWILLIAMS & WALDEN INC | 122234140020775 | 120.34 |

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| | 6/16/2026 | V00286--DELL TECHNOLOGIES, INC. | 122234140020774 | 1,854.81 |
| | 6/16/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CC | 122234140020773 | 1,811.52 |
| | 6/16/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 122234140020772 | 580.70 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020771 | 64.84 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020770 | 45.09 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020769 | 45.09 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020768 | 44.29 |
| | 6/16/2026 | V03213--FRESHPOINT CENTRAL CALIFORNIA, INC | 122234140020767 | 111.60 |
| | 6/16/2026 | V03191--VAL-PRO, INC | 122234140020766 | 1,159.05 |
| | 6/16/2026 | V01044--W W GRAINGER INC | 122234140020765 | 971.31 |
| | 6/16/2026 | V00874--SAVE MART SUPERMARKETS | 122234140020764 | 423.23 |
| | 6/16/2026 | V04884--PAUL V BRIANO III | 122234140020763 | 99.00 |
| | 6/16/2026 | V05194--AUTUMN MITCHELL | 122234140020762 | 56.25 |
| | 6/16/2026 | V00704--MISSION LINEN SUPPLY | 122234140020761 | 996.25 |
| | 6/16/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 122234140020760 | 43,289.84 |
| | 6/16/2026 | V00286--DELL TECHNOLOGIES, INC. | 122234140020759 | 6,006.91 |
| | 6/16/2026 | V00286--DELL TECHNOLOGIES, INC. | 122234140020758 | 2,405.57 |
| | 6/16/2026 | V00182--CDW LLC | 122234140020757 | 207.85 |
| | 6/16/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CC | 122234140020756 | 2,055.41 |
| | 6/16/2026 | V03213--FRESHPOINT CENTRAL CALIFORNIA, INC | 122234140020755 | 642.40 |
| | 6/16/2026 | V03191--VAL-PRO, INC | 122234140020754 | 963.50 |
| | 6/16/2026 | V03174--OFFICE IMAGING, INC | 122234140020753 | 602.46 |
| | 6/16/2026 | V02330--JEREMY T TOBIAS | 122234140020752 | 150.00 |
| | 6/16/2026 | V00704--MISSION LINEN SUPPLY | 122234140020751 | 1,286.10 |
| | 6/16/2026 | V04459--SPECIALTY TRIM AND AWNING INC | 122234140020750 | 162.75 |
| | 6/16/2026 | V00770--KERN PRINT SERVICES, INC | 122234140020749 | 353.65 |
| | 6/16/2026 | V00770--KERN PRINT SERVICES, INC | 122234140020748 | 95.80 |
| | 6/16/2026 | V00683--MCWILLIAMS & WALDEN INC | 122234140020747 | 1,612.34 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020746 | 3,227.58 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020745 | 88.57 |
| | 6/16/2026 | V00770--KERN PRINT SERVICES, INC | 122234140020744 | 792.44 |
| | 6/16/2026 | V04884--PAUL V BRIANO III | 122234140020743 | 580.00 |
| | 6/16/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 122234140020742 | 959.04 |
| | 6/16/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 122234140020741 | 1,776.40 |
| | 6/16/2026 | V03414--ALMA SANCHEZ | 122234140020740 | 23.20 |
| | 6/16/2026 | V03416--PAULA DAOUTIS | 122234140020739 | 46.40 |
| | 6/16/2026 | V03666--Jamie Lujan | 122234140020738 | 21.75 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020737 | 289.93 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020736 | 61.69 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020735 | 242.71 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020734 | 134.40 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020733 | 134.09 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020732 | 44.29 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020731 | 6,747.20 |
| | 6/16/2026 | V00260--CROWN EQUIPMENT CORPORATION | 122234140020730 | 801.29 |
| | 6/16/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 122234140020729 | 1,081.00 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020728 | 89.20 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020727 | 18.51 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020726 | 129.32 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020725 | 13.56 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020724 | 54.41 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020723 | 27.14 |
| | 6/16/2026 | V00683--MCWILLIAMS & WALDEN INC | 122234140020722 | 195.00 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020721 | 2.27 |
| | 6/16/2026 | V03057--CSG-NAM, LLC | 122234140020720 | 551.94 |
| | 6/16/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020719 | 1,527.77 |
| | 6/16/2026 | V00874--SAVE MART SUPERMARKETS | 122234140020718 | 1,179.72 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020717 | 52.78 |
| | 6/16/2026 | V03186--BLUETRITON BRANDS INC | 122234140020716 | 96.21 |
| | 6/16/2026 | V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING | 122234140020715 | 665.00 |
| | 6/16/2026 | V04180--DIESEL DIRECT LLC | 122234140020714 | 2,864.08 |
| | 6/16/2026 | V00321--ECOLAB FOOD SAFETY SPECIALTIES | 122234140020713 | 270.54 |
| | 6/16/2026 | V04865--CHRISTIAN F. VARGAS | 122234140020712 | 350.00 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020711 | 23.21 |
| | 6/16/2026 | V04970--CHERISE N LOPEZ | 122234140020710 | 16.68 |
| | 6/16/2026 | V04589--HOMECARE SOFTWARE SOLUTIONS LLC | 122234140020709 | 71.96 |
| | 6/16/2026 | V04549--THUY TRANG TRAN | 122234140020708 | 19.58 |
| | 6/16/2026 | V04096--JUANA CAMACHO | 122234140020707 | 204.45 |
| | 6/16/2026 | V04095--KATERINA GONZALEZ-ROSARIO | 122234140020706 | 147.90 |
| | 6/16/2026 | V04062--SOPHIN LOCK | 122234140020705 | 23.93 |
| | 6/16/2026 | V04036--NANCY COSTA | 122234140020704 | 360.33 |

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| | 6/16/2026 | V03893--ROONECIA MORADO | 122234140020703 | 38.43 |
| | 6/16/2026 | V03867--PATRICIA ROBLES WESLEY | 122234140020702 | 162.40 |
| | 6/16/2026 | V03866--PATRICIA MEXICANO | 122234140020701 | 160.95 |
| | 6/16/2026 | V03852--NICOLE NINO | 122234140020700 | 110.20 |
| | 6/16/2026 | V03849--NELLY MENDOZA | 122234140020699 | 174.00 |
| | 6/16/2026 | V03822--MELISSA DELA GARZA | 122234140020698 | 142.83 |
| | 6/16/2026 | V03740--LILIANA ALTAMIRANO | 122234140020697 | 339.30 |
| | 6/16/2026 | V03667--JANELLE ANDRES | 122234140020696 | 49.30 |
| | 6/16/2026 | V03641--GLORIA BARBERO | 122234140020695 | 123.25 |
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| | 6/16/2026 | V03508--ANTHONY CONRAD CHAVEZ | 122234140020692 | 150.08 |
| | 6/16/2026 | V03493--ANDREA MARQUEZ | 122234140020691 | 100.05 |
| | 6/16/2026 | V03453--ADILENE NAVA | 122234140020690 | 252.30 |
| | 6/16/2026 | V03414--ALMA SANCHEZ | 122234140020689 | 2.18 |
| | 6/16/2026 | V03402--VERLINDA DENWITTY | 122234140020688 | 86.28 |
| | 6/16/2026 | V03401--TRINO LOPEZ | 122234140020687 | 171.10 |
| | 6/16/2026 | V03398--OLGA CASTRO | 122234140020686 | 257.38 |
| | 6/16/2026 | V03387--JAZMYN REDICK | 122234140020685 | 67.43 |
| | 6/16/2026 | V03385--GABRIELA PADILLA | 122234140020684 | 29.00 |
| | 6/16/2026 | V03384--GLORIA GONZALEZ | 122234140020683 | 239.98 |
| | 6/16/2026 | V03382--DENA WALKER | 122234140020682 | 32.63 |
| | 6/16/2026 | V03380--CARITINA PEREZ | 122234140020681 | 214.60 |
| | 6/16/2026 | V03376--ANGELICA PALMA | 122234140020680 | 87.00 |
| | 6/16/2026 | V03374--ADRIANA LOPEZ | 122234140020679 | 149.35 |
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| | 6/16/2026 | V02778--MARIA C VARELA | 122234140020675 | 162.40 |
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| | 6/16/2026 | P03104--NANCY MARTINEZ HERNANDEZ | 122234140020670 | 958.70 |
| | 6/16/2026 | P03103--MARIA NOEMI HERNANDES CEJA | 122234140020669 | 1,390.48 |
| | 6/16/2026 | P03102--TERESITA DE JESUS LEMUS MEDINA | 122234140020668 | 551.86 |
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| | 6/16/2026 | P03099--IRMA SOLIS | 122234140020666 | 638.60 |
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| | 6/16/2026 | P03092--LETICIA ORTEGA GAZCA | 122234140020663 | 3,969.09 |
| | 6/16/2026 | P03090--JESSIKA Y BATRES ZAVALA | 122234140020662 | 3,528.99 |
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| | 6/16/2026 | P03070--DARIA RUIZ ORTIZ | 122234140020651 | 4,227.83 |
| | 6/16/2026 | P03069--IRMA DEL CARMEN BARRERA MARTINEZ | 122234140020650 | 4,539.75 |
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| | 6/16/2026 | P03059--OROPEZA NAVARRO TERESA FAMILY CHILD | 122234140020644 | 2,809.44 |
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| | 6/16/2026 | P03056--HANNA AYALA | 122234140020642 | 3,355.78 |
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| | 6/16/2026 | P03054--LORENA GABRIELA MAGANA MORALES | 122234140020640 | 3,572.91 |
| | 6/16/2026 | P03053--MARIELA ROCHA FRAGA | 122234140020639 | 5,376.53 |
| | 6/16/2026 | P03051--MARIA DE LOURDES SALAZAR CONTRERAS | 122234140020638 | 1,817.43 |
| | 6/16/2026 | P03049--MA AUXILIO CEBALLOS LEMUS | 122234140020637 | 2,759.83 |
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| | 6/16/2026 | P03047--MARGARITA TRINIDAD SANCHEZ | 122234140020635 | 972.17 |
| | 6/16/2026 | P03046--ANA M LEON GONZALEZ | 122234140020634 | 1,962.95 |
| | 6/16/2026 | P03045--CRISTINA GUADALUPE SANCHEZ DE AREVALO | 122234140020633 | 7,216.51 |

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| | 6/16/2026 | P03038--GISELA HERNANDEZ | 122234140020629 | 8,312.25 |
| | 6/16/2026 | P03037--MAYRA GARCIA CAMACHO | 122234140020628 | 4,084.46 |
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| | 6/16/2026 | P03035--JEANNETTE ESCOBAR | 122234140020626 | 3,896.81 |
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| | 6/16/2026 | P03031--VERONICA VALDES VELIZ | 122234140020623 | 3,563.45 |
| | 6/16/2026 | P03030--ANA B CEJA CISNEROS | 122234140020622 | 1,009.18 |
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| | 6/16/2026 | P03028--ASHLEY VERA | 122234140020620 | 3,062.56 |
| | 6/16/2026 | P03027--GABRIELA ECHEVARRIA | 122234140020619 | 8,214.61 |
| | 6/16/2026 | P03026--MARIA DE JESUS GARCIA | 122234140020618 | 4,896.79 |
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| | 6/16/2026 | P03019--LEONORILDA YUNUEN ARREZOLA | 122234140020615 | 7,479.43 |
| | 6/16/2026 | P03018--OLIVIA DE LOS SANTOS GARCIA | 122234140020614 | 8,934.88 |
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| | 6/16/2026 | P03012--GUADALUPE DOMINGUEZ | 122234140020612 | 1,909.08 |
| | 6/16/2026 | P03011--ERIKA RUBYK NARVAEZ | 122234140020611 | 1,439.73 |
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| | 6/16/2026 | P03009--MARIA CRISTINA ALVAREZ FIGUEROA | 122234140020609 | 2,500.70 |
| | 6/16/2026 | P03007--BERENISE LEMUS | 122234140020608 | 6,010.52 |
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| | 6/16/2026 | P03005--EDITH DURAN | 122234140020606 | 2,584.43 |
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| | 6/16/2026 | P02998--SAMANTHA TRIGUEROS | 122234140020603 | 1,891.32 |
| | 6/16/2026 | P02997--ADRIANA CHAVEZ OROZCO | 122234140020602 | 1,843.88 |
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| | 6/16/2026 | P02980--MA REYNA SICAIROS HEREDIA | 122234140020590 | 5,705.49 |
| | 6/16/2026 | P02978--MARIA DE JESUS LEON | 122234140020589 | 3,916.17 |
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| | 6/16/2026 | P02946--GLADY RABANALES MORALES | 122234140020573 | 502.60 |
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| | 6/16/2026 | P02942--CECILIA SANCHEZ | 122234140020570 | 3,791.61 |
| | 6/16/2026 | P02941--NANCY M GUILLEN CORTES | 122234140020569 | 4,117.87 |
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| | 6/16/2026 | P02936--ERICKA PEREZ SAUCEDO | 122234140020567 | 4,106.93 |
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| | 6/16/2026 | P02934--ESTELA CHAVEZ ANTONIO | 122234140020565 | 5,826.04 |
| | 6/16/2026 | P02929--ELOISA E RAMIREZ GARCIA | 122234140020564 | 4,110.10 |
| | 6/16/2026 | P02928--JOCELYN MARTEL | 122234140020563 | 1,763.48 |
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| | 6/16/2026 | P02904--MAYRA ESTHER MENDOZA | 122234140020550 | 6,711.86 |
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| | 6/16/2026 | P02900--FABIOLA LEDEZMA DE NAVARRO | 122234140020548 | 2,923.82 |
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| | 6/16/2026 | P02897--MARTHA ALICIA CEJA | 122234140020544 | 1,786.89 |
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| | 6/16/2026 | P02857--IRMA VILLA DE OLIVARES | 122234140020527 | 8,171.67 |
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| | 6/16/2026 | P02833--MANUEL VILLAGOMEZ | 122234140020514 | 5,743.89 |
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| | 6/16/2026 | P02828--MARIA FERNANDA GARIBAY | 122234140020512 | 5,255.88 |
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| | 6/16/2026 | P02825--DORA ALICIA ALAPIZCO BARRON | 122234140020510 | 2,479.21 |
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| | 6/16/2026 | P02815--VICTORIA GOMEZ CRUZ | 122234140020507 | 5,288.36 |
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| | 6/16/2026 | P02810--MARIA R LEMUS OROZCO | 122234140020505 | 4,581.59 |
| | 6/16/2026 | P02803--JAQUELINE MATURINO MONARREZ | 122234140020504 | 4,652.65 |
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| | 6/16/2026 | P02788--SILVIA MAGALLON DE REYES | 122234140020498 | 1,001.71 |
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| | 6/16/2026 | P02781--YESENIA GUADALUPE QUINTERO TAPIA | 122234140020496 | 705.06 |
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| | 6/16/2026 | P02776--BRENDA BENAVIDEZ | 122234140020493 | 921.94 |
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| | 6/16/2026 | P02769--BEATRIZ BUENO | 122234140020491 | 5,388.79 |

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| | 6/16/2026 | P02768--ALICIA MONTEJANO PENA | 122234140020490 | 6,987.16 |
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| | 6/16/2026 | P02764--MARGARITA GARIBAY CORTES | 122234140020487 | 9,505.18 |
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| | 6/16/2026 | P02750--ROSA HILDA NAVARRO | 122234140020481 | 2,003.42 |
| | 6/16/2026 | P02749--ROSALIA MARTINEZ DE MENDOZA | 122234140020480 | 1,718.37 |
| | 6/16/2026 | P02744--CAROLINA HERNANDEZ DE SOLORIO | 122234140020479 | 1,502.38 |
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| | 6/16/2026 | P02667--MARIA ANGELA DIAZ | 122234140020455 | 5,729.38 |
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| | 6/16/2026 | P02636--YAZMIN ARACELI NAVARRO HERRERA | 122234140020442 | 3,207.11 |
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| | 6/16/2026 | P02609--ROSAURA IBARRA OROZCO | 122234140020434 | 7,450.78 |
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| | 6/16/2026 | P02581--MARIA ELENA ESCOBAR | 122234140020423 | 3,727.51 |
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| | 6/16/2026 | P02572--ESTHER NAVARRO | 122234140020420 | 6,178.69 |

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| | 6/16/2026 | P02562--IRMA FLORES | 122234140020417 | 1,700.76 |
| | 6/16/2026 | P02560--VERONICA HERNANDEZ | 122234140020416 | 4,457.72 |
| | 6/16/2026 | P02557--MARIA A LOPEZ | 122234140020415 | 1,507.52 |
| | 6/16/2026 | P02555--OGARIDT ALCANZAR MAGANA | 122234140020414 | 3,504.90 |
| | 6/16/2026 | P02554--YESICA SANCHEZ ARRIAGA | 122234140020413 | 6,866.62 |
| | 6/16/2026 | P02553--ELENA OCHOA CONTRERAS | 122234140020412 | 1,274.50 |
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| | 6/16/2026 | P02545--ROCIO OROZCO IBARRA | 122234140020409 | 9,418.67 |
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| | 6/16/2026 | P02329--JULISSA MARIE ARAGON | 122234140020345 | 1,859.62 |
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| | 6/16/2026 | P02218--ADELA RUIZ | 122234140020306 | 3,525.23 |
| | 6/16/2026 | P02216--LAURA MAGALLON OROZCO | 122234140020305 | 1,474.44 |
| | 6/16/2026 | P02210--ANA HERMELINDA SANTOS PACHECO | 122234140020304 | 12,500.06 |
| | 6/16/2026 | P02208--CELFIDA SANTOS DE RUIZ | 122234140020303 | 3,004.37 |
| | 6/16/2026 | P02206--CECILIA ALONSO DE RODRIGUEZ | 122234140020302 | 2,897.67 |
| | 6/16/2026 | P02200--GLORIA PADILLA MONTES DE OCA | 122234140020301 | 3,493.44 |
| | 6/16/2026 | P02190--ESPERANZA TORRES | 122234140020300 | 1,826.64 |
| | 6/16/2026 | P02180--SANDRA ELIZABETH SAMAYOA | 122234140020299 | 3,410.44 |
| | 6/16/2026 | P02176--MA DEL CARMEN GOMEZ GRANADOS | 122234140020298 | 8,688.27 |
| | 6/16/2026 | P02173--BERTHA CONTRERAS | 122234140020297 | 976.94 |
| | 6/16/2026 | P02172--MARIA LEDESMA DE GARCIA | 122234140020296 | 6,295.99 |
| | 6/16/2026 | P02163--ALICIA DE LA GARZA | 122234140020295 | 6,186.07 |
| | 6/16/2026 | P02154--GUADALUPE CABRERA | 122234140020294 | 12,902.70 |
| | 6/16/2026 | P02152--EDELMIRA L VIVEROS | 122234140020293 | 2,504.79 |
| | 6/16/2026 | P02147--MARIA GUADALUPE CHAVEZ | 122234140020292 | 13,343.36 |
| | 6/16/2026 | P02144--MARICELA SANDOVAL RODRIGUEZ | 122234140020291 | 8,168.78 |
| | 6/16/2026 | P02138--JACOBA C DE ANDRACA | 122234140020290 | 6,643.99 |
| | 6/16/2026 | P02130--ARACELY CRUZ DE MONTERROSA | 122234140020289 | 12,208.63 |
| | 6/16/2026 | P02128--MARIA ARACELI CRUZ | 122234140020288 | 1,303.98 |
| | 6/16/2026 | P02122--JOANNA GONZALEZ | 122234140020287 | 1,931.12 |
| | 6/16/2026 | P02109--JACLYN PRADO | 122234140020286 | 2,986.47 |
| | 6/16/2026 | P02093--SUSY I SANTACRUZ DE SAHAGUN | 122234140020285 | 5,165.43 |
| | 6/16/2026 | P02092--CATALINA RIVERA DE ESPINOZA | 122234140020284 | 4,705.71 |
| | 6/16/2026 | P02090--HERMELINDA VILLEDA | 122234140020283 | 1,652.16 |
| | 6/16/2026 | P02089--MARIA LAURA RAYA GOMEZ | 122234140020282 | 7,585.47 |
| | 6/16/2026 | P02088--MARIA Z RODRIGUEZ DE OCHOA | 122234140020281 | 2,894.48 |
| | 6/16/2026 | P02083--MARIA PAZ | 122234140020280 | 7,135.80 |
| | 6/16/2026 | P02080--MARIA F MARTINEZ | 122234140020279 | 4,938.71 |
| | 6/16/2026 | P02078--GUADALUPE AVILES LEYVA | 122234140020278 | 2,970.93 |

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| | 6/16/2026 | P02053--ANA BERTHA BALLESTEROS JAIME | 122234140020277 | 6,026.75 |
| | 6/16/2026 | P02051--ANA MARTINEZ | 122234140020276 | 994.75 |
| | 6/16/2026 | P02044--AYDE JAIME | 122234140020275 | 4,321.76 |
| | 6/16/2026 | P02036--VIRGINIA FERREIRA | 122234140020274 | 8,213.25 |
| | 6/16/2026 | P01999--BERENICE IBARRA | 122234140020273 | 1,809.88 |
| | 6/16/2026 | P01984--IRMA YOLANDA ARCINIEGA | 122234140020272 | 3,496.12 |
| | 6/16/2026 | P01975--MARIA GUADALUPE DIAZ DE RUIZ | 122234140020271 | 1,991.64 |
| | 6/16/2026 | P01972--RUBICELA ALCANTAR DE TORRES | 122234140020270 | 4,881.90 |
| | 6/16/2026 | P01969--ANA MARIA NAVARRO GUTIERREZ | 122234140020269 | 5,550.53 |
| | 6/16/2026 | P01968--LOURDES PEREZ DE GARCIA | 122234140020268 | 7,477.36 |
| | 6/16/2026 | P01955--LIDIA ALONDRA BRAVO DE MENDOZA | 122234140020267 | 8,007.57 |
| | 6/16/2026 | P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ | 122234140020266 | 5,006.36 |
| | 6/16/2026 | P01951--IRENE R SIXTOS | 122234140020265 | 4,928.22 |
| | 6/16/2026 | P01944A--JOSE FRANCISCO ALVARADO MENDEZ | 122234140020264 | 3,303.33 |
| | 6/16/2026 | P01940--YOLANDA GONZALEZ DE VARGAS | 122234140020263 | 682.63 |
| | 6/16/2026 | P01934--MARIA A MAGALLON OROZCO | 122234140020262 | 1,589.98 |
| | 6/16/2026 | P01919--MARIA FRANCISCA MENA | 122234140020261 | 8,458.71 |
| | 6/16/2026 | P01917--DAISY ALMIDA GONZALEZ | 122234140020260 | 9,070.34 |
| | 6/16/2026 | P01910--ANDREA BUENROSTRO | 122234140020259 | 6,998.82 |
| | 6/16/2026 | P01908A--JAIMES ADELA FAMILY CHILD CARE INC | 122234140020258 | 8,702.86 |
| | 6/16/2026 | P01906--SOFIA ALVAREZ DE GONZALEZ | 122234140020257 | 9,711.14 |
| | 6/16/2026 | P01903--MARIA I ARROYO DE VAZQUEZ | 122234140020256 | 1,049.37 |
| | 6/16/2026 | P01901--XOCHITL QUIROZ DE ALCALA | 122234140020255 | 3,449.29 |
| | 6/16/2026 | P01889--MARIA SANDRA L DE ESTRADA | 122234140020254 | 1,726.51 |
| | 6/16/2026 | P01877--ANTONIA PANIAGUA ROSALES | 122234140020253 | 10,797.74 |
| | 6/16/2026 | P01870--MARCELA G NUNEZ DE GUTIERREZ | 122234140020252 | 10,728.88 |
| | 6/16/2026 | P01867--IRMA AYALA CONTRERAS | 122234140020251 | 1,009.18 |
| | 6/16/2026 | P01865--DINA BEATRIZ GONZALEZ | 122234140020250 | 3,883.44 |
| | 6/16/2026 | P01853--MARIA C ZEPEDA DE NUNEZ | 122234140020249 | 2,300.16 |
| | 6/16/2026 | P01843--MARIANELA G ORTIZ | 122234140020248 | 4,884.73 |
| | 6/16/2026 | P01809--CONSUELO PUGA | 122234140020247 | 3,432.70 |
| | 6/16/2026 | P01807--FELISITA GOMEZ DE GOMEZ | 122234140020246 | 7,019.42 |
| | 6/16/2026 | P01804--CECILIA ZAMORA | 122234140020245 | 3,482.68 |
| | 6/16/2026 | P01793--MARIA GUADALUPE BELTRAN SALCIDO | 122234140020244 | 7,612.75 |
| | 6/16/2026 | P01789--MARIA G AYALA | 122234140020243 | 5,952.04 |
| | 6/16/2026 | P01782--MONICA MARTINEZ | 122234140020242 | 3,871.80 |
| | 6/16/2026 | P01765--VERONICA ALVAREZ | 122234140020241 | 6,692.00 |
| | 6/16/2026 | P01759--MARIBEL MEDINA VARGAS | 122234140020240 | 2,587.51 |
| | 6/16/2026 | P01755--BEATRIZ JACQUEZ NUNEZ | 122234140020239 | 2,100.90 |
| | 6/16/2026 | P01754--VERONICA L ESCOBAR | 122234140020238 | 6,139.06 |
| | 6/16/2026 | P01735--MARGARITA PADILLA BARAJAS | 122234140020237 | 7,315.15 |
| | 6/16/2026 | P01734--MARGARITA CORTES DE BARAJAS | 122234140020236 | 13,968.75 |
| | 6/16/2026 | P01724--HEIDY ESMERALDA SANDOVAL | 122234140020235 | 8,096.17 |
| | 6/16/2026 | P01718--ONOFRE ZAMORA | 122234140020234 | 12,350.84 |
| | 6/16/2026 | P01702--ALICIA SANCHEZ | 122234140020233 | 1,346.44 |
| | 6/16/2026 | P01692--MARIA PAZ RUIZ | 122234140020232 | 3,614.45 |
| | 6/16/2026 | P01685--SILVIA PRECIADO | 122234140020231 | 1,630.33 |
| | 6/16/2026 | P01666--PATRICIA SANCHEZ | 122234140020230 | 6,859.71 |
| | 6/16/2026 | P01664--ELIDA CRUZ | 122234140020229 | 1,405.06 |
| | 6/16/2026 | P01652--TRINIDAD TINOCO | 122234140020228 | 4,114.74 |
| | 6/16/2026 | P01640--SYLVIA SCOTT CARRASCO | 122234140020227 | 2,965.55 |
| | 6/16/2026 | P01638--ELIZABETH GONZALEZ | 122234140020226 | 4,188.14 |
| | 6/16/2026 | P01628--DORA LUZ RIVERA | 122234140020225 | 9,020.35 |
| | 6/16/2026 | P01570--MARIA SOCORRO GOMEZ CABRERA | 122234140020224 | 1,853.68 |
| | 6/16/2026 | P01561--ANA M. DAVILA | 122234140020223 | 6,433.53 |
| | 6/16/2026 | P01508--ROCELIA OROZCO LEMUS | 122234140020222 | 4,930.94 |
| | 6/16/2026 | P01507--MARIANA NAVA | 122234140020221 | 8,143.60 |
| | 6/16/2026 | P01482--ROSA ANGELA ORTIZ | 122234140020220 | 7,120.00 |
| | 6/16/2026 | P01460--MARILU GARZA | 122234140020219 | 9,957.81 |
| | 6/16/2026 | P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ | 122234140020218 | 13,226.82 |
| | 6/16/2026 | P01382--LUZ MARIA VILLAGOMEZ | 122234140020217 | 12,687.59 |
| | 6/16/2026 | P01373--ELOISA LEMUS | 122234140020216 | 10,337.35 |
| | 6/16/2026 | P01366--MARIA R GARCIA DE ARAMBULA | 122234140020215 | 4,087.26 |
| | 6/16/2026 | P01318--MARIA CONCEPCION CEJA | 122234140020214 | 4,953.69 |
| | 6/16/2026 | P01307--MELANEA FIERROS HIDALGO | 122234140020213 | 11,145.88 |
| | 6/16/2026 | P01304--MARIA GUADALUPE JAYME | 122234140020212 | 3,580.02 |
| | 6/16/2026 | P01298--LETICIA MORALES | 122234140020211 | 6,025.50 |
| | 6/16/2026 | P01288--DOLORES PALACIOS DE GUZMAN | 122234140020210 | 13,476.91 |
| | 6/16/2026 | P01285--ADELA GARCIA DE SOSA | 122234140020209 | 10,603.31 |
| | 6/16/2026 | P01280--SILVIA MEJIA | 122234140020208 | 11,073.59 |
| | 6/16/2026 | P01279--AIDEE SANDOVAL | 122234140020207 | 3,686.72 |

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| | 6/16/2026 | P01266--MARIA CARRILLO DE GUTIERREZ | 122234140020206 | 8,309.82 |
| | 6/16/2026 | P01256--ALMA R RANGEL | 122234140020205 | 6,939.60 |
| | 6/16/2026 | P01208--MARIA M ANGULO | 122234140020204 | 5,768.00 |
| | 6/16/2026 | P01189--RAQUEL POSADAS DE GIRON | 122234140020203 | 9,792.22 |
| | 6/16/2026 | P01187--MARIA LOURDES NIEVAS DE SALAZAR | 122234140020202 | 1,476.74 |
| | 6/16/2026 | P01177--SARA ESTELA POSADA | 122234140020201 | 8,804.04 |
| | 6/16/2026 | P01171--ARACELI EMMA GUERRERO DE MENDEZ | 122234140020200 | 6,272.68 |
| | 6/16/2026 | P01128--VIRGINIA RANGEL | 122234140020199 | 2,802.57 |
| | 6/16/2026 | P01122--MARIA DEL SOCORRO CARMONA | 122234140020198 | 665.29 |
| | 6/16/2026 | P01114--ROCIO SALAZAR | 122234140020197 | 4,603.86 |
| | 6/16/2026 | P01108--IMELDA MARIN DE JUAREZ | 122234140020196 | 8,568.08 |
| | 6/16/2026 | P01105--ANGELICA MAGANA MARES | 122234140020195 | 6,688.37 |
| | 6/16/2026 | P01096--LAURA A RODRIGUEZ | 122234140020194 | 4,522.12 |
| | 6/16/2026 | P01091--BIVIANA MANRIQUEZ | 122234140020193 | 14,251.58 |
| | 6/16/2026 | P01075--ROSALBA GONZALEZ | 122234140020192 | 8,253.05 |
| | 6/16/2026 | P01067--ANNA V MENDEZ | 122234140020191 | 780.26 |
| | 6/16/2026 | P01054--IRMA VERONICA OSEGUERA | 122234140020190 | 1,818.74 |
| | 6/16/2026 | P01050--LILIA YAZMIN JUAREZ | 122234140020189 | 5,849.87 |
| | 6/16/2026 | P01033--BLANCA ESTELA JIMENEZ | 122234140020188 | 1,367.90 |
| | 6/16/2026 | P01027--MA L MONROY DE SEVILLA | 122234140020187 | 1,602.59 |
| | 6/16/2026 | P01024--MACARMEN LUCATERO | 122234140020186 | 609.38 |
| | 6/16/2026 | P01013--MARIA DE JESUS REYNA | 122234140020185 | 6,625.54 |
| | 6/16/2026 | P00931--CARMEN MORALES DIAZ | 122234140020184 | 11,650.44 |
| | 6/16/2026 | P00903--PATRICIA HERNANDEZ | 122234140020183 | 13,181.22 |
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| | 6/16/2026 | P00818--MARICELA CORTEZ | 122234140020179 | 2,604.73 |
| | 6/16/2026 | P00810--MAGDA F. SALDIVAR | 122234140020178 | 7,615.95 |
| | 6/16/2026 | P00808--MERCEDES CORRALES HIGUERA | 122234140020177 | 1,844.66 |
| | 6/16/2026 | P00805--ELVA BORUNDA FLORES | 122234140020176 | 9,426.81 |
| | 6/16/2026 | P00780--MAYRA FLORES | 122234140020175 | 1,001.71 |
| | 6/16/2026 | P00773--ROSALINDA G. OCHOA | 122234140020174 | 11,592.14 |
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| | 6/16/2026 | P00735--LAURA A GUTIERREZ | 122234140020172 | 13,711.91 |
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| | 6/16/2026 | P00699--BLANCA EVELIA RUIZ DE SOLORIO | 122234140020170 | 10,908.57 |
| | 6/16/2026 | P00661--SOCORRO A MENDOZA | 122234140020169 | 3,710.09 |
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| | 6/16/2026 | P00608--ISABEL GARCIA | 122234140020167 | 1,925.24 |
| | 6/16/2026 | P00593--RITA GARCIA | 122234140020166 | 7,973.04 |
| | 6/16/2026 | P00582--JUANA H PIMENTEL | 122234140020165 | 11,616.61 |
| | 6/16/2026 | P00523--BEATRIZ TELLEZ DE TORRES | 122234140020164 | 2,591.55 |
| | 6/16/2026 | P00489--ESPERANZA B TOBAR | 122234140020163 | 1,853.64 |
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| | 6/16/2026 | P00435--PATRICIA MUNOZ VASQUEZ | 122234140020161 | 10,256.86 |
| | 6/16/2026 | P00431--TERESA LOERA DE QUINTERO | 122234140020160 | 1,885.70 |
| | 6/16/2026 | P00425--JUDITH ADRIANA PAREDES DE QUEZADA | 122234140020159 | 2,674.93 |
| | 6/16/2026 | P00329--MARIA GUADALUPE LOPEZ CORZA | 122234140020158 | 6,905.94 |
| | 6/16/2026 | P00251--EVANGELINA CERVANTES DE RAMOS | 122234140020157 | 5,027.68 |
| | 6/16/2026 | P00163--LETICIA G HERNANDEZ | 122234140020156 | 6,866.63 |
| | 6/16/2026 | P00161--ALICIA GARCIA DE LEYVA | 122234140020155 | 3,804.92 |
| | 6/16/2026 | P00147--JOSEFINA GARCIA | 122234140020154 | 1,735.06 |
| | 6/16/2026 | P00114--MARTHA ANGELICA SOLORIO DE ARCEO | 122234140020153 | 9,199.21 |
| | 6/16/2026 | P00090--MARIA ELENA CEJA | 122234140020152 | 2,398.02 |
| | 6/16/2026 | P00076--LILIA HORTENCIA OSEGUERA | 122234140020151 | 7,525.16 |
| | 6/16/2026 | P00019--TERESA CAROLINA OROPEZA | 122234140020150 | 5,033.62 |
| | 6/16/2026 | P00014--LILIA ISORDIA DE RANGEL | 122234140020149 | 4,822.69 |
| | 6/16/2026 | P00003--CATALINA CASTRO AYALA | 122234140020148 | 14,138.28 |
| | 6/16/2026 | V03186--BLUETRITON BRANDS INC | 122234140020147 | 10.80 |
| | 6/16/2026 | V01044--W W GRAINGER INC | 122234140020146 | 732.58 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020145 | 32.38 |
| | 6/16/2026 | V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP | 122234140020144 | 1,066.54 |
| | 6/16/2026 | V01033--VERNON SORENSON MD INC | 122234140020143 | 2,189.00 |
| | 6/16/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 122234140020142 | 379.75 |
| | 6/16/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020141 | 314.97 |
| | 6/16/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 122234140020140 | 139.69 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020139 | 50.53 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020138 | 41.07 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020137 | 40.79 |
| | 6/16/2026 | V05194--AUTUMN MITCHELL | 122234140020136 | 56.25 |

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| | 6/16/2026 | V00146--CA ASSOCIATION OF FOOD BANKS | 122234140020135 | 600.00 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020134 | 21.87 |
| | 6/16/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020133 | 110.29 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020132 | 46.24 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020131 | 62.69 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020130 | 75.46 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020129 | 133.47 |
| | 6/16/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020128 | 74.03 |
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| | 6/16/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020126 | 1,054.98 |
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| | 6/16/2026 | V03186--BLUETRITON BRANDS INC | 122234140020123 | 31.97 |
| | 6/16/2026 | V04776--DATAFLOW BUSINESS SYSTEMS, INC. | 122234140020122 | 23.15 |
| | 6/16/2026 | V00794--PLC SYSTEM SERVICES LLC | 122234140020121 | 300.00 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020120 | 138.80 |
| | 6/16/2026 | V00794--PLC SYSTEM SERVICES LLC | 122234140020119 | 240.00 |
| | 6/16/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 122234140020118 | 6,727.29 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020117 | 36.70 |
| | 6/16/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020116 | 32.89 |
| | 6/16/2026 | V00029--ADVANCED DATA STORAGE, INC | 122234140020115 | 98.80 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020114 | 96.71 |
| | 6/16/2026 | V03288--OASIS AIR AND SOLAR | 122234140020113 | 4,518.49 |
| | 6/16/2026 | V00905--SMART & FINAL | 122234140020112 | 514.88 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020111 | 33.53 |
| | 6/16/2026 | V03848--NAYELI ARAMBULA | 122234140020110 | 329.10 |
| | 6/16/2026 | V00938--STOCKTON COMMUNITY KITCHEN | 122234140020109 | 36,762.00 |
| | 6/16/2026 | V00134--BRONCO ELECTRIC INC | 122234140020108 | 862.50 |
| | 6/16/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020107 | 64.84 |
| | 6/16/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 122234140020106 | 109.26 |
| | 6/16/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020105 | 3,385.63 |
| | 6/16/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020104 | 8,156.44 |
| | 6/16/2026 | V03492--Andrea Chavez | 122234140020103 | 160.56 |
| | 6/17/2026 | V02291--FLORENCIA G THOMPSON | 310657 | 3,363.07 |
| | 6/22/2026 | V02147--ZIMMERMAN REAL ESTATE SERVICES, INC | Voided - 310656 | -4,477.65 |
| | 6/23/2026 | V00732--NEXSTAR MEDIA INC | 310742 | 2,754.00 |
| | 6/23/2026 | V00218--CITY OF TEHACHAPI | 310697 | 4.00 |
| | 6/23/2026 | V05334--XIUFENG LAI | 310799 | 1,500.00 |
| | 6/23/2026 | V05332--SHELLEY KELLER-GAGE | 310762 | 800.00 |
| | 6/23/2026 | V02967--MORE THAN ONE DIMENSION, INC. | 310740 | 1,800.00 |
| | 6/23/2026 | V05336--THE BEACON STUDIOS, LLC | 310791 | 6,000.00 |
| | 6/23/2026 | V05140--MATSON ALARM CO., INC. | 310736 | 339.00 |
| | 6/23/2026 | V00689--MERCED COUNTY OFFICE OF EDUCATION | 310738 | 300.00 |
| | 6/23/2026 | V03056--UNITED METHODIST CHURCH OF RIDGECREST | 310795 | 150.00 |
| | 6/23/2026 | V03124--1020 CECIL LLC | 310678 | 945.00 |
| | 6/23/2026 | V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN | 310792 | 735.00 |
| | 6/23/2026 | V00947--SUNRISE VILLA PARTNERS | 310789 | 700.00 |
| | 6/23/2026 | V02227--CITY OF ARVIN | 310695 | 671.95 |
| | 6/23/2026 | V02690--HEARTS & LIVES | 310719 | 550.00 |
| | 6/23/2026 | V01005--TULARE COUNTY OFFICE OF EDUCATION | 310793 | 500.00 |
| | 6/23/2026 | V01041--VINELAND SCHOOL DISTRICT | 310798 | 375.00 |
| | 6/23/2026 | V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR | 310700 | 363.12 |
| | 6/23/2026 | V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD | 310717 | 5,130.05 |
| | 6/23/2026 | V00953--TAFT CITY SCHOOL DISTRICT | 310790 | 5,071.35 |
| | 6/23/2026 | V00357--EVERYCHILD CALFORNIA | 310714 | 4,645.00 |
| | 6/23/2026 | V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT | 310685 | 3,800.00 |
| | 6/23/2026 | V00932--STELLAR PLAZA LLC | 310788 | 3,383.76 |
| | 6/23/2026 | V03182--PARENTS AS TEACHERS NATIONAL CENTER | 310754 | 2,600.00 |
| | 6/23/2026 | V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS | 310727 | 2,200.00 |
| | 6/23/2026 | V04906--SPECTRUMVOIP, INC | 310787 | 1,901.91 |
| | 6/23/2026 | V02973--OMNI FAMILY HEALTH | 310753 | 6,680.00 |
| | 6/23/2026 | V00798--PREWITT FAMILY DECEDENTS TRUST | 310756 | 1,500.00 |
| | 6/23/2026 | V02673--FIRST 5 MADERA COUNTY | 310716 | 1,223.15 |
| | 6/23/2026 | V01819--CENTRAL CAL MANAGEMENT, INC | 310691 | 1,201.00 |
| | 6/23/2026 | V01819--CENTRAL CAL MANAGEMENT, INC | 310690 | 1,045.00 |
| | 6/23/2026 | V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC. | 310698 | 1,007.86 |
| | 6/23/2026 | V01819--CENTRAL CAL MANAGEMENT, INC | 310689 | 975.00 |
| | 6/23/2026 | V03157--KERN ISLAND INVESTORS, GP | 310729 | 7,647.00 |
| | 6/23/2026 | V03157--KERN ISLAND INVESTORS, GP | 310728 | 7,399.50 |
| | 6/23/2026 | V02479--RONALD SHELAN | 310759 | 5,704.14 |
| | 6/23/2026 | V00297--DEPARTMENT OF SOCIAL SERVICES | 310661 | 25.00 |

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|---|---|---|---|---|
| | 6/23/2026 | V02424--MCFARLAND UNIFIED SCHOOL DISTRICT | 310737 | 100.00 |
| | 6/23/2026 | V00806--PROTECTION 1/ADT | 310758 | 320.99 |
| | 6/23/2026 | V03694--JUANITA JACKSON | 310724 | 23.20 |
| | 6/23/2026 | V00055--AMERICAN INCORPORATED | 310682 | 190.00 |
| | 6/23/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 310709 | 486.00 |
| | 6/23/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 310708 | 486.00 |
| | 6/23/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 310707 | 486.00 |
| | 6/23/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 310706 | 454.00 |
| | 6/23/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 310705 | 447.00 |
| | 6/23/2026 | V00295--DEPARTMENT OF MOTOR VEHICLES | 310704 | 447.00 |
| | 6/23/2026 | V04602--SEQUOIA PEST SOLUTIONS | 310761 | 230.00 |
| | 6/23/2026 | V00206--CHRISTOPHER PERCIVAL | 310693 | 201.24 |
| | 6/23/2026 | V01009--ULINE | 310794 | 817.10 |
| | 6/23/2026 | V00178--CATHY DOUMA | 310688 | 433.70 |
| | 6/23/2026 | V00207--CINTAS CORPORATION #668 | 310694 | 340.49 |
| | 6/23/2026 | V00252--COUNTY OF KERN PUBLIC WORKS | 310701 | 71.96 |
| | 6/23/2026 | V03249--CALYPSO WEST INC. / BAKERSFIELD ICE | 310687 | 199.34 |
| | 6/23/2026 | V00566--KERN COUNTY BLACK CHAMBER OF COMMERCE | 310726 | 600.00 |
| | 6/23/2026 | V00192--CHARLIE'S DAY & NITE, INC. | 310692 | 440.26 |
| | 6/23/2026 | V04971--NISSAN NORTH AMERICA, INC. | 310745 | 330.23 |
| | 6/23/2026 | V04658--BEAR MOUNTAIN ROOFING INC. | 310686 | 700.00 |
| | 6/23/2026 | V00477--INDIAN WELLS VALLEY WATER DISTRICT | 310721 | 1,633.15 |
| | 6/23/2026 | V00320--EAST NILES COMMUNITY SERVICES DIST | 310711 | 83.99 |
| | 6/23/2026 | V05237--A-1 GARAGE | 310679 | 711.49 |
| | 6/23/2026 | V05247--MARIA MERCADO | 310734 | 90.00 |
| | 6/23/2026 | V02789--MARIA SERVIN | 310735 | 90.00 |
| | 6/23/2026 | V00801--PRODUCERS DAIRY FOODS INC | 310757 | 4,513.60 |
| | 6/23/2026 | V00320--EAST NILES COMMUNITY SERVICES DIST | 310710 | 1,759.25 |
| | 6/23/2026 | V04971--NISSAN NORTH AMERICA, INC. | 310744 | 309.72 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310783 | 180.00 |
| | 6/23/2026 | V02147--ZIMMERMAN REAL ESTATE SERVICES, INC | 310801 | 1,800.00 |
| | 6/23/2026 | V02147--ZIMMERMAN REAL ESTATE SERVICES, INC | 310800 | 1,800.00 |
| | 6/23/2026 | V01796--AUTUMN GLEN APARTMENTS LLC | 310684 | 1,497.00 |
| | 6/23/2026 | V01022--VALLEY PROPANE SERVICE | 310797 | 185.85 |
| | 6/23/2026 | V03626--EVELYN BALLESTEROS | 310713 | 98.32 |
| | 6/23/2026 | V03770--MANUELA CASTILLO | 310732 | 98.32 |
| | 6/23/2026 | V03760--LUCIA ALVARADO | 310730 | 98.32 |
| | 6/23/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310786 | 166.66 |
| | 6/23/2026 | V00907--SOCALGAS | 310763 | 104.70 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310782 | 200.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310781 | 320.25 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310780 | 229.99 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310779 | 229.99 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310778 | 170.00 |
| | 6/23/2026 | V00914--SOUTHERN CALIFORNIA EDISON | 310764 | 946.10 |
| | 6/23/2026 | V03172--OFFICE1 LEASING | 310752 | 516.25 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310777 | 499.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310776 | 110.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310775 | 45.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310774 | 77.21 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310773 | 325.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310772 | 170.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310771 | 170.00 |
| | 6/23/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310785 | 166.64 |
| | 6/23/2026 | V03172--OFFICE1 LEASING | 310751 | 304.37 |
| | 6/23/2026 | V03172--OFFICE1 LEASING | 310750 | 284.72 |
| | 6/23/2026 | V03172--OFFICE1 LEASING | 310749 | 240.14 |
| | 6/23/2026 | V03172--OFFICE1 LEASING | 310748 | 152.43 |
| | 6/23/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 310681 | 634.32 |
| | 6/23/2026 | V03280--JEREMY MARRS | 310723 | 1,985.00 |
| | 6/23/2026 | V03413--DENISE BOSHERS | 310703 | 792.35 |
| | 6/23/2026 | V03665--JACQUELINE TORRES GARIBAY | 310722 | 102.65 |
| | 6/23/2026 | V03573--CYNTHIA MONTERROSO | 310702 | 98.32 |
| | 6/23/2026 | V05238--ENEDINA GONZALEZ | 310712 | 90.00 |
| | 6/23/2026 | V02978--SPECTRUM/CHARTER COMMUNICATIONS | 310784 | 257.67 |
| | 6/23/2026 | V00919--SPECTRUM | 310766 | 216.66 |
| | 6/23/2026 | V00093--AT&T | 310683 | 150.86 |
| | 6/23/2026 | V00787--PG&E | 310755 | 22,354.46 |
| | 6/23/2026 | V04339--MALLORY MISASI | 310731 | 90.00 |
| | 6/23/2026 | V00728--NEEDLES PUBLIC UTILITY AUTHORITY | 310741 | 88.12 |
| | 6/23/2026 | V04848--MARIA MARTINEZ NAVA | 310733 | 70.00 |

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|---|---|---|---|---|
| | 6/23/2026 | V05311--KERN COUNTY 999 FOUNDATION | 310725 | 200.00 |
| | 6/23/2026 | V00846--ROUTE 66 BROADBAND LLC | 310760 | 220.40 |
| | 6/23/2026 | V03172--OFFICE1 LEASING | 310747 | 889.33 |
| | 6/23/2026 | P01544--MARIA B CRUZ DE PULIDO | 310666 | 11,908.20 |
| | 6/23/2026 | P02887--LAURA IVETH ESQUIVEL | 310664 | 7,705.40 |
| | 6/23/2026 | P02224--ROCIO JOSEFINA HERNANDEZ | 310674 | 7,462.28 |
| | 6/23/2026 | P02950--NORA NOELIA LUCATERO MORENO | 310671 | 5,769.00 |
| | 6/23/2026 | P02855--CLAUDIA OROZCO CORONA | 310660 | 6,019.48 |
| | 6/23/2026 | P00801--ROSAURA QUINTERO DE LOPEZ | 310676 | 4,805.99 |
| | 6/23/2026 | V02966--MOJAVE UNIFIED SCHOOL DISTRICT | 310739 | 1,179.00 |
| | 6/23/2026 | P03097--FELIPE ROMAN MARTINEZ | 310662 | 3,686.19 |
| | 6/23/2026 | P01663--MARCELA CHAVEZ OSEGUERA | 310665 | 3,777.12 |
| | 6/23/2026 | P03105--MERERY LEDEZMA-PEREZ | 310670 | 1,280.58 |
| | 6/23/2026 | P02854--FERNANDO MARQUEZ ROMERO | 310663 | 2,239.51 |
| | 6/23/2026 | P03017--OFELIA SANDOVAL ELIZONDO | 310672 | 2,967.01 |
| | 6/23/2026 | P03062--ALMA DELIA LOPEZ DIAZ | 310658 | 2,204.41 |
| | 6/23/2026 | P00705--AMPARO MAGANA | 310659 | 2,428.67 |
| | 6/23/2026 | P02908--ROSA ELVIA ROJAS DE LOPEZ | 310675 | 1,945.17 |
| | 6/23/2026 | P02895--MARIA D LEPE DE CURIEL | 310667 | 1,468.59 |
| | 6/23/2026 | P01229--MARIA PICOS DE GARCIA | 310669 | 1,679.24 |
| | 6/23/2026 | P00823--MARIA EUGENIA GARCIA DE VEGA | 310668 | 1,871.11 |
| | 6/23/2026 | P02614--TOMASA MARISOL RODRIGUEZ ORELLANA | 310677 | 1,262.76 |
| | 6/23/2026 | P02881--PERLA GUADALUPE DIAZ MORENO | 310673 | 1,217.03 |
| | 6/23/2026 | V03172--OFFICE1 LEASING | 310746 | 834.74 |
| | 6/23/2026 | V01012--UNITED RENTALS INC | 310796 | 434.23 |
| | 6/23/2026 | V04824--A-1 PLUMBING SERVICE, INC. | 310680 | 3,950.00 |
| | 6/23/2026 | V02977--SOUTHERN KERN UNIFIED SCHOOL DISTRICT | 310765 | 1,892.00 |
| | 6/23/2026 | V00458--HOME DEPOT COMMERCIAL CREDIT | 310720 | 4,484.14 |
| | 6/23/2026 | V04971--NISSAN NORTH AMERICA, INC. | 310743 | 309.72 |
| | 6/23/2026 | V00374--FERGUSON ENTERPRISES INC #1350 | 310715 | 102.51 |
| | 6/23/2026 | V00216--CITY OF STOCKTON | 310696 | 435.66 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310770 | 325.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310769 | 45.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310768 | 110.00 |
| | 6/23/2026 | V03430--SPECTRUM/CHARTER | 310767 | 170.00 |
| | 6/23/2026 | V04516--ZIP APPLIANCE REPAIR & SERVICE LLC | 310802 | 250.00 |
| | 6/23/2026 | V05322--GERALDINE MACIAS | 310718 | 42.78 |
| | 6/23/2026 | V04751--COMPSYCH EMPLOYEE ASSISTANCE PROGRAMS, INC. | 310699 | 3,420.48 |
| | 6/23/2026 | V00951--SYSCO FOOD SERVICES OF VENTURA INC | 122234140020995 | 22,720.51 |
| | 6/23/2026 | V00127--BOOT BARN | 122234140020994 | 175.35 |
| | 6/23/2026 | V03159--JOHN REY | 122234140020993 | 1,875.00 |
| | 6/23/2026 | V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY | 122234140020992 | 44,367.81 |
| | 6/23/2026 | V03007--JANET Y YU | 122234140020991 | 700.00 |
| | 6/23/2026 | V03006--GRACE COMMUNITY CHURCH | 122234140020990 | 5,690.37 |
| | 6/23/2026 | V02796--MARK AND HELENE MCELYEA | 122234140020989 | 4,000.00 |
| | 6/23/2026 | V02263--DIVERSIFIED PROJECT SERVICES INTL., INC. | 122234140020988 | 9,842.00 |
| | 6/23/2026 | V02261--DIOCESE OF FRESNO EDUCATION CORPORATION | 122234140020987 | 3,617.47 |
| | 6/23/2026 | V02150--5905 NILES ST LLC | 122234140020986 | 5,164.70 |
| | 6/23/2026 | V01072--YABITO CORPORATION | 122234140020985 | 1,598.00 |
| | 6/23/2026 | V01033--VERNON SORENSON MD INC | 122234140020984 | 25.00 |
| | 6/23/2026 | V00820--RAYMOND'S TROPHY AWARDS | 122234140020983 | 124.22 |
| | 6/23/2026 | V00808--PROTEUS INC | 122234140020982 | 500.00 |
| | 6/23/2026 | V00747--OLLIE SHANKLE TRUSTEE (LESSOR) | 122234140020981 | 10,525.00 |
| | 6/23/2026 | V00718--M-R PROPERTIES | 122234140020980 | 7,291.00 |
| | 6/23/2026 | V04773--EASTON BUSINESS COMPLEX | 122234140020979 | 331.00 |
| | 6/23/2026 | V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN C | 122234140020978 | 5,688.00 |
| | 6/23/2026 | V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN C | 122234140020977 | 2,022.08 |
| | 6/23/2026 | V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN C | 122234140020976 | 666.98 |
| | 6/23/2026 | V04640--NEEDLES FOR THE FUTURE | 122234140020975 | 457.91 |
| | 6/23/2026 | V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL | 122234140020974 | 21,641.00 |
| | 6/23/2026 | V04591--STAR 2 HOLDING LLC | 122234140020973 | 1,158.30 |
| | 6/23/2026 | V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINGH | 122234140020972 | 6,525.05 |
| | 6/23/2026 | V03297--RESTAURANT SUPPLY, LLC | 122234140020971 | 6,550.70 |
| | 6/23/2026 | V03295--RANCHO DE STINE LLC | 122234140020970 | 21,892.00 |
| | 6/23/2026 | V03278--LODI MUSLIM MOSQUE | 122234140020969 | 5,700.00 |
| | 6/23/2026 | V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC | 122234140020968 | 199.52 |
| | 6/23/2026 | V03247--BKAT, INC | 122234140020967 | 11,585.03 |
| | 6/23/2026 | V00284--DELK PEST CONTROL | 122234140020966 | 360.00 |
| | 6/23/2026 | V03174--OFFICE IMAGING, INC | 122234140020965 | 384.85 |
| | 6/23/2026 | V00024--ADP, LLC. | 122234140020964 | 21,681.57 |
| | 6/23/2026 | V00004--4IMPRINT INC AKA NELSON MARKETING | 122234140020963 | 418.88 |

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| | 6/23/2026 | V00108--BALCO HOLDINGS, INC. | 122234140020962 | 801.33 |
| | 6/23/2026 | V00928--STAPLES CONTRACT & COMMERICAL, INC | 122234140020961 | 320.18 |
| | 6/23/2026 | V05145--VRUNDA PATWA | 122234140020960 | 600.00 |
| | 6/23/2026 | V04884--PAUL V BRIANO III | 122234140020959 | 55.00 |
| | 6/23/2026 | V03262--ERIC LE BARBE | 122234140020958 | 30.01 |
| | 6/23/2026 | V00226--RLH FIRE PROTECTION, INC. | 122234140020957 | 561.00 |
| | 6/23/2026 | V03234--TEACHSTONE, INC | 122234140020956 | 600.00 |
| | 6/23/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 122234140020955 | 146.00 |
| | 6/23/2026 | V03191--VAL-PRO, INC | 122234140020954 | 460.30 |
| | 6/23/2026 | V00226--RLH FIRE PROTECTION, INC. | 122234140020953 | 205.00 |
| | 6/23/2026 | V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CC | 122234140020952 | 4,029.73 |
| | 6/23/2026 | V00704--MISSION LINEN SUPPLY | 122234140020951 | 2,892.69 |
| | 6/23/2026 | V00704--MISSION LINEN SUPPLY | 122234140020950 | 1,894.07 |
| | 6/23/2026 | V00704--MISSION LINEN SUPPLY | 122234140020949 | 1,593.81 |
| | 6/23/2026 | V00704--MISSION LINEN SUPPLY | 122234140020948 | 626.97 |
| | 6/23/2026 | V00704--MISSION LINEN SUPPLY | 122234140020947 | 72.65 |
| | 6/23/2026 | V00226--RLH FIRE PROTECTION, INC. | 122234140020946 | 265.00 |
| | 6/23/2026 | V03213--FRESHPOINT CENTRAL CALIFORNIA, INC | 122234140020945 | 1,706.80 |
| | 6/23/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 122234140020944 | 100.00 |
| | 6/23/2026 | V03174--OFFICE IMAGING, INC | 122234140020943 | 25.72 |
| | 6/23/2026 | V03057--CSG-NAM, LLC | 122234140020942 | 9.99 |
| | 6/23/2026 | V00979--THE MARCOM GROUP, INC. | 122234140020941 | 95.00 |
| | 6/23/2026 | V00979--THE MARCOM GROUP, INC. | 122234140020940 | 95.00 |
| | 6/23/2026 | V00744--ODP BUSINESS SOLUTIONS LLC | 122234140020939 | 4,102.03 |
| | 6/23/2026 | V00744--ODP BUSINESS SOLUTIONS LLC | 122234140020938 | 803.97 |
| | 6/23/2026 | V00744--ODP BUSINESS SOLUTIONS LLC | 122234140020937 | 98.46 |
| | 6/23/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 122234140020936 | 298.00 |
| | 6/23/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 122234140020935 | 162.00 |
| | 6/23/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 122234140020934 | 135.00 |
| | 6/23/2026 | V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES | 122234140020933 | 3,209.99 |
| | 6/23/2026 | V03205--CLARK PEST CONTROL OF STOCKTON, INC | 122234140020932 | 67.00 |
| | 6/23/2026 | V03343--CONTINENTAL LABOR RESOURCES, INC. | 122234140020931 | 829.44 |
| | 6/23/2026 | V00257--CREATIVE FINANCIAL STAFFING LLC | 122234140020930 | 1,789.88 |
| | 6/23/2026 | V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING | 122234140020929 | 1,805.00 |
| | 6/23/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 122234140020928 | 130.23 |
| | 6/23/2026 | V00022--ADOBE INC | 122234140020927 | 226.71 |
| | 6/23/2026 | V00022--ADOBE INC | 122234140020926 | 453.42 |
| | 6/23/2026 | V00874--SAVE MART SUPERMARKETS | 122234140020925 | 191.90 |
| | 6/23/2026 | V00812--QUADIENT FINANCE USA INC | 122234140020924 | 4,000.00 |
| | 6/23/2026 | V03174--OFFICE IMAGING, INC | 122234140020923 | 43.21 |
| | 6/23/2026 | V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC | 122234140020922 | 348.45 |
| | 6/23/2026 | V03228--IMPERIAL BAG & PAPER CO, LLC | 122234140020921 | 44.50 |
| | 6/23/2026 | V05194--AUTUMN MITCHELL | 122234140020920 | 1,125.00 |
| | 6/23/2026 | V00029--ADVANCED DATA STORAGE, INC | 122234140020919 | 108.47 |
| | 6/23/2026 | V00704--MISSION LINEN SUPPLY | 122234140020918 | 72.44 |
| | 6/23/2026 | V00260--CROWN EQUIPMENT CORPORATION | 122234140020917 | 1,992.76 |
| | 6/23/2026 | V04180--DIESEL DIRECT LLC | 122234140020916 | 5,541.28 |
| | 6/23/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020915 | 111.05 |
| | 6/23/2026 | V00049--AMAZON CAPITAL SERVICES, INC | 122234140020914 | 8,672.93 |
| | 6/23/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020913 | 1,036.82 |
| | 6/23/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020912 | 132.66 |
| | 6/23/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020911 | 89.43 |
| | 6/23/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020910 | 5.24 |
| | 6/23/2026 | V03667--JANELLE ANDRES | 122234140020909 | 102.65 |
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| | 6/23/2026 | V01044--W W GRAINGER INC | 122234140020905 | 271.43 |
| | 6/23/2026 | V04575--LOWE'S COMPANIES, INC. | 122234140020904 | 4.71 |
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| | 6/23/2026 | V02330--JEREMY T TOBIAS | 122234140020900 | 41.77 |
| | 6/23/2026 | V00961--TEL TEC SECURITY SYSTEMS INC | 122234140020899 | 150.00 |
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| | 6/23/2026 | V00559--KAPLAN EARLY LEARNING CO | 122234140020892 | 666.79 |

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| | 6/23/2026 | V00592--LAKESHORE PARENT, LLC | 122234140020882 | 10,827.08 |
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| | 6/23/2026 | P03064--MARIA ANGELICA MANZO ALVAREZ | 122234140020877 | 1,324.59 |
| | 6/23/2026 | P03022--MARIA GUADALUPE GARCIA PEREZ | 122234140020876 | 3,246.41 |
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| | 6/23/2026 | P02975--DAISY RUBI SUAREZ HUERTA | 122234140020873 | 2,630.25 |
| | 6/23/2026 | P02969--MARIA ELENA CASTANEDA | 122234140020872 | 6,324.19 |
| | 6/23/2026 | P02963--NEREIDA PONCE | 122234140020871 | 6,916.74 |
| | 6/23/2026 | P02959--IMELDA TORRES RANGEL | 122234140020870 | 4,780.66 |
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| | 6/23/2026 | P02853--BERTHA LILIA RUELAS DEL TORO | 122234140020867 | 6,287.13 |
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| | 6/23/2026 | P02699--CONSUELO MEJIA | 122234140020862 | 1,875.77 |
| | 6/23/2026 | P02679--ROSELIA MADERA DE CALDERA | 122234140020861 | 2,880.96 |
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| | 6/23/2026 | P02551--ANGELICA VALIENTE DE BARRAGAN | 122234140020858 | 11,441.96 |
| | 6/23/2026 | P02535--JESSICA MICHELLE ANDRADE | 122234140020857 | 5,546.35 |
| | 6/23/2026 | P02513--ESMERALDA Y GONZALES | 122234140020856 | 840.16 |
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| | 6/23/2026 | P02471--ISAIAH MONTELONGO VELASCO | 122234140020853 | 5,289.08 |
| | 6/23/2026 | P02435--JANET GARCIA-ALAPIZCO | 122234140020852 | 7,049.07 |
| | 6/23/2026 | P02396--ANA MARIA RAMIREZ MEJIA | 122234140020851 | 1,049.37 |
| | 6/23/2026 | P02381--LUZ A LOPEZ ZARATE | 122234140020850 | 4,025.74 |
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| | 6/23/2026 | P02284--ANDREA GUADALUPE DIAZ | 122234140020845 | 708.24 |
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| | 6/23/2026 | P02215--ERIKA L CENTENO | 122234140020843 | 12,392.15 |
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| | 6/23/2026 | P01850--RUTH CARINA PAREDES | 122234140020834 | 6,816.21 |
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| | 6/23/2026 | P01837--ISABEL C MEDINA DE GARCIA | 122234140020832 | 1,614.26 |
| | 6/23/2026 | P01806--MARIA E SANCHEZ DE GOMEZ | 122234140020831 | 5,865.13 |
| | 6/23/2026 | P01802--SAIDY LORENA MAYEN | 122234140020830 | 4,839.90 |
| | 6/23/2026 | P01654--HILDA ARACELI ARAMBULA MORENO | 122234140020829 | 6,185.63 |
| | 6/23/2026 | P01640--SYLVIA SCOTT CARRASCO | 122234140020828 | 931.51 |
| | 6/23/2026 | P01556--YNEZ ATHENA CHAVEZ-ANDRADE | 122234140020827 | 11,422.77 |
| | 6/23/2026 | P01518--ROMELIA MORENO DE ESPINOZA | 122234140020826 | 6,087.08 |
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| | 6/23/2026 | P01456--ESTHER MELENDREZ | 122234140020824 | 705.06 |
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| | 6/23/2026 | P01106--HILDA BARAJAS JUAREZ | 122234140020822 | 1,809.12 |
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| | 6/23/2026 | P00832--YOLANDA CORTES DE MENDOZA | 122234140020820 | 1,324.32 |
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| | 6/23/2026 | P00760--MARYPAZ ALVARADO PEREZ | 122234140020818 | 5,025.34 |
| | 6/23/2026 | P00682--BERTHA MORENO | 122234140020817 | 12,701.83 |
| | 6/23/2026 | P00524--IRMA GUTIERREZ | 122234140020816 | 12,653.07 |
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| | 6/23/2026 | P00021--ANA ROSA M SANCHEZ | 122234140020812 | 9,237.26 |
| | 6/23/2026 | V03301--COLLETTE ROYAL | 122234140020811 | 12,000.00 |
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| | 6/23/2026 | V00937--STINSON STATIONERS | 122234140020803 | 37,280.87 |
| | 6/23/2026 | V00585--KNIGHT'S SITE SERVICES INC | 122234140020802 | 4,469.58 |
| | 6/23/2026 | V00920--SSD ALARM, INC | 122234140020801 | 3,163.39 |
| | 6/23/2026 | V04690--SAGASER WATKINS & WIELAND PC | 122234140020800 | 5,826.25 |
| | 6/23/2026 | V00312--DONAHUE TRUCK CENTERS | 122234140020799 | 5,235.47 |
| | 6/23/2026 | V00146--CA ASSOCIATION OF FOOD BANKS | 122234140020798 | 2,200.00 |
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| | 6/23/2026 | V04971--NISSAN NORTH AMERICA, INC. | Voided - 309962 | -309.72 |
| | 6/24/2026 | V05350--ELVA TERESA DARRETT | 310803 | 3,114.72 |
| | 6/24/2026 | V04060--HELEN VILLARINO-WRIGHT | 310804 | 869.71 |
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| | 6/24/2026 | V05339--PACIFIC GAS & ELECTRIC COMPANY | 122234140020996 | 330,050.54 |
| | 6/29/2026 | V04544--ELAN | 46174 | 62,988.73 |
| | 6/29/2026 | V04553--PATTI CAVAZOS | 310806 | 6,916.82 |
| | 6/29/2026 | V03661--ISABEL URENA | 310805 | 9,709.12 |
| | 6/30/2026 | V04392--ROSEMARY ALBITRE | 310807 | 2,956.71 |
| **Total for CBB - Operating Acct** | | | 1734 | **6,690,590.28** |

# MEMORANDUM

**To:** Board of Directors

**From:** Yolanda Gonzales, Director of Head Start and State Child Development

**Date:** August 26, 2026

**Subject:** *Agenda Item V(e):* Update for Head Start Notice of Proposed Rulemaking (NPRM) Amending the Head Start Program Performance Standards (HSPPS) – ***Info Item***

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The Administration of Children and Families (ACF) released A Notice of Proposed Rulemaking (NPRM), "**Reducing Federal Burden on Head Start Programs**," published on August 7, 2026. The proposal is intended to reduce unnecessary administrative burden, improve regulatory clarity, promote children's health, nutrition, and physical activity, and focus federal oversight on statutory requirements rather than duplicative regulatory provisions.

The NPRM would reorganize the Head Start Program Performance Standards by removing or revising current regulatory requirements and adding new requirements. In areas where the existing regulations would be eliminated or revised, programs would instead be directed to comply with relevant federal statutes, including the Head Start Act, the Individuals with Disabilities Education Act (IDEA), and the McKinney-Vento Homeless Assistance Act, as well as state and local requirements.

The Head Start and State Child Development leadership team have been evaluating the proposed regulatory changes, and are currently working with the State, Regional and National Head Start Associations to review the proposal and discuss the impact on our program. Our efforts currently are to draft meaningful comments to add to the NPRM within the timeline ending October 6, 2026. It is important to note that **these changes are not Final.** Within the next two months, program will continue to evaluate the possibilities and work closely with CAPK's executive team to ensure our comments drafted address all risks.

The following provides a high-level overview of the key proposed changes:

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**Key Changes**

- **Reduced Cap on Administrative Costs:** Administrative costs would be capped at 5% of total approved program costs, down from 15% including the required non-Federal contributions to such costs. A waiver process is allowable for programs to negotiate administrative costs.
- **Staff-to-Child Ratios May Align with States:** The proposed rule would remove the current federal standard for Head Start staff-to-child ratios and group sizes. Instead, programs would establish staff-to-child ratios and group sizes consistent with state and local laws and regulations. Programs could continue to use the existing Head Start ratios if they choose.
- **Parent Committees Now Optional:** Parent committees would become optional (Governing Bodies, Policy Councils, and Policy Committees remain required by the Head Start Act). Parent committees are made up of currently enrolled parents at the site level.

**Key Removals**

- **Detailed regulations for serving children with disabilities would be removed.** Programs would continue to follow the requirements of the Head Start Act and the IDEA, while the proposed

regulations would remove specific requirements related to early support services, referrals, coordination of services, and other disability-related requirements.

● **Families would no longer receive the same level of health care coordination.** While the Head Start Act requires health, developmental, vision, and hearing screenings, the proposed rule would remove specific timelines for those screenings.
Programs would no longer be required to determine whether children have an ongoing source of health care to ensure children receive necessary care when they begin attending Head Start.

● **Suspension and expulsion restrictions would be removed.** Current Head Start regulations that prohibit expulsions and limit suspensions would be removed. Although the Head Start Act does not include statutory requirements for suspensions or expulsions, California regulations prohibit expulsions and limit suspensions.

● **Families would no longer be able to enroll without documentation.** The proposed rule would no longer allow family self-attestation to satisfy eligibility requirements for homelessness, income, or proving a child's age. Staff that violate eligibility requirements would need to be reported to HHS.

● **Housing cost adjustments would be removed from eligibility determinations.** Programs would no longer be allowed to deduct housing costs that exceed 30% of a family's annual gross income when determining eligibility.

**Key Additions**

● **English-Only Instruction:** Programs would be required to provide English-only instruction (excluding Tribal programs), with instruction for children with limited English proficiency focused on learning English. Programs would have to replace curriculum, instructional material, and books that contain non-English content and retrain or recruit teachers to be able to comply. Waivers may be granted.

● **Physical Activity:** Programs would be required to provide children with at least 30 minutes of physical activity for every 3.5 hours of program participation, with activities taking place outdoors when possible.

● **Nutrition:** Programs would be required to have staff or consultants to support nutrition services and provide parents with education on children's nutrition, healthy eating, and physical activity.

● **Healthy Marriage:** Programs would be required to provide educational materials and instruction demonstrating the value of healthy marriages.

● **Expanded Waiver Authority:** The proposed rule would broaden waiver authority by allowing programs to request waivers for most regulatory requirements, including the administrative cost cap and non-Federal match, except for eligibility, nutrition, and physical activity requirements. Waivers must comply with federal law and cannot compromise children's health or safety.

# MEMORANDUM

**To:** Board of Directors

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

**Date:** August 26, 2026

**Subject:** *Agenda Item V(f) :* Ramkabir Supportive Permanent Housing Developer Agreement Update – **Info Item**

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## Background

The Ramkabir project is the acquisition-rehabilitation of the former Ramkabir Motel at 901 Union Avenue, in partnership with the City of Bakersfield. The property consists of four buildings and 38 existing rooms, which will be converted into 30 units of permanent supportive housing, including 15 units serving veterans and 8 accessible units. Also included is a community building with shared kitchen, community room, laundry facilities and offices. Other amenities on-site will be landscaping, parking, and an outdoor BBQ area. The project is primarily funded through the State of California's Homekey+ program, administered by the Department of Housing and Community Development (HCD).

The City of Bakersfield owns the property and is the lead applicant. CAPK is the co-applicant and serves as project Developer, responsible for procurement, construction management, and ongoing operations and supportive services onsite for a minimum of 15 years. The City plans to convey the property to CAPK once the project construction is completed. The Developer Agreement is the instrument by which the City passes Homekey+ funding and program obligations through to CAPK. Without it, CAPK cannot award a construction contract or issue a notice to proceed.

## Funding

On July 13, 2026, HCD issued a Conditional Award Notice totaling $14,074,000 with $10,600,000 in capital funding, $3,024,000 in operating funding, and $450,000 in additional operating funding for veteran units. The date of the conditional award letter is the operative date for all program deadlines that follow.

The City separately funded the predevelopment work through two agreements with CAPK in the total amount of $1,147,656 covering design, environmental, other preconstruction, and construction activities. These specific activities are governed by the Predevelopment Agreements between CAPK and the city. The two Predevelopment Agreements are attached for your reference.

In addition to Homekey+ funding for construction and operations, additional funding sources for the operations and rental subsidies have been committed by other agencies to the project and will be identified in the Developer Agreement including Homeless Housing Assistance Prevention (HHAP), Housing Authority HUD VA Supportive Housing (VASH), and Kern County Behavioral Health and Recovery Services.

## Current Status

*Design:* Architectural work by Skarphol Frank Associates is substantially complete and has moved through City plan review.

*Construction Procurement:* The construction Request for Proposals (RFP) has been published. Proposals are due September 8, 2026 at 2:00 pm. This is a competitive best-value procurement with a

fixed completion deadline. We have established an independent review and scoring panel. Having an independent, well-rounded review panel is essential in ensuring the recommendation that reaches our Board is sound, independent, and defensible.

The five-member review and scoring panel consists of the following members:

Emilio Wagner - Chief Facilities and Technology Officer, CAPK
Greg Frank - Principal Architect, Skarphol Frank Associates
Jason Love - Senior Project Manager, Skarphol Frank Associates
Paul Archer - Assistant Public Works Director, City of Bakersfield
John Paul Lake - At-large Community Member

Due to the fixed completion deadline required by the state, the construction contract will include liquidated damages to address the obligations of CAPK to separately house individuals if they are not placed in units by the completion deadline. The liquidated damages are calculated using the estimated cost to house clients in accommodations that resemble the permanent housing and as required by the state. Based on similar experience housing clients, we have established a cost per unit at $130/day. Housing Vouchers will be available for the 15 veteran units if needed, but the other 15 units will not have vouchers available. With that in mind, the total daily liquidated damages fee of $1,966 per day is based on 15 units and includes a small amount for estimated utility costs.

A recommendation from the review and scoring panel to award a construction contract will be presented for review and approval. Depending on timing and due to the very tight timelines required by the state, we may ask to call a special Executive Committee meeting for the award of the construction contract on or around September 22, 2026. This would be one of two possible special meetings.

*Developer Agreement between CAPK and City:* At the time of this memo the City was in the final stages of drafting the Developer Agreement. CAPK legal counsel has been requested to complete an expedited review once it is received. Depending on the timing of the draft development agreement from the city, we may request a special Executive Committee meeting to approve the Developer Agreement on or around September 8, 2026. This would be one of two possible special meetings.

The Developer Agreement will define CAPK's role and obligations as Developer. It will include items such as the legal description of the property, related items from the State's funding agreement with the City, detailed scope of work covering the project description, unit mix, development and operating budgets, funding sources, construction schedule, required deliverables, and any Homekey+ compliance responsibilities between CAPK and the City. It will also incorporate CAPK's supportive services plan, describing the Housing First service model, tenant eligibility and referral through Coordinated Entry, the services CAPK will provide or coordinate with community partners, staffing, and measurable outcomes.

We expect the agreement to also include administrative framework for the project such as the process for submitting payment requests and the documentation required for reimbursement of eligible costs, the construction and operating reports CAPK will provide to the City so the City can meet its own reporting obligations to HCD, and the conditions under which the City will convey the property to CAPK following project completion.

*State funding:* As mentioned, this project is funded primarily through State of California Homekey+ funding. Our understanding is that once the Standard Agreement between the State and City is executed, the City will appropriate the Homekey+ funds.

**Why the timelines are expedited**

The Homekey+ program establishes a strict and fixed project completion deadline of September 11, 2027, and it does not allow for adjustments, even for delays in the State's contracting process. With the

strict schedule dictated by the state, the timing of City Council and CAPK Board meetings may not align as needed, so staff will most likely be requesting two special Executive Committee meetings for approvals of certain items. Deferring approval of these items would reduce the time available for construction against the deadline.

**Fiscal Impact**
The project is supported by the $14,074,000 Homekey+ award and $1,147,656 in City predevelopment funding.

**Next Steps**

- Receive and review final Developer Agreement between the City and CAPK (including legal review)
- Set a special Executive Committee meeting to approve the Developer Agreement (on or around September 8)
- Execute the Developer Agreement with the City of Bakersfield
- Complete evaluation of construction proposals and set a special Executive Committee meeting to authorize staff to award contract (on or around September 22)
- Finalize construction contract and issue the notice to proceed.
- Complete construction and placement of clients by the September 11, 2027 program deadline.

**Recommendation**

This item serves as an update to the Board in preparation of items coming forward for review and approval. No action requested at this time.

***Attachments:***
*Predevelopment Agreement between the City of Bakersfield and CAPK (executed March 25, 2025)*
*Predevelopment Agreement approved by the Executive Committee on July 8, 2026 (see page 25)*
*HCD Revised Conditional Award Letter, July 13, 2026*
*Site Plan*

**AGREEMENT NO. 2025-048**

# AGREEMENT WITH COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) FOR HOMELESS HOUSING ASSISTANCE FOR PREDEVELOPMENT COSTS OF RAMKABIR MOTEL

This **AGREEMENT** is made and entered into on MAR 26 2025, by and between the **CITY OF BAKERSFIELD**, a California charter city and municipal corporation ("CITY") and **COMMUNITY ACTION PARTNERSHIP OF KERN**, a non-profit, public-benefit corporation authorized to do business in California ("CAPK" or "SUBRECIPIENT").

## RECITALS

**WHEREAS,** on April 24, 2024, CITY purchased Ramkabir Motel at 901 Union Ave., Bakersfield, CA 93305 ("Property"), in accordance with California Government Code Section 37350; and

**WHEREAS,** it is CITY's intention to convert Property to a Permanent Supportive Housing ("PSH") Development for people experiencing or at-risk of homelessness; and

**WHEREAS,** the State of California ("State") has granted Homeless Housing Assistance and Prevention Round 4 ("HHAP-4") funds to CITY and CITY desires to grant HHAP-4 funds to SUBRECIPIENT to be expended on predevelopment of Ramkabir Motel rehabilitation; and

**WHEREAS,** SUBRECIPIENT represents that SUBRECIPIENT is experienced and well qualified in the field of homelessness services and wishes to partner with CITY to rehabilitate the Property to convert it to PSH ("Project").

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

1. **HHAP-4 FUNDING TERMS**. SUBRECIPIENT and its subcontractors shall abide by all terms of the HHAP-4 State of California Standard Agreements, in **Exhibit "A"** and conform to the "time frame" as set forth in **Exhibit "B"** both of which are attached hereto and incorporated by reference herein.

2. **SCOPE OF WORK.** The scope of work consists of predevelopment activities for this Project as set forth in **Exhibit "B,"**.



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3. **COMPENSATION.** It is expressly agreed and understood that the total amount to be reimbursed to SUBRECIPIENT by CITY under this Agreement shall **NOT EXCEED FIVE HUNDRED THOUSAND DOLLARS ($500,000)** in HHAP-4 funding. This shall be the total compensation under this Agreement including, but not limited to, all out-of-pocket costs and taxes. Such grant monies shall only be used to pay for predevelopment costs related to Project as set forth in **Exhibit "B"** and in accordance with this Agreement.

   3.1. **DISBURSEMENT OF FUNDS.** CITY shall not be obligated to disburse, or pay to, SUBRECIPIENT or any third-party, any funds until and after CITY receives all HHAP-4 allocations from the state government. If CITY does not receive such funds, CITY, at its option, may terminate or suspend this Agreement without any liability to SUBRECIPIENT or its subrecipients until CITY receives such funds. SUBRECIPIENT shall not be entitled to any damages from CITY if CITY refuses to disburse funds until CITY receives funds, even if SUBRECIPIENT or any third-party has detrimentally relied upon this Agreement.

   3.2. **ELIGIBLE CLAIMS FOR PAYMENT.** CITY agrees to pay eligible claims for payment to SUBRECIPIENT within thirty (30) days after CITY receives an eligible claim for payment as set forth herein, and a properly designated SUBRECIPIENT official certifies the claim. SUBRECIPIENT shall also describe the basis for computation: cost per hour, cost per weight, cost per task, or other measurement as CITY may specify. CITY may review the claim for completeness and accuracy and may refuse to pay any claim until explained to CITY's satisfaction.

4. **TERM.** The term of this Agreement is the date first written above and will end on February 28, 2026, unless terminated earlier as provided herein.

5. **TERMINATION**. Either party may terminate this Agreement after giving the other party written notice, as provided herein, thirty (30) days before the termination is effective.

6. **COMPLIANCE WITH ALL LAWS.** SUBRECIPIENT shall, at SUBRECIPIENT's sole cost, comply with all of the requirements of municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities relating to or growing out of this Agreement all municipal ordinances and state and federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation:

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6.1. **FEDERAL LAWS.** SUBRECIPIENT shall obey the Act, any amendments, Federal regulations and guidelines now or hereafter enacted pursuant now or hereafter in effect, and CITY's regulations now or hereafter enacted to facilitate administration applicable to the Project. SUBRECIPIENT shall become familiar with the appropriate statutes, regulations, and guidelines governing the Project.

6.2. **PREVAILING WAGE**. SUBRECIPIENT shall pay prevailing wages to all workers employed on public works project's, as defined by California Labor Code. Upon request by CITY, when required per the California Labor Code, SUBRECIPIENT must submit to CITY proof of DIR registration of the Project.

6.3. **LOCAL APPROVALS.** SUBRECIPIENT shall abide by all municipal codes and CITY regulations that apply to this Agreement and SUBRECIPIENT performing the work. If appropriate, permits must be obtained from CITY, including, but not limited to, the Building, Planning and/or Public Works Departments for all work requiring permits. Reimbursement payments will not be processed until all code or permit compliance has been completed by SUBRECIPIENT and approved by CITY.

6.4. **NONDISCRIMINATION**. During the performance of this Agreement, SUBRECIPIENT and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave. SUBRECIPIENT and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. SUBRECIPIENT or subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and

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made a part hereof as if set forth in full. SUBRECIPIENT and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

6.5. **DRUG FREE WORKPLACE CERTIFICATION.** By signing this Agreement, SUBRECIPIENT, and its subcontractors, hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code 8350 et seq.) Drug free workplace certification form is attached hereto as **Exhibit "C."** and incorporated by reference herein.

7. **ENTITLEMENT TO DESIGN PRODUCTS.** In the event CITY is not awarded a Homekey+ grant, CITY will retain rights to all development designs created and paid for by HHAP-4 funds.

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

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

10. **CONFLICT OF INTEREST.** All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in any subsequent contract being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code, sections 10410 and 10411, for State conflict of interest requirements.


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## 11. INSURANCE.

**11.1. TYPES AND LIMITS OF INSURANCE.** In addition to any other insurance or security required under this Agreement, SUBRECIPIENT must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").

**11.2. AUTOMOBILE LIABILITY INSURANCE.** Providing coverage for owned, non-owned, and hired autos on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than $1,000,000 per occurrence.

**11.3. COMMERCIAL GENERAL LIABILITY INSURANCE.** Unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than $1,000,000 per occurrence. The policy must:

**11.3.1.** Provide contractual liability coverage for the terms of this Agreement;

**11.3.2.** Provide products and completed operations coverage;

**11.3.3.** Provide premises, operations, and mobile equipment coverage; and

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

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

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



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By executing this Agreement, SUBRECIPIENT is submitting the certification required above.
The policy must contain a waiver of subrogation in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

**11.5. GENERAL PROVISIONS APPLYING TO ALL INSURANCE TYPES.**

**11.5.1.** All policies required of SUBRECIPIENT must be written on a first-dollar coverage basis, or contain a deductible provision. Subject to CITY's advance approval, SUBRECIPIENT may utilize a self-insured retention in any or all of the policies provided, but the policy or policies may not contain language, whether added by endorsement or contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured or by any means including other insurance or which is intended to defeat the intent or protection of an additional insured.

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

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

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


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**11.5.5.** Full compensation for all premiums which the 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.

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

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

12. **REPORTING REQUIREMENTS.** If Homekey+ grant is awarded SUBRECIPIENT will collect, evaluate and enter data into the HMIS. The data will be entered into a local HMIS using HUD's standards for participation. The data, which includes the numbers served and amount of funding used per client, must be entered into the system and provided to CITY on a quarterly basis beginning June 15, 2025, with an initial performance report, and quarterly reports thereafter on September 15, 2025, December 15, 2025, and March 15, 2026, etc., or until funding is fully expended.

**12.1. CLOSE-OUTS.** SUBRECIPIENT's obligation to CITY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to, making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to CITY), and determining the custodianship of records.

**12.2. AUDITS AND INSPECTIONS.** All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to CITY, its designee or the Federal Government, at any time during normal business hours, as often as CITY deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by



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SUBRECIPIENT within thirty (30) days of receipt. Failure of SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. SUBRECIPIENT hereby agrees to have an annual audit conducted at CITY's request.

13. **ACCOUNTING STANDARDS.** SUBRECIPIENT agrees to utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

14. **DOCUMENTATION AND RECORD KEEPING.**

14.1. **RECORDS TO BE MAINTAINED.** If Homekey+ grant is awarded SUBRECIPIENT shall maintain all records required by the State regulations specified in "**Exhibit A**" and "**Exhibit B**" that are pertinent to the activities to be funded under this Agreement. Such records include, but are not limited to:

14.1.1. **RETENTION.** SUBRECIPIENT shall retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the expiration of this Agreement. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

14.1.2. **CLIENT DATA.** SUBRECIPIENT shall maintain client data demonstrating client eligibility for services provided. Such information shall include, but not be limited to, client name, address, income level, or other basis for determining eligibility, and description of service provided. Such information shall be submitted to CITY or its designees for review on a quarterly basis using a form approved by CITY.

14.1.3. **PROGRESS REPORTING.** SUBRECIPIENT will report progress on predevelopment activities monthly beginning May 1, 2025 and ending March 31, 2026, or when funds are fully expended, whichever occurs first.

14.1.4. **PROPERTY RECORDS.** SUBRECIPIENT shall accept title to and be responsible for the maintenance and operation of the improvements made under this Agreement. SUBRECIPIENT


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shall maintain real property inventory records which clearly identify properties purchased, improved or sold.

14.1.5. **AUDITS AND INSPECTIONS.** All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to CITY, its designee or the State Government, at any time during normal business hours, as often as CITY deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within thirty (30) days after receipt by it. Failure of SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. SUBRECIPIENT hereby agrees to have an annual audit conducted in accordance with current CITY policies concerning subrecipient audits.

15. **CITY's REMEDIES.** If SUBRECIPIENT fails to materially comply with the terms of this Agreement, CITY, at its option, may suspend or terminate this Agreement and may demand SUBRECIPIENT return all funds granted to SUBRECIPIENT pursuant to this Agreement. The remedies provided in this Agreement are cumulative and are in addition to any other remedies in law or equity which may be available to CITY. The election of one or more remedies shall not bar the use of other remedies unless the circumstances made the remedies incompatible.

16. **CONCURRENT REMEDY.** No right or remedy herein conferred on or reserved to CITY is exclusive of any other right or remedy herein or by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

17. **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.

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



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19. **MERGER AND MODIFICATION.** All prior agreements between the parties are incorporated in this Agreement which constitutes the entire Agreement. Its terms are intended by the parties as a final expression of their agreement with respect to such terms as are included herein and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend this Agreement constitutes the complete and exclusive statement of its terms and no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding involving this Agreement. This Agreement may be modified only in a writing approved by CITY Council and signed by all the parties.

20. **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.

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

22. **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, CA 93301**

**SUBRECIPIENT:** **COMMUNITY ACTION PARTNERSHIP OF KERN**
**1300 18th STREET SUITE 200**
**BAKERSFIELD, CA 93301**

23. **EXECUTION.** This Agreement is effective upon execution. It is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

24. **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,



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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.

**25.** **NEGATION OF PARTNERSHIP.** CITY shall not become or be deemed a partner or joint venture with SUBRECIPIENT or associate in any such relationship with SUBRECIPIENT by reason of the provisions of this Agreement. SUBRECIPIENT shall not for any purpose be considered an agent, officer or employee of CITY.

**26.** **CONFLICTS OF INTEREST.** SUBRECIPIENT stipulates that corporately, or individually, the firm, its employees and sub-consultants have no financial interest in either the success or failure of any project which is dependent upon the result of the work prepared pursuant to this Agreement and funds provided for herein (California Government Code Section 1090).

**27.** **TAX NUMBERS.**

SUBRECIPIENT's Federal Tax ID Number: 95-2402760
"SUBRECIPIENT " is a corporation? Yes X No _____
(Please check one.)

**28.** **LIMITATION OF LIABILITY.** In no event shall SUBRECIPIENT be liable for any lost revenue, lost profits, direct or indirect, special, incidental consequential or punitive damages, however caused and under any theory of liability, whether in contract, tort (including negligence and strict liability) or otherwise, arising out of this agreement, even if advised of the possibility of such damages. Except for claims based on SUBRECIPIENT'S willful misconduct, the maximum aggregate liability of SUBRECIPIENT under any theory of law (including breach of contract, tort, and strict liability) shall not exceed the amount actually paid by the CITY for SUBRECIPIENT's services pursuant to this Agreement.

**29.** **NO THIRD-PARTY BENEFICIARIES.** The only parties to this Agreement are the CITY and SUBRECIPIENT. The Parties intend that there be no third-party beneficiaries to this Agreement. Any benefit that may be conferred upon a third-party by this Agreement, including individual youths, is incidental only.

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**30.** **WARRANTY DISCLAIMER.** SUBRECIPIENT disclaims any and all warranties not expressly stated in this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first-above written.

"CITY"
**CITY OF BAKERSFIELD**

By: _____
**KAREN GOH**
Mayor

"SUBRECIPIENT"
**COMMUNITY ACTION PARTNERSHIP OF KERN**

By: _____
**JEREMY TOBIAS**
Chief Executive Officer

[Signatures continue on following page]



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APPROVED AS TO CONTENT:
**ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT**

By: _____
**JENNIFER M. BYERS**
Economic and Community Development Director

APPROVED AS TO FORM:

By: _____
**VIRGINIA GENNARO**
City Attorney

Insurance: TW

COUNTERSIGNED:

By: _____
**RANDY MCKEEGAN**
Finance Director

VG/blf
Attachments: Exhibit "A": HHAP-4 Standard Agreement
Exhibit "B": Scope of Work
Exhibit "C": Drug Free Workplace Certification



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# Exhibit "A"
# HHAP-4 Standard Agreement

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**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**
**Contract for Funds**

## EXHIBIT A

## AUTHORITY, PURPOSE AND SCOPE OF WORK

### 1) Authority

The State of California has established the Homeless Housing, Assistance, and Prevention Program Round 4 ("HHAP-4" or "Program") pursuant to Chapter 6 (commencing with Health and Safety Code (HSC) section 50216) of Part 1 of Division 31 of the Health and Safety Code. (Amended by Stats. 2021, Ch. 111, Sec. 4. (AB 140) Effective July 19, 2021.)

The Program is administered by the California Interagency Council on Homelessness ("Cal ICH") in the Business, Consumer Services and Housing Agency ("Agency"). HHAP-4 provides flexible block grant funds to Continuums of Care, large cities (population of 300,000+) and counties to build on the regional coordination created through previous Cal ICH grant funding and support local jurisdictions in their unified regional responses to reduce and end homelessness.

This Standard Agreement/Contract for Funds along with all its exhibits ("Agreement") is entered into by Cal ICH and a Continuum of Care, a city, or a county ("Grantee") under the authority of, and in furtherance of the purpose of, the Program. In signing this Agreement and thereby accepting this award of funds, the Grantee agrees to comply with the terms and conditions of this Agreement, and the requirements appearing in the statutory authority for the Program cited above.

### 2) Purpose

The general purpose of the Program is to (1) reduce homelessness by expanding or developing local capacity to address immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing; and (2) continue to build on regional coordination developed through previous rounds of HHAP funding (Chapter 6 (commencing with HSC section 50216).

This funding shall:

**a)** Continue to build regional collaboration between continuums of care, counties, and cities in a given region, regardless of population, and ultimately be used to develop a unified regional response to homelessness.

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**b)** Be paired strategically with other local, state, and federal funds provided to address homelessness in order to achieve maximum impact. Grantees of this funding are encouraged to reference Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness to assist in using funding strategically for their planning efforts in the delivery of services to people experiencing homelessness in the community.

**c)** Be deployed with the goal of reducing the number of people experiencing homelessness in a given region through investing in long-term solutions, such as permanent housing.

**d)** Include the State as an integral partner through the provision of technical assistance, sharing of best practices, and implementing an accountability framework to guide the structure of current and future state investments.

## 3) Definitions

**The following HHAP-4 program terms are defined in accordance with Health and Safety Code section 50216, subdivisions (a) – (r):**

**a)** "Agency" means the Business, Consumer Services, and Housing Agency.

**b)** "Applicant" means a Continuum of Care, city, county, or tribe.

**c)** "City" means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.

**d)** "Continuum of Care" means the same as defined by the United States Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.

**e)** "Coordinated Entry System" means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.



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**f)** "Council" means the California Interagency Council on Homelessness, formerly known as the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.

**g)** "Emergency shelter" has the same meaning as defined in subdivision (e) of Section 50801.

**h)** "Homeless" has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.

**i)** "Homeless Management Information System" means the information system designated by a Continuum of Care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term "Homeless Management Information System" also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.

**j)** "Homeless point-in-time count" means the most recent point-in-time count that requires a sheltered and unsheltered count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations completed by all applicants.

**k)** "Homeless youth" means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.

**l)** "Housing First" has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein.

**m)** "Jurisdiction" means a city, city that is also a county, county, or Continuum of Care, as defined in this section.

**n)** "Navigation center" means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

**o)** "Program" means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.

**1)** "Round 1" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2019.

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**2)** "Round 2" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2020.

**3)** "Round 3" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2021.

**4)** "Round 4" of the program means the funding allocated under the program with moneys appropriated during the fiscal year beginning on July 1, 2022.

**p)** "Program allocation" means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges.

**q)** "Recipient" means a jurisdiction that receives funds from the Cal ICH for the purposes of the program.

**r)** "Tribe" or "tribal applicant" means a federally recognized tribal government pursuant to Section 4103 of Title 25 of the United States Code.

**Additional definitions for the purposes of the HHAP-4 program:**

"Obligate" means that the Grantee has placed orders, awarded contracts, received services, or entered into similar transactions that require payment using HHAP-4 funding. Grantees, and the subrecipients who receive awards from those Grantees, must obligate the funds by the statutory deadlines set forth in this Exhibit A.

"Expended" means all HHAP-4 funds obligated under contract or subcontract have been fully paid and receipted, and no invoices remain outstanding.

## 4) Scope of Work

The Scope of Work ("Work") for this Agreement shall include uses that are consistent with Health and Safety Code section 50218.7, subdivision (e), and section 50220.8, subdivisions (e), (f), and (g), and any other applicable laws.

The Grantee shall expend funds on evidence-based programs serving people experiencing homelessness among eligible populations, including any of the following eligible uses:

**a)** Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.

**b)** Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.

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**c)** Street outreach to assist persons experiencing homelessness to access permanent housing and services.

**d)** Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.

**e)** Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.

**f)** Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.

**g)** Prevention and shelter diversion to permanent housing, including rental subsidies.

**h)** Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing noncongregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:

**i)** The number of available shelter beds in the city, county, or region served by a Continuum of Care.

**ii)** The number of people experiencing unsheltered homelessness in the homeless point-in-time count.

**iii)** Shelter vacancy rate in the summer and winter months.

**iv)** Percentage of exits from emergency shelters to permanent housing solutions.

**v)** A plan to connect residents to permanent housing.

**vi)** Any new interim sheltering funded by HHAP-4 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters.

**i)** Improvements to existing emergency shelters to lower barriers and increase privacy.

In addition to the eligible uses described above, the Grantee's expenditure of its entire HHAP-4 allocation must also comply with the following:

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a) At least 10 percent of the funds shall be spent on services for homeless youth populations.

b) Not more than 7 percent of funds may be used for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this Agreement, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the program allocation.

5) **Cal ICH Contract Coordinator**

The Cal ICH's Contract Coordinator for this Agreement is the Council's Grant Director or the Grant Director's designee. Unless otherwise instructed, any notice, report, or other communication requiring an original Grantee signature for this Agreement shall be mailed to the Cal ICH Contract Coordinator. If there are opportunities to send information electronically, Grantee will be notified via email by the Council's Grant Director or the Grant Director's designee.

The Representatives during the term of this Agreement will be:

| | PROGRAM | GRANTEE |
|---|---|---|
| **ENTITY:** | Business Consumer Services and Housing Agency | City of Bakersfield |
| **SECTION/UNIT:** | California Interagency Council on Homelessness (Cal ICH) | |
| **ADDRESS:** | 500 Capitol Mall Suite 1850 Sacramento, CA, 95814 | 1600 Truxtun Ave Bakersfield, CA 93301 |
| **CONTRACT COORDINATOR** | Jeannie McKendry | Adelina Carter |
| **PHONE NUMBER:** | (916) 510-9446 | (661) 852-7534 |
| **EMAIL ADDRESS:** | Jeannie.McKendry@bcsh.ca.gov | acarter@bakersfieldcity.us |

All requests to update the Grantee information listed within this Agreement shall be emailed to the Cal ICH Grants Division general email box at calichgrants@bcsh.ca.gov. The Council reserves the right to change their representative and/or contact information at any time with notice to the Grantee.

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**6) Effective Date, Term of Agreement, and Deadlines**

**a)** This Agreement is effective upon approval by Cal ICH (indicated by the signature provided by Cal ICH in the lower left section of page one, Standard Agreement, STD. 213), when signed by all parties. Funds will be disbursed in accordance with Section 3 of Exhibit B.

**b)** This Agreement shall terminate on December 31, 2027.

**c)** A grantee shall contractually obligate no less than 75 percent and shall expend no less than 50 percent of their initial (50 percent) HHAP-4 disbursement by May 31, 2025. Upon demonstration by a grantee that it has complied with this requirement and remains on track to meet its outcome goals, as determined by the council pursuant to Health and Safety Code section 50223, the council shall disburse to that recipient the remaining 50 percent of its total HHAP-4 allocation pursuant to Health and Safety Code section 50218.7(a).

**i)** Grantee will demonstrate compliance with these requirements by completing the certification documentation in the form and manner provided by the council.

**d)** If a grantee has obligated less than 75 percent or expended less than 50 percent of their initial (50 percent) HHAP-4 disbursement by May 31, 2025, the grantee shall not contractually obligate or expend any remaining portion of its round 4 initial program allocation, and the council shall not allocate to the recipient the remaining 50 percent of its total allocation, unless both of the following occur:

**i)** On or before June 30, 2025, the grantee submits an alternative disbursement plan to Cal ICH that includes an explanation for the delay.

**ii)** Cal ICH approves the alternative disbursement plan.

If Cal ICH cannot approve an alternative disbursement plan, Cal ICH will provide the grantee with guidance on the revisions needed in order to approve the alternative disbursement plan.

If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2026, the funds shall be returned to the Cal ICH to be allocated as bonus awards.

**e)** Grantees that do not meet the final expenditure deadlines in Health and Safety Code section 50220.8(k) shall not be eligible for bonus funding.

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**f)** All HHAP-4 funds shall be expended by June 30, 2027.

**g)** In accordance with Health and Safety Code section 50220.8, subdivision (k), Cal ICH retains the right to require a corrective action plan of grantees that are not on track to fully expend funds by the statutorily required deadline.

**h)** Any funds not expended by June 30, 2027, including bonus funds, shall revert to and be paid and deposited in, the General Fund pursuant to Health and Safety Code section 50220.8(p).

**i)** The council may request additional information from applicants, as needed, to meet other applicable reporting or audit requirements.

**j)** **Bonus Funds:** Health and Safety Code section 50220.8 mandates the following, regarding a recipient's eligibility for Bonus Funding:

**i)** Recipients that do not meet the obligation requirements laid out in Health and Safety Code section 50220.8(k) shall not be eligible for bonus funding;

**ii)** Recipients shall demonstrate no later than June 30, 2025, whether they have successfully met their outcome goals; and

**iii)** Jurisdictions that have not met their outcome goals shall not be eligible for bonus funding and shall accept technical assistance from council staff. In addition, jurisdictions that have not met their outcome goals may also be required to limit allowable uses of program funds, as determined by the Council.

**iv)** If recipient receives bonus funding, the bonus funds will be distributed as an amendment to this contract. No additional contract will be executed.

**7) <u>Special Conditions</u>**

Cal ICH reserves the right to add any special conditions to this Agreement it deems necessary to ensure that the goals of the Program are achieved.

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**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**

**EXHIBIT B**

**BUDGET DETAIL and DISBURSEMENT PROVISIONS**

## 1) Budget Detail & Changes

The Grantee agrees that HHAP-4 funds shall be expended on uses that support regional coordination and expand or develop local capacity to address immediate homelessness challenges. Such activities must be informed by a best-practices framework focused on moving people experiencing homelessness into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

The Grantee shall expend the HHAP-4 funds on eligible activities as detailed in Health and Safety Code section 50218.7(e) and section 50220.8, subdivisions (e), and (f).

## 2) General Conditions Prior to Disbursement

All Grantees must submit the following forms prior to HHAP-4 funds being released:

- Request for Funds Form ("RFF")
- STD 213 Standard Agreement form and initialed Exhibits A through F
- STD 204 Payee Data Record or Government Agency Taxpayer ID Form

## 3) Disbursement of Funds

**Initial Disbursement**
Fifty percent of a grantee's HHAP-4 funds will be disbursed to the Grantee upon receipt, review and approval of the completed Standard Agreement and RFF by Cal ICH, the Department of General Services (DGS) and the State Controller's Office (SCO).

The RFF must include the proposed eligible uses and the amount of funds proposed for expenditure under each eligible use. The Initial disbursement of HHAP-4 funds will be disbursed in one allocation via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

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**Remainder Disbursement**

a) Cal ICH will disburse the remaining fifty percent of HHAP-4 funds upon demonstration by a Grantee that it has complied with the requirement to contractually obligate and expend a minimum amount of its round 4 program allocation, as described below, and remains on track to meet its outcome goals, as determined by the council pursuant to Section 50223.

   i) A grantee shall contractually obligate no less than 75 percent and shall expend no less than 50 percent of their initial (50 percent) HHAP-4 disbursement by May 31, 2025. Upon demonstration by a grantee that it has complied with this requirement and remains on track to meet its outcome goals, as determined by the council pursuant to Health and Safety Code section 50223, the council shall disburse to that recipient the remaining 50 percent of its total HHAP-4 allocation pursuant to Health and Safety Code section 50218.7(a).

b) If a grantee has obligated less than 75 percent or expended less than 50 percent of their initial disbursement by May 31, 2025, the grantee shall not contractually obligate or expend any remaining portion of its round 4 initial program allocation, and the council shall not allocate to the recipient the remaining 50 percent of its total allocation, unless both of the following occur:

   i) On or before June 30, 2025, the grantee submits an alternative disbursement plan to Cal ICH that includes an explanation for the delay.

   ii) Cal ICH approves the alternative disbursement plan. If Cal ICH cannot approve an alternative disbursement plan, Cal ICH will provide the grantee with guidance on the revisions needed in order to approve the alternative disbursement plan.

4) If a Grantee is not on track to meet outcome goals, grantee must agree to receive TA from Cal ICH to get back on track with the outcome goals before the Council allocates the remaining 50 percent of a recipient's allocation.

**Bonus Funds Disbursement**

If a Grantee qualifies for Bonus Funds pursuant to the requirements laid out in Health and Safety Code section 50220.7, Cal ICH will determine the amount of Bonus Funds the Grantee is eligible for and will disburse these Bonus Funds to the Grantee upon receipt, review and approval of the completed Amended Standard Agreement and RFF by Cal ICH, the Department of General Services (DGS) and the State Controller's Office (SCO).

The RFF must include the proposed eligible uses and the amount of funds proposed for expenditure under each eligible use. The Bonus Funds disbursement of

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HHAP-4 funds will be allocated in one disbursement via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

**5) Expenditure of Funds**

All HHAP-4 funds must be spent in accordance with Health and Safety Code section 50218.7(e) and section 50220.8, subdivisions (e), and (f), and as described in Exhibit A, Section 4 "Scope of Work".

**6) Ineligible Costs**

**a)** HHAP-4 funds shall not be used for costs associated with activities in violation of any law or for any activities not consistent with the intent of the Program and the eligible uses identified in Health and Safety Code section 50220.8, subdivisions (e), (f), and (g).

**b)** Cal ICH reserves the right to request additional clarifying information to determine the reasonableness and eligibility of all uses of the funds made available by this Agreement. If the Grantee or its funded subrecipients use HHAP-4 funds to pay for ineligible activities, the Grantee shall be required to reimburse these funds to Cal ICH.

**c)** An expenditure which is not authorized by this Agreement, or by written approval of the Grant Manager or his/her designee, or which cannot be adequately documented, shall be disallowed and must be reimbursed to Cal ICH by the Grantee.

Cal ICH, at its sole and absolute discretion, shall make the final determination regarding the allowability of HHAP-4 fund expenditures.

**d)** Program funds shall not be used to supplant existing local funds for homeless housing, assistance, or prevention. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP funds may be used to maintain the service or program. Examples include, but are not limited to, a time-limited city and/or county tax or one-time block grant, such as HEAP.

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**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**

**EXHIBIT C**

**GENERAL TERMS AND CONDITIONS**

1) **Termination and Sufficiency of Funds**

   a) **Termination of Agreement**
   Cal ICH may terminate this Agreement at any time for cause by giving a minimum of 14 days' notice of termination, in writing, to the Grantee. Cause shall consist of violations of any conditions of this Agreement, any breach of contract as described in paragraph 6 of this Exhibit C; violation of any federal or state laws; or withdrawal of Cal ICH's expenditure authority. Upon termination of this Agreement, unless otherwise approved in writing by Cal ICH, any unexpended funds received by the Grantee shall be returned to Cal ICH within 30 days of Cal ICH's notice of termination.

   b) **Sufficiency of Funds**
   This Agreement is valid and enforceable only if sufficient funds are made available to Cal ICH by legislative appropriation. In addition, this Agreement is subject to any additional restrictions, limitations or conditions, or statutes, regulations or any other laws, whether federal or those of the State of California, or of any agency, department, or any political subdivision of the federal or State of California governments, which may affect the provisions, terms or funding of this Agreement in any manner.

2) **Transfers**

Grantee may not transfer or assign by subcontract or novation, or by any other means, the rights, duties, or performance of this Agreement or any part thereof, except as allowed within Exhibit C Section 12 (Special Conditions – Grantees/Sub Grantee) or with the prior written approval of Cal ICH and a formal amendment to this Agreement to affect such subcontract or novation.

3) **Grantee's Application for Funds**

Grantee has submitted to Cal ICH an application for HHAP-4 funds to support regional coordination and expand or develop local capacity to address its immediate homelessness challenges. Cal ICH is entering into this Agreement on the basis of Grantee's facts, information, assertions and representations contained in that application. Any subsequent modifications to the original funding plans submitted within the original application must be requested through the formal HHAP Budget Modification Request Process and are subject to approval by Cal ICH.

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Grantee warrants that all information, facts, assertions and representations contained in the application and approved modifications and additions thereto are true, correct, and complete to the best of Grantee's knowledge. In the event that any part of the application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would substantially affect Cal ICH approval, disbursement, or monitoring of the funding and the grants or activities governed by this Agreement, then Cal ICH may declare a breach of this Agreement and take such action or pursue such remedies as are legally available.

4) **Reporting/Audits**

a) **Annual Reports**
By January 1, 2024, and annually on that date thereafter until all funds have been expended, the Grantee shall submit an annual report to Cal ICH in a format provided by Cal ICH. Annual Reports will include a request for data on expenditures and people served with HHAP-4 funding, details on specific projects selected for the use of HHAP-4 funding, and data regarding the progress towards outcome goals. If the Grantee fails to provide such documentation, Cal ICH may recapture any portion of the amount authorized by this Agreement with a 14-day written notification. No later than October 1, 2027, the Grantee shall submit a final report, in a format provided by Cal ICH, as well as a detailed explanation of all uses of the Program funds.

b) **Quarterly Expenditure Reports**
In addition to the annual reports, Cal ICH requires the Grantee to submit quarterly expenditure reports due no later than 30 days following the end of each fiscal quarter. Grantee shall submit a report to Cal ICH on a form and method provided by Cal ICH that includes the ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds, as well as any additional information Cal ICH deems appropriate or necessary. If the Grantee fails to provide such documentation, Cal ICH may recapture any portion of the amount authorized by this Agreement with a 14-day written notification.

c) **Reporting Requirements**
i) Annual Report: The annual report shall contain detailed information in accordance with Health and Safety Code section 50223, subdivision (a). This information includes the following, as well as any additional information deemed appropriate or necessary by Cal ICH:

**(1)** Data collection shall include, but not be limited to, information regarding individuals and families served, including demographic information, information regarding partnerships among entities or lack thereof, and participant and regional outcomes.

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**(2)** The performance monitoring and accountability framework shall include clear metrics, which may include, but are not limited to, the following:

**(a)** The number of individual exits to permanent housing, as defined by the United States Department of Housing and Urban Development, from unsheltered environments and interim housing resulting from this funding.

**(b)** Racial equity, as defined by the council in consultation with representatives of state and local agencies, service providers, the Legislature, and other stakeholders.

**(c)** Any other metrics deemed appropriate by the council and developed in coordination with representatives of state and local agencies, advocates, service providers, and the Legislature.

**(3)** Data collection and reporting requirements shall support the efficient and effective administration of the program and enable the monitoring of jurisdiction performance and program outcomes.

Data shall include progress towards meeting the grantee's outcome goals. If significant progress toward outcome goals has not been made, the applicant shall:

**(a)** Submit a description of barriers and possible solutions to meet those barriers

**(b)** Accept technical assistance from Cal ICH

**(c)** Include the progress towards outcome goals in all subsequent quarterly reports, until significant progress is made as deemed by Cal ICH

**ii)** Expenditure Report: The expenditure report shall contain data on expenditures of HHAP-4 funding including but not limited to obligated funds, expended funds, and other funds derived from HHAP-4 funding.

**iii)** Final Expenditure Plan: During the final fiscal year of reporting, grantees may be required to include a plan to fully expend HHAP-4 grant funding. This plan must be submitted with the quarterly expenditure report in a format to be provided by Cal ICH.

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**iv)** Grantees or their subcontractors must report client data into their local Homeless Management Information Systems (HMIS) pursuant to the requirements of Assembly Bill (AB) 977 (Chapter 397, Statutes of 2021)

**v)** Cal ICH may require additional supplemental reporting with written notice to the Grantee.

**vi)** Grantee may, at their discretion, fully expend their HHAP-4 allocation prior to the end date of the grant term and will not be required to submit quarterly fiscal reports after the quarter in which their allocation was fully expended.

**d) Auditing**

Cal ICH reserves the right to perform or cause to be performed a financial audit. At Cal ICH request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. HHAP-4 administrative funds may be used to fund this expense. Should an audit be required, the Grantee shall adhere to the following conditions:

**i)** The audit shall be performed by an independent certified public accountant.

**ii)** The Grantee shall notify Cal ICH of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by Cal ICH to the independent auditor's working papers.

**iii)** The Grantee is responsible for the completion of audits and all costs of preparing audits.

**iv)** If there are audit findings, the Grantee must submit a detailed response acceptable to Cal ICH for each audit finding within 90 days from the date of the audit finding report.

**5) <u>Inspection and Retention of Records</u>**

**a) Record Inspection**

Cal ICH or its designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under this Agreement. The Grantee agrees to provide Cal ICH, or its designee, with any relevant information requested. The Grantee agrees to give Cal ICH or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records, and of inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the Homeless Housing, Assistance, and

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Prevention Program laws, the HHAP-4 program guidance document published on the website, and this Agreement.

In accordance with Health and Safety Code section 50220.8, subdivision (m), if upon inspection of records Cal ICH identifies noncompliance with grant requirements, Cal ICH retains the right to impose a corrective action plan on the Grantee.

**b) Record Retention**

The Grantee further agrees to retain all records described in subparagraph a for a minimum period of five (5) years after the termination of this Agreement.

If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

**c) Public Records Act**

The grantees' final HHAP-4 application, this contract, and other documents related to the grant are considered public records, which are available for public viewing pursuant to the California Public Records Act.

**6) Breach and Remedies**

**a) Breach of Agreement**
Breach of this Agreement includes, but is not limited to, the following events:

**i)** Grantee's failure to comply with the terms or conditions of this Agreement.

**ii)** Use of, or permitting the use of, HHAP-4 funds provided under this Agreement for any ineligible activities.

**iii)** Any failure to comply with the deadlines set forth in this Agreement.

**b) Remedies for Breach of Agreement**
In addition to any other remedies that may be available to Cal ICH in law or equity for breach of this Agreement, Cal ICH may:

**i)** Bar the Grantee from applying for future HHAP funds;

**ii)** Revoke any other existing HHAP-4 award(s) to the Grantee;

**iii)** Require the return of any unexpended HHAP-4 funds disbursed under this Agreement;

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**iv)** Require repayment of HHAP-4 funds disbursed and expended under this Agreement;

**v)** Require the immediate return to Cal ICH of all funds derived from the use of HHAP-4 funds

**vi)** Seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or participation in the technical assistance in accordance with HHAP-4 requirements.

**c)** All remedies available to Cal ICH are cumulative and not exclusive.

**d)** Cal ICH may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.

**7) Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of Cal ICH to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of Cal ICH to enforce these provisions.

**8) Nondiscrimination**

During the performance of this Agreement, Grantee and its subrecipients shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave. Grantees and Sub grantees shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its subrecipients shall comply with the provisions of California's laws against discriminatory practices relating to specific groups: the California Fair Employment and Housing Act (FEHA) (Gov. Code, § 12900 et seq.); the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.); and the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§ 11135 - 11139.5). Grantee and its subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

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**9) Conflict of Interest**

All Grantees are subject to state and federal conflict of interest laws. For instance, Health and Safety Code section 50220.5, subdivision (i) states, "For purposes of Section 1090 of the Government Code, a representative of a county serving on a board, committee, or body with the primary purpose of administering funds or making funding recommendations for applications pursuant to this chapter shall have no financial interest in any contract, program, or project voted on by the board, committee, or body on the basis of the receipt of compensation for holding public office or public employment as a representative of the county."

Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Additional applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code sections 10410 and 10411.

**a)** Current State Employees: No State 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. No State officer or employee shall contract on his or her own behalf as an independent Grantee with any State agency to provide goods or services.

**b)** Former State Employees: 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. 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 twelve-month period prior to his or her leaving State service.

**c)** Employees of the Grantee: Employees of the Grantee shall comply with all applicable provisions of law pertaining to conflicts of interest, including but not limited to any applicable conflict of interest provisions of the Political Reform Act of 1974 (Gov. Code, § 81000 et seq.).

**d)** Representatives of a County: A representative of a county serving on a board, committee, or body with the primary purpose of administering funds or making funding recommendations for applications pursuant to this chapter shall have no financial interest in any contract, program, or project voted on by the board,

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committee, or body on the basis of the receipt of compensation for holding public office or public employment as a representative of the county.

**10) Drug-Free Workplace Certification**

Certification of Compliance: By signing this Agreement, Grantee hereby certifies, under penalty of perjury under the laws of State of California, that it and its subrecipients will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, section 8350 et seq.) and have or will provide a drug-free workplace by taking the following actions:

Publish a statement notifying employees and subrecipients that unlawful manufacture distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, Grantees, or subrecipients for violations, as required by Government Code section 8355, subdivision (a)(1).

**a)** Establish a Drug-Free Awareness Program, as required by Government Code section 8355, subdivision (a)(2) to inform employees, Grantees, or subrecipients about all of the following:

**i)** The dangers of drug abuse in the workplace;

**ii)** Grantee's policy of maintaining a drug-free workplace;

**iii)** Any available counseling, rehabilitation, and employee assistance program; and

**iv)** Penalties that may be imposed upon employees, Grantees, and subrecipients for drug abuse violations.

**b)** Provide, as required by Government Code section 8355, subdivision (a)(3), that every employee and/or subrecipient that works under this Agreement:

**i)** Will receive a copy of Grantee's drug-free policy statement, and

**ii)** Will agree to abide by terms of Grantee's condition of employment or subcontract.

**11) Child Support Compliance Act**

For any Contract Agreement in excess of $100,000, the Grantee acknowledges in accordance with Public Contract Code 7110, that:

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**a)** The Grantee 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)** The Grantee, to the best of its knowledge 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.

**12) Special Conditions – Grantees/Subgrantee**

The Grantee agrees to comply with all conditions of this Agreement including the Special Conditions set forth in Exhibit D. These conditions shall be met to the satisfaction of Cal ICH prior to disbursement of funds. The Grantee shall ensure that all Subgrantees are made aware of and agree to comply with all the conditions of this Agreement and the applicable State requirements governing the use of HHAP-4 funds. Failure to comply with these conditions may result in termination of this Agreement.

**a)** The Agreement between the Grantee and any Subgrantee shall require the Grantee and its Subgrantees, if any, to:

**i)** Perform the work in accordance with Federal, State and Local housing and building codes, as applicable.

**ii)** Maintain at least the minimum State-required worker's compensation for those employees who will perform the work or any part of it.

**iii)** Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount that is reasonable to compensate any person, firm or corporation who may be injured or damaged by the Grantee or any Subgrantee in performing the Work or any part of it.

**iv)** Agree to include all the terms of this Agreement in each subcontract.

**13) Compliance with State and Federal Laws, Rules, Guidelines and Regulations**

The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, environmental protection, equal opportunity, fair housing, and all other matters applicable and/or related to the HHAP-4 program, the Grantee, its subrecipients, and all eligible activities.

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Grantee shall also be responsible for obtaining any and all permits, licenses, and approvals required for performing any activities under this Agreement, including those necessary to perform design, construction, or operation and maintenance of the activities. Grantee shall be responsible for observing and complying with any applicable federal, state, and local laws, rules or regulations affecting any such work, specifically those including, but not limited to, environmental protection, procurement, and safety laws, rules, regulations, and ordinances. Grantee shall provide copies of permits and approvals to Cal ICH upon request.

**14) Inspections**

**a)** Grantee shall inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

**b)** Cal ICH reserves the right to inspect any work performed hereunder to ensure that the work is being and has been performed in accordance with the applicable federal, state and/or local requirements, and this Agreement.

**c)** Grantee agrees to require that all work that is determined based on such inspections not to conform to the applicable requirements be corrected and to withhold payments to the subrecipient until it is corrected.

**15) Litigation**

**a)** If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of Cal ICH, shall not affect any other provisions of this Agreement and the Initial of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are and shall be deemed severable.

**b)** The Grantee shall notify Cal ICH immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or Cal ICH, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of Cal ICH.

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**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**
**Standard Agreement**

**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

1) All proceeds from any interest-bearing account established by the Grantee for the deposit of HHAP-4 funds, along with any interest-bearing accounts opened by subrecipients to the Grantee for the deposit of HHAP-4 funds, must be used for HHAP-4-eligible activities and reported on as required by Cal ICH.

2) Per Health and Safety Code section 50220.8 (g), any housing-related activities funded with HHAP-4 funds, including but not limited to emergency shelter (per Health and Safety Code section 50220.8(e)(8)(F)), rapid-rehousing, rental assistance, transitional housing and permanent supportive housing, must be in compliance or otherwise aligned with the core components of Housing First, as described in Welfare and Institutions Code section 8255, subdivision (b). Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used. In addition, HHAP-4 funding shall be used to adopt a Housing First approach within the entire local homelessness response system, including outreach and emergency shelter, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

3) Grantee shall utilize its local Homeless Management Information System (HMIS) to track HHAP-4-funded projects, services, and clients served. Grantee will ensure that HMIS data are collected in accordance with applicable laws and in such a way as to identify individual projects, services, and clients that are supported by HHAP-4 funding (e.g., by creating appropriate HHAP-4-specific funding sources and project codes in HMIS).

4) Grantee shall participate in and provide data elements, including, but not limited to, health information, in a manner consistent with federal law, to the statewide Homeless Management Information System (known as the Homeless Data Integration System or "HDIS"), in accordance with their existing Data Use Agreement entered into with the Council, if any, and as required by Health and Safety Code section 50220.6 and Welfare and Institutions Code section 8256. Any health information provided to, or maintained within, the statewide Homeless Management Information System shall not be subject to public inspection or disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code). For purposes of this paragraph, "health information" means "protected health information," as defined in Part 160.103 of Title 45 of the Code of Federal Regulations, and "medical

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information," as defined in subdivision (j) of Section 56.05 of the Civil Code. The Council may, as required by operational necessity, amend or modify required data elements, disclosure formats, or disclosure frequency. Additionally, the Council, at its discretion, may provide Grantee with aggregate reports and analytics of the data Grantee submits to HDIS in support of the Purpose of this Agreement and the existing Data Use Agreement.

**5)** Grantee agrees to accept technical assistance as directed by Cal ICH or by a contracted technical assistance provider acting on behalf of Cal ICH and report to Cal ICH on programmatic changes the grantee will make as a result of the technical assistance and in support of their grant goals.

**6)** Grantee agrees to demonstrate a commitment to racial equity and, per Health and Safety Code section 50222 (a)(2)(B), the grantee shall use data provided through HDIS to analyze racial disproportionality in homeless populations and, in partnership with Cal ICH, establish clear metrics and performance monitoring for achieving equity in provision of services and outcomes for Black, Native, and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.

**7)** Grantee should establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.

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**Homeless Housing, Assistance, and Prevention Program Round 4 (HHAP-4)**

**Standard Agreement**

**EXHIBIT E**

**STATE OF CALIFORNIA GENERAL TERMS AND CONDITIONS**

This exhibit is incorporated by reference and made part of this agreement. The General Terms and Conditions (GTC 04/2017) can be viewed at the following link:

https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-April-2017-FINALapril2017.pdf?la=en&hash=3A64979F777D5B9D35309433EE81969FD69052D2

In the interpretation of this Agreement, any inconsistencies between the State of California General Terms and Conditions (GTC - 04/2017) and the terms of this Agreement and its exhibits/attachments shall be resolved in favor of this Agreement and its exhibits/attachments.

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**Exhibit "B"**
**SCOPE OF WORK**

**Purpose of Project:**

The purpose of this project is to complete predevelopment activities for rehabilitation and conversion of Ramkabir Motel into Permanent Supportive Housing for people experiencing or at-risk of homelessness.

**Description:**

SUBRECIPIENT will complete predevelopment activities for this Project as the CITY's co-applicant on the Homekey+ grant application. If awarded, the project will include renovation and conversion of the existing 37-room Ramkabir Motel located at 901 Union Avenue, Bakersfield, CA 93305 to approximately 30 Permanent Supportive Housing (PSH) units, a community space, and offices for supportive services. This Project will serve approximately 30 households who are experiencing or at-risk of homelessness and who face behavioral health challenges. A portion of the units will be set aside for veterans.

**Eligible Expenses:**

Eligible costs include but are not limited to:

- Architectural Services- Comprehensive architectural plans (floor plans, elevations, sections), Accessibility and building code compliance, Occupancy change considerations and documentation, construction document development and submission to City Building Department, assist with contractor bidding process and selection, provide construction oversight through Certificate of Occupancy.
- Interior Design- Selection of interior finishes and fixtures. Furniture layout and selection
- Specification Writing- Detailed construction specification documents
- Renderings- Creation of visual representations for proposed design
- Structural Engineer- Review existing structural components, fire damage and design any retrofit applications.
- Plumbing Engineering- System layout and design, fixture specifications, water, drainage, sewer, and gas piping design.
- Mechanical Engineering- heating, ventilation, and air conditioning (HVAC)- HVAC design, equipment sizing, ventilation, and ductwork
- Electrical Engineering- Lighting plans, power distribution, emergency and security systems
- Fire alarm system design

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- Landscape Architecture: Outdoor space planning, landscaping, irrigation, parking, fencing, and outdoor amenities

**Timeframe:**

All funds granted to SUBRECIPIENT shall be fully expended within the term of the Agreement, March 1, 2025 - February 28, 2026.

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**Exhibit "C"**
**DRUG FREE WORKPLACE CERTIFICATION**

The undersigned certifies, to the best of his or her knowledge and belief, that: SUBRECIPIENT, representing the facility known as Community Action Partnership of Kern located at 1300 18th STREET SUITE 200, Bakersfield, CA 93301, will continue to provide a drug-free workplace by meeting all standards and requirements of the Code of Federal Regulations, Part 24, Subpart F as follows:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an ongoing drug-free awareness program to inform employees about:
   (a)The dangers of drug abuse in the workplace:
   (b)The grantee's policy of maintaining a drug-free workplace;
   (c)Any available drug counseling, rehabilitation, and employee assistance programs: and
   (d)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
   (a) Abide by the terms of the statement: and
   (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:

CONFORMED COPY

(a)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
(b)Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

8. This certification meets the objectives and requirements of the United States Department of Housing and Urban Development (HUD).

Jeremy T. Tobias, Chief Executive Officer

Name Title

Community Action Partnership of Kern

Dated: 3/18/2025

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## California Department of Housing and Community Development (HCD)

**Homekey+ Program**
**Notice of Funding Availability (NOFA)**

**Acceptance of Terms and Conditions of Revised Conditional Award**

City of Bakersfield and Community Action Partnership of Kern (CAPK) ("**Awardees**")
Ramkabir Permanent Supportive Housing ("**Project**")

Homekey+ Program NOFA award totaling $14,074,000 ("**Conditional Award**"), as detailed below:

| Program | Award Amount | Contract Number |
|---|---|---|
| Capital Award | $10,600,000 | 25-HK+-18995 |
| Relocation Award | $0 | 25-HK+-18995 |
| Operating Award | $3,024,000 | 25-HK+-18995 |
| Veteran Units Additional Operating Award | $450,000 | 25-HK+-18995 |
| **Homekey+ Award Total** | $14,074,000 | |

By signing this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, dated June 30, 2026, and revised July 13, 2026, in connection with the Project.

**This Homekey+ Program NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.**

In addition, the Awardee(s) must acknowledge that it has reviewed and verified the accuracy of the project report prepared by the Department no later than then (10) calendar days of the date of this Conditional Award Commitment.

CJ Clegg — 7.15.26

Christian Clegg, City Manager
City of Bakersfield

Date

JTT — 7/16/2026

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern (CAPK)

Date

** For HCD Use Only **

- ☐ Authorized Representatives Verified
- ☐ All Parties Signed

Date Received: _____

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**
**DIVISION OF STATE FINANCIAL ASSISTANCE**
651 BANNON STREET, SUITE 400, SACRAMENTO, CA 95811
P. O. BOX 952054, SACRAMENTO, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov

**REVISED AWARD LETTER**

July 13, 2026

Christian Clegg, City Manager
City of Bakersfield
1600 Truxtun Avenue
Bakersfield, CA 93301

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern (CAPK)
1300 18th Street, Suite 200
Bakersfield, CA 93301

Dear Christian Clegg and Jeremy T. Tobias:

**RE: Revised Award Announcement – Homekey+ Program**
**Notice of Funding Availability (NOFA), Fiscal Year 2024/2025**
**City of Bakersfield and Community Action Partnership of Kern (CAPK) –**
***Ramkabir Permanent Supportive Housing***
**Contract No. 25-HK+-18995**

The California Department of Housing and Community Development ("**Department**" **or** "**HCD**") is pleased to announce City of Bakersfield and Community Action Partnership of Kern (CAPK) ("**Awardees**") have been awarded a Homekey+ Program (**HK+**) Conditional Award in the amount of **$14,074,000** (the "**Conditional Award**"). This letter revision is a result of changing the Operating Award amount from $302,4000 to $3,024,000 on the Acceptance of Terms and Conditions page. This letter constitutes notice of the designation of HK+ funds for the City of Bakersfield and Community Action Partnership of Kern (CAPK) and fully replaces the letter originally issued on June 30, 2026.

| Program | Award Amount | Contract Number |
|---|---|---|
| Capital Award | $10,600,000 | 25-HK+-18995 |
| Relocation Award | $0 | 25-HK+-18995 |
| Operating Award | $3,024,000 | 25-HK+-18995 |
| Veteran Units Additional Operating Award | $450,000 | 25-HK+-18995 |
| **Homekey+ Award Total** | $14,074,000 | |

**This Homekey+ Program NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.**

**A. Timely Execution of Acceptance of Terms and Conditions of Conditional Award Form**

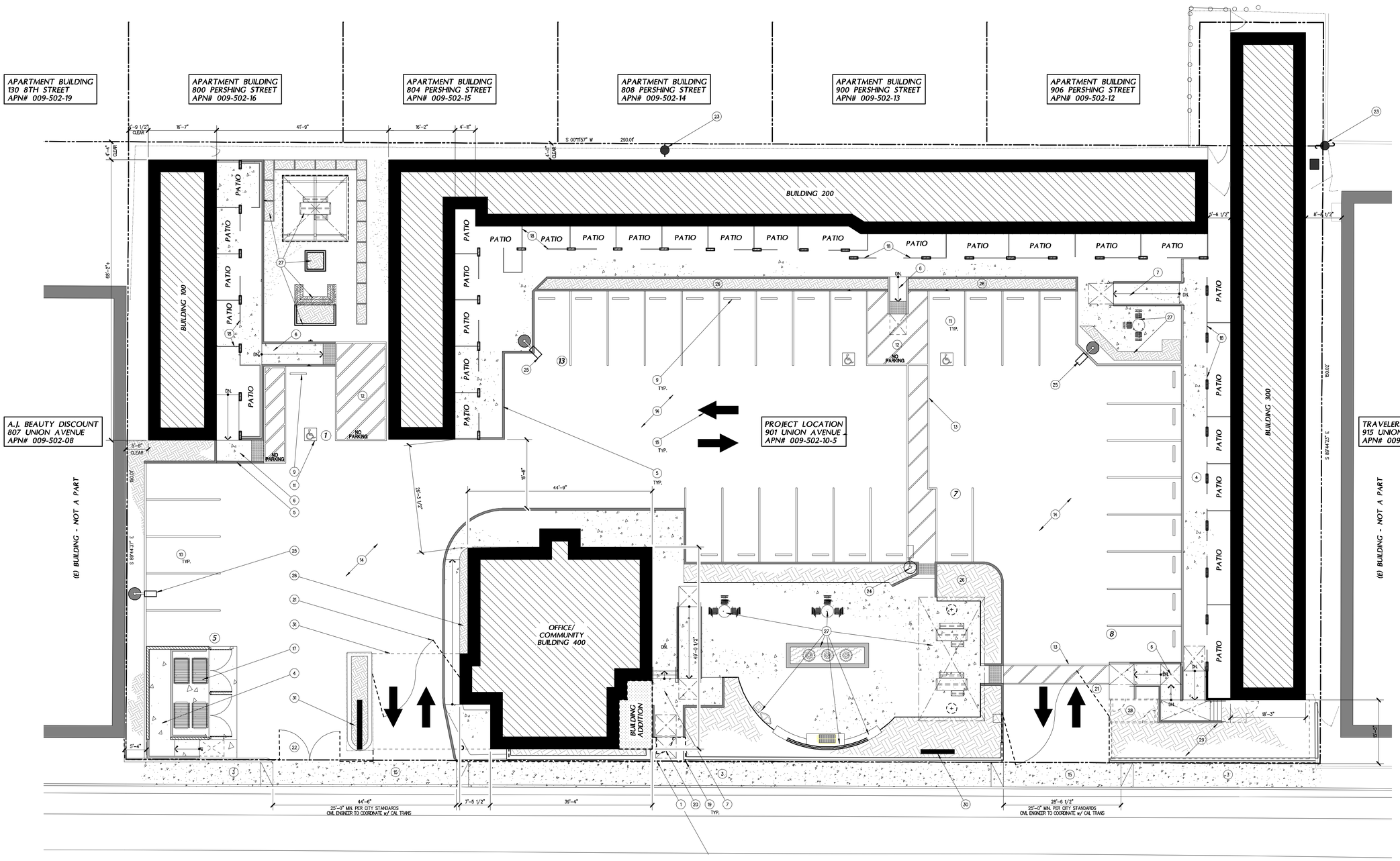
The Awardee(s) shall execute and deliver a copy of the enclosed Acceptance of Terms and Conditions of Conditional Award to the Department within ten (10) calendar days of the date of this Conditional Award Commitment. The Department will deem this condition to be unsatisfied if it receives an executed Acceptance of Terms and Conditions of Conditional Award that has been substantively modified, altered, or amended in any way. The signed Acceptance of Terms and Conditions of Conditional Award form must be submitted to Homekey@hcd.ca.gov.

## III. Delivery of Standard Agreement

In an effort to be responsive to each Awardee's closing needs and to ensure timely commitment of funds, the Department commits to delivering an executed copy of the Standard Agreement relative to this Conditional Award after receiving all required documents, including all legally sufficient Authorization and Organizational Documents, in connection with this Project and as applicable.

Your contract is assigned to a Single Point of Contact (**SPOC**), Zulema Alvarez, HCD Representative II, Homekey Branch, at (916) 879-0407 or Zulema.Alvarez@hcd.ca.gov, which will serve as your contact for any and all inquiries related to the development and execution of the Standard Agreement. If this project has previously received funding from HCD, this new award will be referred to the same contact as your previous award so as to minimize the points of contact from within HCD. You will receive an email from your SPOC within 48 hours of receipt of your signed Acceptance of Terms and Conditions of Conditional Award.

Among the responsibilities of the SPOC will be to maintain contact throughout the next several months as you work to secure all necessary funding sources to begin construction. Your SPOC will be reaching out to you monthly to inquire on status and progress. In the meantime, should you have any changes to the status or make up of your project we ask that you communicate these changes as soon as possible to your assigned SPOC.



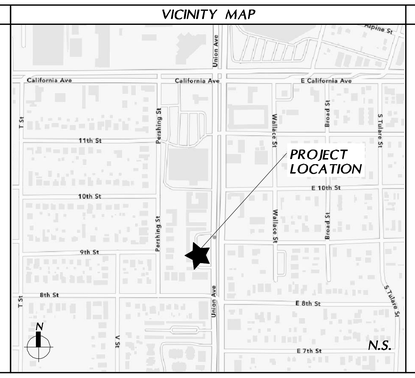

N SITE PLAN

10'

## SITE KEY NOTES

1. PROPERTY LINE
2. EDGE OF PAVEMENT
3. 5'-0" WIDE CONCRETE SIDEWALK, CURB, AND GUTTER
4. CONCRETE SIDEWALK – SLOPE NOT TO EXCEED 2% IN ANY DIRECTION – PER CITY STANDARDS
5. FILL DENOTES 6" CONCRETE CURB PER CITY STANDARDS – TYP.
6. ACCESSIBLE CONCRETE CURB RAMP – SLOPE NOT TO EXCEED 8.3 w/ CROSS SLOPE NOT TO EXCEED 2% – PROVIDE 48"x48" MIN. LANDING AT TOP AND BOTTOM OF RAMP – PER CITY, ADA, AND TITLE24 STANDARDS
7. ACCESSIBLE RAMP w/ HANDRAILS EACH SIDE w/ 12" EXTENSION AT TOP AND BOTTOM – SLOPE NOT TO EXCEED 8.3 w/ CROSS SLOPE NOT TO EXCEED 2% – PROVIDE 48"x60" MIN. LANDING AT TOP AND 48"x72" LANDING AT BOTTOM OF RAMP – PER CITY, ADA, AND TITLE24 STANDARDS
8. TRUNCATED DOMES / DETECTABLE WARNING DEVICES – PLACED WHERE PEDESTRIAN ENTERS AN AREA OF TRAFFIC
9. CONCRETE VEHICULAR WHEEL STOP
10. 9'-0" WIDE x 18'-0" DEEP STANDARD PARKING STALL PER CITY STANDARDS
11. 9'-0"/12'-0" WIDE x 18'-0" DEEP ACCESSIBLE PARKING STALL – PROVIDE 3'x2' PAINTED SYMBOL AND POLE MOUNTED ACCESSIBLE PARKING WARNING SIGN – PER CITY, ADA, AND TITLE24 STANDARDS
12. 5'-0" WIDE MIN. ACCESS AISLE – LABEL w/ 12" LETTERING "NO PARKING" PER CITY, ADA, AND TITLE24 STANDARDS
13. 4'-0" WIDE MIN. ACCESSIBLE CROSSING – CROSS SLOPE NOT TO EXCEED 2%
14. NEW A.C. PAVING THROUGHOUT SITE U.N.O. – MIN. 2" TYPE B2 A.C. PAVING OVER 3" CLASS II AGGREGATE BASE – PER CITY, ADA, AND TITLE24 STANDARDS
15. DRIVE BREAK – PER CITY STANDARDS
16. DIRECTION OF TRAFFIC – PAINTED
17. ACCESSIBLE CMU BLOCK TRASH AND RECYCLING ENCLOSURE PER CITY STANDARDS – SHALL HOUSE (4) 3-YARD FRONT-LOADER BINS
18. 42" HIGH WROUGHT IRON GUARDRAIL
19. 6'-0" HIGH TUBE-STEEL FENCE
20. 4'-0" WIDE TUBE-STEEL MAN DOOR
21. 20'-0" WIDE PAIR OF TUBE-STEEL SWING GATES
22. 15'-0" WIDE PAIR OF TUBE-STEEL SWING GATES
23. (E) UTILITY POLE
24. (E) HIGH EFFICIENCY POLE MOUNTED LUMINAIRE
25. 18'-0" HIGH EFFICIENCY POLE MOUNTED LUMINAIRE
26. LANDSCAPE AREA – SEE LANDSCAPE PLANS
27. OUTDOOR PATIO AREA – SEE LANDSCAPE PLANS
28. DOG LOBBY – SEE LANDSCAPE PLANS
29. DOG PARK – SEE LANDSCAPE PLANS
30. 4'-0" WIDE x 8'-0" HIGH MONUMENT SIGN w/ CONCRETE BASE
31. (E) PORTE COCHERE/STRUCTURE SUPPORTING PORTE

## VICINITY MAP




## PROJECT ANALYSIS

### SCOPE OF WORK:

THIS PROJECT INVOLVES THE ADAPTIVE REUSE AND APARTMENT CONVERSION FOR UN-HOUSED VETERANS.

APARTMENTS:
THIS SHALL BE ACHIEVED BY REHABILITATING AN EXISTING MOTEL COMPLEX (3 SEPARATE BUILDINGS) INTO INDIVIDUAL APARTMENT HOUSING. APPROXIMATELY (37) UNITS SHALL BE CONVERTED OR REMODELED INTO (30) LIVABLE UNITS FOR THE TENANTS. THESE UNITS SHALL BE PROVIDED WITH PRIVATE; TOILET ROOM, SHOWER, KITCHENETTE, CLOSET, TABLE, AN AREA FOR A BED, AND HEATING / COOLING. ROOMS SHALL COMC FULLY EQUIPPED WITH PRE-DETERMINED AND INSTALLED APPLIANCES. FIVE OF THE NEW UNITS SHALL COME DESIGNED AS FULLY ACCESSIBLE FOR THOSE TENANTS THAT REQUIRE ACCESSIBILITY. EACH UNIT ALSO INCLUDES AN PRIVATE PATIO DIRECTLY IN FRONT OF THEIR DESIGNATED APARTMENT.

ADMINISTRATIVE:
THE "COMMON AREA" (BUILDING 400) SHALL SERVE THE APARTMENTS IN A SUPPORTIVE MANNER. THE BUILDING WILL HOUSE; TOILET ROOMS, A COMMUNITY KITCHEN, MULTI-PURPOSE ROOM, SECURITY ROOM, LAUNDRY, AND STORAGE AREA. ADDITIONALLY FOR FURTHER SUPPORT TO THE TENANTS IN THIS COMPLEX, OFFICE AREAS ALONG WITH CONFERENCE ROOM WILL BE PROVIDED TO GIVE VISITATION FROM LOCAL AUTHORITIES PROVIDING ASSISTANCE.

SITE:
ALL NEW UNITS SHALL HAVE AN ACCESSIBLE CONCRETE PATH DIRECTLY OUTSIDE OF THEIR DOOR TO ACCESS ADDITIONAL AREAS / AMENITIES OF THE SITE. THESE ACCESSIBLE PATHS ALSO LEAD TO ACCESSIBLE PARKING AREAS PROVIDED THROUGHOUT. COMMON SEATING / REFLECTING AREAS, DOG PARK, BBQ, COMMON LAWN AREA, NEW SITE LIGHTING WILL PROVIDE A GREATER SENSE OF SECURITY AS WELL AS MANNED SECURITY WILL ALSO BE IMPLEMENTED TO ENSURE THE SAFETY OF THE RESIDENTS AS WELL AS DETER ANY UNNECESSARY CRIME AND MONITOR NON-RESIDENT VISITORS. STANDARD PARKING SHALL BE PROVIDED PER NUMBER OF RESIDENTS. NEW REFUSE ENCLOSURES WILL PROVIDE FOR TENANT TRASH REQUIREMENTS.

ALL AREAS BEING CONSTRUCTED SHALL MEET COMMUNITY ACTION PARTNERSHIP OF KERN REQUIREMENTS, C.B.C., A.D.A., AND T24 REQUIREMENTS AS WELL AS LOCAL REGULATIONS & STATUTES.

THIS PROJECT IS ALSO IN CONJUNCTION WITH THE CITY OF BAKERSFIELD

### PROJECT LOCATION:

| | |
|---|---|
| ADDRESS: | 901 UNION AVENUE \| BAKERSFIELD, CA \| 93307 |
| SHORT LEGAL: | CITY CALAV2 BLOCK 1 LOT 3-7 |
| USE CODE: | 2800-MOTEL |
| AUTHORITY HAVING JURISDICTION: | CITY OF BAKERSFIELD |
| APN: | 009-502-10-5 |
| ZONING: | MX-2 (MIXED-USE TRANSIT) |

### PROJECT INFORMATION:

| | |
|---|---|
| OCCUPANCY TYPE: | SINGLE OCCUPANCY |
| OCCUPANCY GROUP(S): | R-2 |
| CONSTRUCTION TYPE: | V-B |
| SPRINKLERS: | YES – SPRINKLERED |
| FIRE ALARM: | YES – ALARMED |
| PARCEL SIZE: | 1.03 ACRES / 44,866 S.F. |
| SEWAGE DISTRICT: | CITY OF BAKERSFIELD |
| WATER DISTRICT: | CITY OF BAKERSFIELD |
| PARKING REQUIRED: | CITY OF BAKERSFIELD |

### BUILDING INFORMATION:

PROJECT ANALYSIS / BUILDING INFORMATION:

| | |
|---|---|
| (EXISTING) BUILDING 100: | 1,130.50 S.F. |
| (EXISTING) BUILDING 200: | 4,200.00 S.F. |
| (EXISTING) BUILDING 300: | 2,959.00 S.F. |
| (EXISTING) BUILDING 400: | 2,205.00 S.F. |
| TOTAL REHABILITATED BUILDING AREA: | 10,494.50 S.F. |
| (NEW) ADDITION @ BUILDING 400: | 125.00 S.F. |

### PARKING INFORMATION:

PROPOSED PARKING PROVIDED:

| | |
|---|---|
| OFF-STREET | |
| STANDARD | 31 SPACES |
| ACCESSIBLE | 1 SPACES |
| VAN ACCESSIBLE | 2 SPACES |
| CLEAN AIR VEHICLE | 0 SPACES |
| ELECTRIC VEHICLE CHARGING | 0 SPACES |
| MOTORCYCLE | 0 SPACES |
| ON-STREET | 0 SPACES |
| TOTAL PARKING PROVIDED: | 34 SPACES |


SFA
Skarphol / Frank
Associates
ARCHITECTURE • PLANNING • INTERIORS
Paul Skarphol, Architect • Gregory Frank, Architect
925 17th Street
Bakersfield, CA 93301
(661) 334-2741
skarpholfrank.com



These drawings, related specifications, ideas, designs and arrangements represented hereby are and shall remain the property of the Architect and no part thereof shall be copied, disclosed to others used in connection with any work or project other than the specific project which they have been prepared and developed without the written consent of the Architect. Visual contact with these drawings or specifications shall constitute conclusive acceptance of these restrictions.


ADAPTIVE REUSE AND APARTMENT CONVERSION FOR UNHOUSED VETERANS IN COLLABORATION WITH:

capk Community Action Partnership of Kern

BAKERSFIELD

901 UNION AVE
BAKERSFIELD, CALIFORNIA

| DATE | ISSUED FOR |
|---|---|
| 6-27-2025 | SITE PLAN REVIEW |
| | |
| | |
| | |

| REVISION | DESCRIPTION |
|---|---|
| | |
| | |
| | |
| | |

| | |
|---|---|
| JOB 7567 | |
| DP JL. / CH | SPR1 |
| PM CJF | |
| | |

# MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: August 26, 2026

Subject: *Agenda Item VI(a)*: August Policy Council Report – **Action Item**

---

The Policy Council last met on June 23, 2026, at which time a quorum was established.

Program Performance Summary Reports received from the Office of Head Start (OHS) following two separate and independent Risk Assessment Notification (RAN) review visits were shared with the Policy Council. A RAN review is conducted when OHS receives information regarding an incident that affects the health and safety of children.

The first of the two Risk Assessment Notifications presented to the Council involved a Head Start partnership site. Initial findings were identified, and the program implemented corrective action to address them. As a result, the Office of Head Start (OHS) Program Performance Summary Report confirmed that the previously identified findings had been corrected, and that the review was subsequently closed.

Despite the successful resolution and outcome of these findings, ongoing concerns related to multiple licensing citations, compliance issues, and health and safety risks led to the determination that a continued partnership would present an unacceptable level of risk. Consequently, the contract with this partner was terminated.

There was an initial finding as related to the second of the two Risk Assessment Notifications, which was met with implementation of corrective action to address the finding. Similarly, as a result, the Office of Head Start (OHS) Program Performance Summary Report confirmed that through the monitoring process, the previously identified finding had been corrected, and this review was subsequently closed as well.

There was one New Business action item on the agenda: the nomination and election of a Policy Council representative to attend the Fall Leadership Conference in Washington, D.C., scheduled for September 28 through October 1, 2026. This opportunity generated significant interest among Policy Council members resulting in several nominations. Following the voting process, the Council elected, by majority vote, Rebecca Castro, a Harvey Hall parent and Policy Council member, to attend the conference on behalf of the Council.

The next Policy Council meeting will take place on August 25, 2026.

**Recommendation:**
The Policy Council requests Board approval of the August Policy Council Report and the meeting minutes from May 26, 2026.

**Attachment:**
Policy Council Meeting Minutes from May 26, 2026.

**COMMUNITY ACTION PARTNERSHIP OF KERN**
**POLICY COUNCIL MEETING MINUTES**
**May 26, 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, Candy Diaz, Clarissa Mendoza, Frances Torres, James Osborne, Lupe Perez, Maria Izaguirre, Maria Reyes, Pablo Reyes, Rebecca Castro, Zuleima Garcia, Santra Buckhalter

Policy Council Members Absent: Elizabeth Williams, Jennifer Juarez, Maritza Garcia, Natalie Villagrana, Shelby Nava

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 May 19, 2026; with a quorum established. The Budget to Actual reports for the Head Start and Early Head Start grants for the period March 1, 2026 through March 31, 2026 were presented to the committee, which is the first month of a twelve month cycle and the first report for the 2026-2027 fiscal year. Also shared with the committee were the Parent Activity Funds, Parent Local Travel, and the Non-Federal Share (in-kind) reports for the same reporting period. It was noted that the Parent Local Travel is from where members' mileage and childcare reimbursement for their attendance at Policy Council meetings are dispersed. The financial report for the 1303 McFarland Modular Project was also reviewed which indicated that there were no expenses accrued during this reporting period. The next Budget & Finance Committee meeting will be held on June 16, 2026 at 5:30 p.m. on Microsoft Teams.

b. **Bylaws – Candy Diaz**

The Bylaws Committee is scheduled to meet on June 2, 2026 and will continue to review the CAPK Head Start Bylaws. Articles 7 through 9 will be the areas of discussion for this meeting; reviewing voting rights, standing committees as well as reimbursement. The committee will continue to review the Bylaws during subsequent meetings until the entire document has been reviewed and discussed.

c. **Planning – Rebecca Castro**

The Planning Committee met on April 14, 2026 with a quorum established. The Enrollment Staffing Report along with the Division Program Report for April 2026 was shared with members. Early Head Start had 99% reportable enrollment and Head Start reached 100% reportable enrollment. San Joaquin Head Start Preschool had a reportable enrollment of 42%. Additionally, Central Kitchen delivered 62,379 meals during the month of April. Rosa Guerrero shared the 2027-2028 Program Goals and Objectives and highlighted the progress made in various areas. The next Planning meeting will take place on June 2, 2026 at 5:30 p.m. on Microsoft Teams.

d. **School Readiness – Alejandra Verduzco**

The School Readiness Committee met on May 21, 2026 with a quorum established. The committee reviewed the proposed School Readiness Goals and the supporting strategies across five developmental domains. The domains are, Approaches to Learning, Social-Emotional Development, Language and Literacy/English Language Development, Cognitive Development, and Physical Development and Health.

Members were informed that the proposed school readiness goals were developed using program child assessment data and staff input from Kern and San Joaquin Counties. Committee members also provided valuable feedback and recommendations throughout the review process which will be incorporated into the final school readiness goals document prior to its presentation to the Policy Council and the Board of Directors for their approval.

**4. <u>Presentations</u>**

a. **Education Overview and Understanding Developmental Domains for School Readiness – Cynthia Rodriguez, Head Start Education Manager**

A presentation regarding the developmental domains for school readiness as well as a brief overview of the Education Team was provided to the Policy Council by Cynthia Rodriguez, CAPK Education Manager.

Cynthia shared that developmental domains are specific interconnected pathways of a child's growth and progress. These key areas help to serve as a roadmap for tracking children's progress. Cynthia stated that children must develop emotionally, socially, physically, cognitively, through language and communication as well as through curiosity and exploration. Members were asked what they thought the skills were that children needed the most prior to attending kindergarten. Various responses were shared from members ranging from physical development self-help skills such as opening their milk carton, and other food items, using the restroom, putting on their coat to social skills, asking for help from a friend, asking other children if they can join in an activity, and more. Cynthia stated that while these are developmental milestones, it is important to note that all children develop at various stages; some things might come easily while others may take a bit longer and require a little more support.

In speaking to approaches to learning, Cynthia explained that the emphasis is on curiosity, persistence, creativity, problem solving, attention and focus, and taking initiative. She then shared some of the activities exhibited by toddlers that indicate they are gaining these skills. Examples included exploring materials repeatedly, which is how children learn, through repetition, trying new tasks but looking to parents/caregivers for support and reassurance to continue on. When children touch, including putting items in their mouth, they are exploring and experimenting.

Through the course of her presentation Cynthia discussed each of the domains and provided members with examples of behaviors shown by both toddlers and preschoolers to potentially support tracking their (developmental) progress across each developmental domain.

Cynthia shared some of the roles and responsibilities of the Education Team which consists of seven mentor coaches in Kern County and one in San Joaquin. It was stated that all mentor coaches receive an assignment of teachers every school year whom they mentor the entire year. Mentor coaches conduct biweekly visits, complete observations, model appropriate practices, support with reflection and feedback and more. The Education Team also reviews program data to create agency goals and to prioritize professional development opportunities for teaching staff.

In closing, Cynthia shared the various CAPK Head Start social media platforms and encouraged members to follow the program for updates as well as to see all the wonderful things that are happening. She also provided all members with thank you bags. There were a variety of materials which parents can use at home to help support their child in gaining skills across all the developmental domains previously discussed. It was shared that those members attending on a virtual platform will also be receiving a thank you bag.

**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 – April 28, 2026
b. Policy Council Planning Committee Meeting Minutes – April 14, 2026
c. Policy Council School Readiness Committee Meeting Minutes – April 16, 2026
d. Head Start Budget to Actual Report, March 1, 2026, through March 31, 2026
e. Early Head Start Budget to Actual Report, March 1, 2026, through March 31, 2026
f. Head Start McFarland Modular as of March 31, 2026
g. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2026, through March 31, 2026
h. Parent Travel & Childcare March 1, 2026 through March 31, 2026
i. Parent Activities through March 1, 2026 through March 31, 2026
j. Head Start Program Review & Evaluation Report – April 2026
k. Kick It California – Community Action Partnership of Kern
l. Backpack Connection Series: How to Help Your Child Have a Successful Morning (English/Spanish)
m. Bakersfield Behavioral Healthcare Hospital – Kern County (English/Spanish)
n. Children's System of Care – Kern County Behavioral Health Recovery Services
o. 7 Ways to Practice ACEs Self-Care and Build Resiliency
p. I'm So Stressed Out – National Institute of Mental Health (English/Spanish)
q. Taking Care of Yourself – Office of Head Start National Center on Health, Behavioral Health and Safety
r. Teaching Your Child About Feelings – Office of Head Start National Center on Health, Behavioral Health and Safety
s. Help Us Stay Calm – National Model for Pyramid Innovations (English/Spanish)
t. Belly Breathing – Mylemarks
u. Top Ten Tips for Gardening with Kids – KidsGardening
v. Design a Healing Garden - KidsGardening
w. Mindfulness in the Garden – KidsGardening
x. Head Start West Legacy Scholarship – DEADLINE: May 29, 2026
y. Coffee With a Cop – May 30, 2026; Starbucks Coffee, Bakersfield, CA
z. Movies in the Park – June 5, 2026; Greystone Park, Bakersfield, CA
aa. Catfish Derby – June 6, 2026; Shumway Oak Grove Regional Park, Stockton, CA
bb. FatherFest – June 13, 2026; Victory Park, Stockton, CA
cc. Friday Night Market – June 19, 2026, San Joaquin County Fairgrounds, Stockton, California
dd. Astronomy in the Park – June 20, 2026; Shumway Oak Grove Regional Park, Stockton, CA
ee. Native Plant Trail Nature Wak – June 21, 2026, Nature Center, Shumway Oak Grove Regional Park, Stockton, CA
ff. Head Start Recruitment Flyer (English/Spanish)
gg. Early Head Start San Joaquin Flyer (English/Spanish)
hh. Home Visiting Program Flyer (English/Spanish)
ii. Policy Council Meeting Dates

A motion was made and seconded to approve consent agenda items (a) through (ii). Motion carried unanimously.

**6. <u>New Business</u> *ACTION**

a. **2026-2027 School Readiness Goals – Cynthia Rodriguez, Head Start Education Manager**
Cynthia shared that there was intentionality in her earlier presentation in providing members with a better understanding about the developmental domains prior to the Council reviewing the proposed school readiness goals. Cynthia shared the seven phases that the school readiness goals go through, beginning with aggregating child assessment data to the creation of school readiness goals for the next program year based upon that data. Cynthia shared that the goals are divided into the five domains previously reviewed. Goals are created for Head Start as well as Early Head Start, along with activities to support goal attainment for each. She stated that the final phase after obtaining approval from both the Policy Council as well as the CAPK Board of Directors, is that the goals will be printed, distributed, and implemented in the 2026-2027 school year. A question was posed about the 2015 Desired Results Data Profile (DRDP) assessment tool, and it was asked if that was the most current version. Cynthia was appreciative of the

question and stated that in California, the 2015 tool is the most current version available. However, she added that there is a new one, and the program is transitioning into the 2025 DRDP. Cynthia noted that the program has three internal certified trainers who have begun to train other staff members. In taking a proactive approach, it was stated that the measures on the currently proposed school readiness goals have been aligned to that of the 2025 version to ensure accurate measures. There was an additional request for clarification regarding several acronyms contained in the document such as CLASS, ITERS, ECERS to which Cynthia provided to members along with an explanation as to what each of the tool's measure. Candy Diaz made a motion to approve the 2026-2027 School Readiness Goals: seconded by Lupe Perez. Motion carried unanimously.

b. **2027-2028 Head Start Program Goals and Objectives – Rosa Guerrero, Administrative Analyst**
Rosa reminded members that the program is entering its fourth year of a five-year grant cycle. She also shared that each year, the program must submit an application for continued funding that includes updates to specific items. The Head Start Program Goals and Objectives is one of the specific items requiring updates to be provided and submitted with the programs refunding application. In continuing, Rosa shared that updates are not only provided to the program's funding source but to the Board of Directors as well as the Policy Council. In continuing, she shared with the Council a few highlights from the goals and objectives, specifically to areas where progress has been made, goal completion, as well as sharing positive program feedback received. Areas elaborated on included workforce goals, and the integration of the Learning Management System (LMS), a centralized digital hub where not only new hire employees but seasoned employees can obtain new learning and/or have a refresher. Rosa also touched on the Health and Safety goal and spoke about the active supervision boards in all centers. These boards streamline safety reporting and communication among staff. This whiteboard contains information as to when and how to report an incident as well as including an area to record (write down) staff to child ratios to ensure ongoing communication. Rosa shared that upon completion of the reviews which recently took place for the program, the reviewers provided staff with feedback. Reviewers commented that the active supervision boards are a promising practice and noted their consistent use in facilitating communication amongst staff. It was pointed out that there were two areas of completion in the program's school readiness goals. In regard to STEM curriculum, the program has surpassed the goal of 15% implementation (Loose Parts) by year two of the grant cycle; not only has the curriculum been implemented but additional sites have been identified for further expansion. Additionally, the program has exceeded its goal of training 15% of staff in Dual Language training; at this time 70% of staff have been trained. Rosa shared that there are still other items (goals) that are in progress reminding the Council this is the fourth year of the grant cycle and for those who may return to Policy Council for the next term, additional updates will be provided next year. She added at that time the 2029-2034 Head Start Program Goals and Objectives will also be presented as they will accompany the next five-year grant application. Rebecca Castro made a motion to approve the 2027-2028 Head Start Program Goals and Objectives: seconded by Candy Diaz. Motion carried unanimously.

**7. <u>Standing Reports</u>**

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked members for their attendance and highlighted several handouts contained in the packet with regard to mental health and wellness. Information included behavioral health resources for both children and adults in Kern County, self-care and building resiliency, as well as teaching children about feelings, belly breathing, and the impact of stress. Other information shared was about gardens, specifically mindfulness and how simply being in a garden or outdoor setting can help to ground oneself while also connecting to nature.

Additional information shared highlighted strategies that can help parents and children during challenging behaviors. Lisa shared that when a child is engaged in challenging behavior or is experiencing anger, frustration, or sadness it is important for the parents (caregivers) to remain calm. If the adult becomes activated, that may in turn result in even more challenging behavior from the child. When parents remain calm, they give their child the safety and support they need to learn how to calm themselves. Lisa referred

to Cynthia's earlier presentation noting how important it is to let children know that all feelings are valid. It is important they know their feelings matter. To help children identify their feelings and how to effectively communicate what they are feeling, parents/caregivers can ask, was there anything in your day that you were excited about, or if they notice their child is angry or sad, they can talk with them to help them identify their feeling and what took place that made them feel that way. Lisa stated the goal is that identifying feelings and talking about them becomes a natural means of expression.

Lisa stated how important it is that parents take care of themselves. She added that the days can be busy with doing all the things needed for their family, for the household that parents can sometimes forget to take care of themselves. They can skip meals, not drink enough water, have lack of sleep, just to name a few, but all of these things impact parents/caregivers and can have an indirect effect on their child as well.

In continuing, Lisa spoke of some challenges in obtaining RSVPs for meetings, both Policy Council and committee meetings. She then asked members for their input as to how to support better communication, specifically how to obtain an RSVP more effectively or an "unable to attend" response from members. In continuing she stated that she wants to be able to meet them where they are at, and to reach out in a manner that they are responsive to because it does not appear that email is the best means of communication for everyone. Rebecca suggested creating a Google Doc or Microsoft Form to ask members to complete with regard to their preferred method of communication. Lisa thanked her for that suggestion and noted that she could email something along those lines, however if members are hard pressed to respond to emails this could impact responses. Candy shared that she prefers a text message because she can work long hours and may not check her email on a regular basis, however if she receives a text, she will see it immediately and have an opportunity to respond more quickly than she would to an email. Lisa appreciated the feedback and stated she would make that notation. She also added that if members wanted to give it some thought and then let her know what method they'd prefer that would be a major help.

In closing, Lisa reiterated how important this meeting was, and all meetings are; again, expressing her appreciation to members for their attendance, participation, and feedback.

b. **Past Parent Community Representative – Pablo Reyes**
Prior to sharing information, Pablo stated that all Lisa's emails are marked as "favorites" and go to the top of his queue, so he always sees them, to which she expressed gratitude.

Pablo stated that the Kern High School District has free meals for children ages 2 through 18 years of age. He added that they don't have to have a student enrolled in the Kern High School District, that this is open to anyone who has a child within the stated age range. Pablo shared that breakfast is available from 7:00 a.m. to 7:30 a.m. with lunch available from 11:15 a.m. to 11:45 a.m. He also stated that adults/caregivers can purchase a meal for $6.25 to eat alongside their child. This program runs from June 2, 2026 through June 26, 2026. Pablo stated that the free meal program will be taking place at most school sites with the exception of Frontier High School and Vista High School on P Street. Vista High is going through renovations that is why they are unable to participate in this program. It was asked if this is only walk up or is it also drive through. Pablo stated that he was not certain about that and recommended reaching out to the particular site to be sure.

c. **Board of Directors – Lupe Perez, CAPK Board Member**
Lupe shared highlights from the Board of Directors meeting held on April 29, 2026 and noted that all items on the consent agenda were approved.

Highlights included an updated financial report from the CAPK Foundation as well as a report on their activities and fundraising efforts to support CAPK Programs and information on the upcoming Gourmet for Good event taking place on June 6, 2026.

Funding received from Kern Behavioral Health and Recovery Services for the Safe Camping Program will allow the program to continue to operate. It was reported that staff have been working closely with the

finance team to refine the programs budget and identify opportunities to reduce expenditures. They will also be looking at additional resources to close the remaining funding gap and will keep the Board updated.

To support income eligible households in Kern County with heating and cooling cost assistance, at no cost to clients, the Board authorized the Chief Executive Officer (CEO) to execute the 2026 Supplemental Low-Income Home Energy Assistance Program.

Chief Executive Officer Jeremy Tobias presented an updated Board & Committee meeting schedule which included revisions in October due to the annual CalCAPA conference. He also provided an update on the status of the Federal Funding which supports CAPK Programs. It was noted that some of the funding was being held up, however, earlier in the week the agency was made aware that the 2nd and 3rd quarter funding had been released, and the fourth quarter funding is expected to be released timely. Additionally noted is that the funding for Head Start programs is being released slower than it has been in the past. The requirement to submit additional information has caused some delays of about one week.

The next Board meeting will be held on Wednesday, May 27, 2026 at 12:00 p.m.

d. **Head Start/State Child Development – Jerry Meade, Assistant Director – Program**

Jerry stated that on behalf of Head Start Director, Yolanda Gonzales, he is happy to attend the Policy Council meeting to represent the Leadership Team and to express appreciation to Council members for their support of the Head Start program.

Jerry noted that Lisa provided a lot of wonderful information, however there were a few handouts that had been printed and placed at members' seats to which she did not speak. With that said, Jerry shared wellness practices related to belly breathing and grounding techniques. He added that they are creative ways to share coping skills with children and encouraged parents to take the flyers with them.

In sharing program updates, Jerry stated that as the calendar approaches the end of May, we are nearing the end of the school year and that is hard to believe! He shared that part-year staff have already left for their summer break, adding that those members who have children in our part-year program option know that their services have ended and they are off for the summer as well.

Staff is working diligently to get things prepared for the programs annual pre-service trainings that will happen in July for full year staff with part-year staff to receive training in August upon their return. Jerry shared that there is excitement around some of the amazing presenters secured that will be providing training during pre-service. A competitive request for proposals was sent, and the program was able to secure consultants who were previously employed with the regional office in San Francisco as trainers for pre-service. Jerry shared that in looking at their expertise, they have spent decades in the Head Start space and having them come to train staff directly is a wonderful opportunity.

Jerry applauded the Education and Support Services Teams for recently, (earlier in the month) putting together an amazing day that allowed staff to come together and share ideas, share approaches to learning, and have time to visit with one another and to educate themselves on other practices happening within our program. Jerry added that this is the second annual event and it keeps getting better and better. He shared that he too had the opportunity to be on site at the Sterling Child Development Center and was able to watch the interaction between staff from facilities across Kern County as they saw so many amazing and great learning opportunities presented from their peers.

The importance of maintaining full enrollment was also addressed. Jerry shared that the program has continued to meet full enrollment and is confident that it will continue to do well. However, with transitional kindergarten and changes that could happen over the summer, it is important that the program is very intentional in ensuring all full day slots will maintain full year, but also that our part year slots will be fully enrolled on that first day in August. There will be a lot of efforts being made over the summer to support this. There will be recruitment events, taking place throughout the community and

continued weekly clinics at the Administrative Office. Jerry encouraged members to have anyone they know who is looking for Head Start services to be sure to complete an application. He stated that recruitment is everyone's responsibility and hopes that members will support the program in spreading the word about Head Start. Anyone interested in enrolling their child in the program can contact their local center, call 2-1-1 or they can call the administrative office, and staff will support them in completing the application process.

Jerry shared there a lot of other things taking place over the summer, such as developing the program's application and getting things ready for submission at the latter part of the year. With that he expressed appreciation for the approvals received during the meeting, the school readiness goals as well as the program goals and objectives. Jerry stated that as a part of the Program Planning Calendar, there are timelines which identify when the approval processes take place which help to ensure the program is on track with its timelines in order to submit the refunding application on time. Jerry reiterated what was shared earlier by Rosa, and that is the program is in year three, approaching year four, and in year four will begin working on the next five-year (2029-2034) program goals. Jerry again thanked the Council for their ongoing and continued support ensuring the program is in compliance with the requirements and for their involvement in supporting all children and families served across Kern and San Joaquin County.

8. **Policy Council Chairperson Report**
   The Chairperson did not have anything to share at this time.

9. **Policy Council Member Comments**
   Members were given an opportunity to share a comment if they'd like.

   Lupe Perez congratulated the program on meeting almost half of all the goals outlined and in being on track to meet them all. She added that this is a great accomplishment.

   Maria Reyes asked for clarification regarding a recent potential scholarship opportunity emailed to Council members. It was clarified that this scholarship is not sponsored by CAPK but rather by Head Start West and is open to all Head Start staff as well as Policy Council members in this region. It was further added that the applicant must be enrolled in an accredited college or university to apply. Other information shared included two CAPK staff who were recipients of this scholarship last year. Lisa added that a few years ago, a Policy Council parent was also a recipient of this scholarship. Jerry encouraged eligible members to apply, adding they can't be considered for this award unless they do!

   Pablo Reyes sent congratulatory wishes to anyone who is graduating around this time period. He shared that memories came up on his cellular phone of a few years ago when his children graduated from Harvey Hall. The photo/video showed them with their graduation caps and singing, The World is a Rainbow. Pablo added that as 7 year olds, they still want to sing that song! He also shared that his daughter would graduate from Centennial High School later in the week. Pablo again congratulated everyone on this step (graduation) in their educational journey. Congratulations were specifically extended to Juanita Jackson, Administrative Coordinator, on her recent college graduation.

10. **Next Scheduled Meeting**
    The next Policy Council meeting will be held on June 23, 2026 at 5:30 p.m. in the Board Room.

11. **Adjournment**
    The meeting was adjourned at 6:44 p.m.