DATE: September 30, 2026
TIME: 12:00 pm
LOCATION: CAPK Administration Office
1300 18th St., 3rd Floor Board Rm.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Pledge of Allegiance

b. Reading of the Promise of Community Action

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

c. Roll Call

Maritza Jimenez (Chair)	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. La COLONIA - Centennial Celebration Presentation by David Jara.

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 August 29, 2026, Board of Directors Meeting ***(p. 3-8)***
b. Minutes from September 9, 2026, Personnel Committee Meeting ***(p. 9-11)***
c. New Position Donor Relations Coordinator for CAPK Foundation ***(p. 12-17)***
d. Proposed Operations Division Reorganization ***(p. 18-37)***
e. Revised Job Description, Shelter Worker at M St Navigation Center ***(p. 38-39)***
f. Head Start Personnel Update ***(p. 40-41)***
g. Minutes from September 16, 2026, Program Review & Evaluation Committee Meeting ***(p. 42-44)***
h. Migrant Childcare Alternative Payment Program Presentation ***(p. 45-56)***
i. August 2026 Program Reports ***(p. 57-102)***
j. August 2026 Application Status Report & Funding Profiles ***(p. 103-113)***
k. August 2026 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 114-115)***
l. Approval of the 2026 Amended Policy Council Bylaws ***(p. 116-128)***
m. Strategic Priority D – Data-Driven Decisions ***(p. 129-133)***
n. Minutes from September 23, 2026, Budget & Finance Committee Meeting ***(p. 134-135)***
o. Head Start / Early Head Start Budget to Actual Reports for July 31, 2026 ***(p.136-145)***

p. Agency Wide Budget Revision #1 ***(p. 146-158)***

V. New Business

a. Employee Health Insurance Renewal for 2027 Plan Year – ***Action Item (p. 159-164)*** — Lisa McGranahan, Chief Human Resources Officer

b. Award of Contract for Friendship House Design Build Solar System – ***Action Item (p. 165-353)*** — Emilio Wagner, Chief Technology & Facilities Officer

c. Homekey+ Ramkabir Permanent Housing Project Agreement with the City of Bakersfield – ***Info Item (p. 354-419)*** — Emilio Wagner, Chief Technology & Facilities Officer

d. September 2026 FY 2026-2027 Food Bank Supplemental Blanket Purchase Orders – ***Action Item (p. 420-449)*** — Susana Magana, Director of Health & Nutrition

e. July 2026 Financials – ***Action Item (p. 450-574)*** — Tracy Webster, Chief Financial Officer

f. Head Start Notice of Proposed Rulemaking - Impact of the Proposed Head Start Administrative Cap and Draft Comment Letter - ***Info Item (p. 575-580)*** — Tracy Webster, Chief Financial Officer

VI. Advisory Board Report

a. Head Start Policy Council Report and Minutes from the June 23, 2026, Policy Council Meeting – ***Action Item (p. 581-589)*** — James Osborne, Policy Council Representative

VII. Chief Executive Officer Report

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

The agenda was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Suite 200, Bakersfield, CA and online at www.capk.org on September 25, 2026. Paula Daoutis, Executive Assistant.

DATE	August 26, 2026
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Maritza Jimenez called the meeting to order at 12:00 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 (left at 1:04 pm), Fred Plane (Treasurer), Victoria Davis, Curtis Floyd, Geovany Lizarraga, Jonathan Mullings, Rocio Munoz, James Osborne, Chris Parlier, Gema Perez, Guadalupe Perez, and Manuel Vieyra

Absent: Rebecca Banke

Others present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition Services; Rebecca Moreno, Director of Housing Supportive Services; and other CAPK staff.

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

Jeremy Tobias introduced new Board Member James Osborne as the new Head Start Policy Council Representative, replacing Maria Reyes, and requested a motion to seat James.

Motion was made and seconded to seat the elected Head Start Policy Council Representative, James Osborne as a member of the CAPK Board of Directors. Carried by unanimous vote (Martinez/Plane).

Jeremy also introduced three new board members, attending their first meeting today, Victoria Davis, East Kern Low-Income Representative; Geovany Lizarraga, North Kern Low-Income Representative; and Manuel Vieyra, formerly homeless Veteran Representative.

James Osborne introduced himself and said he is a father of EHS Shafter student and has many ties to CAPK and volunteers at the CAPK Food Bank and other program sites.

Geovany Lizarraga said he is very happy to be part of the Board and spoke about what it means to him to be a CAPK Board Member and how he feels it is so important to be present in the community and give back.

Victoria Davis introduced herself and said she is resident of Rosamond and works as Adult School Principal at Mojave Unified School District and stated that she is very happy to be here.

Manuel Vieyra (Manny) introduced himself and said he was a formerly homeless Veteran and got help through CVAF and now works at Flood Ministries. He also expressed how happy he is to be part of the CAPK Board of Directors.

II. Introduction of Guests / Public Forum

None.

III. Special Presentations

a. Head Start Farm to School Grant Program presented by Rosa Guerrero, Head Start Administrative Analyst.

Rosa Guerrero provided a presentation about the Head Start Farm to School Incubator Grant Program funded through CDFA, which aims to advance child well-being, economic growth and connect children to locally sourced, whole foods in cafeterias, classrooms and gardens. The award amount is approximately $200,000 with the goal of procuring locally California grown, whole or minimally processed foods to incorporate in meals / snacks and/or food boxes; engage children in hands-on food education opportunities; and parent and family engagement. Two sites were selected, Sterling & Primeros Pasos and the children at the centers are learning about plants and how to garden and water, and also learning about insects, and how to reduce, reuse, and recycle. Food procurement and outreach is also an important goal with this grant and staff is working with a food hub in Fresno that includes over 90 farmers. Food boxes are assembled and distributed to families every month and include healthy recipes. Since February, 550 food boxes have been distributed.

Rosa also reported on the outcomes and said that overall, children are more willing to try new fruits and vegetables, care for plants and appreciate them, and build patience. The project has also fostered meaningful family engagement and creates valuable learning opportunities that support children's health and development.

James Osborne asked if there are plans to add more centers for the program. Rosa said that currently funds from the grant can only be used at the two sites, but staff are eager to expand when there is another funding opportunity.

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 (Mullings/Perez, Guadalupe)

V. New Business

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

Rebecca Moreno presented the above action item and noted that this item was presented to the Executive Committee in July and the committee recommended that staff seek additional approval from the County of Kern Staff. Rebecca confirmed that the Policy & Procedures Manual was vetted through CAPK's attorney, and insurance company, as well as management review. The staff from the County also reviewed with their Quality Management Team and the County saw no concern with the manual.

Chris Parlier said it was his honor to donate funds to the crew and announced that the Board of Supervisors approved funding for the Safe Camping program for 2026/2027 at the meeting held yesterday.

Manuel Vieyra said he has heard a lot of good things about the Good Neighbor Crew through the community and on social media.

Maritza Jimenez received a comment that she wanted to pass along to the Board. Maritza said that when she volunteered at the Safe Camp site, Albert Garza, Operations Manager at M Street, said the leadership provided by Rebecca Moreno allowed this program to come into fruition and be what it is today, as well as providing a vision for the future of the program.

Curtis Floyd asked if CAPK's attorney has reviewed the waiver of liability and said he may want to talk with the attorney at KDG.

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

b. Program Update: Pioneer Drive Apartments – Rebecca Moreno, Director of Housing & Supportive Services – ***Info Item***

Rebecca Moreno reported that in February of this year, Emilio Wagner presented on this topic and she is coming back today with an update. Clients are starting to prepare their applications and required documents and matches are being made. Rebecca said that CAPK staff will be providing case management services onsite and staff recruitment is underway. The Housing Authority will be the property manager and handle applications/leases and will work in coordination with CAPK's case managers on any potential concerns or violations to avoid evictions.

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

Jeremy Tobias presented the proposed revision to the month of October, noting that the changes were not reflected on the last revision. These changes are a result of the timing of the CalCAPA state conference moving to late October rather than early November.

Motion was made and seconded to approve the requested changes to the 2026 Board & Committee Meeting Schedule. Carried by unanimous vote (Martinez/Boshers).

d. June 2026 Financials – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the June 2026 Financial Statements and provided key highlights to the Board and noted that the reports were reviewed in detail at the Budget & Finance Committee meeting on August 19th and showcased the status of CAPK's unrestricted cash reserve and other notable items in the financial reports.

Denise Boshers asked if there is an estimated timeframe to reach the unrestricted cash reserve goal. Tracy said staff will request board approval in November to transfer additional funds from the indirect fund to the discretionary fund. Tracy said there are limited ways to capture revenue for unrestricted purposes and the best way to build unrestricted funds is through excess indirect funds.

Motion was made and seconded to approve the Financial Reports for June 2026. Carried unanimous vote (Martinez/Perez, Gema).

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

Sylvia Ortega presented the above info item on behalf of Yolanda Gonzales and reported that 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.

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 the program. Staff intend to draft a meaningful letter to add to the NPRM comments within the timeline ending October 6, 2026. Sylvia stressed that the proposed changes are not final**.** Within the next two months, the program will continue to evaluate all the possibilities and work closely with CAPK's executive team to ensure our comments drafted address all risks.

Rocio said she is curious to know how they define Administrative Costs. Sylvia responded that it includes program oversite, administration, IT, finance and operations. The Head Start Act does allow for a 15% administrative CAP.

Jeremy Tobias added that even if CAPK reduces administrative and operational expenses, dropping the de minimis rate to 5% will create a significant gap that will need to be addressed.

Tracy Webster said that OMB states that agencies can use up to the 15% maximum rate, but CAPK's Board has approved a 12% de minimis rate.

Fred Plane said it would be prudent for the board to look at this from a worst-case scenario on how it would impact CAPK Head Start programs and how to address it. If CAPK does not receive a waiver, a plan needs to be in place on how to operate with the 5% rate.

Concerns were raised by members of the board about the addition of healthy marriages education, enrollment documentation, English only language, the health component and the rule to make the parent committees optional. Sylvia said that all of these issues and more will be addressed in the letter to be drafted

Curtis Floyd asked Tracy Webster to let the Board know what the Administrative Costs for the Head Start program was last year. Tracy said the contract for Head Start is a little over $40 million and of that amount, about $4.2 million is directed to administrative costs. Some of the Head Start staff are captured under the administrative cost instead of programmatic cost. Tracy also pointed out that CAPK has other funding sources, such as the San Joaquin County Office of Education for about $2 million and that will be impacted too.

Jeremy Tobias said the board has addressed good questions and said that staff have been participating in webinars, and consulting with CAPLAW, and will seek answers to the questions raised today. The goal is to start planning on worst-case scenario and develop a plan. Staff will bring this item back next month for further discussion.

f. Ramkabir Permanent Supportive Housing Update – Emilio Wagner, Chief Facilities & Technology Officer - ***Info Item***

Jeremy Tobias provided a brief introduction about the Ramkabir Project, which would be developed in conjunction with the City of Bakersfield. The city purchased the site, which is an old motel, several years ago. The motel was in disrepair, had fire damage, and has been boarded up. The city asked CAPK to be a co-applicant for funding and be the assigned developer of the project. The state has given the initial approval of funding, and the project is moving forward.

Emilio Wagner said CAPK will be responsible for the procurement and construction of the project. Once the project is completed, the City will convey the property to CAPK. We are currently under an existing pre-development contract with the city which includes the design work. Emilio provided the board with funding and expenditure data and next steps. We are waiting for a draft Developer Agreement between the city and CAPK which will spell out our obligations for the development of the project. That agreement will come to the Board for review and approval. Staff will continue to keep the board updated on the status of this project.

Jeremy added that he expects there will be a high level of scrutiny on the project, and it is likely there will be some public opposition, espeacill since it is funded through the state's HomeKey Plus program. Staff are already working on a public facing website to provide the public with progress reports, photos, spending reports, etc., and we are also putting together a good neighbor plan. Staff will be prepared to address questions that come up. Some of the factors that need to be taken into consideration is that the state grant award will require us to remodel the existing buildings which have fire damage, there is a very strict completion deadline requirement, and the project must use prevailing wage.

VI. Advisory Board Reports

a. Head Start Policy Council Report – James Osborne, Head Start Policy Council Representative – ***Action Item***

James Osborne presented the above action item and provided updates from the Policy Council Report for August and the minutes from the May 26, 2026, Policy Council meeting.

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

VII. Chief Executive Officer Report

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

Jeremy Tobias reported that we did submit a comment letter in response to the proposed changes to the OMB Guidelines but to date, there has been no response. Nationally, the federal budget year begins October 1st. The Senate and the House have both approved their own versions of a Continuing Resolution (CR) to fund the government at current levels through December 11th, however; the two CR's need to be reconciled. Both the House and the Senate want to wait until after the election to debate the annual funding levels, so the CR buys them time until after the election. The Senate CR version included language delaying the implementation of any OMB changes until December 11. Jeremy noted that the House approval did not include the OMB language, but we expect to see the reconciliation version to include the delay.

Other updates, Jeremy said the CAPK 2025 Annual Report is at your seat along with a CAPK Yeti mugs that were handed out to all employees at Staff Development Day in April.

Jeremy also noted that the Outreach team is preparing a memorial write-up in the next newsletter for Jimmie Childress who served on our Board from 2017 to January 2025. Lastly, Jeremy welcomed all 4 new board members and said he is looking forward to working with them.

VIII. Board Member Comments

Pastor Mullings said that his church attended the Backpack giveaway at Friendship House, but felt the turnout was low and noted the attendance was down compared to prior years. He noted there were two police cars parked at the entrance, with officers standing where they give backpacks away and thought it might have been a deterrent from some people in the community attending. Jeremy Tobias thanked Pastor Mullings for that observation and stated that staff thought the lower attendance was due to other school give away events taking place the same day.

Maritza Jimenez asked members to see the calendar inside the folder and encouraged board participation at the press conference for Hunger Action Month and Feed the Need.

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, September 30, 2026
CAPK Administrative Office Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

X. Adjournment

The meeting was adjourned at 1:40 pm

DATE	September 9, 2026
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Minutes

1. **Call to Order**

Committee Chair Denise Boshers called the meeting to order at 12:04 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) and Geovany Lizarraga

Absent: Rocio Munoz and Gema Perez

Others present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Lisa McGranahan, Chief Human Resources Officer; Rebecca Moreno, Director of Housing & Supportive Services; 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. New Position Donor Relations Coordinator for CAPK Foundation Under the Community Development Division – Pritika Ram, Chief Business Development Officer - **Action Item**

Pritika Ram presented the above action item on behalf of Catherine Anapach and discussed adding a Donor Relations Coordinator position for CAPK the Foundation under the Community Development Division. This position will replace the existing Administrative Coordinator position and the person currently holding that position will take on the new role and will not increase the current staff level. This change aligns with the 2026-2029 Strategic Plan Priority C, and positions CAPK as an employer of choice. This change will have a small budgetary impact, but it was determined the proposed change can be supported by the CAPK Foundation budget under the Community Development Division.

There was a question as to why the job description included the use of the Brown Act. Pritika confirmed that the Brown Act is no longer necessary for use on the Foundation Board but will remain on the job description in the event that changes in the future.

The Committee also asked about the expected fundraising revenue for the position, but as a support position, there is not any revenue expected to be raised.

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

b. Proposed Operations Division Reorganization – Emilio Wagner, Chief Facilities & Technology Officer – **Action Item**

Emilio Wagner presented the above action item and discussed reclassification of four positions to better align them with the needs of the agency. The positions are: Property Manager; Facilities Administrator; Project Supervisor; and Maintenance Manager. Staff are recommending an additional position, Property Manager, to support Covey Cottages under Veterans Supportive Services (VSS). Property management responsibilities, which include tenant leases, are currently managed by the Program Administrator who also is responsible for overseeing the VSS program. This proposed change will not present a budgetary impact to the program.

In regard to maintenance management, there have been issues finding a qualified supervisor. However, by elevating the position to manager, there will be a larger pool of candidates available. There will also be a new maintenance request system put in place that will ensure that requests are completed in an efficient and timely manner. Additionally, though the maintenance facility in San Joaquin County is not supervised by CAPK, there is the opportunity to allow for that move in the future.

Finally, while the Property Manager position doesn't currently have direct reports, but as Ramkabir becomes fully housed, some support staff will be added under that position.

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

c. Revised Job Description, Shelter Worker at M Street Navigation Center – Rebecca Moreno, Director of Housing & Supportive Services – **Action Item**

Rebecca Moreno presented the above action item and discussed the proposed revision to the Shelter Worker position at M Street Navigation Center. The Food Prep Technician position will be archived and the Shelter Worker-Housing Services job description was revised to include verbiage to highlight kitchen support responsibilities. This proposed revision will not present a budgetary impact to the program.

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

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

Robert Espinosa presented the above info item which included the Head Start personnel status for the month of August 2026.

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

No comments.

6. <u>Next Scheduled Meeting</u>

Personnel Committee
12:00 pm
Wednesday, October 7, 2026
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **<u>Adjournment</u>**

The meeting was adjourned at 12:27 pm.

MEMORANDUM

To: Personnel Committee

From: Catherine Anspach, Director of Development

Date: September 9, 2026

Subject: *Agenda Item 4a*: New Position Donor Relations Coordinator for CAPK Foundation under the Community Development Division – **Action Item**

Purpose
This memo requests the Personnel Committee's review and approval to create a new Donor Relations Coordinator position (Grade 10) within the Foundation. This is a newly created position, not a reclassification of an existing role. The current Administrative Coordinator will transition into the new position, and the Administrative Coordinator position will not be backfilled at this time.

Background
Over the past year, donor-facing needs within the Foundation have grown significantly, including expanded database management, gift processing, donor stewardship, and direct coordination of fundraising campaigns and events. The current Administrative Coordinator has been performing much of this donor relations work in addition to her existing administrative duties and is well-positioned to step into the new role. The Administrative Coordinator position (Grade 9) will remain in the Foundation's organizational structure as a vacant position; it is not being eliminated or reclassified.

To accurately reflect the increased scope of work and responsibility, staff is proposing the new position of Donor Relations Coordinator at Grade 10.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Coordinator	Inactive (not to be filled)	Grade 09 $25.70 $32.13 $38.56	
Donor Relations Coordinator	New position		Grade 10 $28.67 $35.84 $43.02

Fiscal Impact and Timeframe

The current Administrative Coordinator position will not be backfilled. Mindful of the Foundation's budget, we do not intend to hire a replacement for this role at this time. The incumbent's existing administrative duties will be absorbed into the new Donor Relations Coordinator position until such time as budget and scope require reinstating a dedicated Administrative Coordinator role. Because the position is not being backfilled, the net impact on the Foundation's budget is limited to the proposed 3% salary increase associated with the reclassification. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that the fiscal impact of $2,059.20 for the proposed changes can be supported by the CAPK Foundation budget, under the Community Development Division.

Strategic Plan Impact
As part of the 2026-2029 Strategic Plan, specifically under Strategic Priority C – Culture: fosters a learning-focused culture and positions CAPK as an employer of choice, Key Goal 2: Workforce Retention: Invests in attracting and retaining a high-quality, engaged workforce.

Recommendation:
Staff recommend the Personnel Committee approve the new Donor Relations Coordinator job description within the CAPK Foundation.

Attachment:
Foundation Donor Relations Coordinator Job Description

Donor Relations Coordinator - CAPK Foundation

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

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
Under the direction of the Director of Development, the Donor Relations Coordinator supports the organization's fundraising efforts by coordinating donor relations, fundraising campaigns, sponsorships, special events, and development operations. This position plays a key role in strengthening donor engagement, maintaining accurate fundraising records, preparing communications and reports, and supporting strategies that generate charitable revenue for the organization. The Donor Relations Coordinator works collaboratively with leadership, staff, board members, volunteers, donors, community partners, and other stakeholders to help meet fundraising goals and promote the organization's mission.

SUPERVISION RECEIVED:
Receives supervision from the Director of Development- CAPK Foundation

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Support the implementation of fundraising plans, campaigns, sponsorship initiatives, and donor engagement strategies.
- Assist with identifying, cultivating, soliciting, and stewarding individual donors, corporate partners, foundations, and community supporters.
- Maintain accurate donor records, gift entries, pledge information, acknowledgments, mailing lists, reports, and other fundraising data in the donor management system.
- Monitor the Foundation budget by tracking expenses, preparing, processing, and tracking purchase orders, check requests, invoices, and reimbursement requests.
- Support donor development activities, including maintaining calendars, gathering program information, compiling required documents, assisting with proposal preparation, and tracking reporting deadlines.
- Coordinate small to medium fundraising events, community outreach events, and campaign-related logistics, including invitations, registrations, sponsorship tracking, event materials, guest lists, budgets, and post-event follow-up.
- Develop, update, and maintain the CAPK Foundation website, online fundraising pages, donation portals, and campaign content to support agency fundraising goals.

- Provide administrative and project support to development leadership, including scheduling meetings, preparing agendas, maintaining files, tracking deadlines, and supporting board or committee communications.
- Coordinate volunteer, committee, and staff support for fundraising initiatives as assigned.
- Ensure donor confidentiality, data accuracy, and compliance with applicable fundraising policies, procedures, and ethical standards.

Other Job Specific Duties:

- Ensure timelines, deliverables, and follow-up activities are completed accurately and on schedule.
- Recommend improvements to fundraising systems, donor stewardship processes, event workflows, and reporting practices.
- Support training or guidance for staff, interns, or volunteers assisting with development activities.
- Prepare briefing materials, donor profiles, sponsorship packets, and meeting preparation documents for leadership or board members.
- Assist in monitoring progress toward annual fundraising goals and provide updates to leadership as requested.
- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.
- Responsible for preparing committee packets and correspondence, takes minutes at various Board and Committee meetings, and transcribes into final minutes for distribution.
- Reviews and assembles information and documents for Committee agendas in accordance with the Ralph M. Brown Act.
- Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Modern office practices, methods, procedures and equipment.
- Graphic design and producing marketing materials and collateral including proficiency with Canva and Acrobat, for example.
- Microsoft Outlook, Word, Excel, and PowerPoint.
- Donor stewardship best practices and donor engagement strategies.
- Fundraising ethics, donor confidentiality, and professional standards.
- Fundraising campaign planning, implementation, and evaluation.
- Event sponsorship solicitation, fulfillment, and recognition practices.

- Basic fundraising metrics, reporting methods, and data tracking techniques.

Ability to:

- Build and maintain positive relationships with donors, volunteers, board members, staff, vendors, and community partners.
- Communicate effectively and provide exceptional donor-centered customer service.
- Organize, prioritize, and manage multiple projects, deadlines, and responsibilities with accuracy and attention to detail.
- Handle confidential donor and organizational information with discretion and professionalism.
- Prepare reports, track fundraising data, analyze results, and identify trends or opportunities for improvement.
- Work independently while contributing effectively in a collaborative team environment.
- Demonstrate initiative, sound judgment, problem-solving skills, and follow-through.
- Utilize donor management software, fundraising platforms, and Microsoft Office applications effectively.
- Support and promote the organization's mission, values, and community impact through daily work activities.
- Attend all meetings, trainings, conferences and work events as assigned. Includes out-of-town travel.

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 nonprofit management, communications, business administration, public relations, marketing, or a related field preferred.
- Three (3) to five (5) years of experience in fundraising, nonprofit development, donor relations, event coordination, community engagement, or a related field.
- Experience supporting fundraising campaigns, donor stewardship, sponsorships or special events.
- Experience maintaining donor databases, fundraising records, CRM systems, or similar data management platforms.
- Any equivalent combination of related education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors/outdoor.
- Noise level is quiet to moderately quiet.
- Hazards are relevant to work environment.

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

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

MEMORANDUM

To: Personnel Committee

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

Date: September 09, 2026

Subject: *Agenda Item 4b: Proposed Operations Division Reorganization* – **Action Item**

Purpose

To align the Operations Division's classification structure with the scope of work now required to support the Agency's owned and leased property portfolio, four existing budgeted positions have been reviewed and reclassified. The proposed structure establishes dedicated management of the Agency's real property and residential housing portfolio, consolidates accountability for facilities program administration under a single classification, establishes clear approval authority for construction and procurement activity, and strengthens supervision of the maintenance workforce. No new positions are requested. Job descriptions have been developed for each classification and are attached for the Committee's review.

Position Reclassifications

- **Property Manager – Grade 12, Exempt.** Reclassified from Facility Manager. The Agency's real property portfolio has grown to include residential housing operated under Agency ownership or control, facilities leased from third parties, and Agency-owned space leased to other agencies and community partners. These obligations are presently distributed among positions whose primary duties lie elsewhere, and they carry legal exposure that warrants a dedicated classification. This position administers residential tenancies in accordance with California landlord-tenant law and fair housing requirements, including tenant selection, eligibility and income certification, rent and security deposit administration, statutory notices, and coordination of unlawful detainer actions with Agency legal counsel. It administers leases under which the Agency acts as lessor to third parties, and serves as the Agency's primary point of contact for landlord relations on premises the Agency leases, including review and development of lease instruments in coordination with landlords, routing of leases for authorized signature, and resolution of maintenance and habitability concerns. The position also coordinates preventive and corrective maintenance across the owned and leased portfolio. The position reports to the Chief Facilities and Technology Officer and supervises the Administrative Assistant.
- **Facilities Administrator – Grade 14, Exempt.** Reclassified from Facility Manager. This position becomes the senior administrative authority for facilities operations below the Director of Facilities, with Agency-wide responsibility for the maintenance and building operations program, facilities operating budgets, recurring service contracts, regulatory and licensing compliance, the vehicle and equipment fleet, and approval authority over project scope, procurement, contracts, and change orders. The position supervises the Project Supervisor, the Maintenance Manager, and the Facilities Specialist, and acts on behalf of the Director of Facilities in that individual's absence.
- **Project Supervisor – Grade 11, Exempt.** Reclassified from Drafting/GIS Project Supervisor. This position coordinates and carries out assigned facility improvement, renovation, and repair projects from concept through construction, closeout, and warranty, including design and

drafting in AutoCAD and Revit, permitting, preparation of bid packages, solicitation, and field oversight of contractors. Assigned projects are limited to a total project cost of up to $300,000, with the Facilities Administrator approving scope, budget, selection, contracts, and change orders. Geographic information system (GIS) development is removed from this classification and has been assigned to the Information Systems Web & GIS Developer position previously approved by the Committee.

- **Maintenance Manager – Grade 12, Exempt.** Reclassified from Maintenance Supervisor. This position manages the day-to-day maintenance operation for all Agency-owned and leased facilities, including work planning and scheduling across sites, preventive and corrective maintenance, the work order program, materials and equipment, safety and code compliance in the field, and the after-hours on-call rotation. The position supervises Maintenance Technicians I, II, and III directly; no intermediate supervisory layer is retained.
-

Proposed Reporting Structure

The Property Manager reports directly to the Chief Facilities and Technology Officer, reflecting the position's Agency-wide real property and legal compliance responsibilities and its work across program divisions. The reclassified positions establish a three-tier structure within the Facilities Department reporting to the Director of Facilities:

- The Facilities Administrator reports to the Director of Facilities.
- The Project Supervisor and the Maintenance Manager report to the Facilities Administrator.
- The Maintenance Technicians report to the Maintenance Manager.

This structure separates project delivery from maintenance operations while consolidating budget, procurement, contract, and compliance authority in one classification, and reserves capital planning, property planning, and renovations to the Director of Facilities. The Property Manager coordinates with the Facilities Administrator on maintenance obligations at leased and tenant-occupied premises, and with the Project Supervisor on projects at leased locations requiring landlord consent.

Fiscal Impact

Human Resources has completed its classification and compensation review and assigned salary grades to all four positions: Property Manager – Operations, Grade 12; Facilities Administrator, Grade 14; Project Supervisor, Grade 10; and Maintenance Manager, Grade 12. All four positions are currently budgeted; no new positions are added and no additional headcount is requested. Budget impact is therefore minimal and is limited to the difference between the current and proposed classifications. The anticipated salary adjustments are expected to be absorbed within the remaining balance of the current operating budget.

Alignment with Strategic Plan Priorities

- **Strategic Priority B:** Strengthens the Agency's facilities and real property infrastructure and its capacity to meet Head Start, Community Care Licensing, Cal/OSHA, landlord-tenant, fair housing, and accessibility compliance obligations across a multi-site portfolio.
- **Strategic Priority C:** Creates a defined classification progression within the Operations Division, supporting CAPK's commitment to being an employer of choice and improving retention of skilled trades, project, and property management staff.

- **Strategic Priority D:** Establishes clear ownership of facility condition, deferred maintenance, work order, lease, occupancy, and project cost data, advancing data-informed decision making in capital, housing, and maintenance planning.

Recommendation

Staff recommends the Personnel Committee approve the following actions:

1. Approve the reclassification of one Facility Manager position to Property Manager – Operations (Grade 12, Exempt) and adopt the attached job description.
2. Approve the reclassification of the second Facility Manager position to Facilities Administrator (Grade 14, Exempt) and adopt the attached job description.
3. Approve the reclassification of the Drafting/GIS Project Supervisor position to Project Supervisor (Grade 10, Exempt) and adopt the attached job description.
4. Approve the reclassification of the Maintenance Supervisor position to Maintenance Manager (Grade 12, Exempt) and adopt the attached job description.

Attachments:

Property Manager Job Description

Facilities Administrator Job Description

Project Supervisor Job Description

Maintenance Manager Job Description

Operations Organizational Chart

Property Manager- Operations

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:
Under the general direction of the Chief Facilities and Technology Officer, manages the Agency's real property portfolio, including residential housing, Agency-leased facilities, and properties leased to third parties. Oversees lease administration and compliance, landlord and tenant relations, property maintenance, lease tracking, and related documentation. Coordinates legal, maintenance, and operational matters as needed and ensures lease agreements are properly reviewed, documented, and routed for authorized approval.

SUPERVISION RECEIVED:
Receives supervision from the Chief Facilities and Technology Officer.

SUPERVISION EXERCISED:
Directly supervises the Administrative Assistant.

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

Essential Job Specific Duties:

- Administers residential leases, occupancy agreements, tenant selection, eligibility, certifications, waiting lists, and related documentation for Agency housing.
- Manages rent, tenant charges, receivables, security deposits, utility billing, and related financial records.
- Prepares and administers lease notices, renewals, terminations, grievances, accommodations, and eviction actions in coordination with Legal.
- Ensures compliance with landlord-tenant, fair housing, Violence Against Women's Act (VAWA), confidentiality, habitability, accessibility, licensing, and applicable funding requirements.
- Conducts tenant and property inspections and coordinates maintenance, repairs, turnover, and habitability concerns.
- Coordinates with program and supportive service staff to promote lease compliance, housing stability, and resident services.
- Administers leases, subleases, licenses, and occupancy agreements for Agency-owned or controlled property and coordinates related negotiations and approvals.
- Serves as the primary Agency contact for landlords, property managers, brokers, tenants, and other property stakeholders.
- Maintains lease abstracts and centralized property records, including terms, rent schedules, insurance, inspections, maintenance, deadlines, and compliance documentation.

- Coordinates property maintenance, insurance, environmental, accessibility, life safety, and other regulatory requirements with Facilities, Risk Management, and other stakeholders.
- Coordinates site selection, space planning, occupancy, relocations, lease surrender, and tenant displacement activities.
- Prepares required compliance, occupancy, property, and portfolio reports and supports audits, monitoring, executive reporting, and Board activities.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, and participates in the after-hours emergency on-call rotation.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- California landlord-tenant, fair housing, reasonable accommodation, accessibility, and Section 504 requirements.
- Residential and commercial property management, lease administration, and compliance practices.
- Affordable and supportive housing requirements, including income certification, rent restrictions, and funder reporting.
- Federal grant and real property requirements, including 2 CFR Part 200 and Head Start facilities standards.
- Property insurance, indemnification, budgeting, financial reporting, and cost allocation.
- Property management, database, spreadsheet, and standard office software applications.

Ability to:

- Interpret and apply leases, regulations, statutes, and agreements.
- Prepare accurate notices, correspondence, and lease documents.
- Exercise sound judgment, manage competing priorities, and oversee substantial resources.
- Manage multiple leases, deadlines, tenant matters, and maintenance obligations accurately.
- De-escalate difficult interactions while maintaining professionalism and confidentiality.
- Recognize matters requiring Legal or Risk Management review and avoid providing legal advice.

- Communicate effectively and maintain professional relationships with staff, tenants, landlords, agencies, and vendors.
- Supervise and motivate assigned staff.
- Present program information to the public and attend occasional evening or weekend meetings.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration, public administration, real estate, property management, construction management, or a closely related field. A Bachelor's degree is highly desirable. Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.
- Four (4) years of progressively responsible experience in property management or lease administration, of which at least three (3) years shall include direct responsibility for residential tenancies, including lease enforcement and termination.
- Three (3) years of supervisory or lead experience.
- Experience with affordable, subsidized, or supportive housing occupancy and compliance requirements is highly desirable.
- Professional certification is highly desirable, including Certified Property Manager (CPM) or Accredited Residential Manager (ARM) through the Institute of Real Estate Management; Certified Apartment Manager (CAM) through the National Apartment Association; California Certified Residential Manager (CCRM) through the California Apartment Association; Certified Occupancy Specialist (COS); or Tax Credit Specialist or Housing Credit Certified Professional (HCCP).

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is performed both indoors and outdoors at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, crawl spaces, mechanical rooms, and active maintenance and construction areas.
- Noise level is quiet to moderate in the office and moderate to loud at maintenance and construction sites.
- Regular travel is required, including travel outside Kern County.
- Exposure to dust, fumes, solvents, cleaning agents, paints, temperature extremes, weather conditions, uneven surfaces, and work at elevation may occur.
- Hazards are moderate.

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

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

Facilities Administrator- Operations

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

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:

Under general direction of the Director of Facilities, the Facilities Administrator plans, organizes, and administers the Agency's facilities program for all owned and leased sites. The position directs assigned facilities staff and administers the preventive and corrective maintenance program, work order system, facilities operating budgets, recurring service contracts, project delivery, and the Agency vehicle and equipment fleet. The Facilities Administrator ensures that all facilities are maintained in a safe, functional, accessible, and code-compliant condition consistent with Head Start, Community Care Licensing, Cal/OSHA, ADA, and funder requirements, and performs related work as required.

SUPERVISION RECEIVED:

Receives supervision from the Director of Facilities.

SUPERVISION EXERCISED:

Directly supervises the Project Supervisor, Maintenance Manager, and Facilities Coordinator.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Administers the Agencywide facilities program, including operations, maintenance, projects, fleet and site services.
- Develops and implements facilities policies, procedures, standards and service levels.
- Establishes goals and performance measures; monitors results and advises leadership on facility conditions, risks, staffing, and resources.
- Supervises, trains and evaluates staff; recommends hiring, promotion, corrective action, and discipline.
- Acts for the Director of Facilities in their absence and represents the department with internal and external stakeholders.
- Oversees preventive and deferred maintenance, facility assessments, work orders and maintenance priorities.
- Determines in-house or contracted services and oversees assignments, schedules, on-call coverage, and overtime.
- Directs emergency response and coordinates temporary relocations and service continuity.
- Oversees fleet, grounds, custodial, pest control, waste and landscaping services.
- Directs project priorities and assignments and reviews project scope, budgets, schedules and deliverables.

- Reviews project procurement and contracts within delegated authority and monitors performance, change orders, costs, schedules and completion.
- Coordinates renovations and construction and ensures completed projects transition into ongoing maintenance.
- Coordinates space planning, site suitability, occupancy and licensing needs with program divisions.
- Ensures facilities comply with applicable safety, licensing, accessibility, environmental, and regulatory requirements.
- Coordinates inspections, permits, certifications, corrective actions, audits, monitoring and emergency preparedness.
- Develops and monitors operating and capital budgets; reviews purchases, invoices, and cost allocations.
- Administers maintenance and service contracts and monitors vendor performance, insurance, licensing, and renewals.
- Maintains facility and compliance records; prepares management and Board reports and communicates closures, emergencies, and facility responsibilities.

Other Job Specific Duties:

- Attends all meetings, trainings and conferences as assigned and provides training as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, and responds to emergency conditions at Agency facilities.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies, procedures, and applicable laws, codes and regulations.
- Facilities management, building operations, maintenance, construction and building systems.
- Supervision, training, performance management and workload planning.
- CCL, Head Start, ADA/Section 504 and Cal/OSHA requirements.
- Federal grant, procurement, prevailing wage and Davis-Bacon requirements.
- Contract, vendor, insurance, budgeting and cost-allocation practices.
- Maintenance, work order, fleet and standard office software systems.

Ability to:

- Plan, organize, and oversee multi-site facilities operations and resources.
- Supervise, evaluate, and develop managerial and technical staff.
- Interpret plans, specifications, contracts, codes and regulatory standards.
- Prepare scopes of work, estimates, reports and recommendations.

- Exercise sound judgment, prioritize competing demands, and respond to emergencies.
- Analyze issues and implement effective solutions.
- Maintain accurate records for audits and regulatory review.
- Communicate effectively and maintain professional relationships with staff, agencies, vendors, landlords and community members.

EDUCATION AND EXPERIENCE:

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

- Associate or bachelor's degree in facilities management, construction management, engineering technology, business administration, public administration, or a closely related field preferred.
- Four (4) years of progressively responsible experience in building construction, facilities maintenance, or building operations.
- Four (4) years of supervisory experience in facilities maintenance or the building and construction trades, including responsibility for budget administration and contracted services.
- Experience administering facilities across multiple sites in a publicly or federally funded environment, and experience administering a computerized maintenance management or work order system, are highly desirable.
- Professional certification is highly desirable, including Facility Management Professional (FMP) or Certified Facility Manager (CFM) through the International Facility Management Association, or a comparable credential.
- Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is performed both indoors in an office setting and in the field at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, mechanical spaces, and active maintenance and construction areas.
- Noise level is quiet to moderate in the office and may be moderate to loud at maintenance and construction sites.
- Regular travel is required, including travel outside Kern County.
- Incidental exposure to dust, fumes, cleaning agents, temperature extremes, and uneven surfaces may occur during site visits.
- Hazards are minimal to moderate.

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: Facilities Administrator			
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	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		

Project Supervisor- Operations

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:
Under direction of the Facilities Administrator, the Project Supervisor coordinates and carries out assigned facility improvement, renovation, alteration, and repair projects at Agency-owned and leased sites from concept through construction, closeout, and warranty. The Project Supervisor prepares design and construction documents using computer-aided design and building information modeling applications, prepares project scopes, cost estimates, and schedules, prepares and conducts the solicitation of construction and professional services, oversees contractor performance in the field, and maintains project records.

SUPERVISION RECEIVED:
Receives supervision from the Facilities Administrator.

SUPERVISION EXERCISED:
Provides day-to-day field direction to design consultants, contractors, and vendors on assigned projects, and functional direction to Agency staff assigned to project tasks.

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

Essential Job Specific Duties:

- Meets with program staff to define project needs, scope, occupancy requirements and constraints.
- Conducts site assessments and prepares plans, layouts, drawings, specifications and cost estimates using AutoCAD, Revit, or comparable systems.
- Coordinates space planning, permitting, regulatory reviews and consultant services.
- Maintains Agency drawing standards and central facility drawing and as-built records.
- Prepares scopes, bid documents, solicitations and procurement records in accordance with Agency, federal and funder requirements.
- Coordinates contractor solicitation, bid reviews, licensing, insurance, bonding and award recommendations.
- Identifies prevailing wage, Davis-Bacon and other applicable project requirements and monitors compliance.
- Coordinates contracts, purchase orders and furniture, fixtures, and equipment procurement through authorized approval channels.
- Serves as the day-to-day contact for assigned projects and coordinates contractors, consultants, program staff, and site operations.
- Conducts project meetings, site inspections and field oversight to monitor quality, safety, schedule, and compliance.

- Reviews submittals, RFIs, substitutions and change orders and makes recommendations regarding scope, cost and schedule impacts.
- Monitors project schedules, budgets, payments, and expenditures and reports variances to the Facilities Administrator.
- Coordinates project completion, punch lists, acceptance, closeout, warranties and turnover to the maintenance program.
- Coordinates staff, furniture, equipment, and site relocations associated with projects.
- Ensures projects comply with applicable building codes, ADA/Section 504, CCL, Head Start, safety and environmental requirements.
- Coordinates with Maintenance, Risk Management, IT, Property Management and other stakeholders to address operational, safety, technology and lease-related requirements.
- Maintains complete project documentation, including drawings, permits, contracts, inspections, correspondence, change orders and closeout records.
- Prepares project status reports and supporting information for budgets, funding applications, executive management and Board reporting.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, to accommodate construction activity at occupied sites.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies, procedures and applicable laws, codes, and regulations.
- Construction, renovation, building systems, materials and sequencing.
- AutoCAD, Revit, BIM and applicable drafting standards.
- Project coordination, scheduling, estimating, cost tracking and closeout.
- Building, fire/life safety, ADA/Section 504 and CCL requirements.
- Permitting, plan review and regulatory processes.
- Public and federally funded procurement, including 2 CFR Part 200, prevailing wage and Davis-Bacon requirements.
- Construction contract administration, including submittals, change orders, payments, warranties and closeout.
- Standard office, project management, scheduling, and financial software.

Ability to:

- Coordinate multiple projects within approved scope, schedule and budget.
- Read, interpret, and prepare construction drawings, specifications and contracts.
- Verify site conditions, identify deficiencies and ensure contract compliance.

- Prepare cost estimates and evaluate contractor pricing and change orders.
- Exercise sound judgment, work independently and escalate matters beyond assigned authority.
- Maintain accurate project records for audit and regulatory review.
- Communicate effectively and maintain professional relationships with staff, agencies, contractors, consultants and community members.

EDUCATION AND EXPERIENCE:

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

- Associate degree in construction management, architecture, engineering, drafting or design technology, or a closely related field. Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.
- Four (4) years of experience in construction, design, or facility project coordination, of which at least two (2) years shall include coordinating projects through design, construction, and closeout.
- Four (4) years of experience in computer-aided drafting using AutoCAD, Revit, or comparable applications; or two (2) years of college coursework in computer-aided drafting and two (2) years of such experience; or an equivalent combination of training and experience that provides the capability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is performed both indoors in an office setting and in the field at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, mechanical spaces, and active construction areas.
- Noise level is quiet to moderate in the office and may be moderate to loud at construction sites.
- Regular travel by motor vehicle is required, including travel outside Kern County.
- Incidental exposure to dust, fumes, cleaning agents, temperature extremes, and uneven surfaces may occur during site visits.
- Hazards are minimal to moderate.

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: Project 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		

Maintenance Manager- Operations

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:
Under general direction of the Facilities Administrator, the Maintenance Manager manages the day-to-day maintenance operation for all Agency-owned and leased facilities; plans, assigns, schedules, and reviews the work of the maintenance workforce; administers the preventive and corrective maintenance and work order program; manages maintenance materials, tools, equipment, and assigned vehicles; performs skilled and semi-skilled trades work as required; and ensures that all work is performed safely, to trade standards, and in compliance with applicable codes, licensing requirements, and Agency policy.

SUPERVISION RECEIVED:
Receives supervision from the Facilities Administrator

SUPERVISION EXERCISED:
Directly supervises Maintenance Technicians I and II

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

Essential Job Specific Duties:

- Manages daily maintenance operations for Agency facilities, grounds, equipment and building systems.
- Plans, assigns, schedules and reviews maintenance work, including work orders, routes, on-call coverage, timesheets and overtime.
- Prioritizes work orders and coordinates in-house or contracted services with the Facilities Administrator.
- Coordinates routine and emergency repairs with program and site staff to minimize service disruption.
- Coordinates maintenance activities related to renovations, construction and project turnover.
- Performs skilled and semi-skilled maintenance work as needed.
- Recommend staffing, equipment, service level and operational improvements.
- Executes the preventive maintenance program and maintains required service documentation.
- Monitors work orders, backlog, aging, recurring issues, labor and material costs to ensure timely completion.
- Maintains facility, equipment, warranty and maintenance records.
- Inspects completed work and monitors quality and compliance.
- Identifies work requiring licensed or contracted services and coordinates necessary documentation.

- Reports facility deficiencies and deferred maintenance needs for budgeting and planning.
- Supervises, directs and provides technical guidance to maintenance and construction staff.
- Supports recruitment, onboarding, performance management and corrective action.
- Coordinates required training, licenses, certifications and safety qualifications.
- Promotes accountability, professionalism and compliance.
- Conducts required meetings and training
- Ensures maintenance work complies with Cal/OSHA, safety programs and applicable building and fire codes.
- Conducts safety inspections, training and hazard assessments; corrects unsafe conditions.
- Ensure proper use and maintenance of PPE, tools and equipment.
- Implements required safe work practices, including lockout/tagout, confined space, fall protection and hot work.
- Oversees hazardous materials and coordinates environmental concerns with Risk Management.
- Prioritizes and escalates safety, health, accessibility and licensing deficiencies.
- Supports licensing, audits, monitoring and corrective actions.
- Reports and documents workplace injuries, property damage and incidents.
- Supports procurement of maintenance goods and services in accordance with Agency requirements.
- Monitors maintenance budgets, inventory, tools, equipment and vehicles.
- Oversee vendor and contractor performance and verify work completion.
- Reviews invoices and supporting documents for accuracy and proper cost allocation.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends, and participates in the after-hours emergency on-call rotation.
- Travel regularly to Agency-owned and leased sites within and outside Kern County.
- Is proactive in the program's effort to recruit and enroll families that qualify for Partnership programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state and local laws, codes and regulations.
- Building trades, preventive maintenance, work order and equipment practices.
- Supervision, scheduling, training and performance management.
- Cal/OSHA, safety, CCL, ADA, fire/life safety and hazardous materials requirements.
- Vehicle, equipment, inventory, parts, and materials management.

- Computerized maintenance, work order systems and standard office equipment.

Ability to:

- Plan, schedule, assign and oversee multi-trade maintenance work across multiple sites.
- Supervise, motivate, evaluate and develop staff.
- Diagnose building and equipment issues and determine effective, cost-efficient solutions.
- Interpret plans, specifications, manuals, codes and regulatory standards.
- Estimate labor, material and time for maintenance and repairs.
- Prioritize work and respond effectively to emergencies.
- Manage resources and exercise sound independent judgment.
- Maintain accurate records and documentation for audits and compliance.
- Communicate effectively and maintain professional relationships with staff, vendors, agencies, and community members.
- Present program information to the public and attend evening or weekend meetings.

EDUCATION AND EXPERIENCE:

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

- Associate degree or completion of a recognized apprenticeship or trade program in a building trade. Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.
- Four (4) years of journey-level work experience in building construction, maintenance, and repair across multiple trades, including plumbing, electrical, carpentry, and mechanical systems.
- Three (3) years of supervisory experience directing maintenance or construction staff, including assignment and scheduling of work and completion of performance evaluations.
- Experience maintaining multiple facilities in a licensed childcare, educational, health care, or public agency setting is highly desirable.
- Trade licensure or certification is desirable, including a California contractor's license, EPA Section 608 refrigerant handling certification, or a comparable credential in a relevant building trade.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is performed both indoors and outdoors at Agency-owned and leased sites, including occupied classrooms and offices, grounds, roofs, crawl spaces, mechanical rooms, and active maintenance and construction areas.

- Noise level is quiet to moderate in the office and moderate to loud at maintenance and construction sites.
- Regular travel is required, including travel outside Kern County.
- Exposure to dust, fumes, solvents, cleaning agents, paints, temperature extremes, weather conditions, uneven surfaces, and work at elevation may occur.
- Hazards are moderate.

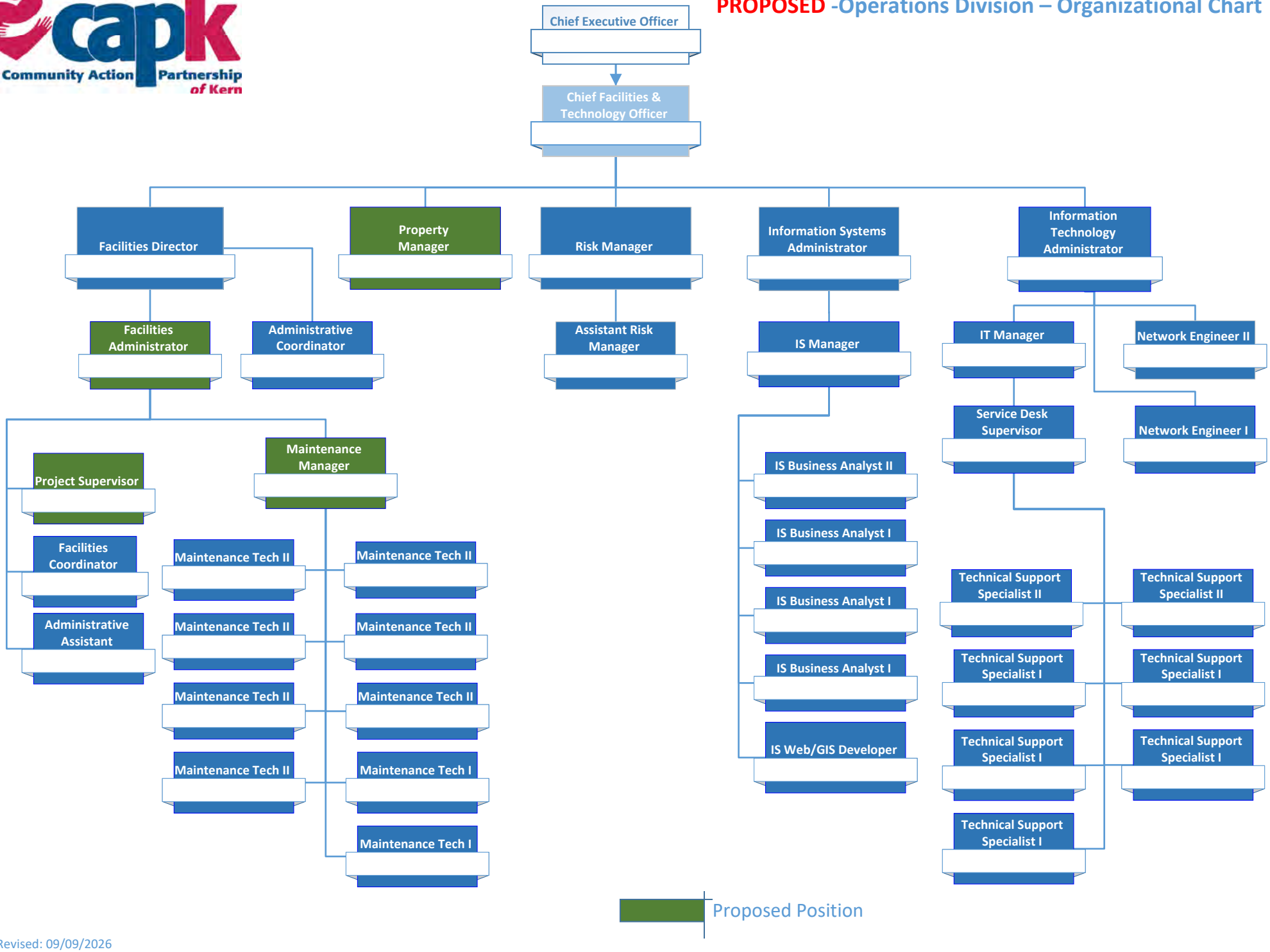
ESSENTIAL PHYSICAL DEMANDS:

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

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

PROPOSED -Operations Division – Organizational Chart



Revised: 09/09/2026

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: September 9, 2026

Subject: *Agenda Item 4c*: Revised Job Description: Shelter Worker M Street Navigation Center- **Action Item**

Summary of Proposed Changes

In July 2026, M Street received a renewal contract for the Safe Camping program; however, the renewal included significant budget reductions that decreased the Shelter Worker staffing profile from 9.0 FTEs to 6.0 FTEs. Since that time, staff have reviewed ways to strengthen staffing support and improve service delivery within the reduced staffing structure.

After reviewing the current job descriptions and essential functions, staff determined that combining the Food Prep Technician duties with the Shelter Worker position provided the most efficient and practical approach. The Shelter Worker role already included similar responsibilities, and staff worked with Human Resources to ensure the additional food preparation and kitchen support duties were appropriately incorporated into the revised job description. As a result, the Shelter Worker classification would increase from Grade 4 to Grade 5.

Staff are also requesting to retire the Food Prep Technician job title. This change will allow for greater role versatility, improve operational flexibility, and better align staffing responsibilities with the current needs of the M Street Navigation Center.

Position Title	Proposed Changes	Current Grade *Include grade levels	New Grade *Include grade levels
Food Prep Technician	Archive	05	NA
Shelter Worker-Housing Services	Added verbiage to highlight kitchen support	4 $16.90 $19.39 $23.27	5 $17.06 $21.32 $25.59

Fiscal Impact and Timeframe

There is currently no additional fiscal impact to the M Street Navigation Center operating budget, as the Food Prep Technician position was already included in the approved fiscal year budget. Staff remain within the current personnel budget and pay range allocation for the program. This change allows the program to realign existing budgeted resources to better support operational needs without requiring additional funding.

Strategic Plan Impact

As part of the 2026–2029 Strategic Action Plan, specifically under Priority C, Key Goal 2: *Invest in attracting and retaining a high-quality and engaged workforce*, this proposal supports staff development, professional growth, and employee retention by creating greater consistency in classification structure, clarifying roles and responsibilities, and ensuring equitable alignment of staff duties and expectations across the division..

Recommendation:

Staff recommend Personnel Committee approval of the revised Shelter Worker–Housing Services job description, reclassification from Grade 4 to Grade 5, and retirement of the Food Prep Technician title to support greater operational flexibility.

Attachments:
Draft Shelter Worker Position-Housing Services
Food Prep Technician-Housing Services

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: September 9, 2026

Subject: *Agenda Item 4d: Head Start Personnel Update* – **Info Item**

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

For the months of August 2026, the following information is provided to the Personnel Committee:

- 636 Staff employed.
- 64 Vacant Positions.
- Onboard 10 new staff members.
- Rehired 2 staff members.
- Twenty-three (23) Resignations.
- Eleven (11) days of interviews for 8 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 August 31, 2026.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	30	88%	6	5	1	83%
Alicante	17	17	100%	3	3	0	100%
Angela Martinez EHS	24	23	96%	9	9	0	100%
Angela Martinez HS	81	44	54%	15	13	0	87%
Bakersfield College	32	32	100%				
Blanton	16	15	94%				
Broadway (PY)	34	24	71%	6	5	1	83%
California City (PY)	17	16	94%	2	2	0	100%
California Street	16	10	63%	6	5	1	83%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	13	87%	3	3	0	100%
Delano (PY)	60	40	67%	12	12	0	100%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	34	33	97%	6	6	0	100%
Family Childcare EHS	35	14	40%				
Family Childcare HS	22	14	64%				
Gianone	16	17	106%	6	6	0	100%
Harvey L. Hall EHS	68	57	84%	27	26	1	96%
Harvey L. Hall	68	58	85%	12	12	2	100%
Heritage (PY)	17	17	100%	2	2	0	100%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	13	54%	9	8	1	89%
La Plaza HS	24	13	54%	6	2	4	33%
Lathrop	24	25	104%	9	8	1	89%
Lathrop HS	17	20	118%	3	3	0	100%
Lodi	32	27	84%	9	9	0	100%
M. Massei	24	23	96%	9	9	0	100%
M. Massei HS	17	18	106%	3	3	0	100%
MJM EHS	16	16	100%	6	6	0	100%
MJM HS	34	33	97%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	3	0	100%
Oasis (PY)	34	20	59%	6	6	0	100%
Pete Parra EHS	48	46	96%	18	18	0	100%
Pete Parra HS	68	62	91%	12	12	0	100%
Primeros Pasos EHS	16	13	81%	6	6	0	100%
Primeros Pasos HS	51	33	65%	9	8	2	89%
Rosamond (PY)	51	24	47%	9	8	1	89%
San Diego EHS	32	31	97%	12	12	0	100%
Shafter EHS	24	24	100%	9	8	1	89%
Shafter	17	16	94%	3	3	0	100%
Stockdale HS	41	17	41%	12	9	3	75%
Sterling EHS	64	64	100%	24	24	0	100%
Sterling HS	51	49	96%	9	9	0	100%
Sunrise Villa (PY)	17	12	71%	3	3	0	100%
Taft (PY)	51	40	78%	9	9	0	100%
Taft College	22	12	55%				
Tehachapi (PY)	15	6	40%	2	1	1	50%
Tiny Powers	16	8	50%	6	6	0	100%
Tiny Powers HS	34	35	103%	6	5	1	83%
University Park	44	0	0%	9	4	5	44%
Vineland	17	17	100%	2	2	0	100%
Virginia	17	17	100%	2	2	0	100%
Home Base Kern 170	169	144	85%	17	17	0	100%
SJC EHS HB 70	70	55	79%	7	6	1	86%
Total	**1836**	**1435**	**78%**	**377**	**347**	**30**	**92%**

Funded Enrollment	1836	1435 78%	

Reportable Enrollment	1732	1435 83%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela Martinez HS ~ 81		
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 D	13	0
Tiny Powers EHS ~ 16		
Class 1	8	0
University Park ~ 44		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	**Total Slots**	**Staff Vac.**
10	**104**	**12**

	Slots	Staff Vac.
Closed Enrollment	**6%**	**40.00%**
Open Enrollment	**94%**	**60.00%**

DATE	September 16, 2026
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

Committee Chair, Gina Martinez called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present.

Present: Rebecca Banke, Gina Martinez (Chair), James Osborne, and Manuel Vieyra

Absent: None

Others present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities and Technology Officer; 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. Migrant Childcare Alternative Payment Program presented by Laura Porta, Program Administrator

Laura Porta gave an overview of the Migrant Childcare Alternative Payment Program (MCAP), which serves low-income migrant families by helping them find childcare services as they relocate for agricultural work. The program serves children ages 0-12, or up to the age of 21 for those with special needs. Families can choose from center-based, family, or relative care options.

MCAP operates satellite offices in Merced, Madera, Fresno, Kings, Tulare, and Kern counties, and in 2025, the program served 3,384 children through a network of more than 667 childcare providers. The program budget is $44.2 million, including approximately $2.5 million in monthly provider reimbursements.

In February 2026, MCAP was audited as part of the Payment Integrity and Information Act of 2029 (PIIA). They were found to be 100% compliant. In April 2026, MCAP was audited as part of the Contract Monitoring Review (CMR). They were found to be 100% compliant, with one administrative finding related to a delayed Notice of Action.

Procedures have been updated and monthly trainings are being conducted with staff to ensure that these errors do not occur in the future.

MCAP will be regularly selected for these reviews due to being the only program of this type in the state. CAPK is included in the review at an agency level, and the evaluation focuses on program records and Child Care and Development Division (CCDD) documentation rather than individual office sites.

5. <u>New Business</u>

a. August 2026 Program Reports – Theresa Martinez, Grant Administrator – ***Action Item***

Pritika Ram introduced Theresa Martinez as the new Grants Administrator for Community Development**.**

Theresa presented the August program reports and provided notable highlights from each division.

Rebecca Banke suggested staff highlight program successes and accomplishments in addition to performance metrics and service numbers in future reports. The program successes and accomplishments will be included in future reports.

Motion was made and seconded to approve the August 2026 Program Reports. Carried by unanimous vote (Vieyra/Osborne).

b. August 2026 Application Status Report & Funding Profiles – Karen Vasquez, Senior Grant Analyst – ***Action Item***

Karen Vasquez showed the Committee what the Application Status Reports look like, and reviewed what was applied for, received, and declined in the month of August. Two applications for grants were highlighted to show the type of funding that is applied for, and what the funding would be used for if received.

Funding Profiles $50,000 or less were also shown, including an opportunity from the Governor's Office of Business and Economic Development that would provide services to individuals and communities disproportionately affected by the War on Drugs.

It was noted that an opportunity that was recently awarded this week came from Prosperity Now for $105,000. The funds will help CAPK expand the VITA program during the 2027 tax filing season.

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

c. August 2026 Head Start/State Child Development Division/Program Monthly Activity Report – Carol Hendricks, Enrollment and Attendance Manager – ***Action Item***

Carol Hendricks presented the Monthly Activity Reports for August 2026, including enrollment for Early Head Start, Head Start, and Home Visiting Program. Meals and snacks provided by the Central Kitchen were also reviewed, with a total number of 59,291 meals delivered. Through the Child and Adult Care Food Program (CACFP), 52,851 meals were delivered in July.

Challenges in filling the centers were outlined, which included increased competition from the school districts and staffing challenges. In order to overcome those challenges, the program is participating in recruitment events and looking to streamline the application process.

Motion was made and seconded to approve the August 2026 Head Start/Sate Child Development Division/Program Monthly Activity Report. Carried by unanimous vote (Osborne/Vieyra).

d. Approval of the 2026 Amended Policy Council Bylaws – Lisa Gonzales, Program Governance Coordinator – ***Action Item***

Lisa Gonzales presented the 2026 Amended Policy Council Bylaws. The most notable changes included a reduction of the number of parents per region from 4 parents to 2 due to difficulty attaining and retaining new members. The responsibility of the secretary to take minutes was also removed because it was not in their job description. Finally, a uniform number of members on the standing committees were chosen.

Motion was made and seconded to approve the 2026 Amended Policy Council Bylaws. Carried by unanimous vote (Vieyra/Banke).

e. Strategic Priority D – Data Driven Decisions – Emilio Wagner, Chief Facilities and Technology Officer – ***Info Item***

Emilio Wagner provided some history on Strategic Priority D, which included updating programs by migrating from paper documents and Excel spreadsheets to electronic client data systems made to collect data for CAPK programs. Under Strategic Priority D, the data collected is being turned into information through three goals: Provide data and tools to all programs; utilize data to improve financial resource management; and improve data sharing capabilities. The data will provide the opportunity for continuous improvement in program accountability and service delivery.

6. <u>Committee Member Comments</u>

N/A

7. <u>Next Scheduled Meeting</u>

Program Review & Evaluation Committee
Wednesday, October 14, 2026
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

8. <u>Adjournment</u>

The meeting was adjourned at 12:48 pm.

capk

Community Action Partnership of Kern

Migrant Childcare

Childcare that migrates with you.

Program Review Evaluation Presentation

September 2026

capk
Community Action Partnership of Kern
Migrant Childcare
Childcare that migrates with you.

The mission of the Migrant Childcare Program (MCAP) is to help provide the children of migrant agriculturally working families a safe, nurturing, and educationally growing environment.

CAPK holds the only contract of its type!

capk
Community Action Partnership of Kern

Migrant Childcare

Childcare that migrates with you.

We are funded by the Department of Social Services (CDSS) and operate as an Alternative Payment Program by offering a subsidy for eligible families

Family Eligibility → Family Shops for the best childcare option for their family → Family Selects a Childcare Provider in their Community → Service Authorization for 24 months → MCAP Issues Payment for services provided

We Serve The Migrant Agricultural Working Community and Provide Access to Reliable Childcare Services.

PROGRAM REQUIREMENTS

- MIGRANT FAMILY ELIGIBILITY
- INCOME ELIGIBILITY
- NEED VERIFICATION
- CHILDREN – BIRTH TO 12 YEARS OLD
  - 21 YEARS FOR SPECIAL NEEDS CHILDREN

CHILDCARE OPTIONS

- Licensed Childcare Provider
- Licensed Childcare Center
- License Exempt Trust Line Provider
- License Exempt Relative Provider
- In-home Provider

California Counties

Family Enrollment & Migration

Families enrolled in one of our six entry counties: Merced, Madera, Fresno, Kings, Tulare and Kern can continue to receive services in anywhere in California.

This helps us ensure continuity of care and provide support to the families in their new area of residence.

We Strive for Process Improvement and Childcare Access!

OUR CONTRIBUTION TO WRITTEN STATE POLICY & FAMILY ELIGIBILITY REQUIREMENTS

Redefined the migrant agricultural worker family income requirement for eligibility of services.

Finalized in February 2026 and implemented in April 2026

Child Care Bulletin (CCB) NO. 26-03

Income Requirements for Eligibility of Services

Program snapshot FY 2025-2026

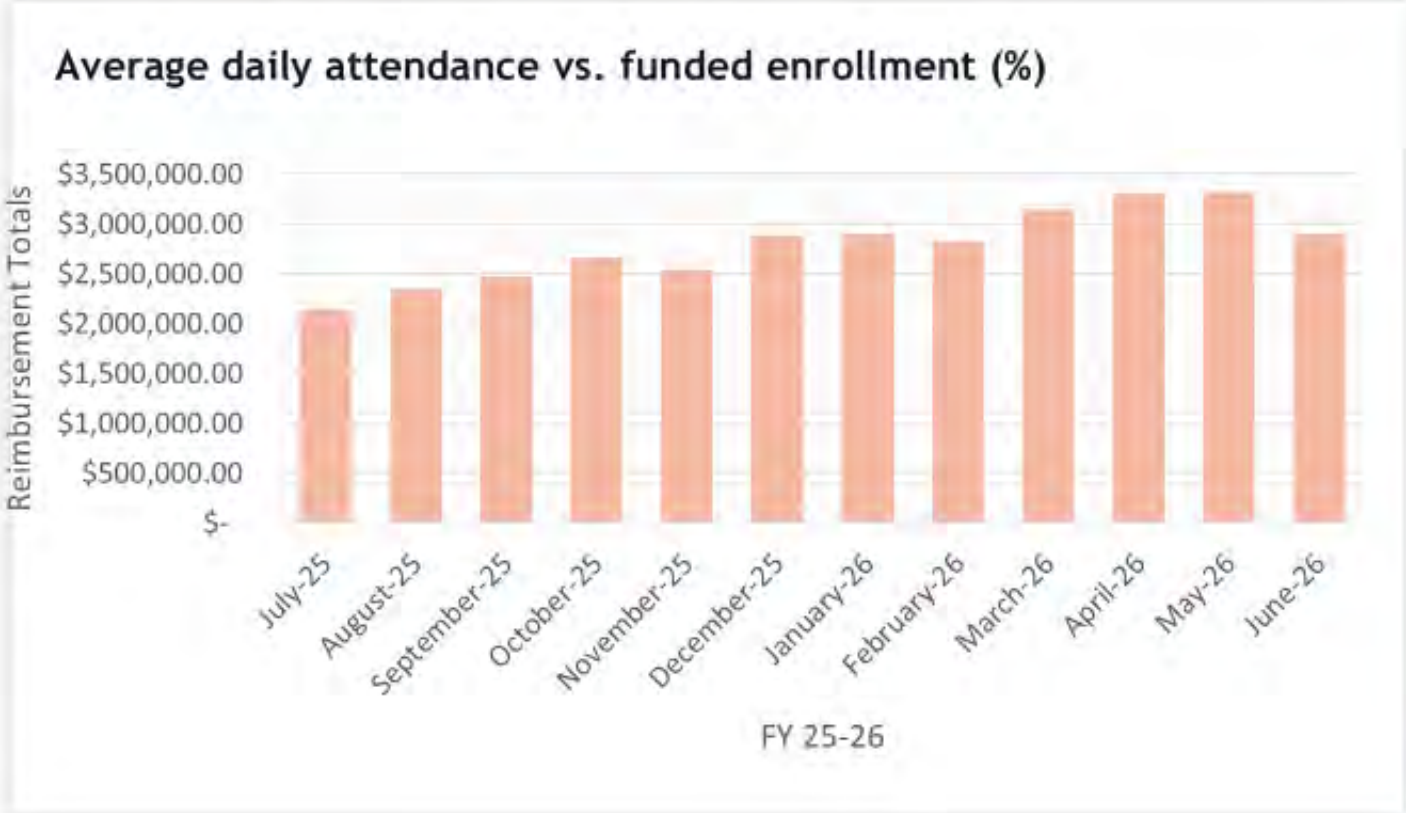
MCAP

3384	1717	7	667
Children enrolled	Families served	Offices in the Central Valley	Partner providers

$44.2M

Contract Amount $ 37.2M
Cost Care + Amount $ 5.49M
Stipend Funds $ 1.6M

FY 2025-2026 performance



8% On Average Spent from our contract every month

$2.7 Average Reimbursement Monthly

3119 Average active child enrollment per month

Audit & Compliance Review Results

PAYMENT INTEGRITY AND INFORMATION ACT (PIIA) OF 2029

FEBRUARY 2026

This is a federal review of California.

The focus is to evaluate how CDSS is disseminating information to contractors and ensuring that funds are being utilized properly with eligible children served and reimbursements processed accurately

Results

- Family Eligibility
- Provider Reimbursements

100% Compliant

Audit & Compliance Review Results

CONTRACT MONITORING REVIEW (CMR)

APRIL 2026

Full Contract Management Review

Family Selection – waiting list and enrollment priorities

Family Eligibility, Certification, Case management and Support.

Provider Types, Reimbursement compliance and accuracy of amount. 21-day issuance and payment option availability. State required policy implementation and best practices., and full scope of fiscal and fiduciary responsibilities and Compliance with contract requirements.

Results

- Family Eligibility, Provider Reimbursements, Policy & Procedure Implementation, and Fiscal Records

100% Compliant

- 1 – Administrative error assessed due to program failing to issue 1 NOA within the required 30 days. This error had no fiscal impact.

FY 2026-2027 STRATEGIC PRIORITIES

Four goals for the year ahead

1 Meet our Enrollment & Reimbursement Totals – Monthly.

Fully earn our contract and stablish a robust waiting list with our target population, ready for enrollment!

Target: $2.5m monthly & 3600 active children monthly.

2 Maintain and Improve our Current Compliance Level

Our target is 100% compliance in every file and every reimbursement with no negative fiscal impact.

3 Continue to Build Expertise, Skill, and Experience within our Team.

Target: Emphasis in job specific skill building, identifying leadership qualities and providing cross training and support.

4 Increase Funding & Support Opportunities

Target: Continue our work with CDSS in communicating our readiness for growth!

capk
Community Action Partnership of Kern

Migrant Childcare

Childcare that migrates with you.

Thank you!

September 2026

September 2026 PRE Committee

August 2026 Program Monthly Reports

Housing & Supportive Services

Adult Re-entry Program
CalAIM - Enhanced Care Management
CalAIM - Homeless Services
Coordinated Entry Services (CES)
M Street Homeless Navigation Center

Adult Re-entry Program — Monthly Progress Report

Month	August-26	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2026 to January 31, 2026		

Program Description

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism among justice-involved individuals in Kern County. CAPK provides case management, rental assistance, job readiness training, and behavioral health referrals, prioritizing high-barrier populations including those under Penal Code 290. Services are delivered using a Strengths-Based, Housing First approach that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit.

CLIENT SERVICES

	Month	YTD	YTD Goal	Month %	Annual %
New Enrollments — Unduplicated (SRV 7a)	26	111	300	8.7%	37.0%
Number of Client Contacts — Duplicated (CalAIM / SRV 7a)	430	1597	5,720	7.5%	27.9%

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

	Month	YTD	YTD Goal	Month %	Annual %
Number of emergency temporary hotel placements provided	3	15	40	7.5%	37.5%
Number of short-term rental assistance recipients (up to 12 months)	5	20	70	7.1%	28.6%
Number of clients housed within 30 days of release from state prison	0	2			
Number of clients housed within 60 days of release from state prison	0	1			
Number of clients housed — 60+ days post-release	3	15			
Number of rental assistance payments / security deposits paid (SRV 4o)	3	15			
Recidivism rate — clients receiving housing assistance at 1 year (%)	0.0%	0			
Recidivism rate — clients receiving housing assistance at 2 years (%)	0.0%	0			
Recidivism rate — clients receiving housing assistance at 3 years (%)	0.0%	0			

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

	Month	YTD	YTD Goal	Month %	Annual %
Number of clients who completed targeted skill-building workshops	0	5	80	0.0%	6.3%
Number of clients referred to employment / workforce training	4	146			
Number of clients completed job readiness training (SRV 1f)	1	7			
Number of clients who gained employment (up to living wage) (FNPI 1b)	0	6			
Number of clients who gained income — SSI/SSDI or other than employment	0	4			
Financial Management / Coaching programs provided (SRV 3c)	0	0			
Recidivism rate — clients receiving employment assistance at 1 year (%)	0.0%	0			

Recidivism rate — clients receiving employment assistance at 2 years (%)	0.0%	0			
Recidivism rate — clients receiving employment assistance at 3 years (%)	0.0%	0			

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

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

EXPLANATION — Progress Notes (Over/Under Goal)

PROGRAM STRATEGIC GOALS

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

PROGRAM HIGHLIGHTS

Community Action Partnership of Kern
Monthly Report 2026

Month	August-26	**Program/Division**	CalAIM - Enhanced Care Management
Division/Director	Rebecca Moreno	**Program 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)	9	73	225	4%	32%
Number of clients receiving services through CalAIM Housing and ECM	42	243	135	31%	180%
Number of clients receiving ECM and Day Services	27	189	169	16%	112%
Patient Engagement in Care Plans (Care Coordination)	38	240	113	34%	213%
Number of clients successfully completing program (self-sufficiency by 1 year)	0	5	15	0%	33%

Referrals (SRV 7c)	Month	YTD
Food Assistance	123	936
Transitional Housing Providers	2	5
SSI/SSDI	1	5
Outpatient Treatment	3	25
Other	0	0
Referrals to Community Services	**129**	**971**

Explanation (Over/Under Goal Progress)

We are under our goal for program enrollments related to a number of factors in the previous months, including staffing concerns, MCO policies related to staffing, and a new MCO rule stating that members need to be treated for all of their designated Populations of Focus, opposed to just a primary Population of Focus, which has resulted in some members being exited from us due to CAPK's ECM program not being authorized to treat specific Populations. We are making upwards momentum in our number of new referrals, however.

Program Strategic Goals	Progress Towards Goal
1.) Increase Access to Care: Ensure that all patients, including underserved populations, have access to necessary healthcare services and support.	We have continued our partnerships with the M-Street and Brundage Lane Navigation Centers and have taken on a more visible approach at the Open Door Network to ensure that underserved populations have access to our ECM services. Additionally, we have newer program members who are located in Ridgecrest, where healthcare services and support are limited.
2.) 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 make progress towards this goal, having maintained close contact and collaboration with our ARG and Community Vitality teams, and recently working more closely with our Cal-Aim Ridgecrest team.

3.) Patient Engagement: Increase patient involvement in their care plans and decision making processes	We have met and are exceeding this goal, with all of our members actively participating in the initial care planning process and the large majority of them participating in their monthly care plan update.

Program Highlights
We passed our Quarter 1- 2026 Audit with Kern Health Systems with a score of 96%. This is especially impressive considering the number of new rules and regulations put into place by DHCS and Kern Health Systems on July 1st, and the fact that our last two audits were nearly back-to-back. We have made a name for ourselves for providing compassionate, empathetic, diligent care to ECM Program Members, with many of our current members having switched from other ECM providers related to our program's positive reputation.

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Month	August-26	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno	**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	314	2,882	450	640%	
Number of Referrals Received (SRV 7c)	39				
Number of Enrollments	30				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	957	8,598	8,100	12%	106%

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	69	100	5%	69%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	14	80	75	19%	107%

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 Family Resource Centers to 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

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Month	August-26	Program/Work Unit	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	Program Manager	Marlene Ruiz Hernandez
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	3,363	25,409	25,000	13%	102%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	3,283	24,313	20,000	16%	122%
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.	12	68	200	6%	34%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	3				
Encampment Resolution (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**		**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
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Month	August-26	**Program/Work Unit**	M Street Homeless Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	140	1,074	1,500	9%	72%
Total Clients Served	190	1,513	2,400	8%	63%
Pets (i.e., kennel, emotional support assistance and service pet)	13	101	75	17%	135%
Residents Under 90 days length of stay	61	497	800	8%	62%
Exits to Permanent Housing (FNPI 4b)	4	51	100	4%	51%
Exits-Self	34	156	150	23%	104%
Exits-Involuntary	7	181	700	1%	26%
Exits - Other	0	13	75	0%	17%
Case Management Services (SRV 7a)	385	2,350	8,000	5%	29%
Critical Incidents	30	313	250	12%	125%
Shelter Residents Meals (SRV 5ii)	1,807	83,222	70,000	3%	119%
Number of Volunteers *(duplicated)*	127	1,239	100	127%	1239%
Volunteers Hours *(duplicated)*	157	1,370	3,000	5%	46%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	71	477	500	14%	95%
Current client census	45	346	300	15%	115%
Meals (SRV 5ii)	550	18,466	20,000	3%	92%
Pets	7	73	75	9%	97%
Clients moved to Shelter (SRV 4m)	0	1	15	0%	7%
Exits to Permanent Housing (FNPI 4b)	4	15	20	20%	75%
Exits-Self	11	22	50	22%	44%
Exits-Involuntary	1	29	75	1%	39%
Exits - Other	16	23	75	21%	31%
Critical Incidents	2	33			
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	9	76	30	30%	253%
Current client census	9	64	25	36%	256%
Clients moved to Shelter (SRV 4m)	0	2	10	0%	20%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern
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Program Strategic Goals	Progress Towards Goal
1.) Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	There are 6 individuals from M Street and 2 from Safe Camp participating in the 18th co-hort of Project Hire-Up, and 7 clients are currently working out in the community performing various jobs such as Construction, Bolthouse, Padre Hotel, Hard Rock Casino, Dollar General and Western Security, fields and IT technology.
2.) Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Completed
3.) Increase the number of clients who transition to permanent housing by 5% from the prior year (2024 - 73 clients) to 100 clients.	Four individuals moved into permanent supportive housing during the month of August.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	16
25 - 34	26
35 - 44	40
45 - 54	42
55 - 61	42
62+	24
Total:	**190**

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

Gender	Month
Female	78
Male	111
Trans Female and Male (Male to Female, Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	**190**

Zip Code	Month	Zip Code	Month
93203	1	92507	1
93301	70	93560	1
93302	2	93263	1
93304	7	93280	2
93305	6	21216	1
93306	12	97001	1
93307	7		
93308	26		
93309	8		
93311	2		
93312	1		
93313	2		
93314	2		
93215	1		
93433	1		
93230	1		
93535	1		
93245	1		
92551	1		
93255	1		
93555	3		
Not specified	27		
Total			**190**

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Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	3
25 - 34	12
35 - 44	15
45 - 54	22
55 - 61	10
62+	9
Total:	**71**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	14
Hispanic/Latina/e/o	10
White	30
Multiple races	16
Client Don't know / Refused	0
No Answer	1
Total:	**71**

Gender	Month
Female	31
Male	40
Trans Female and Male (Male to Female, Female to Male)	0
Gender Non-Conforming (i.e. not exclusively male or female)	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	**71**

Zip Code	Month	Zip Code	Month
93301	25		
93304	10		
93305	6		
93306	3		
93307	5		
93308	5		
93309	2		
93311	1		
93312	3		
93313	1		
93215	1		
95240	1		
93556	1		
93285	1		
Not specified	6		
Total			**71**

Program Highlights

Two individuals from Safe Camp graduated from project Hire-Up.

Veterans & Supportive Services

Community Action Partnership of Kern
Monthly Report 2026

Month	August-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)	2	11	10	20%	110%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)	1	4	7	14%	57%
BRIDGE: % Employed at Exit (SRV1m)	0	2	3	0%	67%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)	2	21	16	13%	131%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	3	10	7	43%	143%
SITH: % Employed at Exit (SRV1m)	1	10	5	20%	200%
Total Households Served	8	55	85	9%	65%
Supportive Services for Veteran Families (SSVF)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Households Served	13	149	150	9%	99%
Permanent Housing Placements	8	28	35	23%	80%
Rental Assistance Payments	21	240	475	4%	51%
Security Deposit	8	32	40	20%	80%
Bus Pass	7	38	35	20%	109%
Application Fees	6	17	15	40%	113%
General Housing Stability Assistance (GHSA)	5	42	35	14%	120%
Utility Payments	9	21	25	36%	84%
Late Fees	1	7	40	3%	18%
Moving Costs		4	7	0%	57%
Landlord Incentives	0	3	5	0%	60%
Tenant Incentives	3	11	5	60%	220%
Rental Arrears	6	22	10	60%	220%
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%
HHAP CM (Emergency Housing Voucher Case Management)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Clients served	5	17	76	7%	22%

Explanation (Over/Under Goal Progress)

Program Highlights

Health & Nutrition Services

Food Bank
Migrant Childcare Alternative Payment (MCAP)
Women, Infant, and Children (WIC)

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Month	July-26	Program/Work Unit	Food Bank
Division/Director	Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2026 - December 31, 2026 *(Note: The data represents information from two months earlier.)*		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 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	35,649	257,201	700,000	14%	37%
Pounds Distributed	796,700	5,497,913	10,000,000	14%	55%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	106,775	622,499	1,250,000	17%	50%
Pounds Distributed	625,554	4,078,921	4,500,000	15%	91%
CSFP (Senior Box) Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	5,237	36,238	66,000	8%	55%
Pounds Distributed	220,044	1,386,425	2,300,000	10%	60%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	9,979	72,580	50,000	14%	145%
Pounds Distributed	68,455	449,342	750,000	15%	60%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	0	19,939	75,000	0%	27%
Pounds Distributed	0	125,280	275,000	0%	46%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Engagements	796	9,844	25,000	8%	39%
Pounds Distributed	60,487	992,101	1,500,000	6%	66%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Engagements	158,436	1,018,301	2,166,000	16%	47%
Total Pounds Distributed (SRV 5jj)	1,771,240	12,529,982	19,325,000	14%	65%

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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)	39	256	450	15%	57%
Other Volunteers (i.e., general public, duplicated)	172	1,367	2,250	13%	61%

Explanation (Over/Under Goal Progress)

Brighter Bites (school-based program) does not distribute in July. We are working toward the goal of a complete rollout of the CRM by the end of the year and will have neighbor level data at that time.

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, 97% of agency partners have been successfully onboarded and 81% of agency partners are actively using Oasis. Onboarded five agencies and provided additional individual trainings for agencies experiencing challenges.
By Q3 2026, The CAPK Food Bank will implement a classification system for measuring, tracking, and increasing the nutrition level of the food distributed.	Continued progress on updating inventory to have nutrition values with the target of process and full implementation being end of Sept 26.
In 2026, the CAPK Food Bank will increase the percentage of fruits and vegetables provided to neighbors by 5% from the previous year.	Currently on track to match last year's produce distributed, currently planning seasonal farmers markets to increase produce received through donations and purchased to increase output.

Program Highlights

The CAPK Food Bank hosted the UC Master Gardeners Program Leadership for a tour and discussion about a potential partnership to expand nutrition education efforts. In June, many long-term volunteers from programs such as EPP, MAOF and SER who serve at the Food Bank were placed on furlough. This had an immediate effect on our work. Thankfully, in mid-July, the programs were restored and we received many long term volunteers back along with new participants.

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Month	August-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)	$3,262,554	$24,405,814	$27,900,000	87%

Program FY Reimbursements Progress	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$3,262,554	$24,405,814	$27,900,000	87%

Services	**Current Month**
Active Child Enrollment	3,414
Active Childcare Providers (SRV 7f)	675

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

Explanation (Over/Under Goal Progress)

The Migrant Child Care Alternative Payment Program (MCAP) continues to make strong progress toward achieving the goals established for Fiscal Year 2026-2027. Program staff are currently preparing for the winter season, a period that typically brings reduced employment opportunities for agricultural workers and an increased need for supportive services among participating families. During July 2026, MCAP demonstrated exceptional performance and remains on track to meet or exceed the objectives outlined for the new contract period. Current program performance indicators, enrollment trends, and reimbursement projections reflect a positive outlook for the fiscal year. Based on current enrollment levels and reimbursement activity, MCAP is well positioned to successfully achieve its established performance goals for FY 2026-2027 while continuing to provide critical child care support to eligible migrant families throughout the service area.

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. Interviews have been conducted and vacancies will be filled this month. Program leadership is working on ensuring current vacancies are filled 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

The Migrant Child Care Alternative Payment Program (MCAP) entered Fiscal Year 2026-2027 with a strong foundation and a strategic focus on achieving program goals, maintaining service excellence, and ensuring regulatory compliance. Through careful planning, staff training, and process improvements, the program has prioritized enrollment growth, contract earning maximization, and enhanced family support services. These proactive efforts position MCAP to successfully meet its fiscal and programmatic objectives while continuing to provide critical child care services to migrant families throughout the fiscal year.

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Month	August-26	**Program/Work Unit**	Women Infants and 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)	14,149		14,910		95%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	980		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	103	818	1,300	8%	63%
WIC Presentations and Outreach Events	12	57	50	24%	114%
Publication in newspaper, television, and/or social media postings (English and Spanish)	20	155	350	6%	44%

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	131	120	14%	109%

Peer Counseling Program (PCP)	Clients Served	Goal	Annual Progress
Provide basic breastfeeding education and encouragement to WIC PCP participants.	313	1,000	31%

Explanation (Over/Under Goal Progress)

Met RBL annual goal in August and met WIC Presentations and Outreach Events goal in August.

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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.	Our new trainees attended the "ILT" training led by California Department of Public Health team
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.	New acting 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 to prepare for Dec. audit.
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.	Purchased new outreach items for events

Program Highlights
Breastfeeding Month Proclamations

Youth & Community Services

2-1-1 Kern Call Center
East Kern Family Resource Center (EKFRC)
Energy, Weatherization & Utility Assistance
Friendship House Community Center (FHCC)
Oasis Family Resource Center
Volunteer Income Tax Assistance (VITA)

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Month	August-26	**Program/Division**	2-1-1 Kern Call Center
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	Specialty Food Providers	Water Service Payment Asst	Weatherization Programs

Information and Referral Services (I&R) Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County	2,225	19,710	40,000	6%	49%
Kings County	276	1,874	3,500	8%	54%
Merced & Mariposa County	131	942	2,000	7%	47%
Stanislaus County	1,278	9,111	13,000	10%	70%
Tulare County	940	6,524	11,000	9%	59%
Total County-based I&R Calls Handled	**4,850**	**57,123**	**109,500**	**53%**	**52%**

Average Wait Time	**1:10**
Average Handle Time	**5:40**

Other Service Call Types Handled (SRV 7c)	**Month**	**YTD**
LIHEAP (SRV 7b)	1,758	12,329
Mental Health (SRV 7c)	8	325
Total County-based and Other Calls Handled	**6,616**	**69,777**

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	4.4	**3.59**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Cal-Fresh (SNAP) Application (SRV 3l)	38	18	195	350	5%	56%
KIC Referrals (SRV 7c)	127	123	982	1,200	10%	82%

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)*	56,378	257,892	225,000	25%	115%

Referrals	**Month**	**YTD**
Food-related Calls (SRV 7c)	515	4,057
Health and Human Service Referrals (SRV 7c)	559	5,696
Housing and Homelessness Calls (SRV 7c)	196	2,006
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	175	1,281
Total Other Services	1,445	13,040

Explanation (Over/Under Goal Progress)	
Mental Health categorized calls are routed from 2-1-1 directly to Kern Behavioral Health and Recovery Services to be handled by their specialized team of experts. 2-1-1 Kern's anticipated call volume is based on prior data and the ability to meet demands of calls. The program 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	

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Month	August-26	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Freddy Hernandez	**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)	4	22	60	7%	37%
Street Outreach and Education	15	225	75	20%	300%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	2	17
Social Security Insurance (SSI) (SRV 7i)	26	41
Medical Services (SRV 7c)	6	35
Mental Services (SRV 7c)	2	17
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	0	20
Educational and Career Development (SRV 7c)	5	59

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	58	708
House Hold Items	13	149
Hygiene Kits (SRV 5oo)	23	233
Emergency Clothing (SRV 7n)	55	764
Administrative Services & Copies	74	710
Transportation Services (SRV 7d)	21	149
Educational Supplies (SRV 2k)	23	50
Covid - 19 Supplies (SRV 5oo)	5	74

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	11	30	7%	37%
Children Receiving Case Management Services (SRV 7a)	1	11	30	3%	37%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	5	10	0%	50%
Children Educational Center Base Activities (FNPI 2b)	0	13	30	0%	43%
Children Educational Home Base Activities (FNPI 2b)	1	9	30	3%	30%
Children Summer Bridge Activities (FNPI 2b)	0	5	15	0%	33%
Collaborative Meetings Participated	8	36	12	67%	300%
Family Support Services for non-clients with children 5 and under	66	274			
First 5 Total		**364**			
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)	139	378			
CalCapa Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	6	226	150	4%	151%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	143	1,138	1,800	8%	63%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	501	2,623			
Baby Supplies (SRV 2w)	107	884			
Covid - 19 Supplies (SRV 5oo)	25	152			
Court Mandated Parenting Correspondence (SRV 2w)	9	126			
Educational Supplies (SRV 2k)	260	335			
Emergency Clothing (SRV 7n)	214	2,136			
Food Assistance (SRV 7c)	300	2,300			
Household Items (SRV 7c)	46	361			
Hygiene Kits (SRV 7c)	54	413			

Referrals (SRV 7c)	58	242
Transportation Services (SRV 7d)	57	270

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Secure additional funding to cover operational costs and improve the delivery of services.	
2.) Partner with private enterprises to boost program visibility and foster meaningful relationships.	In August, I communicated with Terra-Gen, the California Highway Patrol, and the Mojave Chamber of Commerce regarding coordination for our Holiday Food Box distribution. We look forward to continuing this annual community event.
3.) Improve on-site services to more effectively connect with the East Kern target population.	Additionally, we continue to expand laundry services, and our CalAIMs program remains active in enrolling new clients.

Program Highlights

In August, the East Kern Family Resource Center partnered with the Mojave Chamber of Commerce to host a Backpack/Night Owl Day at Central Park. Through this collaborative community event, 260 backpacks filled with school supplies were distributed to East Kern students, ranging from transitional kindergarten through college. Families in attendance also received refreshments, including ice cream, hot dogs, and lemonade, generously provided by the Chamber of Commerce, the Elks Lodge, and a local church. Representatives from the California Highway Patrol, the Kern County Sheriff's Office, Probation, and Hall Ambulance were also present to engage with the community. East Kern Family Resource Center staff supported the event by coordinating student registration, distributing books, and providing additional school supplies to students who visited our station. This effort helped ensure students were better prepared with the essential tools and resources needed for a successful start to the new school year.

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Month	August-26	Program/Work Unit	Energy, Weatherization & 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	475	3,004	5,000	10%	60%
Households Served - Weatherization	10	57	100	10%	57%
Department of Energy (DOE) Infrastructure Investment and Jobs Act (IIJA)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	3	35	160	2%	22%
Department of Energy (DOE) 2025 DOE WAP	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	2	2	**10**	20%	20%
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,)	**475**	3,004	**5,000**	10%	60%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**15**	94	**270**	6%	35%
City of Bakersfield - Transformative Climate Communities- Low Income Energy Efficiency Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served	1	2	16	6%	13%
City of Bakersfield - Home Repair and Weatherization Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served	0	9	11	0%	82%

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 **57 homes** have been fully completed and reported to CSD. The program is now focused on advancing the remaining homes toward completion and preparing for subsequent phases of implementation. Production continues through ongoing construction activities, inspections, quality assurance reviews, and reporting requirements. The project team remains committed to maintaining production momentum and ensuring successful 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 the reporting period, with no additional completions reported this month. The program remains at **9 completed homes out of an 11-home contract goal**, achieving approximately **82% completion**. In addition, the program received **$170,000 in supplemental funding** under the grant, which will support continued delivery of home repair and weatherization services to eligible households. As a result of the additional funding, the program's production target is expected to increase, allowing for additional households to be served beyond the original contract goal. Staff continue to prioritize completion of the remaining units while ensuring compliance with contractual requirements, quality assurance standards, and reporting obligations.
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 recorded **one additional completed household** during the reporting period, increasing year-to-date performance to **2 households served**. The program continues outreach, eligibility determinations, energy assessments, project planning, and participant engagement activities designed to increase future production. Current performance represents approximately **13% of the contract goal of 16 households served**, with continued efforts underway to advance additional projects toward completion.

Program Highlights

The report demonstrates strong overall program performance, particularly with LIHEAP utility assistance reaching **60% of the annual goal** and weatherization services achieving **57% of the annual target**. Weatherization production continues to progress across multiple funding sources, with year-to-date completions increasing to **94 households**. The City of Bakersfield Home Repair and Weatherization Program remains on track at **82% of its current goal** and has received an additional **$170,000 in funding**, which is expected to increase the number of households served. The TCC Program also showed positive movement with an additional household completed during the reporting period. Overall, program operations continue to advance steadily toward annual and contract objectives.

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Month	August-26	Program/Work Unit	Friendship House Community Center (FHCC)
Division/Director	Freddy 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)	4	59	100	4%	59%
Summer Program (SRV 2m)	N/A	N/A	50		
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	4	45	50	8%	90%

California Violence Intervention Program (CalVIP)	Month	YTD
Reporting Period	January 1, 2026 - March 31, 2026	
Incident Response (SRV 5w)	0	0
Outcome/Case Managed Families (SRV 7a)	0	0
Provided Food Assistance (SRV 7c)	11	11
Subsidized Employment Program	0	0
Provided Mentoring Services (SRV 2p, 7c)	0	0
Assisted with relocation services/Deposit Payments (SRV 4d)	1	1
Temporary Housing Placements (SRV 4m)	0	2

Youth Community Access Program	Month	YTD	YTD Goal
Program Participants	7	107	80
Youth Leaders	0	12	12
Field Trips	2	9	30

Explanation (Over/Under Goal Progress)

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. However, in addition to what is reported above, the program has assisted with the payment of trucking driving school for a program participant, as well as has provided several participants with transportation assistance through gas cards and Lyft rides. The Summer Program was not facilitated in August, so there is nothing to report.

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 Music Fest Fundraiser, which is scheduled for Saturday, November 14th, at the Friendship House. This event will replace the car show fundraiser, which has been canceled. Additional information on the upcoming Friendship House Music Fest Fundraiser will be provided soon.
2.) Recruit and retain dedicated Advisory Board members with the skills, networks, and passion to raise funds and support initiatives for the Friendship House sustainability and growth.	The Friendship House Advisory Board is 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 identify grant opportunities for the Friendship House. The Program Administrator is currently working with the Executive Team on a grant proposal to the State.

Program Highlights

On August 5th the CAPK Community Youth Access Program provided 55 youth from Bakersfield and Shafter with an unforgettable educational field trip to the Getty Villa Museum and the Getty Museum in Los Angeles. Our youth had the opportunity to ask questions, engage with new ideas, experience different cultures, and see firsthand how art, history, and nature can connect with our everyday lives. For many of our youth, this was more than just a field trip, it was an opportunity to learn something new and create lasting memories with their peers.

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Month	August-26	Program/Work Unit	Oasis Family Resource Center
Division/Director	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)	2	6	8	25%	75%
Children Educational Home Base Activities (FNPI 2b)	0	29	15	0%	193%
Children Summer Bridge Activities (FNPI 2b)	0	11	8	0%	138%
Family Support Services for non-clients with children 5 and under (SRV 2w)	28	188			
First 5 Total	**30**	**285**			

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)	8	214	150	5%	143%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	176	1,591	1,800	10%	88%

Rental Assistance Program	Payment Month	Payment YTD	Clients Month	Clients YTD
Rental Assistance Program (estimated maximum $2,000 per household)	$ 683	$ 20,222	1	17

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	7	32	15	47%	213%
Street Outreach and Education	10	55	20	50%	275%

Kern County Public Health Car Seat Distribution	Month	YTD
Car Seats	2	29

Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	17	236
Baby Supplies (SRV 2w)	170	875
Copies	41	105

Court Mandated Parenting Correspondence (SRV 2w)	4	20
Educational Supplies (SRV 2k)	40	140
Emergency Clothing (SRV 7n)	3	74
Food (SRV 7c)	305	1,711
Household Items (SRV 7c)	198	1,031
Referrals(SRV 7c)	41	159
Transportation Assistance (SRV 7d)	36	138
Total Community Services	**855**	**4,489**

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Apply for three funding opportunities that would help extend range of services outside First 5 clients for underserved families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for WACOM fall 2026 funds distribution.
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 2 large donations of back packs from the China Lake Rotary Club and from Kern County Hispanic Chamber of Commerce. The Oasis FRC participated in Sierra Sands Unified School District Party in the Parking Lot, a back to school event promoting its services to local families with children. The OFRC also participated in Cerro Coso Rocks promoting services to college students.

Program Highlights

The Oasis FRC coordinated the Ridgecrest Kiwanis Shopping Spree signing up 70 children to shop for new clothes at Walmart and receive backpacks as well as recruiting all the volunteers needed for the event.

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Month	August-26	Program/Work Unit	Volunteer Income Tax Assistance (VITA)		
Division/Director	Freddy 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	58	6,581	7,550	1%	87%
Social Security Number (SSN)	54				
Individual Taxpayer Identification Number (ITIN)	4				
State *(includes CFF State refund information)*	65	7,190			
Social Security Number (SSN)	54				
Individual Taxpayer Identification Number (ITIN)	11				
CAPK 2020-25, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	41	438			
Social Security Number (SSN)	33				
Individual Taxpayer Identification Number (ITIN)	8				
Paper-filed, and Prior year returns (state)	41	438			
Social Security Number (SSN)	33				
Individual Taxpayer Identification Number (ITIN)	8				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$36,519	$6,045,304			
State Refunds	$5,976	$2,499,699			
Federal Earned Income Tax Credit (EITC) *(income limit $68,675 per household)*	$5,994	$4,166,644			
California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)*	$4,389	$1,156,477			
Total Refunds and Credits	**$52,878**	**$13,868,124**			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**
Applications (New/Renewal)	7	163	200	4%	82%

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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 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) and be able to include it to their own report.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	During the month of August, we are securing subcontracts for upcoming tax season in both VITA and CalEITC grant

Sub-contractor: 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-contractor: 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-contractor: MAOF 2023-25 e-filed returns	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			
Paper-filed, and Prior year returns (state)		9			
Sub-contractor: 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			

Community Action Partnership of Kern
Monthly Report 2026

Total Refunds and Credits	**$0**	**$525,780**			
Sub-contractor: 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-contractor: 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
Monthly Report 2026

Month	August-26	**Program/Work Unit**	Tax Counseling for the Elderly (TCE)		
Division/Director	Freddy 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.

CAPK current year 2023-25 e-filed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	0	1,579	1,500	0%	105%
Social Security Number (SSN)	0				
Individual Taxpayer Identification Number (ITIN)	0				
State	0	30			
Social Security Number (SSN)	0				
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	18			
Social Security Number (SSN)	1				
Individual Taxpayer Identification Number (ITIN)	0				
Paper-filed, and Prior year returns (state)	0	17			
Social Security Number (SSN)	0				
Individual Taxpayer Identification Number (ITIN)	0				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$0	$1,039,723			
State Refunds	$0	$2,093,182			
Federal Earned Income Tax Credit (EITC) *(income limit $68-675 per household)*	$0	$321,645			
California Earned Income Tax Credit (CalEITC) *(income limit $32,900 per household)*	$0	$3,395			
Total Refunds and Credits	**$0**	**$3,457,945**			

Operations

Data Services

Information Systems

Information Technology

Facilities & Maintenance

Risk Management

Community Action Partnership of Kern
Monthly Report 2026

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

Division Description

The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).

Information Systems

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	42	12	46	277
Paginated Reports/ Power bi reports/ Dashboards	4	3	6	32
Background Processes	9	2	11	54
Power App Enhancements	10	4	14	70

Projects	*Description of Status*	*Current % Status*
CDP Migration to Fabric	Adding Manual programs and moving to testing	85%
CALAIM Migration to Fabric	Developing approval process and presubmission validation	60%
2-1-1 Optimizations	Consultadd editing proposal to finalize development	75%
MCAP Workspace build out	Additional functionalities requested for workspace before testing.	70%
Cost Per Client Fabric Rebuild	Ingestion portion completed. Awaiting finance go ahead for two way integration	50%
Rental Assistance Sage Automation	HMIS assessment created. Awaiting Sage import template	15%
Grant Management Application	Initial Discovery being conducted to start building a project plan	5%
IRM Updates	Eligibility question updates for most programs are ready to launch.	80%
Foodbank Grant Tracker	Project plan presented. Further automation requested and is being researched.	30%
HVP Workspace Build Out	Project on hold as program confirms funder childplus requirement.	20%
Community Needs Survey and report	In testing awaiting go ahead for community development to publish	95%
Parent Survey and report	Complete Expected go live 9/4/2026	100%
Energy Process Mapping	Met with all known process owners. Diagram being finalized before program review.	85%
Agency Volunteer Management Application	Gathering initial stakeholders	5%
Contract Management Updates	Complete	100%
Contract Management Additional Contract Types	In Requirement Gathering Phase	10%
Contract Claims Tracker	In development	65%
Updating wordpress site	Ongoing	
Org Wide Website Code First Build	Survey completed now drafting project plan	15%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	458	701	394	2,862

Community Action Partnership of Kern
Monthly Report 2026

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	100%
Stockdale HS	Signage	25%
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	8%
VSS	Decatur & Buena Vista HVAC Replacement	80%
Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	25%
Sterling Block Wall	Property Line Site Survey	15%
Alberta Dillard	Survey Working on Property Line Adjustment	15%
SJC Tiny Powers	Facility Ready and Licensed Pending Children Sink Installation	95%
SJC Filipino Plaza	Fire & Alarm Monitoring Playard Mod	95%
SJC University Park	University Park Door Installation Fire Code Updates TI	65%

Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	533	88	549	4,200

Information & Technology Projects	*Description of Status*	*Current % Status*
MS Entra Explore and Discovery	Cloud migration discovery only	*95%*
Cloud printing Trials	trial version with Printix	*95%*
MS Purview	AI governance	75%

Risk Management		
	Reported	**Reported YTD**
Students / Parents / Volunteers / Clients	0	7
Property	2	14
Vehicle Incident / Grand Theft Auto	6	11
Motor Vehicle Accident	1	3
Overdoses / Death	0	1
Workplace Violence	0	4
Health & Safety Code	1	1
Total	**10**	**41**

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

CAPK Foundation
Outreach & Marketing

Community Action Partnership of Kern
Monthly Report 2026

Month	August-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	$1,119
Food Insecurity	$67,328
Veterans Supportive Services	$5,524
Youth & Families	$15,270
Other (VITA)	$0
Foundation (General)	$41,524
Gourmet For Good	$22,000

External Events	
Homelessness & Housing	0
Food Insecurity	0
Veterans Supportive Services	0
Youth & Families	0
Other	0

Special Initiatives

Supported planning efforts for the upcoming Veterans Stand Down event by coordinating vendors and logistics.

Solicited lapsed donors through a mailing campaign to renew interest and donations.

Met with Mather Bros. to discuss potential partnership opportunities with CAPK.

Met with the CAPK Food Bank to help plan the logistics for Taste of Gratitude.

Toured three sites Veterans Supportive Services locations to gain a better understanding of the program and its needs.

Met with Bloomerang to move forward with securing a new CRM system for the Foundation.

Assisted with planning and execution of the Hunger Action Month press conference.

Meeting with Kaiser Permanente to explore varied partnership and volunteer opportuniites.

Met with California Classic Events to discuss the two upcoming events: The Monster Mash Dash and Turkey Day Run, both of which support CAPK programs.

Met with Reverb Coffee to establish a partnership and external fundraising event. One hundred percent of proceeds from their "Smashing Pumpkin Latte" sales throughout September will benefit the CAPK Food Bank in support of Hunger Action Month.
Met with the Boone Graphics team for marketing initiatives tailored to Annual Appeal mailing & Spring & Fall Newsletters.
Participated in an introductory partnership call with Grand Canyon University, the Veterans Services Department, and program staff to explore collaboration opportunities.
Coordinated with program staff to develop and update Amazon wish lists for year-round donation and fundraising efforts. Completing Wishlist for EKFRC & VSS.
LINKS Sorority Group has partnered with the M Street Navigation Center to support a hygiene drive. Donation drive flyer has been developed and Amazon wish list has been completed as well.
Initiated discussions with American Cancer Society Leadership in Oncology Navigation staff regarding volunteer engagement and donation opportunities for the M Street Navigation Center. Also scheduled a tour of the center.
Continued planning efforts with the Arvin Kiwanis Club for an upcoming M Street Navigation Center support project.
Connected with Lamont Seventh-day Adventist Church and will be meeting with them to begin exploring opportunities to support CAPK programs and services.
Supported the Food Bank HAM press conference.
Created and managed social media graphics and promo posts for the VSS KGET Fundraiser.
Met with Foundation Board member Janea Roberts to discuss partnership with Kern Energy.
Community Outreach
Attended and supported the FHCC Back-to-School Event
Attended the Greater Together event related to fundraising events
Atttended Anthem Community Event and distributed food boxes.
Conducted outreach and canvassing efforts to promote the Veterans Supportive Services KGET Fundraiser.
Attended the VA National Cemetery Fundraiser.
Attended weekly Bakersfield West Rotary meetings & monthly board meeting.
Check Presentation with Bank of Sierra to benefit the Food Bank.

Program Strategic Goals	Progress Towards Goal
1.) 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.

2.) 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. Secured KUZZ as a media support for Veterans event.
3.) 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	August-26	Program	Outreach & Marketing
Division/Director/Chief	Pritika Ram	Program Managers	Pritika Ram
Reporting Period	January 1, 2026 - December 31, 2026		

Program Description

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

Outreach Social Media	Month	YTD	Annual Goal	Annual Progress
Website User Sessions	36,720	180,250	260,000	69%
Facebook Impressions (i.e., number of times users see content)	376,101	1,590,978	4,000,000	40%
Other Social Media Impressions	224,964	1,172,862	1,750,000	67%

Highest Performing Post

https://www.facebook.com/CAPKOasis/posts/pfbid02c1wQwSstSox4J1bQUuu1hGsP7UG6vy29vsq6J8V3rqFatwFTwo6LKgr3s2bdNTyhl

Outreach Special Projects

Breast feeding month proclamation: Bakersfield City declared August as breast feeding month (AUG 26)
Breast feeding month proclamation: Kern County Board of Supervisors declared August as breast feeding month (AUG 25)
Citizens Bank check presentation: The Citizens Bank presented a check to the friendship house and VITA
Chase back to school resource fair: Chase bank hosted a back to school event at their Oswell location.
Bakersfield High School back to school resource fair: BHS hosted a back to school resource fair for the first day back to school. CD team attended and handed out back to school essentials along with information on the resources CAPK offers.
Hunger Action Month Press Conference Kick off: Hunger Action Month kicked off with a press conference in the food bank where local community leaders, and elected officials attended to learn more about the different ways the can become involved during the month.
Press Conference Multimedia capture: Video and Photography support at event
Cuadrilla Events- MCAP and Headstart attended the cuadrilla outreach events to inform the local agricultural workers of the resources each respective program provides and how they can apply
Hunger Action Month planning-Continued Planning: Talking points, social content calendar and ordered collateral for the month
VSS site tour and department overview to assess potential grant opportunities
Attended the groundbreaking ceremony at Bakersfield Senior Center Affordable Housing & Facility.

Tast of Gratitude- Planning initiated
Wasco Back to School: tables and filmed this outreach event.
Hillcrest Seventh-Day Adventist Church - Agency Partner Spotlight Video
Friendship House Backpack Giveaway: Press Release, Media Interview with KBAK, Video coverage at event, social media content planning, day of support.
MCAP Video Project - Planning initiated for the MCAP video project.
Friendship House: Fucia Ward, Founder interview. Captured agency +fhcc history.
Veterans Stand Down - Continued Planning
Video footage for HeadStart at two locations: Primeros Pasos and HS Sterling.
Lake Isabella / Kern River Valley Agency: Partnership Spotlight. Content Capture.
Ham Social Content: Count Down to Event (4) videos for Social.
WIC Program Paid Promotions Ended: Movie Theatre Ads, and Social Ads.
VITA Planning Paid Media - anticipated late Oct.
Foodbank Hunger Action Month - Empty Plate Challenge: Supported in content capture and social posts.
CNA Implementation: Marketing support: Updating Collateral, website, etc.
FHCC Sweet Rides and Bites - Cancellation / New Event Proposal.
FHCC Zuma Class social Promotion: Created Flyer and listed on our website and social pages.
August 2026 Agency Newsletter
Logistical planning and ordering for the HAM Press conference
Press release for Hunger Action Month Press conference kickoff.
CAPK Foundation Fundraiser: Press Release, PSA script, and Media Negotiations.
Ordered program collateral: Updated Flyers
Shafter Community Resiliency Center: Shafter Infographic Social Content.
Outreach Advocacy
Advocacy Watch-list

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Farm to School Grant - Head Start: Premieros Pasos, HS Sterling. Community Needs Assessment Grant.	

Instrumentl Opportunities Report - September 9, 2026

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

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

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

Status

$0	$1,418,502	$3,500,000
Awarded	**Submitted**	**Declined**
0 opportunities	7 opportunities	1 opportunity

Displaying 9 opportunities

FY 2026 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
August 2026					
California Community Reinvestment Grants Program California Governor's Office of Busin... Youth & Community Services	Aug 24, 2026 Pre proposal (due Aug 24, 2027) Invite Only Full proposal	Application Submitted	Requesting $982,773		The FHCC is requesting $982,773 to provide comprehensive System Navigation Services to help 300 participants improve financial...

FY 2027 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
August 2026					
ABC Initiative (Asset Building for Children) JG Prosperity Now Youth & Community Services	Aug 6, 2026	Application Submitted	Requesting $105,000		VITA is requesting $105k to provide clients information on child savings accounts during tax services.
Central Valley Community Grants The Wonderful Company Health & Nutrition Services	Aug 10, 2026	Application Submitted	Requesting $150,000		The CAPK Food Bank is requesting 150k to continue Free Farmers Markets in Shafter, Lost Hills, and Wasco.
The Save Mart Companies CARES Foundation Grant Save Mart Cares Health & Nutrition Services	Aug 10, 2026	Application Submitted	Requesting $20,000		The CAPK Foodbank is requesting $20,000 to purchase 66 tablets and barcode scanners, along with training and technical assistance to...
2026-27 State Budget Special Request KL 2026-27 State Budget Special Request ... Health & Nutrition Services	Aug 13, 2026	Declined	Requesting $3,500,000		Assembly member Jasmeet Bains made an urgent request to provide a brief proposal for funds from the State Budget, specifically to...
WACOM Distribution of Funds EL WACOM Thrift Shop Youth & Community Services	Aug 18, 2026	Application Submitted			If awarded, the OFRC will provide early educational support and case management services to active military families in...
Affordable Housing and Supportive Services Demonstration (362839) US Dept. of Health & Human Services: ... Veterans & Supportive Services	Aug 24, 2026 (due Aug 24, 2026)	Application Submitted	Requesting $154,692		VSS is requesting $154,692 to hire a case manager for Covey Cottages.

Kaiser Permanente Community Health Grant Kaiser Permananente Youth & Community Services	Aug 26, 2026	Application Submitted	Requesting $6,037	Kaiser funds would support the EKFRC clients through the purchase of necessities including clothing, food, and hygiene items.
Workforce Accelerator Fund California workforce development board Community Development	Aug 27, 2026	Abandoned		Not in CAPK scope, more suitable for academic institutions.

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Food Bank
Funding Agency	2026-27 State Budget	**Project Name**	2026-27 State Budget Special Request
CFDA		**Target Population**	Food Bank and CalFresh beneficiares
Reapplication (Y/N)	No	**Number to be served**	110,000 households
Estimated Request	$3,500,000.00	**Division Director**	Susana Magana
Award Period	TBD	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

Secure $3.5 million in discretionary state funding to protect Kern County families from food insecurity caused by CalFresh and Medi-Cal disruptions under the federal H.R. 1 reconciliation law.

Project Description (Brief one paragraph description)

CAPK, Kern County's largest food bank (22 million lbs distributed annually, 50,000 households/month, 150 partner sites), projects that 30,000 of the county's ~110,000 CalFresh households will lose or see disrupted benefits as H.R. 1 provisions take effect. Drawing on lessons from the November 2025 federal shutdown, when demand outpaced inventory, CAPK proposes building a coordinated response: a CalFresh/Medi-Cal retention strike team working with county Human Services, expanded cold storage and "choice pantry" capacity across partner sites, and pre-positioned emergency food inventory, shifting from reactive emergency response to sustained readiness.

Estimated Budget Summary

The total request is $3,500,000 with $3.163 million allocated towards Personnel, Equipment, Refrigeration (for the pantry sites), Raw Food, and $336,429 towards 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:*** 2026-08-19	***4.Chief Financial Officer***	Tracy Webster	***Date:*** 2026-08-19
2.Chief Business Development Officer	Pritika Ram	***Date:*** 2026-08-19	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:*** 2026-08-25
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:*** 2026-08-25

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Veteran Services
Funding Agency	Administration for Children and Families	**Project Name**	ACF Affordable Housing and Supportive Services Demonstration
CFDA	93.647	**Target Population**	Formerly homeless veterans
Reapplication (Y/N)	No	**Number to be served**	12
Estimated Request	$154,692.00	**Division Director**	Rebecca Moreno
Award Period	September 30, 2026 - September 30, 2028	**Program Manager**	Raul Jimenez

Project Goal (One sentence goal statement)

The Covey Cottages Case Management Expansion Project's goal is to improve housing stability, economic mobility, and well-being among residents of Covey Cottages through expanded case management and supportive services.

Project Description (Brief one paragraph description)

CAPK will expand its case management services for the residents of Covey Cottages by hiring a fulltime case manager for the 2-year project period.

Estimated Budget Summary

The total budget for the project is $171,880. The federal funding request is $154,692. CAPK will match 10% of the total project budget which is $17,188. $152,125 will be used for staffing costs, $1,500 will go towards participant incentives, and $18,255 are indirect costs at 12%.

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:*** 2026-08-26	***4.Chief Financial Officer***	Tracy Webster	***Date:*** 2026-08-26
2.Chief Business Development Officer	Pritika Ram	***Date:*** 2026-08-26	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:*** 2026-08-28
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:*** 2026-08-28

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**	Friendship House Community Center
Funding Agency	The Governor's Office of Business and Economic Development (Go-Biz)	**Project Name**	California Community Reinvestment Grants (CalCRG) program
CFDA		**Target Population**	Individuals and communities disproportionately affected by the War on Drugs
Reapplication (Y/N)	No	**Number to be served**	300
Estimated Request	$982,773.00	**Division Director**	Freddy Hernandez
Award Period	June 2027 - May 2030 (3 years)	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

The proposed $982,773 three-year CalCRG budget will support the Friendship House Community Center (FHCC) Reentry and Economic Stability Navigation Program, serving approximately 300 participants who have experienced barriers related to poverty, justice system involvement, housing instability, unemployment, and limited access to supportive services.

Project Description (Brief one paragraph description)

The project will provide comprehensive System Navigation Services through Friendship House Community Center to help 300 participants improve financial stability, employment readiness, and long-term self-sufficiency. Services include financial literacy education, workforce development, resource navigation, life-skills training, family engagement, and individualized support. Technology, transportation assistance, educational materials, and outreach activities will enhance access to services and help participants connect to employment, education, and critical community resources.

Estimated Budget Summary

The project budget primarily supports 3.25 FTE staff positions responsible for financial literacy education, workforce readiness, resource navigation, life-skills instruction, participant engagement, and overall program management. Additional funding supports participant services, training, outreach, transportation assistance, educational materials, and technology such as laptops, tablets, printers, software, and hotspots needed to deliver services and improve digital access. The budget allocates 12% in indirect costs at $105,297.

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:*** 2026-08-31	***4.Chief Financial Officer***	Tracy Webster	***Date:*** 2026-09-01
2.Chief Business Development Officer	Pritika Ram	***Date:*** 2026-09-01	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:*** 2026-09-01
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:*** 2026-09-01

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	The Wonderful Company	**Project Name**	Central Valley Community Grants
CFDA		**Target Population**	Food insecure residents
Reapplication (Y/N)	Yes	**Number to be served**	31000
Estimated Request	$150,000.00	**Division Director**	Susana Magana
Award Period	November 1, 2026 - November 30, 2027	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

The free farmers market program aims to reduce food insecurity and promote healthy eating throughout Kern County by providing nutrient dense, fresh produce to outlying areas of Bakersfield.

Project Description (Brief one paragraph description)

CAPK's Food Bank will provide free farmers' markets in Shafter, Wasco, and Lost Hills. These free farmers' markets will offer a range of nutritional food at no cost to approximately 31,000 community members impacted by food insecurities and food deserts.

Estimated Budget Summary

The total funding request is $150,000. $132,000 will be used for raw food purchase and $18,000 are indirect costs at 12%.

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:***2026-08-10	***4.Chief Financial Officer***	Tracy Webster	***Date:***2026-08-10
2.Chief Business Development Officer	Pritika Ram	***Date:***2026-08-10	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:***2026-08-10
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:***2026-08-10

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	VITA
Funding Agency	Prosperity Now	**Project Name**	Prosperity Now ABC Initiative
CFDA		**Target Population**	Low- and moderate-income residents
Reapplication (Y/N)	No	**Number to be served**	8000
Estimated Request	$105,000.00	**Division Director**	Freddy Hernandez
Award Period	September 2026 - April 2027	**Program Manager**	Jacqueline Guerra

Project Goal (One sentence goal statement)

CAPK aims to expand its VITA services during the 2027 tax filing season by integrating child savings opportunities into its free tax preparation and financial education services.

Project Description (Brief one paragraph description)

CAPK will expand its VITA program during the 2027 tax filing season by combining free tax preparation, e-filing, ITIN assistance, and financial education with outreach about child savings opportunities and Section 530A accounts. The project will serve low- to moderate-income families across Kern County, particularly underserved populations such as households with children, immigrant families, rural residents, and EITC-eligible taxpayers, through bilingual services delivered by IRS-certified staff and trained volunteers.

Estimated Budget Summary

The total funding request is $105,000. $90,250 will be used for staffing costs, $3,500 will go towards travel costs for the required conference, and $11,250 are indirect costs at 12%.

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:*** 2026-08-07	***4.Chief Financial Officer***	Tracy Webster	***Date:*** 2026-08-26
2.Chief Business Development Officer	Pritika Ram	***Date:*** 2026-08-26	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:*** 2026-08-28
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:*** 2026-08-28

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)
August 2025

Funding Type	Foundation	**CAPK Program**	Food Bank
Funding Agency	The Save Mart Companies CARES Foundation, in partnership with The Jim Pattison Foundation	**Project Name**	2025 Feeding Forward Grant
CFDA		**Target Population**	Low-income children, families, seniors, and individuals experiencing food insecurity in Save Mart se
Request	20,000.00	**Division Director**	Susana Magana
Award Period	One year	**Program Manager**	Kelly Lowery
Description	The Partner Agency Food Recovery Technology Project will strengthen food recovery and distribution operations across CAPK Food Bank's network of more than 150 partner agencies serving Kern County.		

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)
August 2025

Funding Type	Private	**CAPK Program**	FRC - East Kern
Funding Agency	Kaiser Permanente	**Project Name**	Advancing Health Through Basic Needs Support
CFDA		**Target Population**	Low-income East Kern residents
Request	6,037.00	**Division Director**	Freddy Hernandez
Award Period	November 1, 2026 - October 31, 2027	**Program Manager**	Anna Saavedra
Description	CAPK will use the Kaiser Permanente grant funding to provide East Kern Family Resource Center clients with necessities including clothing, hygiene, and food.		

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)
September 2026

Funding Type	Private	**CAPK Program**	FRC - Oasis
Funding Agency	WACOM	**Project Name**	WACOM
CFDA		**Target Population**	Veteran families
Request	500.00	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Eric Le Barbe
Description	WACOM funds will support the ongoing expenses that support case management activities and home-based activities, including educational supplies, baby items, clothing, formula, educational toys, etc.		

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	Aug-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	August 1, 2026 - August 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	696	753	753	92%	
Disabilities	19	10%	10%	19%	
Over Income 101%-130% (up to 35%)	16	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	56	n/a	n/a	8%	
Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	**Month**	**Target**	**Annual Goal**	**Annual Progress**	
Reportable/Funded Enrollment	718	936	936	77%	
Disabilities	72	10%	10%	10%	
Over Income 101%-130% (up to 35%)	13	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	44	n/a	n/a	6%	
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	86	153	153	56%	
Disabilities	7	n/a	n/a	8%	
Over Income 101%-130% (up to 35%)	3	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	0	n/a	n/a	0%	

Home Visiting Program (SRV 2cc, 7a)	Monthly (Reportable)	Year-To- Date (Term/Calendar)	Annual Goal (Term / Calendar)	Annual Progress (Calendar)	Annual Progress (Program Term)
Enrollment	170	173 / 222	240 / 480	46%	72%

Central Kitchen	Total Meals Delivered	Breakfast	Lunch	Snack
Meals and Snacks	59,291	20,892	17,507	20,892

Child and Adult Care Food Program (CACFP) (Note: The data represents information from July 2026)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	52,851	29,030/23,821	32,922	62%
Meals and Snacks - Kern Vendors	40,482	21,137/19,345	24,048	59%
Meals and Snacks - SJC Vendors	12,369	7,893/4,476	8,874	72%

Eligbility Determination (SRV 7b) (January 2025-December 2025)	450	507
Total Community Services	**450**	**507**

Explanation (Over/Under Goal Progress)

On August 10, 2026, Part-Year centers resumed services. We continue to face challenges in filling our centers due to increased competition from school districts offering Transitional Kindergarten programs, as well as various staffing challenges. To address these challenges, we are actively participating in recruitment events, application clinics, door-to-door recruitment, and exploring opportunities to streamline and shorten the application process, and increasing public awareness of the unique value and comprehensive services provided through the Head Start Program compared to those offered by local school districts. Additionally, ongoing interviewing are being conducted to onboard direct service staff.

Goals	Progress Towards Goal
Goal I: Workforce: To enhance onboarding, recruitment, and retention of staff by inplementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to otain and retain staff.	Objective A: Develop a structured onboarding process that introduces new employees to the organization's culture, values, and expectation. Provide them with the necessary tools, resources and training to quickly integrate into their roles. Action Steps: Provide job-specific training that covers the tasks, responsibilities, and expectations associated with their position.

Program Description
1. August 5,12,19,16, 2026 – Application Clinics, 1300 18th Street, CAPK Office, 2nd floor. 2. August 6, 2026 – Ready, Set, Back 2 School Health & Wellness Resource Fair, 9:00am to 12:00pm. 3. August 21, 2026 – Radio Lobo Crew of the Week, 9:00am to 12:00pm.

MEMORANDUM

To: PRE Committee

From: Lisa Gonzales, Program Governance Coordinator

Date: September 16, 2026

Subject: *Agenda Item 5d.*: Approval of the 2026 Amended Policy Council Bylaws – **Action Item**

The Policy Council Bylaws Committee conducted its annual review of the CAPK Policy Council Bylaws as required and has recognized areas of the document in need of revision. In accordance with The Head Start Act, Section 642(c)(2)(D)(v) the proposed Bylaws are hereby presented to the PRE Committee.

The Policy Council Bylaws Committee met as scheduled on numerous occasions over the course of the 2025-2026 term to review, discuss and update the document as needed. The draft version of the CAPK Head Start Policy Council Bylaws, with recommended revisions and updates, was presented to the Bylaws Committee on September 9, 2026 for final review and will subsequently be presented to the Policy Council at the next scheduled meeting on September 22, 2026, with a request for approval.

Most notable changes include but are not limited to:

- Article III, Membership, Section 2 – *Types of Membership*. The number of parent members per region was reduced from four to two to support an overall increase in Policy Council participation and to help ensure all Policy Council seats are filled. ***(Bylaws p.3)***
- Article III, Membership, Section 2(2) – *Board of Directors Representative.* The second sentence was revised to clarify the allowable length of service for a member serving in this capacity. **(*Bylaws p.3*)**
- Article III, Membership, Section 8 – *Conduct and Conflict of Interest*. The second sentence in paragraph two was streamlined to more clearly and precisely convey the expectation. **(*Bylaws p.4)***
- Article IV, Officers, Section 3(c) – *Secretary*. This responsibility was removed, as it does not fall within the scope associated with this position. **(*Bylaws p.6*)**
- Article VIII, Standing Committees, Section 1(a). – The number of vacancies on each committee was reduced to align with the decrease in overall Policy Council composition and to promote more uniform and consistent committee sizes. **(*Bylaws p.7-8)***

Additionally, minimal grammatical and formatting changes were made as needed throughout the document to ensure consistency.

Recommendation:

Staff recommend the PRE Committee approve the CAPK Head Start Policy Council Bylaws as amended.

Attachment:

Policy Council Bylaws - Draft

COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development

POLICY COUNCIL
BYLAWS

Bylaws Committee Reviewed: **September 9, 2026**
Policy Council Approval:
Board of Directors Approval:

ARTICLE I

NAME

The name of this organization will be Community Action Partnership of Kern Head Start/State Child Development Policy Council, hereafter known as the "Policy Council."

ARTICLE II

PURPOSE AND FUNCTIONS

SECTION 1. Purpose

1301.1 An agency must establish and maintain a formal structure for program governance that includes a governing body and a Policy Council at the agency level. Policy Councils are responsible for the direction of the agency's Head Start programs.

1. **General Procedures**
   - **a.** 1301.3 (a) Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program.
   - **b.** 1301.3 (b) A program must establish a Policy Council in accordance with section 642 (c)(2)(B) of the Head Start Act. Parents of children currently enrolled in each program option must be proportionately represented on the Policy Council.
   - **c.** 1301.6 (a) Each agency's governing body and Policy Council jointly must establish written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that include impasse procedures.

2. **Human Resource Management**
   - **a.** 642(2)(D)(vi) The Policy Council shall approve program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

ARTICLE III

MEMBERSHIP

SECTION 1. Membership

1. **Composition**
   - **a.** The Policy Council will be composed of:
     Members of the community served by the Head Start agency which may include former Head Start parents. At least fifty-one percent (51%) of the Policy Council will be parents of children currently enrolled in the Head Start program.
   - **b.** A parent is defined as "a Head Start child's mother or father, other family member who is the primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree."

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start program to be a member of the Regional Parent Committee (RPC). The RPC was developed to ensure the Policy Council is proportionately represented in each program option. The Policy Council membership shall consist of the following:

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Region 1	Region 2	Region 3	Region 4	Home Base	HS/EHS Partnerships	San Joaquin Centers	Community Representative		CAPK Board of Directors
2 Parents	2 Parents	2 Parents	2 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	2 Community Agency	1 BOD Member

a. Regional Parent Committee meetings will be held as needed to elect members to the Policy Council.

b. If a member's child changes to another program option or region during the program year, they will remain on Policy Council until the position is filled. Once the position is filled, the member will be terminated and encouraged to seek election with their new parent committee.

c. In the event a member's child ages out of the Head Start program, the member will continue to serve on the Policy Council until the end of the term.

1. Community Representatives

Community Representatives may be selected from the local community: businesses, public or private sector, civic, and professional organizations as well as others who are familiar with resources and services for low-income children and families, including parents of formerly enrolled children. 642(2)(B)(ii)(II)

a. Two (2) Community Agency Representatives. Community representatives must follow the application process and obtain Policy Council approval before they can be seated. Community representatives will have the responsibility of providing a monthly verbal report on current events that support the Head Start program and the families it serves.

b. One (1) Past Parent Community Representative. The past parent representative must be elected to the Policy Council and may not have a child currently enrolled in the Head Start program. The Past Parent Representative must be a member of an elementary school Parent Teacher Association, Parent Teacher Organization or similar affiliation. The responsibility will include providing a monthly verbal report, sharing information that supports school readiness for Head Start parents.

c. Community Representatives may serve on the Policy Council for a total of five (5) years (collective total as a parent Policy Council Member and/or Community Representative Policy Council Member.) Representatives must stand for election annually.

If any Community Representative becomes a Head Start parent during a Policy Council term, their membership will be terminated; they may seek election with their new parent committee.

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member may serve as the Board of Directors' Representative for up to five (5) years, based on the collective total years of service as a Parent Policy Council Member, Community Representative Policy Council Member and/or Board of Director's Community Representative.

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SECTION 3. Seating and Training of Members

Parent representatives and community representatives are seated as official voting Policy Council members at the first Policy Council meeting following completion of their Policy Council orientation and training.

a. An annual orientation and training for **ALL** Policy Council members shall be provided within 30 (thirty) days after elections and thereafter as needed. Training must be completed prior to the following Policy Council Meeting. If the training is not completed the Policy Council member will be removed. Only those Parent Representatives and Community Representatives who complete the training will be seated.

SECTION 4. Vacancy

When a Parent Representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation

A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence

Membership may be terminated because of three (3) consecutive absences between Policy Council and/or subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function*, *or EXTREME weather conditions*. Policy Council Members will assume responsibilities until approval of termination is made by the Council.

Termination Appeal Process

1. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination.
2. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for full Policy Council vote.
3. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council term.
4. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership

Head Start Policy Council Representatives are limited to a combined total of five (5) one (1) year terms. All representatives must stand for election annually. If a parent has served a total of three (3) terms and their child is no longer enrolled in the program they may seek re-election as a Past Parent Community Representative for an additional two (2) terms. Any member holding membership for four (4) months or more on the Policy Council will be considered to have served one (1) full term.

SECTION 8. Conduct and Conflict of Interest

Any member of the Policy Council who fails to act in the best interest of the Policy Council, or the agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action.

No person who serves on Policy Council may be employed by CAPK nor may they have a financial conflict of interest with the agency. The council and its committees shall carry out their responsibilities independent of staff. Individuals serving the Policy Council may apply for employment with the agency at any time. Any Policy Council representative who accepts employment with CAPK must resign from the Policy Council immediately.

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ARTICLE IV

OFFICERS

SECTION 1. Officers of the Policy Council

a. The Policy Council will elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
b. These officers shall perform the duties prescribed in these bylaws.
c. Currently enrolled parents may hold any officer position.
d. Officers will be elected by a majority vote at the first Policy Council meeting of the new term and shall serve from election until the seating of new officers the following term.
e. No member shall hold more than one office at a time.
f. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis. At the next Policy Council meeting with a quorum established, an election for that officer position shall be conducted.
g. If the Chairperson resigns or is removed from his/her office, the Vice-Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

a. The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
b. May support in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development or staff designee no later than ten (10) days prior to the meeting.
c. The Chairperson will meet with the Program Governance Coordinator to review the agenda, no later than three (3) days prior to the meeting date.
d. Refrain from entering debates during the Policy Council meeting.
e. Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
f. Will explain each motion as needed.
g. May vote to break ties.
h. May acknowledge and approve urgent matters acting on behalf of the Policy Council.
i. Appoint members to standing committees and special committees, as necessary.
j. Appoint members to temporarily assume duties of absent officers.
k. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

2. Vice-Chairperson

a. The Vice-Chairperson will chair the Planning Committee.
b. Shall act in the absence of the Chairperson or at any time the Chairperson temporarily vacates/steps down from their position.
c. Perform other duties as may be assigned to him/her by the Chairperson.

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3. Secretary

a. The Secretary will chair the School Readiness Committee.
b. Call roll and maintain a record of members' attendance at Policy Council meetings.
~~**c.** In collaboration with staff, the secretary may be asked to assist with the final documentation of minutes and motions, if needed.~~
d. Ensure that Policy Council members sign in when attending meetings.
e. Perform other duties as may be assigned to him/her by the Chairperson.

4. Treasurer

a. The Treasurer will chair the Budget & Finance Committee.
b. Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.
c. Perform other duties as may be assigned to him/her by the Chairperson.

5. Parliamentarian

a. The Parliamentarian will chair the Bylaws Committee.
b. Shall be able to define the Policy Council Bylaws and advise the Council on such, as necessary.
c. Shall be aware of the meeting format and assist in keeping within that format.
d. Assist in preserving order during Policy Council meetings.
e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. Officer Training

Training will be provided by the appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, and responsibilities of the officers, Training may also include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided by agency staff or consultants as needed.

ARTICLE V

PARENT REPRESENTATIVES TO THE HEAD START CALIFORNIA PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

a. Pending the annual budget, elections may take place to attend the Head Start California Parent Conference or the National Head Start Parent Conference for members who have not previously attended a training. Alternates may be selected.
b. If a 2nd or 3rd term Policy Council Member previously attended a conference and an opening is available, their attendance may be considered.
c. Each member will be required to provide a verbal report of their experience to the Policy Council.

ARTICLE VI

POLICY COUNCIL MEETINGS

SECTION 1. Meetings

Regular Policy Council meetings will be held monthly as determined by the Policy Council. Standing committee meetings will be held based on the committee's vote. There will be no Policy Council or standing committee meetings scheduled during the month of July; any matters will be heard at Executive Committee meetings, as necessary.

a. All meetings may be conducted, but are not required, to follow the Ralph M. Brown Act or Robert's Rules of Order, newly revised.

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b. Notices of each regular meeting shall be sent to all Policy Council members at least (5) days in advance, including a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.

c. Meetings may be conducted using a web-based and/or teleconference communication system when deemed necessary.

d. When attending a meeting using a web-based or teleconference communication system, all members shall have their cameras on and be visible during the meeting.

e. If a Policy Council meeting is to be held via teleconference the conference call number and sign-in code must be provided to all members and made public.

f. All Policy Council meetings are open to the public.

g. The Program Governance Coordinator and Director of Head Start/State Child Development or designee will develop the agenda.

SECTION 2. Special Call Meetings

a. A Special Call Meeting may be called by the Chairperson or the Director of Head Start/State Child Development. A quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive Committee.

b. Policy Council members must be notified by staff at least twenty-four (24) hours prior to a special call meeting with an explanation of the reasons for calling the special call meeting.

SECTION 3. Quorum

a. A Policy Council quorum for conducting business will consist of fifty percent (50%) plus one (1) of the Council's membership.

b. The Policy Council may not act on any matter unless a quorum is present.

ARTICLE VII

VOTING RIGHTS

SECTION 1. Vote

a. The Policy Council will vote by a show of hands or stating "aye."

b. A Policy Council member may vote only if present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.

c. A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.

d. A majority vote is required to approve an issue/recommendation.

e. The Chairperson may vote only to break a tie.

f. The Executive Committee may act and vote on behalf of the Policy Council between official Policy Council meetings if a quorum of Policy Council members cannot be met.

g. The Chairperson, acting on behalf of the Policy Council, may acknowledge and approve urgent matters.

h. Members joining the Policy Council meeting on a web-based or teleconference communication system will vote by a show of hands or by a verbal response to include the members' name.

ARTICLE VIII

STANDING COMMITTEES

SECTION 1. Standing Committees

a. Each Policy Council member must participate on one (1) standing committee. Policy Council members may participate on a maximum of two (2) standing committees during the Policy Council term.

Standing committees shall develop written recommendations which will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. The minutes shall be available upon request except for meetings involving discussions of agency employees or potential employees, which are deemed confidential.

- Head Start Representative for CAPK Board of Directors – One (1) member
- Budget and Finance – Five (5) members
- Planning – Five (5) members
- Bylaws – Five (5) members
- School Readiness – Five (5) members

b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and the Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.

c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e. inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II.

SECTION 2. Quorum

a. A standing committee quorum shall consist of fifty percent (50%) plus one (1) of the membership of the committee.

b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

a. A committee member may only vote when present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.

b. A majority vote is required to approve an issue/recommendation.

c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

a. The elected Policy Council member must be available to attend all monthly Board of Director's meetings as well as all assigned subcommittee meetings to represent the Head Start program.

b. The elected member will meet with the Program Governance Coordinator within three (3) days prior to the board meeting to review and prepare for a verbal report provided to the board.

c. In the event that the current member is unable to fulfill duties as a Board Representative, the position will re-open for the election of a new representative at the following Policy Council meeting.

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Budget and Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with the agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:

1. 1301.3 (c)(1) in reference to section 642(2)(D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (c)(1) in reference to section 642(2)(D)(iv) as specified in the Head Start Act. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.

3. 1301.3 (e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

Work with agency staff to review current school readiness goals based on the most recent Desired Results Developmental Profile data collected during annual assessment timeframes

1. 1301.3(c)(2) Use ongoing monitoring results, data on school readiness goals, and other information to conduct its responsibilities.
2. Review current classroom curriculum studies.

SECTION 7. Planning Committee

The Vice-Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Ensure that Policy Council members are aware of established timelines and procedures for program planning and work with agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:

1. 1301.3(c)(1) in reference to §642(2)(D)(i)of the Head Start Act. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. 1301.3(c)(1) in reference to §642(2)(D)(ii) of the Head Start Act. Program recruitment, selection and enrollment priorities.
3. 1301.3 in reference to §642(2)(D)(iii) of the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: 1301.3(c)(1) as referenced in §642(2)(D)(v) of the Head Start Act. Bylaws for the operation of the policy council.

1. 1301.3(c)(1) as referenced in §642(2)(D)(vii) of the Head Start Act. Developing procedures for how members of the policy council of the Head Start agency will be elected.
2. Review and recommend changes to the bylaws.
3. Interpret the bylaws when questions arise.
4. Ensure amendments are rewritten into the bylaws on an annual basis.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

ARTICLE IX

REIMBURSEMENT OF EXPENSES

Policy Council members including Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

ARTICLE X

DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint, or grievance brought against Policy Council members. Disciplinary action is applicable to all Policy Council members.

SECTION 2. Inappropriate Actions

Inappropriate actions shall include:

- **a.** Violation(s) of the Policy Council Bylaws.
- **b.** Violation of center and/or Policy Council chain of command regarding concerns, problems, or complaints.
- **c.** Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- **d.** Falsification of or making material omissions on forms, records, or reports.
- **e.** Actual or threatened physical violence toward another employee, client, child, or parent.
- **f.** Possessing or bringing firearms, weapons, illegal drugs, or chemicals onto agency property, including vehicles.
- **g.** Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on agency property.
- **h.** Theft, unauthorized use, and possession or removal of Head Start or agency funds, property, records, or other materials or items belonging to another employee or client.
- **i.** Destroying or damaging Head Start, employee, or client property or records.
- **j.** Violating safety rules or practices or engaging in conduct which creates a safety or health hazard.
- **k.** Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "*Oath of Confidentiality*").
- **l.** Smoking or vaping on agency property, in buildings and/or vehicles
- **m.** Engaging in unlawful activity.
- **n.** Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the agency.
- **o.** Sexual harassment or other unlawful harassment of an employee, Policy Council or Governing Board member, parent, or community representative.
- **p.** Inciting conflict or hostilities.
- **q.** Bringing false accusations to the Policy Council or any of its committees.
- **r.** Slanderous or libelous remarks against members of the Policy Council, Board of Directors, parents or agency staff or clients.
- **s.** Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process

Disciplinary actions may be initiated by submitting a **written statement** to the Director of Head Start/State Child Development, Program Governance Coordinator, and/or the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2.) Written statements must be submitted within ten (10) working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Director of Head Start/State Child Development or designee.

SECTION 4. Recommendations

The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and the Director of Head Start/State Child Development or designee prior to any action being taken. The Chairperson will respond to the Policy Council in one (1) or more of the following ways:

a. Recommend that the parties involved discuss the issues and work toward a resolution.

b. Provide a written recommendation to the parties involved, outlining corrective action to be taken.

c. Recommend termination by the Policy Council.

d. Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.

The Policy Council's final vote will remain in effect for subsequent years.

ARTICLE XI

CONCERNS, PROBLEMS, AND COMPLAINTS

SECTION 1. Definition

a. ***Concerns.*** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program *(see Section 3.)*

b. ***Problems.*** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration, or solution relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (*see Section 3.)*

c. ***Complaints.*** Complaints shall be defined as a formal **written** allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and/or complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Director of Head Start/State Child Development.

SECTION 3. Concerns, Problems, and Complaints

a. Appropriate channels for General Community:

1. Submit in writing and address to the Program Governance Coordinator or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with Community Action Partnership of Kern's Head Start/State Child Development Program.
2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Head Start Administration for resolution.

b. Appropriate channels for Policy Council Members

1. Submit in writing or speak with the Program Governance Coordinator. If support is needed in submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator.
2. The Program Governance Coordinator, Director of Head Start/State Child Development , or designee will contact the Policy Council Representative within ten (10) working days.

ARTICLE XII

IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in Head Start Performance Standards 1301.6(b)(c).

1. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
2. (c) For all programs except American Indian and Alaskan Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The Policy Council has adopted Robert's Rules of Order as parliamentary authority, however, retains the power to deviate from this formal structure when considered necessary by the Policy Council Chairperson, Parliamentarian or Staff Sponsors.

Responsibility

The Program Governance Coordinator will be responsible for implementing this policy and tutoring all staff who require the knowledge and skills necessary to assist in implementation.

ARTICLE XIV

AMENDEMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one (1) of the members present at the Policy Council meeting.

MEMORANDUM

To: Program Review & Evaluation Committee

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

Date: Wednesday, September 16, 2026

Subject: ***Agenda Item 5e.:*** *Strategic Priority D – Data Driven Decisions* - Info Item

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Strategic priority D - prioritizes the increased utilization of data-driven decision-making processes to improve organizational capacity and ensure efficient fiscal stewardship to achieve organizational goals. This initiative aims to increase the consistency, accuracy, and depth of reporting and data analytics across CAPK's programs. This is to be achieved by developing programmatic and financial tools and dashboards, developing universal intake, and enhancing Interagency referrals.

The foundation of all these systems is currently in planning and development stages.

Key Goal 1 – Provide data and tools for all programs to support data driven decision making.

- A list of programs that will pilot the dashboard implementation has been developed.
- Incorporated data trend reviews into monthly meetings.
- Identified usage monitoring within Power BI reports to develop baseline.
- Drafting MOU template to use with funders to allow for identifying service gaps with other programs.

Key Goal 2 - Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance.

- Budgets have been uploaded into Sage and are being introduced to programs during monthly budget to actual meetings.
- Formal Sage budget training is being developed.
- Sage dashboards have been developed by department and have been introduced to staff during monthly budge to actual meetings.
- Data from GrantHub has been transferred over to Instrumentl.
- Planning is underway to incorporate grant writers into budget to actual meetings to encourage discussion surrounding grant opportunities.

Key Goal 3 - Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities

- The interagency referral management system is in the process of review to identify gaps, required updates and establishing a process to update the addition and removal of programs. Members from the goal group will be meeting with each program to receive input.
- Basis of training material has been developed by the IS team and currently in the process of developing a training program.

These initiatives reflect commitment to data-driven decision-making and continuous improvement in program accountability and service delivery.

Attachement:
OnStrategy Report

Mission Statement

Organizational Slogan

Community Action Partnership of Kern is committed to addressing poverty through direct services, advocacy,and locally driven solutions that promote dignity and self-sufficiency in the communities we serve.

Vision Statement

Community Action Partnership of Kern will create resilient communities where every individual has opportunities to succeed and pursue their unique goals through the expansion and implementation of support services, partnerships, and resources.

Vision Description

0 Items

NAN% Critical

NAN% Off Target

NAN% Not Started

NAN% Deferred

My Items

Item	YTD Actual

Emilio Wagner
Contributing to for 2026

Community Action...
As of September 10, 2026

	Owner	Measure	YTD Actual		YTD Target	Start	End
Key Goal: Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028. (1.1) (Last updated: 01/15/26) Aligned to: #1 Community Investment	Rebecca Moreno	Percent Complete		0%	YTD Target: 250%	09/01/25	03/31/26
Objective: Strengthen housing partnerships by increasing affordable housing options, new housing developments, and existing infrastructure by April 2026. (1.1.1) (Last updated:)	Tracy Webster	Percent Complete		0%	YTD Target: 399.6%	03/01/26	03/31/28
Sub-Objective: Create a list of funding sources for development and program services, including local, state, federal, and philanthropic sources. (1.1.1.3) (Last updated:)	Deborah Johnson	Percent Complete (Funding Resource...		0%	YTD Target: 399.6%	03/01/26	09/30/26
Objective: Expand on-site support services for housing stability by implementing on-site supportive services at CAPK housing locations, including rental assistance, prevention, and case management by April 2028. (1.1.2) (Last updated: 01/15/26)	Deborah Johnson	Percent Complete		0%	YTD Target: 24%	10/01/26	10/31/27
Sub-Objective: Identify community partners to provide services (i.e., rental assistance, prevention, case management). (1.1.2.1) (Last updated:)	Deborah Johnson	Percent Complete (List Created)		0%	YTD Target: 85.9%	03/01/26	09/30/26
Sub-Objective: Reach out to the community partners and begin developing the MOUs and contracts with community partners. (1.1.2.2) (Last updated:)	Deborah Johnson	Percent Complete (Contracts And Mou's)		0%	YTD Target:	10/01/26	10/31/26
Sub-Objective: Identify the level of support needed in a CAPK case manager (Enhance Case Management Services). (1.1.2.3) (Last updated:)	Deborah Johnson	Percent Complete (Fte Recommendations)		0%	YTD Target: 85.9%	03/01/26	03/31/28
Sub-Objective: Develop on-site program model and service delivery schedule. (1.1.2.4) (Last updated:)	Deborah Johnson	Percent Complete (Pilot Ready)	YTD Actual	0%	YTD Target: 75%	10/01/25	08/31/29
Sub-Objective: Work with IS to develop a program that will help capture service data and assist with enhance case management goals. (1.1.2.5) (Last updated:)	Deborah Johnson	Percent Complete (System Created)		0%	YTD Target:	10/01/25	03/31/26
Key Goal: Provide relevant data and tools for all programs to support data-driven decision making to improve operations by August 2029. (4.1) (Last updated: 05/04/26) Aligned to: #4 Data-Driven Decisions	Mohamed Ahmed	Percent Complete	17%	0%	YTD Target: 139.6%	01/01/26	03/31/26
Objective: Establish program-specific dashboards that provide real-time access to key performance indicators for 30% of programs by March 2026 (4.1.1) (Last updated: 05/04/26) **Last comment:** Over 30% over programs now have program specific dashboards that they are able to utilize to make data driven decisions. (05/04/26)	Mohamed Ahmed	Percent Complete	100%	0%	YTD Target: 100%	01/01/26	08/31/29
Sub-Objective: Identify which programs will be selected for pilot group of dashboard implementation. (4.1.1.2) (Last updated: 05/04/26) **Last comment:** Dashboard created for pilot group on both power BI and Sage Intaact. (05/04/26)	Mohamed Ahmed	Percent Complete (Selected Program List)	100%	0%	YTD Target: 100%	01/01/26	08/31/29

	Owner	Measure	YTD Actual		YTD Target		
Objective Increase dashboard utilization rates through Power BI by 25% across all programs, ensuring staff engagement through training and usage tracking by September 2026. (4.1.2) (Last updated: 05/04/26)	Mohamed Ahmed	*Percent Complete*	29%	01/01/26	0%	YTD Target: 18.1%	06/30/26
Sub-Objective Hold monthly check-ins with IS and program teams to review data trends and address operational challenges. (4.1.2.1) (Last updated: 05/04/26) **Last comment**: Programs have been split into four groups with each group meeting with a business analyst monthly to review data and provide updates. (05/04/26)	Mohamed Ahmed	*Percent Complete (Monthly Meetings)*	20%	06/01/26	0%	YTD Target: 18.1%	09/30/26
Sub-Objective Establish base line usage rates. (4.1.2.2) (Last updated: 05/04/26) **Last comment**: Identified reports that contain usage monitoring on power BI (05/04/26)	Mohamed Ahmed	*Percent Complete (Program Report)*	66%	10/01/25	0%	YTD Target: 100%	08/31/29
Sub-Objective Track ongoing usage by program. (4.1.2.3) (Last updated:)	Mohamed Ahmed	*Percent Complete (Monthly Reports)*	100%	10/01/25	0%	YTD Target: 75.2%	08/31/29
Objective Develop and implement a data access process ensuring at least 75% of our programs use internal data to identify service gaps and improve resource distribution, particularly in underserved communities by August 2029. (4.1.3) (Last updated: 05/04/26)	Mohamed Ahmed	*Percent Complete*	9%	10/01/25	0%	YTD Target: 23.4%	07/31/26
Sub-Objective Ensure current and new funders allow for data collection. (4.1.3.1) (Last updated: 05/04/26) **Last comment**: Karen drafting MOU template to use with funders to ensure CAPK is able use program data to identify service gaps (05/04/26)	Mohamed Ahmed	*Percent Complete (Consent Form/mous...*	15%	01/01/26	0%	YTD Target: 23.4%	08/31/29
Sub-Objective Develop internal live and digitized program performance reports. (4.1.3.2) (Last updated:)	Mohamed Ahmed	*Percent Complete (Pre And Annual Report)*		01/01/26	0%	YTD Target: 100%	08/31/29
Sub-Objective Assessing existing resources and re-allocating to high-need areas. (4.1.3.3) (Last updated:)	Mohamed Ahmed	*Percent Complete (Leadership And...*		YTD Actual	0%	YTD Target: 18.1%	08/31/29
Sub-Objective Using needs assessment data to identify access points. (4.1.3.4) (Last updated: 05/04/26) **Last comment**: Survey built out on customer insights and dashboard being set up to compare to Census data (05/04/26)	Mohamed Ahmed	*Percent Complete (Survey Results)*	20%	01/01/26	0%	YTD Target: 18.1%	12/31/26
Key Goal Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance, and funding strategies by December 2026. (4.2) (Last updated: 07/31/26) Aligned to: #4 Data-Driven Decisions	Gabrielle Alexander	*Percent Complete*	88%	01/01/26	0%	YTD Target: 18.1%	12/31/26
Objective Ensure that program leaders have the tools necessary to enhance financial stewardship and resource planning by December 2026. (4.2.1) (Last updated: 07/31/26)	Gabrielle Alexander	*Percent Complete*	100%	01/01/26	0%	YTD Target: 66.5%	12/31/26
Sub-Objective Train program leader to access program budget-to-actual (BTA) reports in Sage Intact. (4.2.1.1) (Last updated: 07/31/26) **Last comment**: TW has met with all the programs 1:1 to explain and launch the individualized dashboards. (07/31/26)	Gabrielle Alexander	*Percent Complete (Training And...*	100%	01/01/26	0%	YTD Target: 66.5%	08/31/29
Sub-Objective Integrate financial data dashboards into program reporting. (4.2.1.2) (Last updated: 05/04/26) **Last comment**: Dashboards have been created and deployed in Sage. Departments have been introduced to their dashboards during monthly BTA meetings. (05/04/26)	Gabrielle Alexander	*Percent Complete (Dashboards)*	100%	01/01/26	0%	YTD Target: 66.5%	12/31/26
Objective Establish a continuous process to digitize 100% of grant contract details to ensure seamless integration of new and expiring contracts to enhance progress analysis and report generation by December 2026. (4.2.2) (Last updated: 08/04/26)	Gabrielle Alexander	*Percent Complete*	75%	01/01/26	0%	YTD Target: 18.1%	08/31/29

Sub-Objective
Transfer data from Grant Hub to new grant management platforms. (4.2.2.1) (Last updated: 05/04/26)
Last comment: Migration from Grant Hub to Instrumentl has been completed. (05/04/26)

Owner: Gabrielle Alexander
Measure: *Percent Complete (Management Platform)*
100% | 0% | YTD Target: 66.5% | 100%
YTD Actual | 01/01/26 | 08/31/29

Sub-Objective
Meeting with program when new grant opportunities araise. (4.2.2.2) (Last updated: 08/04/26)
Last comment: Grant teams have been invited to monthly finance BTA meetings with program. In progress of developing formal process for new grant opportunities. (05/04/26)

Owner: Gabrielle Alexander
Measure: *Percent Complete (Vizio Flowchart)*
50% | 0% | YTD Target: 18.1%
YTD Actual | 01/01/26 | 08/31/29

Key Goal
Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029. (4.3) (Last updated: 08/26/26)
Aligned to: #4 Data-Driven Decisions

Owner: Chase Rangel
Measure: *Percent Complete*
25% | 0% | YTD Target: 18.1%
YTD Actual | 01/01/26 | 12/31/26

Objective
Improve service delivery and data-sharing by enhancing the existing Interagency Referral Management System, ensuring all programs can participate while adhering to grantor sharing and disclosure guidelines by December 2026. (4.3.2) (Last updated: 08/26/26)

Owner: Chase Rangel
Measure: *Percent Complete*
49% | 0% | YTD Target: 18.1%
YTD Actual | 01/01/26 | 12/31/26

Sub-Objective
Identify gaps in IRMS usage and check eligibility for programs. (4.3.2.1) (Last updated: 08/26/26)
Last comment: All current and budding programs have been contacted; questions received by IS team. IS is working currently to implement requested changes. (08/26/26)

Owner: Chase Rangel
Measure: *Percent Complete (Meeting with Programs)*
100% | 0% | YTD Target: 66.5% | 100%
YTD Actual | 01/01/26 | 12/31/26

Sub-Objective
Establish a process for updating/adding programs in IRM. (4.3.2.2) (Last updated: 08/26/26)

Owner: Chase Rangel
Measure: *Percent Complete (Training Implemented)*
20% | 0% | YTD Target: 66.5% | 100%
YTD Actual | 01/01/26 | 08/31/29

Sub-Objective
Develop a training program to use the Interagency Referral Management System. (4.3.2.3) (Last updated: 05/04/26)
Last comment: Basis of training program in place by IS department. (05/04/26)

Owner: Chase Rangel
Measure: *Percent Complete (Training Implemented)*
75% | 0% | YTD Target: 66.5% | 100%

Sub-Objective
Provide bi-annual IT and IS professional development training to enhance staff capacity in data management and analytics. (4.3.2.4) (Last updated:)

Owner: Chase Rangel
Measure: *Percent Complete (Training)*
0% | YTD Target: 18.1%

DATE	September 23, 2026
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18th St., 3rd Floor Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee Chair Fred Plane called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Victoria Davis, Jonathan Mullings, and Fred Plane (Chair).

   Others present: Tracy Webster, Chief Financial Officer; Lisa McGranahan, Chief Human Resources Officer; Susana Magana, Director of Health & Nutrition; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

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

      Tracy Webster presented the above agenda item, noting that it represented five months of the fiscal period. It was also noted that Head Start has been extremely delayed in a couple of budget actions, including carryover from the prior year.

      Fred Plane asked why fringe benefit expenses were over budget. Tracy explained that more Head Start employees have elected coverage than originally anticipated.

   b. Agency Wide Budget Revision #1 – Tracy Webster, Chief Financial Officer – ***Action Item***

      Tracy Webster presented the above action item to the Committee. Another revision will be brought to the Committee once the budget actions are received from Head Start.

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

   c. Impact of the Proposed Head Start Administration Cap - Tracy Webster, Chief Financial Officer - ***Info Item***

      Tracy Webster presented the above action item. The proposed Head Start Administration cap would reduce the maximum administrative cost rate for Head Start programs from 15% to 5%, which would have a significant financial impact on CAPK. If the cap is implemented, it could result in a $1.7 million deficit for

current CAPK centralized administration budget. A formal letter is being prepared to comment on the proposed rule, which will be available for the Board to review next week.

Jonathan Mullings asked if we are combining with other Head Start programs to bring legal action to oppose this proposed cap. Currently, agencies are using the comment period, which ends on October 6th, to comment on the rule.

Fred Plane inquired as to whether we were working with CAPLAW and other agencies throughout the United States. Tracy confirmed that we are working with CAPLAW, NCAP, and the Head Start Association.

Jonathan Mullings also asked if the proposed rule was put in place, whether there would also be a reduction in federal reporting. Tracy confirmed that there is high level of compliance that is required and a demanding need to fill positions, and we need funds to do those things.

Fred Plane inquired as to whether there is an effective date for the proposed rule. An effective date is not currently known, though Tracy noted that the federal government is considering a Continuing Resolution (CR) to extend funding through December.

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

Tracy presented the above agenda item noting the agency borrowed $1.5 million from its line of credit in July, which was repaid in early August. Unrestricted cash reserves totaled $3,642,207, representing 31.6% of the reserve goal and approximately nine days of expenses. The agency continues to maintain adequate unrestricted cash to support programs with negative cash balances.

Central Kitchen expenditures were 44.7% as of July 31, 2026, compared with USDA revenue of 36.4% and a target expenditure rate of 41.7%. CMAP was at 9.3%, compared with a target of 8.3%. Center-based state programs reported attendance/enrollment rates of 10.6% for CCTR, 4.5% for CSPP, and 0.9% for CMIG. The San Joaquin County CCTR program was at 5.8%, compared with a target of 8.3%, while the newly acquired CSPP contract was at 4.2% as staff continued establishing the program.

Overall agency expenditures were at 42%, in line with the 41.7% target. The Indirect Fund reported revenue exceeding expenditures by $426,468, representing 52.8% of the budgeted indirect surplus, with overall expenditures at 42% of budget compared with the 41.7% target.

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

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

N/A

6. <u>Next Scheduled Meeting</u>

Budget & Finance Committee
October 15, 2026
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. <u>Adjournment</u>

The meeting was adjourned at 12:25 pm

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: September 23, 2026

Subject: *Head Start*
Budget to Actual Report for the period ended July 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 July 31, 2026. Five months (41.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 39% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 53% of the budget.

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

The non-Federal share is at 55% 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 - July 31, 2026
Month 5 of 12 (41.67%)

Prepared 09/09/2026

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,546,814	3,346,677	6,200,137	35%	65%
FRINGE BENEFITS	3,184,875	1,742,998	1,441,877	55%	45%
SUPPLIES	613,172	267,034	346,138	44%	56%
CONTRACTUAL	258,399	185,887	72,512	72%	28%
OTHER	3,323,722	1,498,330	1,825,392	45%	55%
INDIRECT	1,957,817	373,512	1,584,305	19%	81%
TOTAL BASE FUNDING	**18,884,799**	**7,414,437**	**11,470,361**	**39%**	**61%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	56,265	12,932	43,333	23%	77%
SUPPLIES	28,122	13,249	14,873	47%	53%
CONTRACTUAL	10,420	2,772	7,648	27%	73%
OTHER	63,752	61,270	2,482	96%	4%
INDIRECT	19,027	4,562	14,465	24%	76%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**94,785**	**82,801**	**53%**	**47%**
GRAND TOTAL HS FEDERAL FUNDS	**19,062,385**	**7,509,222**	**11,553,162**	**39%**	**61%**

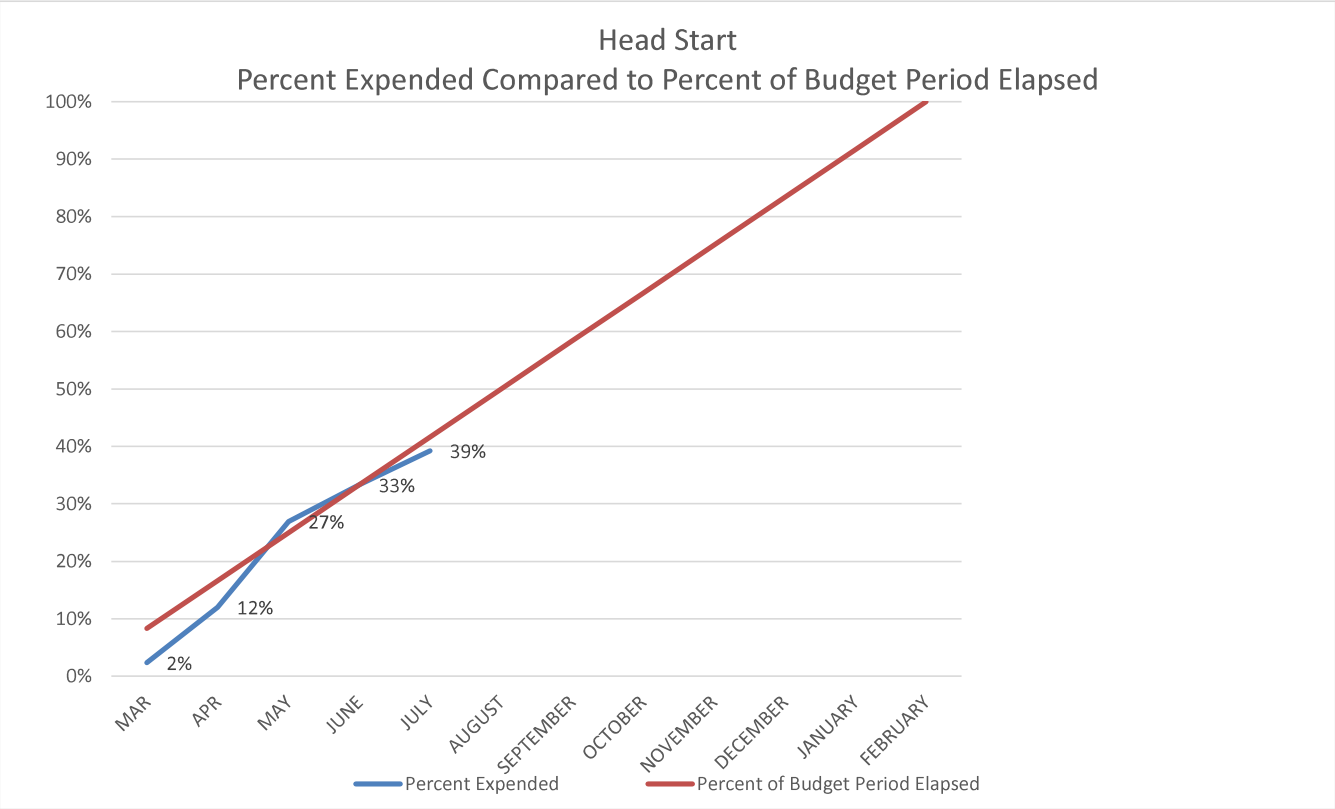
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,117,972	2,077,951	40,021	98%	2%
CALIF DEPT OF ED	7,967,702	3,448,900	4,518,802	43%	57%
TOTAL NON-FEDERAL	**10,085,674**	**5,526,851**	**4,558,823**	**55%**	**45%**

Budget reflects Notice of Award #09CH012489-03-01
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2026
Administrative Cost for HS and EHS Combined **10.81%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Elan Credit Card	76,636				**76,636**	8/1/2026
Lowe's	12,492	-	-	-	**12,492**	7/31/2026
Smart & Final	76	-	-	-	**76**	8/2/2026
Save Mart	2,026	-	-	-	**2,026**	7/26/2026
Chevron & Texaco Business Card	9,133	-	-	-	**9,133**	8/6/2026
Home Depot	24,571	-	-	-	**24,571**	8/5/2026
	124,934	**-**	**-**	**-**	**124,934**	


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%
39%
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: September 23, 2026

Subject: *Early Head Start*
Budget to Actual Report for the period ended July 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 July 31, 2026. Five months (41.67%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 43% of the budget.

Training & Technical Assistance Funds

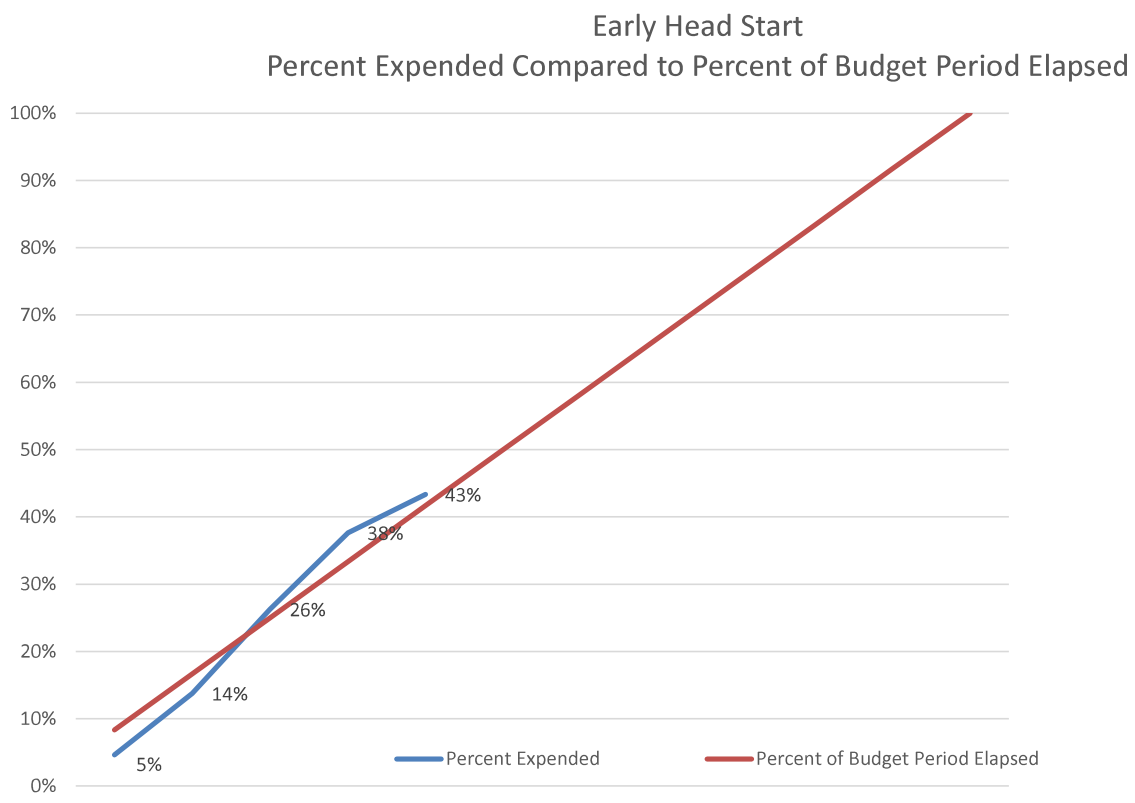
Overall expenditures are at 47% of the budget.

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 - July 31, 2026
Month 5 of 12 (41.67%)

Prepared 09/09/2026

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,872,663	4,556,211	6,316,452	42%	58%
FRINGE BENEFITS	3,584,023	1,903,915	1,680,108	53%	47%
SUPPLIES	818,999	310,130	508,869	38%	62%
CONTRACTUAL	1,021,511	420,205	601,306	41%	59%
OTHER	2,447,205	1,075,399	1,371,806	44%	56%
INDIRECT	2,191,961	810,321	1,381,640	37%	63%
TOTAL BASE FUNDING	**20,936,362**	**9,076,182**	**11,860,181**	**43%**	**57%**
TRAINING & TECHNICAL ASSISTAN					
TRAVEL	107,305	31,081	76,224	29%	71%
SUPPLIES	38,024	27,003	11,021	71%	29%
CONTRACTUAL	23,813	3,178	20,635	13%	87%
OTHER	137,953	88,502	49,451	64%	36%
INDIRECT	36,851	12,422	24,429	34%	66%
TOTAL TRAINING & TECHNICAL AS	**343,946**	**162,187**	**181,759**	**47%**	**53%**
GRAND TOTAL EHS FEDERAL FUN	**21,280,308**	**9,238,369**	**12,041,940**	**43%**	**57%**

Budget reflects Notice of Award #09CH012489-03-01
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2026


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
5%
14%
26%
38%
43%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: September 23, 2026

Subject: *Head Start*
McFarland Modular as of July 31, 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 July 31, 2026:

Overall expenditures to date: **1.73%.**

Community Action Partnership of Kern

McFarland Modular

Report Period: March 1, 2025 - July 31 2026

Prepared 09/09/2026	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 July **31, 2026** (Month 5 of 12)
Percent of budget period elapsed: 41.67%

LOCATION	Enroll-ment	March	April	May	June	July	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	8,550	10,613	4,280	0	0	23,444	Kern	47,159	50%
Alicante	17	7,857	18,424	15,768	9,158	6,438	57,645	Kern	23,579	244%
Angela Martinez	105	24,973	10,805	9,732	8,370	5,059	58,939	Kern	145,637	40%
Broadway	34	7,454	6,327	2,204	0	0	15,985	Kern	47,159	34%
California City	17	8,331	6,327	2,204	0	0	16,863	Kern	23,579	72%
Cleo Foran	23	171	10,941	11,326	0	0	22,438	Kern	31,901	70%
Delano	60	22,825	13,043	11,355	7,784	6,720	61,727	Kern	83,221	74%
Fairfax	34	11,338	4,701	7,114	3,452	4,868	31,473	Kern	47,159	67%
Harvey L. Hall	136	26,024	27,454	30,539	23,827	21,951	129,795	Kern	188,634	69%
Heritage	17	1,518	1,437	2,012	0	0	4,967	Kern	23,579	21%
Home Base	170	16,475	8,725	8,756	5,622	0	39,578	Kern	235,793	17%
Martha J. Morgan	50	19,321	29,346	28,977	19,070	15,264	111,978	Kern	69,351	161%
Oasis	42	10,764	8,931	0	0	0	19,695	Kern	58,255	34%
Pete H. Parra	116	78,959	63,868	66,187	18,973	26,691	254,678	Kern	160,894	158%
Primeros Pasos	67	81,649	87,998	83,920	81,541	37,409	372,517	Kern	92,930	401%
Rosamond	51	0	148	0	0	0	148	Kern	70,738	0%
San Diego	32	9,986	10,149	11,746	10,429	0	42,310	Kern	44,384	95%
Shafter	17	1,820	1,653	3,544	1,775	0	8,792	Kern	23,579	37%
Shafter HS/EHS	24	4,059	4,872	4,382	3,307	0	16,620	Kern	33,288	50%
Sterling	115	31,322	25,268	26,981	22,740	0	106,311	Kern	159,507	67%
Stockdale Head Start	41	7,286	8,116	5,176	0	0	20,578	Kern	56,868	36%
Sunrise Villa	17	3,669	834	345	0	0	4,849	Kern	23,579	21%
Taft	51	20,131	20,075	7,963	0	0	48,169	Kern	70,738	68%
Tehachapi	15	0	0	0	0	0	0	Kern	20,805	0%
Vineland	17	8,932	9,178	4,296	0	0	22,406	Kern	23,579	95%
Virginia	17	10,839	9,480	5,815	0	0	26,133	Kern	23,579	111%
Willow	0	0	0	0	0	0	0	Kern	0	0%
Administrative Services		0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	Kern/SJC	0	0%
Governance		0	61	0	0	0	61	Kern	0	0%
Program Services		14,084	14,047	0	0	0	28,131	Kern/SJC	74,265	38%
California Street	24	1,876	8,084	10,739	2,606	0	23,304	SJC	33,288	70%
Gianone	16	1,228	2,002	1,102	1,051	0	5,384	SJC	22,192	24%
Kennedy	16	147	5,319	5,396	76	0	10,938	SJC	22,192	49%
Lodi Home Base	20	12,516	2,967	14,146	17,493	0	47,122	SJC	27,740	170%
Lodi UCC	24	18,379	7,868	7,891	0	0	34,138	SJC	33,288	103%
Lathrop Home Base	20	4,764	2,967	2,605	0	0	10,336	SJC	27,740	37%
Marci Massei	24	0	0	0	0	0	0	SJC	33,288	0%
Stockton Home Base	40	5,680	5,317	2,293	3,780	0	17,070	SJC	55,481	31%
Lathrop	24	3,638	2,527	3,733	966	0	10,865	SJC	33,288	33%
SUBTOTAL IN-KIND	**1,527**	**486,565**	**449,874**	**402,531**	**242,019**	**124,401**	**1,705,390**	**0**	**2,192,237**	**78%**
								x		
State General Child Care*		0	0	0	0	325,436	325,436	Kern	2,135,515	15%
State Preschool*		1,026,140	693,628	0	0	363,309	2,083,077	Kern	4,067,566	51%
State Migrant Child Care*		2,382	2,268	2,155	2,268	516	9,588	Kern	157,004	6%
SUBTOTAL CA DEPT of ED		**1,028,522**	**695,896**	**2,155**	**2,268**	**689,261**	**2,418,102**		**6,360,085**	**38%**
								x		
State General Child Care*		235,717	235,233	183,871	196,036	179,941	1,030,798	SJC	1,607,617	**64%**
SUBTOTAL CA DEPT of ED		**235,717**	**235,233**	**183,871**	**196,036**	**179,941**	**1,030,798**		**1,607,617**	**64%**
GRAND TOTAL		**1,750,804**	**1,381,003**	**588,557**	**440,323**	**993,603**	**5,154,290**		**10,159,939**	**51%**
						CCP In-Kind	**372,561**			
							5,526,851			

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 July 31, 2026 (Month 5 of 12)

Percent of year elapsed: 41.67%

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 #09CH012489-02-02

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: September 23, 2026

Subject: *Agenda Item 4b:* Agency-Wide Budget Revision #1 - **Action Item**

The annual budget for the 2026/2027 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

The Program budget has grown by $4,891,602 with a new total of $145,343,105. This growth is derived from the following sources: extension of the McFarland construction project into FY 2026-27 in the amount of $1,699,878, increase in CalFood one-time funding in the amount of $809,471, increase in energy contracts from the City of Bakersfield and the Department of Energy (DOE) in the total amount of $1,060,977, increase in Housing and Support Services contracts in the amount of $1,332,064, and a decrease in CSBG by $10,788.

The Indirect budget has increased by $40,589 from $13,176,168 to $13,216,757. The Indirect Budget supports the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration. This increase reflects an increase in salary costs for Community Development and an increase in software costs for Human Resources.

Recommendation:

Staff recommend that the Budget and Finance Committee approve the revised annual budget for the FY 2026/27.

Attachments:
Annual Budget for FY 2026/27
Indirect Budget Comparison for Five Years

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 108,057,500	$ 10,503,036	$ 8,417,549	$ 11,329,443	$ 1,791,327	$ -	$ 140,098,855	$ -
Head Start Subsidy for CACFP	(1,157,977)	1,157,977	-	-	-	-	-	-
Private Revenue	-	-	63,936	3,881,876	-	-	3,945,812	-
Other Revenue	-	299,357	-	26,000	-	30,000	355,357	14,274,221
Donations	-	376,008	-	3,007	-	-	379,015	-
Total Revenue	**$ 106,899,523**	**$ 12,336,378**	**$ 8,481,485**	**$ 15,240,326**	**$ 1,791,327**	**$ 30,000**	**$ 144,779,039**	**$ 14,274,221**
Expenditures								
Salaries	38,310,569	4,526,796	2,782,656	5,526,065	934,963	280,847	52,361,896	7,473,121
Benefits	12,375,549	1,528,627	890,450	1,856,341	379,471	97,659	17,128,097	2,482,552
Travel	545,086	90,986	70,481	74,478	23,275	8,100	812,406	143,000
Space Cost	5,218,034	939,161	398,500	2,424,989	205,226	24,000	9,209,910	419,412
Supplies	1,804,230	200,679	105,151	344,145	54,372	19,500	2,528,077	335,572
Equipment	-	-	-	120,000	-	-	120,000	-
Consultant/Contract	1,485,575	17,554	2,367,399	617,004	375	2,000	4,489,907	1,327,500
Other Operating Costs	1,703,800	445,652	524,456	809,900	32,472	102,060	3,618,340	834,600
Program Costs	34,577,866	3,485,981	549,432	2,107,328	2,000	1,250	40,723,857	-
Depreciation	64,400	5,000	-	11,994	-	(5,000)	76,394	201,000
Indirect	10,814,414	1,095,942	792,960	1,348,082	159,173	63,650	14,274,221	-
Total Expenditures	**$ 106,899,523**	**$ 12,336,378**	**$ 8,481,485**	**$ 15,240,326**	**$ 1,791,327**	**$ 594,066**	**$ 145,343,105**	**$ 13,216,757**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (564,066)**	**$ (564,066)**	**$ 1,057,464**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
(PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	$ 1,699,878	$ 809,471	$ 1,060,977	$ 1,166,027	$ (10,788)	$ -	$ 4,725,565	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	166,037	-	-	166,037	-
Other Revenue	-	-	-	-	-	-	-	290,737
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ 1,699,878**	**$ 809,471**	**$ 1,060,977**	**$ 1,332,064**	**$ (10,788)**	**$ -**	**$ 4,891,602**	**$ 290,737**
Expenditures								
Salaries	-	(61,176)	13,000	366,178	(10,772)	-	307,230	29,589
Benefits	-	43,630	4,161	120,804	912	-	169,507	-
Travel	-	-	20,481	4,000	4,525	-	29,006	-
Space Cost	1,699,878	-	2,000	83,890	4,780	-	1,790,548	-
Supplies	-	13,038	5,151	35,470	(6,483)	-	47,176	11,000
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	829,268	77,553	(500)	-	906,321	-
Other Operating Costs	-	-	19,118	252,831	(3,253)	-	268,696	-
Program Costs	-	739,429	49,432	293,520	-	-	1,082,381	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	-	74,550	118,366	97,818	3	-	290,737	-
Total Expenditures	**$ 1,699,878**	**$ 809,471**	**$ 1,060,977**	**$ 1,332,064**	**$ (10,788)**	**$ -**	**$ 4,891,602**	**$ 40,589**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,148**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2026/27

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	$ 106,357,622	$ 9,693,565	$ 7,356,572	$ 10,163,416	$ 1,802,115	$ -	$ 135,373,290	$ -
Head Start Subsidy for CACFP	(1,157,977)	1,157,977	-	-	-	-	-	-
Private Revenue	-	-	63,936	3,715,839	-	-	3,779,775	-
Other Revenue	-	299,357	-	26,000	-	30,000	355,357	13,983,484
Donations	-	376,008	-	3,007	-	-	379,015	-
Total Revenue	**$ 105,199,645**	**$ 11,526,907**	**$ 7,420,508**	**$ 13,908,262**	**$ 1,802,115**	**$ 30,000**	**$ 139,887,437**	**$ 13,983,484**
Expenditures								
Salaries	38,310,569	4,587,972	2,769,656	5,159,887	945,735	280,847	52,054,666	7,443,532
Benefits	12,375,549	1,484,997	886,289	1,735,537	378,559	97,659	16,958,590	2,482,552
Travel	545,086	90,986	50,000	70,478	18,750	8,100	783,400	143,000
Space Cost	3,518,156	939,161	396,500	2,341,099	200,446	24,000	7,419,362	419,412
Supplies	1,804,230	187,641	100,000	308,675	60,855	19,500	2,480,901	324,572
Equipment	-	-	-	120,000	-	-	120,000	-
Consultant/Contract	1,485,575	17,554	1,538,131	539,451	875	2,000	3,583,586	1,327,500
Other Operating Costs	1,703,800	445,652	505,338	557,069	35,725	102,060	3,349,644	834,600
Program Costs	34,577,866	2,746,552	500,000	1,813,808	2,000	1,250	39,641,476	-
Depreciation	64,400	5,000	-	11,994	-	(5,000)	76,394	201,000
Indirect	10,814,414	1,021,392	674,594	1,250,264	159,170	63,650	13,983,484	-
Total Expenditures	**$ 105,199,645**	**$ 11,526,907**	**$ 7,420,508**	**$ 13,908,262**	**$ 1,802,115**	**$ 594,066**	**$ 140,451,503**	**$ 13,176,168**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (564,066)**	**$ (564,066)**	**$ 807,316**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
EDUCATION

	Head Start	State Funded Child Care	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	41,791,303	11,946,536	7,803,674	3,892,796	42,623,191	**108,057,500**
Head Start Subsidy for CACFP	(1,157,977)	-	-	-	-	**(1,157,977)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 40,633,326**	**$ 11,946,536**	**$ 7,803,674**	**$ 3,892,796**	**$ 42,623,191**	**$ 106,899,523**
Expenditures						
Salaries	20,194,393	8,262,047	4,862,150	2,225,677	2,766,302	**38,310,569**
Benefits	6,768,898	2,431,353	1,484,581	750,174	940,543	**12,375,549**
Travel	420,560	-	22,670	57,468	44,388	**545,086**
Space Cost	4,280,838	-	450,000	67,196	420,000	**5,218,034**
Supplies	1,422,440	-	144,197	137,593	100,000	**1,804,230**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	1,401,393	20,982	23,600	600	39,000	**1,485,575**
Other Operating Costs	1,258,520	-	151,733	119,047	174,500	**1,703,800**
Program Costs	678,122	-	91,572	75,000	33,733,172	**34,577,866**
Depreciation	-	-	-	58,800	5,600	**64,400**
Indirect	4,208,162	1,232,154	573,171	401,241	4,399,686	**10,814,414**
Total Expenditures	**$ 40,633,326**	**$ 11,946,536**	**$ 7,803,674**	**$ 3,892,796**	**$ 42,623,191**	**$ 106,899,523**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	33.5%	29.4%	30.5%	33.7%	34.0%	32.3%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 740,198	**$ 740,198**
Other Government Revenue	4,671,207	139,191	1,810,613	234,826	2,045,439	3,647,199	**10,503,036**
Head Start Subsidy for CACFP	-	-	930,137	227,840	1,157,977	-	**1,157,977**
Private Revenue	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	299,357	**299,357**
Donations	-	-	-	-	-	376,008	**376,008**
Total Revenue	**$ 4,671,207**	**$ 139,191**	**$ 2,740,750**	**$ 462,666**	**$ 3,203,416**	**$ 5,062,762**	**$ 13,076,576**
Expenditures							
Salaries	2,633,098	72,222	1,013,002	-	1,013,002	1,262,515	**4,980,837**
Benefits	859,055	25,277	341,693	-	341,693	521,468	**1,747,493**
Travel	15,000	1,286	27,000	-	27,000	47,700	**90,986**
Space Cost	457,053	6,688	121,700	-	121,700	353,720	**939,161**
Supplies	63,500	2,343	6,000	-	6,000	128,836	**200,679**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	17,554	-	-	-	-	**17,554**
Other Operating Costs	206,346	2,698	62,600	-	62,600	205,811	**477,455**
Program Costs	7,500	-	974,761	437,506	1,412,267	2,066,214	**3,485,981**
- Vended Meals	-	-	-	-	-	-	**-**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	424,655	11,123	193,994	25,160	219,154	476,498	**1,131,430**
Total Expenditures	**$ 4,671,207**	**$ 139,191**	**$ 2,740,750**	**$ 462,666**	**$ 3,203,416**	**$ 5,062,762**	**$ 13,076,576**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	32.6%	35.0%	33.7%		33.7%	41.3%	35.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**8,417,549**
Private Revenue	**63,936**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 8,481,485**
Expenditures	
Salaries	**2,782,656**
Benefits	**890,450**
Travel	**70,481**
Space Cost	**398,500**
Supplies	**105,151**
Equipment	**-**
Consultant/Contract	**2,367,399**
Other Operating Costs	**524,456**
Program Costs	**549,432**
Depreciation	**-**
Indirect	**792,960**
Total Expenditures	**$ 8,481,485**
Gain/(Loss)	**$ -**
Benefit Rate	**32.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Community Development Contracts	Youth Centers	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 497,520	$ 28,300	$ -	$ -	$ 194,104	$ -	$ 326,887	**$ 1,046,811**
Other Government Revenue	589,509	5,712,241	261,000	155,000	625,049	210,000	995,407	**8,548,206**
Private Revenue	196,575	3,285,296	217,730	-	-	-	-	**3,699,601**
Other Revenue	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	1,885	-	-	**1,885**
Total Revenue	**$ 1,283,604**	**$ 9,025,837**	**$ 478,730**	**$ 155,000**	**$ 821,038**	**$ 210,000**	**$ 1,322,294**	**$ 13,296,503**
Expenditures								
Salaries	594,427	3,086,299	230,422	106,413	332,908	57,764	465,835	**4,874,068**
Benefits	208,466	1,072,850	80,648	31,000	100,713	18,145	144,956	**1,656,778**
Travel	1,370	24,847	6,000	1,500	23,145	-	12,250	**69,112**
Space Cost	81,200	1,848,893	67,984	7,650	23,765	-	170,610	**2,200,102**
Supplies	68,642	241,970	934	-	23,160	-	28,089	**362,795**
Equipment	-	-	-	-	-	-	80,000	**80,000**
Consultant/Contract	-	77,553	-	-	208,610	115,000	211,216	**612,379**
Other Operating Costs	204,602	436,462	15,143	2,476	43,268	-	34,039	**735,990**
Program Costs	-	1,430,614	42,059	-	500	-	57,500	**1,530,673**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	124,897	806,349	35,540	5,961	64,969	19,091	117,799	**1,174,606**
Total Expenditures	**$ 1,283,604**	**$ 9,025,837**	**$ 478,730**	**$ 155,000**	**$ 821,038**	**$ 210,000**	**$ 1,322,294**	**$ 13,296,503**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	35.1%	34.8%	35.0%	29.1%	30.3%	31.4%	31.1%	**34.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 740,198	$ 497,520	$ 194,104	$ 326,887	$ 28,300	$ 4,318	**$ 1,791,327**
Other Government Revenue	-	-	-	-			-
Private Revenue	-	-	-	-			-
Other Revenue	-	-	-	-			-
Donations	-	-	-	-			-
Total Revenue	**$ 740,198**	**$ 497,520**	**$ 194,104**	**$ 326,887**	**$ 28,300**	**$ 4,318**	**$ 1,791,327**
Expenditures							
Salaries	454,041	306,806	91,520	79,781	-	2,815	**934,963**
Benefits	218,866	107,382	33,588	18,816	-	819	**379,471**
Travel	-	-	18,525	2,750	2,000	-	**23,275**
Space Cost	-	-	13,744	170,330	20,876	276	**205,226**
Supplies	-	38,103	6,818	4,945	4,500	6	**54,372**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	375	-	-	**375**
Other Operating Costs	-	-	13,113	19,100	250	9	**32,472**
Program Costs	-	-	-	2,000	-	-	**2,000**
Depreciation	-	-	-	-	-	-	**-**
Indirect	67,291	45,229	16,796	28,790	674	393	**159,173**
Total Expenditures	**$ 740,198**	**$ 497,520**	**$ 194,104**	**$ 326,887**	**$ 28,300**	**$ 4,318**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**48.2%**	**35.0%**	**36.7%**	**23.6%**	**0.0%**	**29.1%**	**40.6%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	-	**-**
Donations	-	-	**-**
Transfer Released From Restriction	(485,375)	485,375	**-**
Total Revenue	**$ (485,375)**	**$ 485,375**	**$ -**
Expenditures			
Salaries	-	280,847	**280,847**
Benefits	-	97,659	**97,659**
Travel	-	8,100	**8,100**
Space Cost	20,000	4,000	**24,000**
Supplies	-	19,500	**19,500**
Equipment	-	-	**-**
Consultant/Contract	-	2,000	**2,000**
Other Operating Costs	55,260	46,800	**102,060**
Program Costs	-	1,250	**1,250**
Depreciation	(5,000)	-	**(5,000)**
Indirect	8,431	55,219	**63,650**
Total Expenditures	**$ 78,691**	**$ 515,375**	**$ 594,066**
Fund Balance	-	30,000	**30,000**
Gain/(Loss)	**$ (564,066)**	**$ -**	**$ (564,066)**
Benefit Rate	0.0%	34.8%	**34.8%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**14,274,221**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 14,274,221**
Expenditures						
Salaries	1,212,548	2,108,090	634,300	2,532,186	985,997	**7,473,121**
Benefits	424,392	695,669	222,005	810,300	330,186	**2,482,552**
Travel	9,000	36,000	45,300	22,700	30,000	**143,000**
Space Cost	-	415,412	-	4,000	-	**419,412**
Supplies	107,000	111,500	14,000	35,000	68,072	**335,572**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	102,500	540,000	10,000	645,000	30,000	**1,327,500**
Other Operating Costs	58,900	371,150	128,000	35,250	241,300	**834,600**
Program Costs	-	-	-	-	-	**-**
Depreciation	-	201,000	-	-	-	**201,000**
Indirect	-	-	-	-	-	**-**
Total Expenditures	**$ 1,914,340**	**$ 4,478,821**	**$ 1,053,605**	**$ 4,084,436**	**$ 1,685,555**	**$ 13,216,757**
Gain/(Loss)						**$ 1,057,464**
Benefit Rate	35.0%	33.0%	35.0%	32.0%	33.5%	**33.2%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Revenue	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 10,830,485	$ 11,637,040	$ 14,274,221	22.7%
Expenditures							
Personnel Costs							
Salaries	3,983,144	4,342,212	4,684,733	5,312,379	6,185,191	7,473,121	20.8%
Benefits	931,312	982,302	1,216,557	1,498,103	1,946,896	2,482,552	27.5%
Benefit Rate	*23.4%*	*22.6%*	*26.0%*	*28.2%*	*31.5%*	*33.2%*	
Total Personnel Costs	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 6,810,482	$ 8,132,087	$ 9,955,673	22.4%
	71.9%	*70.0%*	*68.1%*	*67.8%*	*81.0%*	*75.3%*	
Operating Costs							
Travel	62,350	71,150	88,000	115,250	113,200	143,000	26.3%
Space Costs	206,370	215,700	386,450	544,612	459,000	620,412	35.2%
Supplies	150,200	195,000	264,650	358,772	270,486	335,572	24.1%
Equipment	196,000	-	200,000	232,205	-	-	0.0%
Consultant/Contract	956,000	1,288,000	1,049,000	1,064,000	1,254,700	1,327,500	5.8%
Other Operating Costs	352,750	511,107	780,300	920,480	713,015	834,600	17.1%
Total Operating Costs	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 3,235,319	$ 2,810,401	$ 3,261,084	16.0%
	28.1%	*30.0%*	*31.9%*	*32.2%*	*25.7%*	*24.7%*	
Total Expenditures	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 10,045,801	$ 10,942,488	$ 13,216,757	20.8%
Excess Indirect Revenue	$ 632,984	$ 312,018	$ 1,437,726	$ 784,684	$ 694,552	$ 1,057,464	52.3%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Operations	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,569,921	$ 3,779,805	$ 4,478,821	18.5%
Human Resources	1,262,307	1,288,307	1,302,127	1,558,810	1,682,171	1,914,340	13.8%
Finance	1,786,550	2,256,840	2,550,906	3,035,916	3,354,458	4,084,436	21.8%
Community Development	-	-	1,329,568	1,161,725	1,376,570	1,685,555	22.4%
Executive	1,133,815	1,337,079	534,524	719,429	749,484	1,053,605	40.6%
TOTAL	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 10,045,801	$ 10,942,488	$ 13,216,757	20.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Education	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 95,739,421	$ 97,191,888	$ 106,899,523	10.0%
Nutrition	9,378,845	24,852,123	19,219,609	13,999,167	13,498,407	12,336,378	-8.6%
Energy Conservation	6,424,164	6,322,316	5,421,814	6,808,169	8,148,057	8,481,485	4.1%
Community Services	4,764,987	6,414,298	9,562,696	9,330,767	11,490,355	15,240,326	32.6%
CSBG	1,535,543	1,530,496	1,791,327	1,791,327	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	284,270	311,758	3,423,525	1,448,760	615,305	594,066	-3.5%
COVID Response	4,259,035	3,602,032	-	-	-	-	0.0%
Total Annual Budget	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	$ 145,343,105	9.5%

RECAP - EXPENDITURES BY CATEGORY	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Salaries	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 48,831,350	$ 52,648,986	$ 52,361,896	-0.5%
Benefits	11,352,568	11,160,531	14,052,314	14,838,291	16,057,706	17,128,097	6.7%
Travel	723,003	721,930	943,184	995,827	1,169,206	812,406	-30.5%
Space Cost	8,378,137	23,204,587	16,448,026	15,054,623	7,902,065	9,209,910	16.6%
Supplies	2,639,488	3,253,861	3,090,339	2,064,251	2,243,864	2,528,077	12.7%
Equipment	291,353	831,379	1,806,455	1,155,525	-	120,000	0.0%
Consultant/Contract	4,224,507	3,795,550	3,767,972	4,510,657	4,721,997	4,489,907	-4.9%
Other Operating Cost	2,571,193	3,452,283	2,800,371	3,174,100	3,481,549	3,618,340	3.9%
Program Costs	11,336,024	11,277,182	27,462,618	27,380,328	32,585,152	40,723,857	25.0%
Depreciation	301,440	301,440	317,240	282,174	287,774	76,394	-73.5%
Indirect	7,471,110	7,597,038	10,107,416	10,830,485	11,637,040	14,274,221	22.7%
TOTAL	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	$ 145,343,105	9.5%

MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Chief Human Resources Officer
Tracy Webster, Chief Financial Officer

Date: September 30, 2026

Subject: *Agenda Item V(a)*: Employee Health Insurance Renewal for the 2027 Plan Year – **Action Item**

On August 1, 2023, CAPK transitioned insurance brokers to Keenan & Associates and joined the Public Agency Coalition Enterprise (PACE) risk pool. Keenan administers several Joint Powers Authorities (JPA) risk pools, primarily serving public agencies and municipalities.

Our 2027 plan year marks our third year as a member of this risk pool. It is important to highlight that membership in the PACE pool is proving advantageous for CAPK when looking at the 2027 proposed rates. For the second year, the Kaiser plan option is performing very well, and the Anthem PPO plan is performing well; similar to expected industry standards. Unfortunately, the HMO plan is not performing well and was, for the second consecutive year, initially proposing a potentially high increase near 16%. These numbers are not sustainable by either PACE or the member agencies in the pool. Consequently, due to agencies withdrawing from this plan, the Anthem HMO plan is no longer available through PACE. Due to this plan having a history of high enrollment with employees, CAPK leadership took a serious look at the existing plans, alternative plans as well as alternate plan designs for our existing HMO and PPO plans.

Proposed 2027 Medical Plan Package:
Human Resources attended the PACE Board meeting earlier in the month of September and later met with Keenan to review the new 2027 insurance rates for our remaining benefit plan package featured below:

- Kaiser HMO ($25 co-pay)
- Anthem Blue Cross PPO HDHP 1750 (90/10)

For the January 1, 2027, renewal year, we will continue to offer the insurance pool option that is most cost-effective, affordable for staff, and benefit-option rich. The proposed package includes the Kaiser HMO and a revised High Deductible Health Plan (HDHP) PPO

option. As in previous years, the agency utilizes the Kaiser plan as our baseline plan. The election of the Anthem Blue Cross plan would require the employee to “buy-up” and increase the level of employee contributed premium. However, due to the loss of the unsustainable Anthem HMO option, staff is recommending that we implement a new PPO HDHP plan, coupled with an agency funded Health Reimbursement Account (HRA) that would assist enrollees in the HDHP plan as well as increase the deductible from the current 1750 deductible plan to a 3500 deductible plan, thus lowering the rate and the monthly cost for staff. The proposed HRA could be coupled with an employee Flexible Spending Account (FSA) for maximum protection for deductible charges. Employees could also use our Health Saving Account (HSA) option, although it does create limitations on using the HRA towards the deductible.

In consultation with Keenan and the Benefits Ad Hoc Committee, staff is recommending that the HRA amount be funded at $1,750 to offset the increase in the deductible. This amount will be made available to each participant in the Anthem HDHP as a reimbursement of a portion of their deductible. It will be a restricted account only for reimbursement of the deductible and will expire if it is not utilized in the plan year. It will be managed by MidAmerica, the same company that will manage the FSA accounts.

The premium increase from year to year for each plan is as follows:

Anthem PPO (HDHP)	**2026 (1750)**	**2027 (3500)**
Employee Only	$1,162.00	$1,074.32
Employee + Spouse	$2,556.39	$2,363.49
Employee + Child(ren)	$2,091.59	$1,933.77
Employee + Family	$3,602.19	$3,330.38
% Change		**-7.50%**

Kaiser HMO 25	**2026**	**2027**
Employee Only	$916.45	$927.20
Employee + Spouse	$1,924.54	$1,947.13
Employee + Child(ren)	$1,741.25	$1,761.69
Employee + Family	$2,657.70	$2,688.89
% Change		**1.17%**

Current participation in each plan is as follows:

Kaiser HMO	464 employees	(81.3%)
Anthem HMO	72 employees	(12.6%)
Anthem PPO	35 employees	(6.1%)

Estimated participation after the loss of the Anthem HMO plan is as follows:

Kaiser HMO	482 employees (84.4%)
Anthem PPO	89 employees (15.6%)

As you can see, our Kaiser baseline plan is essentially a flat renewal rate however we are simultaneously returning to the 90% employee; 80% dependent subsidy breakdown. Due to the change in the HDHP plan deductible, we achieve an overall agency and staff savings. Hence, the following is the recommended schedule for 2027 Open Enrollment:

Plan	Coverage	Rate	ER	EE
Kaiser	Employee Only	$927.20	$834.20	$93.00
	Employee + Spouse	$1,947.13	$1,724.13	$223.00
	Employee + Child(ren)	$1,761.69	$1,576.69	$185.00
	Employee + Family	$2,688.89	$2,317.89	$371.00
PPO	Employee Only	$1,074.32	$834.32	$240.00
	Employee + Spouse	$2,363.49	$1,724.49	$639.00
	Employee + Child(ren)	$1,933.77	$1,576.77	$357.00
	Employee + Family	$3,330.38	$2,318.38	$1,012.00

The above scenario would result in an estimated overall decrease to the agency's cost of approximately $516,940.

The monthly premium differences would be as follows: (in the Anthem HDHP option, employees would realize a rate savings since we are making a plan modification)

Plan	Coverage	ER	%	EE	%
Kaiser	Employee Only	(25.25)	(3%)	36.00	4%
	Employee + Spouse	(52.41)	(3%)	75.00	4%
	Employee + Child(ren)	(45.57)	(3%)	66.00	4%
	Employee + Family	(68.81)	(3%)	100.00	4%
PPO	Employee Only	(24.68)	(3%)	(63.00)	(7%)
	Employee + Spouse	(51.90)	(3%)	(141.00)	(8%)
	Employee + Child(ren)	(45.82)	(3%)	(112.00)	(7%)
	Employee + Family	(68.81)	(3%)	(203.00)	(9%)

Proposed 2027 Dental and Vision Plan Packages:
The renewal for the Americas Dental PPO resulted in a 4% increase in premium. The breakdown of application of increase mirrors our current practice of 90% coverage for the employee portion and 80% coverage for dependent coverage. The estimated annual fiscal impact to CAPK is $20,300. The change in cost will be as follows:

Plan	Coverage	Rate	ER	EE
Ameritas Dental	Employee Only	35.40	31.86	3.54
	Employee + One	71.32	48.82	21.50
	Employee + Family	97.88	63.10	34.78

The renewal for vision insurance remains a blend of EyeMed and VSP. The renewal results in no impact to premium. Like dental insurance, the premium has remained static for the last two years. The estimated annual fiscal impact to CAPK is $0.

Plan	Coverage	Rate	ER	EE
Ameritas Vision	Employee Only	5.44	4.90	0.54
	Employee + One	10.24	7.30	2.94
	Employee + Family	14.94	9.65	5.29

Overall Impact of Change in Plan Design:

The projected cost savings to both the agency and employees on an annual basis for medical, dental and vision are detailed as follows:

Plan	**Employer**	**Employee**
Kaiser HMO		
Employee Only	32,114	90,276
Employee + Spouse	22,133	47,964
Employee + Child	13,705	49,716
Employee + Family	(23,521)	55,788
HMO Full Network Medical		
Employee Only	*(474,306)*	*(299,736)*
Employee + Spouse	*(255,701)*	*(168,336)*
Employee + Child	*(194,762)*	*(108,120)*
Employee + Family	*(114,562)*	*(87,360)*
High Deductible PPO Medical		
Employee Only	343,160	53,856
Employee + Spouse	183,747	51,636
Employee + Child	130,253	15,924
Employee + Family	80,999	17,892
Dental/Vision	14,795	5,506
Grand Total	(241,946)	(274,994)

Additionally, staff has analyzed the potential HRA utilization as follows:

Utilization assumed	Expected annual cost
20%	$29,370
50%	$73,425
65%	$95,453
80%	$117,480
100% (max)	$146,850

Based on the savings in premium cost coupled with the cost of the HRA for the HDHP plan, we believe that the proposed plan design serves both the agency and employee in providing high-quality employee insurance at a reasonable cost.

Additional Subsidy in Service-Challenged Areas:

As you may be aware, our current healthcare plan with Kaiser Permanente has geographical limitations for our remote area employees with respect to access to services. Unfortunately, this requirement has placed a small group of our employees at a disadvantage due to their geographical location; making Kaiser's coverage inaccessible. With limited alternatives available, they are left with only the Anthem PPO option. These areas have a very limited selection of healthcare providers.

Therefore, we are proposing that we continue to offer an additional subsidy to assist these employees with the additional costs associated with having to purchase a more comprehensive healthcare plan.

The following 6 employees have been identified in 2026 as meeting the criteria for this subsidy; 2027 participation depends on enrollment/need.

2026 Enrollments			Monthly Subsidy
Employee A	Anthem PPO	EE only	$43.35
Employee B	Anthem PPO	EE only	$43.35
Employee C	Anthem PPO	EE only	$43.35
Employee D	Anthem PPO	EE only	$43.35
Employee E	Anthem PPO	EE + Child	$78.02
Employee F	Anthem PPO	EE +Family	$182.93
		Monthly	$434.35
		Total for 2026*	$5,212.20

Fiscal Impact:
The total agency-wide projected fiscal impact for all the two plans is in the employer portion of costs is a decrease in the amount of $89,884.

Timeline:

Human Resources has begun preparations for the open enrollment period, scheduled for November 2-13, 2026. A multi-tiered, agency-wide communication strategy is being developed to inform employees about upcoming plan options and cost changes.

Recommendation:

Staff recommends the Board of Directors approve the 2027 employee health insurance renewal package as outlined in the Proposed Benefit plan chart and authorize the CEO to execute all related documents.

MEMORANDUM

To: Executive Committee

From: Emilio Wagner, Director of Operations

Date: September 30, 2026

Subject: *Agenda Item V(b)*: Award of Contract for Friendship House Design Build Solar System – **Action Item**

Background

CAPK was allocated $1,000,000 from the State of California Parks and Recreation budget for fiscal year 2022-2023 for site improvements at the Friendship House Community Center, consisting of sports field lighting and perimeter fencing. The grant required that a local government facilitator be involved in the transaction, and the City of Bakersfield agreed to serve in that capacity. The City drafted the agreement, which the City Council approved on March 22, 2023. The State contract was subsequently amended to extend the term through December 31, 2026.

The sports field lighting and perimeter fencing are complete and have been reimbursed by the State. CAPK requested, and the State approved, a budget revision reallocating the remaining $169,479.15 balance for the addition of a solar array at the Center.

On August 26, 2026, the Bakersfield City Council approved Agreement No. 2026-156 in the amount of $231,048 in Community Development Block Grant funds for installation of a solar array. Combining both the State and federal funds for a total budget of $381,329.15.

The system is to be installed on the roof of the multipurpose building and built so that a future battery energy storage system, microgrid controls and additional photovoltaic generation can be connected without rework. The funding agreements require contract execution by November 1, 2026, fifty percent completion of the rooftop array by January 31, 2027, and commissioning and closeout by July 31, 2027.

RFP Process

Request for Proposals CAPK OPS 2026-007 was issued August 17, 2026, as a competitive proposal to 21 potential vendors of which 12 responded as interested. A non-mandatory job walk was held on August 27, 2026. Three proposals were received by the September 10, 2026, 2:00 PM deadline.

Proposer	Total lump sum	System size	Year 1 output	Status
Cal Contractor Services, Inc.	$211,850.00	67.32 kW-DC	101,340 kWh	Responsive
Project Development Solutions, Inc.	$336,227.81	58.08 kW-DC	87,856 kWh	Responsive
Optimum Solar Power, Inc.	$298,980.00	Not reconcilable	Not reconcilable	Rejected

The Optimum Solar Power proposal was determined non-responsive on September 11, 2026 and rejected. It contained no bid bond, submitted the required minority and female business enterprise certification blank, omitted five of the twelve proposal content requirements, and did not acknowledge Addendum No. 1. Notice stating the grounds and the protest period was issued that day and no protest was received.

The two responsive proposals were clarified in writing under Section V.C and scored independently by two evaluators against the eleven factors in Section V.B, which total 100 points.

Proposer	E. Wagner	F. Hernandez	Combined	Rank
Cal Contractor Services, Inc.	71	96	83.5	1
Project Development Solutions, Inc.	67	91	79	2

Cal Contractor Services ranked highest. It proposes a larger system at a lower cost, 67.32 kW-DC at $3.15 per DC watt against 58.08 kW-DC at $5.79 per DC watt, and documented that its system is sized immediately below the PG&E ceiling that limits estimated annual production to 150 percent of site usage.

Funding

Both funding agreements are awarded and in place and the advance has been requested. No further funding action is required to execute the Contract.

Source	Amount	Status
City of Bakersfield Community Development Block Grant	$231,048	Awarded and in place
City of Bakersfield State Park and Recreation funds	$150,281.15	Awarded and in place
Total available	**$381,329.15**	Advance requested

The base proposal of $211,850.00 leaves $169,479.15 of the award available. Battery energy storage was excluded from the base scope of the Request for Proposals, and the system as designed carries the raceway, reserved equipment space and interconnection capacity to accept it. Staff recommends applying the remaining funds to battery energy storage, or to additional photovoltaic capacity, so that the full award is converted into generation and resiliency at the Center rather than returned. The City of Bakersfield has approved the use of the funds for battery energy storage.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute a Contract for Services Agreement with Cal Contractor Services, Inc. for the Friendship House Design Build Solar Photovoltaic System in the amount of $211,850.00 and further authorize one or more change orders adding battery energy storage, or additional photovoltaic capacity, in a total contract amount not to exceed the available funding of $381,329.15.

Attachments
Evaluation Scoring
Vendor list
CAL Construction Services Proposal
Request for Proposals CAPK OPS 2026-007 and Addendum No. 1

RFP CAPK OPS 2026-007 — PROPOSAL EVALUATION SCORING WORKBOOK

Design Build Solar Photovoltaic System · Friendship House Community Center · 2424 Martin Luther King Jr. Boulevard, Bakersfield

Purpose	This workbook records the point scores required by Section V.B of the Request for Proposals. Total points available are 100. Two evaluators score independently; the Panel Summary tab combines the scores and produces the ranking presented to the Board of Directors.
Evaluators	Emilio Wagner, Chief Facilities and Technology Officer. Freddy Hernandez.
Proposers scored	Cal Contractor Services, Inc. and Project Development Solutions, Inc. Both were determined responsive on September 11, 2026. Optimum Solar Power, Inc. was determined non-responsive and rejected on that date and is not scored.
How to use	Enter your scores on your own tab only. Cells shaded pale yellow are the cells to complete; every other cell is a label, a reference figure or a formula. Enter a whole or half point between zero and the maximum shown for each factor. Write a short justification in the Basis column for every score — the justification, not the number, is what supports the award if the procurement is challenged. Do not open or edit the other evaluator's tab before completing your own.
Independence	Score independently first. Compare only after both tabs are complete. Where the two scores for a factor differ by more than 20 percent of that factor's maximum, discuss the factor, record the agreed basis, and adjust if either evaluator is persuaded. Neither evaluator is required to change a score.
Factors 3.a to 3.c	These three factors are documentary rather than judgmental and have been completed by Procurement from the certificates submitted. Do not adjust them. Cal Contractor Services holds DGS certification 2036505, SB(Micro) and SB-PW, valid April 20 2026 to April 30 2028. Project Development Solutions holds DGS certification 2045455, SB(Micro), valid May 23 2025 to May 31 2027. Neither proposer claims women-owned or labor surplus area status.
No geographic preference	In accordance with 2 CFR 200.319, no preference may be given on the basis of the proposer's location. Local presence may be considered only where it bears on a scored factor such as capacity to meet the schedule, and the basis must say so.

LEGEND

	Pale yellow — enter your value here.
	Pale green — calculated. Do not type over these cells.
	Grey — completed by Procurement from documentary evidence. Do not adjust.

Prepared	*September 21, 2026. Figures on the Evidence tab are drawn from the proposals as submitted September 10, 2026 and the clarification responses received September 16, 2026.*

EVIDENCE SUMMARY — FOR REFERENCE WHILE SCORING

Every figure below is taken from the proposal or clarification response named in the source column. Verify anything you intend to rely on against the source document.

Commercial	Cal Contractor Services	Project Development Solutions	Source / note
Total lump sum price	$211,850.00	$336,227.81	Bid Sheets. RFP cap $336,294.
Grant funds left unexpended	$124,444	$66	CDBG $231,048 + State Parks $105,246.
Cost per DC watt	$3.15 / W-DC	$5.79 / W-DC	Calculated from Bid Sheet.
Cost per Year 1 kWh	$2.09 / kWh	$3.83 / kWh	Calculated from Bid Sheet.
Design, engineering, permitting share	Not allocated. Bid Sheet lines were mis-entered and a corrected allocation was requested but not provided.	$121,578.21, or 36.2% of the contract. Supported by 770 labor hours at $60-$190/hr plus a 10% contingency.	CAL response Item 1; PDS response Item 4.

System as proposed	Cal Contractor Services	Project Development Solutions	Source / note
DC array size	67.32 kW-DC, 153 Trina TSM-440 modules	58.08 kW-DC, 132 SEG Solar 440 W modules	Bid Sheets.
Inverters	153 Enphase IQ8P-3P microinverters, 120/208 V. Alternative architecture; RFP prefers string inverters.	2 CPS SCA25KTL, 25 kW-AC each, 208 V. String inverters as preferred.	Bid Sheets; Attachment A II.4.
Year 1 expected production	101,340 kWh	87,856 kWh	Bid Sheets.
Specific yield	1,505 kWh / kW-DC	1,512.7 kWh / kW-DC (HelioScope)	PDS provided the HelioScope report.
Offset of site consumption	approx. 150%	approx. 130%	Site use 67,649 kWh over 12 months from 5/9/2025, verified against the PG&E interval file.
Basis for the sizing decision	PG&E Schedule NBT oversizing attestation caps estimated annual production at 150% of the usage basis. 150% of 67,712 kWh is 101,568 kWh; proposed 101,340 kWh. 48 pages of the tariff were supplied.	Budget. PDS confirms the roof could carry more and that the limit is the budget, not the roof or the utility.	CAL response Item 6; PDS response Item 6.
Stated maximum roof capacity	approx. 285 modules, approx. 125 kW-DC on the multipurpose building roof, subject to a structural report.	106.48 kW-DC / 100 kW-AC, 242 modules, using the multipurpose building and all three classroom buildings. 159.4 MWh per year.	PDS supplied a HelioScope model. Note 159.4 MWh is approx. 236% of site consumption and would exceed the NBT ceiling on the current usage basis.
Path to using the remaining budget	CAL states more PV could be interconnected within budget with a documented load justification or interconnection at a separate meter.	PDS states the full buildout would exceed the available budget.	CAL response Item 6; PDS response Item 6.

Firm	Cal Contractor Services	Project Development Solutions	Source / note
Years in present form of organization	4.5	7	Vendor Information Sheets.
Employees	8 per DGS profile; proposal describes approx. 10	11 per DGS profile and proposal	DGS CalProcure profiles.
Contractor licence	CSLB 1092658	CSLB 1108886, Class A General Engineering	Vendor Information Sheets.

Self-performance	States it will self-perform all construction activities. Engineering of record is by outside consultants.	Self-performs management, CM, procurement, controls and oversight. Electrical construction and structural engineering are subcontracted.	CAL Section 13 and response Item 4; PDS response Item 5.
Subcontractors	None proposed.	Lacmore Electric (electrical construction) and Caruso Turley Scott, Inc. (structural engineering). Neither had been engaged, committed or asked to price the work at proposal time. Licence numbers, DIR registration and key personnel are to be verified after award.	PDS response Item 5.
Engineers of record	Joseph Santa-Cruz, CA PE 65974, Civil, outside consultant of approx. 12 years, structural. Geoffrey T. Kramer, E21305, electrical.	Charles Amarikwa, CA PE E14273, electrical. Structural engineer of record not yet named; to be confirmed before engagement.	CAL response Item 4; PDS proposal and response Item 5.
Bonding	Ohio Casualty. Surety since 2025. Single and aggregate limits approx. $750,000, subject to underwriting.	Ohio Casualty through Preferred Bonding. No capacity letter provided. Certified power of attorney for the bid bond still outstanding.	CAL surety letter 9/16/2026; PDS response Item 2.
Small business certification	DGS 2036505, SB(Micro) and SB-PW, 4/20/2026-4/30/2028	DGS 2045455, SB(Micro), 5/23/2025-5/31/2027	CalProcure certification profiles.
Other ownership status claimed	None	100% African American owned. NMSDC MBE certificate expired March 2026 and is expressly not claimed as current. No points are available for this status under Section V.B.	PDS response Item 7.

Experience and references	Cal Contractor Services	Project Development Solutions	Source / note
Public agency / nonprofit PV experience	None shown. References are a credit union (two sites), a bakery carport, a private ranch, an office building, an apartment complex and a substation.	City of Arvin wastewater plant PV evaluation, City of Los Altos PV and BESS feasibility, City of Needles / San Bernardino County 160 kW solar carport, a 3.6 MW microgrid.	Proposals. Consider the role held on each: contractor of record versus owner's representative or advisor.
References with complete contacts	Seven project sheets with name, phone, email and address. One sheet shows a completion date earlier than its start date.	Three references. The Needles contact is the installing contractor's project manager rather than an owner representative. The CRC reference has no business address and describes advisory services.	Proposals; not addressed in either clarification response.
Davis-Bacon experience	Two projects cited: J.H. Biotech ($254,720) and Safe One Credit Union. Both privately funded and subject to California prevailing wage under AB 2143. No federally funded Davis-Bacon project identified. DIR registration documented.	No project-specific federal experience cited, but a detailed compliance programme is described covering wage determinations, the higher-of-two-rates rule, weekly certified payroll, subcontractor flow-down and the 48-hour audit notice.	CAL response Item 8; PDS proposal. See Panel Decision 2.

Microgrid and storage readiness	Cal Contractor Services	Project Development Solutions	Source / note
Assumed future BESS capacity	80 kWh usable, 33 kVA at 120Y/208V, Enphase IQ Battery C80, scalable to 2 MWh.	Not established. PDS states a load and resiliency analysis has not been performed.	Attachment A Item 27 requires both figures. Addendum No. 1 para 2.3 reaffirmed the requirement.
Assumed future additional PV	58.08 kW-DC on the primary roof.	106.48 kW-DC total buildout, i.e. approx. 48.4 kW-DC beyond Phase 1.	CAL response Item 5; PDS response Item 3.

Future-use infrastructure	Raceway, pull boxes, reserved equipment area, control and communications pathways, spare capacity. Microgrid line item not separately priced because the Bid Sheet allocation was mis-entered.	Two 4-inch power conduits approx. 130 ft to the future BESS location plus one 1-inch communications conduit. Aggregation and isolation switchboards in Scope 2 serve Phase 1 and the future phase.	CAL proposal; PDS response Item 3.
Open protocol and control	Microinverter architecture. Open-protocol and grid-forming coordination deferred to detailed engineering; the Attachment A II.4 demonstration has not been provided.	AC-coupled, string inverters, EMS to act as supervisory microgrid controller.	Attachment A Item 23 and II.4.

Clarification response — completeness	Cal Contractor Services	Project Development Solutions	Source / note
Items asked / substantively answered	9 asked / 8 answered	13 asked / 8 answered	Letters of September 11, 2026.
Outstanding items	Corrected four-line Bid Sheet allocation not provided.	Four TBD Bid Sheet fields; staff tenure confirmations and the two technicians named only by first name; reference corrections; corporate signing authority; insurance and monitoring confirmations; certified power of attorney for the bid bond.	See the Clarification Log tab.
Arithmetic found in the responses	None. The 150% sizing basis reconciles to the interval data.	Two. The restated Scope 2 figure of $180,660.96 should be $179,774.80; as written the four lines total $337,113.97, which exceeds both the stated lump sum and the $336,294 cap. Separately, the six Scope 1 task lines total $121,351.65 against the stated $110,525.65 subtotal, a difference of $10,826.00.	Verified by recalculation. Both require written correction before award.
Schedule	Corrected. 50% rooftop construction by January 31, 2027 and closeout by July 31, 2027.	Gap between April 30 and May 17, 2027 explained as a transition period. PDS restates that the January milestone is highly aggressive and commits to the schedule 'to the extent reasonably achievable'.	CAL response Item 7; PDS response Item 8.

EVALUATION SCORE SHEET — RFP CAPK OPS 2026-007

Design Build Solar Photovoltaic System · Friendship House Community Center

Evalua Emilio Wagner **Date:** 9/18/2026

Ref	Evaluation factor (RFP Section V.B)	Max	CAL score	CAL — basis for the score	PDS score	PDS — basis for the score
1.a	Prior experience with a public or community agency on projects similar to the Project	**10**	4.0	Has the technical experience but no non-profit or public agency work identified in proposal. work product is comparable.	8.0	Work history provided is as an owner representative or advisory work. not as a contractor of record.
1.b	Three (3) references for similar projects	**15**	14.0	7 reference projects 2 not for profit credit unions remaining privately owned businesses	10.0	three references but only one is a comparable design.
1.c	Prior experience complying with Davis-Bacon / Prevailing Wage	**5**	3.0	Has prevailing wage experience no Davis Bacon noted	5.0	No federal experience, but did explain the process to be in compliance.
2	Contractor's organization, size, structure and capacity	**15**	8.0	Self performs all work has the bonding capacity.	9.0	Has 11 staff does not perform the electrical construction and the structural engineering. No license numbers provided.
3.a	Small business, as defined by the SBA	**2**	2.0	Documentary. Completed by Procurement.	2.0	Documentary. Completed by Procurement.
3.b	Women-owned business	**2**	0.0	Documentary. Completed by Procurement.	0.0	Documentary. Completed by Procurement.
3.c	Labor surplus area business, as defined by DOL/ETA	**2**	0.0	Documentary. Completed by Procurement.	0.0	Documentary. Completed by Procurement.
4	Staff qualifications and relevant experience	**9**	6.0	10 qualified staff	7.0	11 qualified staff
5	Contractor's approach to the Project, including Project schedule	**15**	11.0	Schedule is compliant, good reasoning of tariff analysis, approach although good could be stronger	13.0	Well developed, schedule clarification softened to extent reasonably achievable.

Ref	Evaluation factor (RFP Section V.B)	Max	CAL score	CAL — basis for the score	PDS score	PDS — basis for the score
6	Maximized electrical production and system size	**20**	19.0	15% more generation for 63% of the price. Sizing is reasoned, with 101,340kWh against 101,568 kWh ceiling.	10.0	Size of array is limited to budget and did not address the PG&E ceiling of 150% of site usage.
7	Microgrid and battery storage readiness of the proposed design	**5**	4.0	Plan for future BESS is identified and reasonable.	3.0	Although all future provisions will be included as part of phase I, no reference to sizing or capacity is provided..
	TOTAL	**100**	**71.0**		**67.0**	

Scoring guidance for each factor is on the Guidance tab. Reference figures are on the Evidence tab. Outstanding clarification items are on the Clarification Log tab.

I certify that the scores above are my independent evaluation of the proposals against the factors stated in Section V.B of the Request for Proposals, and that I have no financial interest in either proposer.

Signature: Emilio G Wagner Date: 9/18/2026

EVALUATION SCORE SHEET — RFP CAPK OPS 2026-007

Design Build Solar Photovoltaic System · Friendship House Community Center

Evalua Freddy Hernandez **Date:** 9/22/2026

Ref	Evaluation factor (RFP Section V.B)	Max	CAL score	CAL — basis for the score	PDS score	PDS — basis for the score
1.a	Prior experience with a public or community agency on projects similar to the Project	**10**	10.0	The vendor successfully demonstrated prior experience completing other commercial projects.	10.0	The proposal does provide information on other community projects, the size of the project, and other details.
1.b	Three (3) references for similar projects	**15**	15.0	The vendor provided a total of 6 references with information of prior commercial projects.	13.0	The proposal does provide 3 refrences and detial information on the projects.
1.c	Prior experience complying with Davis-Bacon / Prevailing Wage	**5**	5.0	The vendor indicated that they would follow the Davis-Bacon labor guidelines, but did not provide any prior experience information.	5.0	The proposal does provide prior experience with prevailing wage.
2	Contractor's organization, size, structure and capacity	**15**	15.0	The vendor does provide information on the size of the organization and capacity.	15.0	The proposal does provide detail information on the size and structure of their organization.
3.a	Small business, as defined by the SBA	**2**	2.0	Documentary. Completed by Procurement.	2.0	Documentary. Completed by Procurement.
3.b	Women-owned business	**2**	0.0	Documentary. Completed by Procurement.	0.0	Documentary. Completed by Procurement.
3.c	Labor surplus area business, as defined by DOL/ETA	**2**	0.0	Documentary. Completed by Procurement.	0.0	Documentary. Completed by Procurement.
4	Staff qualifications and relevant experience	**9**	9.0	The proposal does provide staff qualifications for this project.	8.0	The proposal does provide detail information about staff experience. Not sure if the staff listed on the proposal would be working on the project since they are a large out of town agency.
5	Contractor's approach to the Project, including Project schedule	**15**	15.0	The contractor does provide information on their approach and a project schedule.	15.0	The proposal does provide detail information on the approach of the project and schedule.

Ref	Evaluation factor (RFP Section V.B)	Max	CAL score	CAL — basis for the score	PDS score	PDS — basis for the score
6	Maximized electrical production and system size	**20**	20.0	The proposal does provide information on the system size and production.	18.0	The proposal provides information on energy production, but does not provide a percentage comparison to the current power being used by the building.
7	Microgrid and battery storage readiness of the proposed design	**5**	5.0	The proposal provides information of making sure the project is prepared for a microgrid installation.	5.0	The proposal provides information of making sure the project is prepared for a microgrid installation.
	TOTAL	**100**	**96.0**		**91.0**	

Scoring guidance for each factor is on the Guidance tab. Reference figures are on the Evidence tab. Outstanding clarification items are on the Clarification Log tab.

I certify that the scores above are my independent evaluation of the proposals against the factors stated in Section V.B of the Request for Proposals, and that I have no financial interest in either proposer.

Signature: _____*Freddy Hernandez*_ _____ Date: __9/22/2026_____

SCORING GUIDANCE

What each factor is intended to measure. The factor descriptions and point maxima are those stated in Section V.B of the Request for Proposals and may not be altered.

Ref	Evaluation factor	Max	What to weigh
1.a	Prior experience with a public or community agency on projects similar to the Project	**10**	Depth and relevance of completed work for public agencies, school districts or nonprofits on comparable design-build PV projects. Consider whether the cited work was as contractor of record or in an advisory role.
1.b	Three (3) references for similar projects	**15**	Whether at least three references for similar design-build PV systems were provided with complete contact information, and whether the reference contacts are owner-side representatives able to speak to past performance.
1.c	Prior experience complying with Davis-Bacon / Prevailing Wage	**5**	Demonstrated experience administering wage determinations, worker classification, weekly certified payroll and labor-standards audits. Weigh federal Davis-Bacon experience separately from California prevailing wage experience, since this Project carries HUD 4010 obligations.
2	Contractor's organization, size, structure and capacity	**15**	Size and structure relative to a $336,294 design-build project, self-performance capability, bonding capacity, insurance, years in the present form of business organization, and the degree to which key work is committed rather than to be arranged after award.
3.a	Small business, as defined by the SBA	**2**	Documentary. Verified by Procurement from the certificate provided. Do not adjust.
3.b	Women-owned business	**2**	Documentary. Neither proposer claims this status. Do not adjust.
3.c	Labor surplus area business, as defined by DOL/ETA	**2**	Documentary. Neither proposer claims or documents this status. Do not adjust.
4	Staff qualifications and relevant experience	**9**	Qualifications of the named project team, resumes, licensure of the engineers of record, and the relevance of individual experience to rooftop PV design-build. Score on material timely submitted (see Instructions, Panel Decision 1).
5	Contractor's approach to the Project, including Project schedule	**15**	Quality and completeness of the design-build methodology, field verification, modeling, permitting and utility strategy, facility-operations coordination, commissioning and closeout, and the credibility of the schedule against the November 1 2026, January 31 2027 and July 31 2027 milestones.
6	Maximized electrical production and system size	**20**	System size in kW-DC and Year 1 production in kWh actually delivered for the funds proposed, the technical basis for the sizing decision, and the extent to which the available budget and roof area are converted into generation.
7	Microgrid and battery storage readiness of the proposed design	**5**	Completeness of the response to Attachment A Items 17-27: stated future BESS capacity in kW and kWh, stated future additional PV capacity in kW-DC, raceway and reserved-space design, open communication protocols, and utility/tariff implications of adding storage.

Anchors

Full points — the proposal fully satisfies the factor and the supporting evidence is complete, specific and verifiable.

About three quarters — the factor is satisfied with a gap that can be closed in contract negotiation without changing price or scope.

About half — the factor is partly satisfied, or the evidence is asserted rather than documented.

About one quarter — the factor is addressed only in general terms, or the supporting evidence does not substantiate the assertion.
Zero — the proposal does not address the factor.

PANEL SUMMARY

Calculated from the two scoring tabs. Do not type in this sheet.

Ref	Evaluation factor	Max	CAL — EW	CAL — FH	CAL avg	PDS — EW	PDS — FH	PDS avg
1.a	Prior experience with a public or community agency on projects similar to the Project	**10**	4.0	10.0	**7.00**	8.0	10.0	**9.00**
1.b	Three (3) references for similar projects	**15**	14.0	15.0	**14.50**	10.0	13.0	**11.50**
1.c	Prior experience complying with Davis-Bacon / Prevailing Wage	**5**	3.0	5.0	**4.00**	5.0	5.0	**5.00**
2	Contractor's organization, size, structure and capacity	**15**	8.0	15.0	**11.50**	9.0	15.0	**12.00**
3.a	Small business, as defined by the SBA	**2**	2.0	2.0	**2.00**	2.0	2.0	**2.00**
3.b	Women-owned business	**2**	0.0	0.0	**0.00**	0.0	0.0	**0.00**
3.c	Labor surplus area business, as defined by DOL/ETA	**2**	0.0	0.0	**0.00**	0.0	0.0	**0.00**
4	Staff qualifications and relevant experience	**9**	6.0	9.0	**7.50**	7.0	8.0	**7.50**
5	Contractor's approach to the Project, including Project schedule	**15**	11.0	15.0	**13.00**	13.0	15.0	**14.00**
6	Maximized electrical production and system size	**20**	19.0	20.0	**19.50**	10.0	18.0	**14.00**
7	Microgrid and battery storage readiness of the proposed design	**5**	4.0	5.0	**4.50**	3.0	5.0	**4.00**
	TOTAL	**100**	**71.0**	**96.0**	**83.50**	**67.0**	**91.0**	**79.00**

Combined panel score	*Cal Contractor Svcs*	**83.50**	*Project Dev Solutions*	**79.00**
Rank		**1**		**2**

Friendship House Community Center — Design Build Solar PV (RFP CAPK OPS 2026-007)

#	Company	Address	Phone	Email	Website
1	A-C Electric Company	PO Box 81977, Bakersfield, CA 93380 · Solar o	(661) 633-5368 / (855) 800-SOLAR · K	kyle.sanders@a-celectric.com; frank.lo	a-celectric.com
2	Ilum Solar	3748 Renfro Rd, Bakersfield, CA 93314	(661) 669-8191	contact@ilumsolar.com	ilumsolar.com
3	Wovet Construction, Inc.	2821 Brundage Ln, Bakersfield, CA 93304	(661) 448-5258	jake@solaron.solar	wovet.net
4	Pavletich Electric & Communi	6308 Seven Seas Ave (Pav-Solar: Suite B), Bake	(661) 589-WIRE (9473) · Pav-Solar dire	contact@pav.solar	pavelectric.com / pav.solar
5	Pickett Solar (Don Pickett & A	7395 N. Palm Bluffs Ave., Suite 100, Fresno, CA	(559) 438-1074	info@pickettsolar.com	pickettsolar.com
6	Arc Energy Solutions	6615 Rosedale Hwy, Bakersfield, CA 93308	(661) 615-2025	(via website form)	arcenergysolutions.com
7	Sun Peak Solar Services	2001 Westwind Dr. #9, Bakersfield, CA 93301	(661) 306-4700	Info@SunPeakSolarServices.com	sunpeaksolarservices.com
8	MSI Electric / MSI Solar	5630 District Blvd, Suite 126, Bakersfield, CA 9	(661) 412-2075	david@msielectric.net	msielectric.net
9	Inter Faith Electric & Solar	1430 Truxtun Ave, Fl 5, Bakersfield, CA 93301	(661) 245-3224 / (866) 245-1440	info@interfaithelectric.com	interfaithelectric.com
10	Sun Solar Pros	12625 Jomani Dr, Ste 101, Bakersfield, CA 933	(661) 379-7000	colleen@sunsolarpros.com	sunsolarpros.com
11	Loop Electric, Inc.	7040 Downing Ave, Bakersfield, CA 93308	(661) 588-0577 · Andrew F. Kitsch	andy@loopelectric.com	(verify)
12	Solara Energy	Bakersfield / Kern County & Central Valley	(see website)	arodriguez@solaraenergy.co	solaraenergy.com
13	Sunistics Group	201 N Brand Blvd, Suite 200, Glendale, CA 912	(323) 393-0375	(via website form)	sunisticsgroup.com
14	SunStack Solar	Fresno, CA (serves Bakersfield)	(see website)	levi@sunstacksolar.com	sunstacksolar.com
15	American Array Solar	Serves Bakersfield; CA offices in Livermore an	(844) 347-6527	(via website form)	americanarraysolar.com
16	Bland Company / Bland Solar	4303 E Brundage Ln, Bakersfield, CA 93307	(661) 836-3880 (warranty line reporte	—	blandcompany.com
17	Fuzion Energy	4003 Terracotta Ct, Bakersfield,Ca 93314	661-243-9934		https://fuzionenergy.com
18	Impact Energy	2304 Perseus Ct, Bakersfield,Ca 93308	661-347-8900	phillip.billington@impactenergy1.com	http://www.impactenergy1.com
19	Solar Guru Energy		833-383-4878	Hello@SolarGuruEnergy.com	Hello@SolarGuruEnergy.com
20	Stone Summit Construction	2202 Trapper Street	661-805-8753	aharkey@stonesummitconst.com	stonesummitconstruction.com
21	SunRun	2501 Union Ave, Bakersfield,Ca 93305	833-420-5550		https://www.sunrun.com › solar-by-state › ca › bakersfield-california-solar

CAL CONTRACTOR SERVICES INC

DESIGN-BUILD / TECHNICAL PROPOSAL

Solar Photovoltaic System

Friendship House Community Center
CAPK RFP OPS 2026-007

2424 Martin Luther King Jr. Boulevard • Bakersfield, California 93307

Prepared by Cal Contractor Services Inc
September 2026

1. Executive Summary

Cal Contractor Services Inc (CAL) is pleased to submit this proposal for the design-build solar photovoltaic improvements at the Community Action Partnership of Kern (CAPK) Friendship House Community Center. CAL approaches this project as a complete design-build assignment: verify existing conditions, engineer the system, coordinate permitting and utility interconnection, procure equipment, construct and commission the PV system, and deliver a facility that is intentionally prepared for CAPK's future battery energy storage and microgrid improvements.

CAL's proposed PV system consists of 153 Trina 440-watt modules, model TSM-440 NEG9R.25, for a total installed capacity of 67.32 kW-DC. Based on the current production model, the system is expected to produce approximately 101,340 kWh during its first year of operation. The available annual consumption is approximately 67,712 kWh, resulting in an estimated 149.66% annual energy offset.

The proposed system is deliberately sized to approximately the maximum annual production supportable under the current PG&E sizing framework rather than simply targeting a 100% offset. CAPK's RFI expressly directs bidders to maximize production and system size within the available budget and physical constraints, while CAPK has also explained that future facility loads will be established in a later Phase II after additional funding is identified. CAL therefore cannot rely on an unsupported future-load projection to justify a larger installation to satisfy the load justification requirement from the utility company.

The current contract/scope of work does not include BESS equipment. CAL understands the goal for the future BESS therefore the current project will include the raceways, reserved equipment space, spare electrical capacity, communications pathways and other infrastructure necessary to support CAPK's future BESS, microgrid controls and additional PV without material rework. CAL proposes to establish the future planning basis around Enphase's commercial 120Y/208V IQ Battery C80 platform, while recognizing that final Phase II storage capacity and resiliency requirements remain to be established.

2. Project Understanding

CAL understands that CAPK is seeking a single design-build contractor capable of delivering a complete, permitted and operational PV system within the $336,294 project budget while maximizing electrical production. The project also requires the present installation to serve as the first phase of a larger campus resiliency strategy.

The future phase is anticipated to include additional PV generation, BESS, microgrid controls and associated switchgear. The present work therefore must be designed so that future equipment can be interconnected without removing, replacing or materially reworking the current installation. CAPK's RFI confirms that BESS equipment itself is not part of this RFP, while future infrastructure and pathways are part of the current design-build responsibility.

3. Organization, Size & Structure

CAL Contractor Services Inc is a Bakersfield-based California licensed contractor with multidisciplinary capabilities supporting solar, electrical, HVAC, roofing and general construction work. CAL maintains an approximately 10-person organization supported by executive management, project administration, engineering and experienced field personnel.

Our organizational structure is intentionally lean and responsive. Project decisions remain close to the ownership and field team, while administrative coordination, estimating, engineering and construction supervision are integrated into the project team. This allows CAL to respond quickly to field conditions, design questions, procurement issues and CAPK coordination requirements without creating unnecessary layers of management.

Team Member	Proposed Role	Primary Responsibility
Nicholas Huff	President / Co-Owner	Executive oversight, contract and strategic decisions
Kris Pierce	COO / Co-Owner	Project executive, client coordination, project oversight
Lauren Riley	Project Coordinator / Administrative Support	Submittals, documentation, scheduling and administrative coordination

Joseph Santa-Cruz	Project Engineer / Engineer of Record	Engineering, design coordination, calculations and stamped documents
Christopher "CJ" Riley	Journeyman / Superintendent	Primary field superintendent, electrical supervision and construction
Victor Campos	Crew Lead / Field Support	Field supervision and installation support
Sterling Perkins	Crew Lead / Field Support	Field supervision and installation support
Jonathon Vasquez	Field Support / Crew Worker	Primary field installation support
Richard Perez	Field Support / Crew Worker	Field installation support
Kurt Glasgow	Senior Estimator	Estimating, scope review, pricing and project cost support

The anticipated core field team for Friendship House will be Christopher "CJ" Riley and Jonathon Vasquez, with Sterling Perkins and Richard Perez available for supplemental field support as construction activities require. CAL will scale field resources as needed to maintain the project schedule and meet the RFP milestone requirements.

4. Prior Experience & Relevant Capabilities

CAL's experience includes commercial, public, institutional and complex photovoltaic work requiring detailed field coordination, electrical integration, permitting, commissioning and project closeout. CAL's multidisciplinary license structure provides capability across general building, electrical, solar, HVAC and roofing scopes, allowing the company to manage the project as an integrated construction effort rather than treating PV as an isolated equipment installation.

CAL has also performed numerous commercial solar projects subject to prevailing-wage and certified-payroll requirements. Our project administration processes include worker classification, wage compliance, certified payroll reporting and coordination between administrative personnel and field supervision. For this federally funded project, CAL will administer the additional Davis-Bacon requirements and applicable federal labor compliance provisions required by CAPK.

Detailed projects & references provided as supporting documentation to this section. (at end)

5. Staff Qualifications & Project Responsibilities

CAL has assembled a project team covering executive management, project administration, engineering, estimating, electrical supervision and field installation. The team structure allows the same organization responsible for developing the design to remain engaged through procurement, construction, commissioning and closeout.

Kris Pierce will serve as Project Executive and primary management contact. Nicholas Huff will provide executive oversight and ownership-level support. Lauren Riley will coordinate project documentation, submittals, scheduling and administrative requirements. Joseph Santa-Cruz will provide project engineering and Engineer-of-Record services. Christopher "CJ" Riley will serve as the primary field superintendent and lead the physical construction effort. Kurt Glasgow will support estimating and scope/cost control. The field crew will be supplemented by CAL crew leads and support personnel as required.

6. Approach to the Project

6.1 Design-Build Methodology

CAL's design-build methodology begins with field verification and ends with a fully commissioned, documented and operational system. Design decisions will be made with construction, utility interconnection, future expansion and long-term maintenance considered simultaneously.

The sequence will generally consist of existing-condition verification; production and electrical modeling; conceptual design coordination with CAPK; structural engineering; utility and AHJ coordination; final construction documents and permitting; procurement; construction; inspection and testing; utility interconnection/PTO; commissioning; training; and final closeout/as-built documentation.

6.2 PV System Design & Production Optimization

CAL proposes 153 Trina 440-watt Tier 1 modules, model TSM-440 NEG9R.25, producing 67.32 kW-DC. The current production model estimates approximately 101,340 kWh of first-year generation, equivalent to approximately 149.66% of the current 67,712 kWh annual consumption.

The system size is not intended to represent the maximum number of modules that could physically fit on the roof. Additional roof area is available. Rather, the proposed array represents CAL's current assessment of the maximum practical annual production that can be supported under the applicable PG&E sizing framework while responding to CAPK's direction to maximize production within the available project budget.

CAPK's RFI directs bidders to maximize production within the budget and physical constraints rather than design to a 100% offset. The same response requires bidders to identify PG&E interconnection, tariff or metering implications when proposed production exceeds current annual consumption. CAL's proposed 101,340 kWh of Year-1 production is approximately 149.66% of current annual consumption and therefore intentionally approaches, but does not rely upon exceeding, the 150% sizing basis.

A future-load justification could potentially support a different sizing approach; however, CAPK has specifically stated that future loads will be determined during Phase II once additional funding is identified. CAL therefore believes it would be inappropriate to manufacture a future-load assumption solely to justify additional PV in the current phase. Once CAPK's future loads are established, additional PV can be evaluated as part of the Phase II resiliency/microgrid design.

6.3 Project Budget & Value to CAPK

CAL's proposed contract amount is $211,850, compared with CAPK's stated project budget of $336,294. This represents a proposed project cost that is $124,444 below the available budget, or approximately 37.0% of the total budget remaining available for other eligible CAPK priorities.

CAL views this difference as an important component of the project's value proposition. CAPK's RFP directs bidders to maximize electrical production and system size within the available budget and physical constraints. CAL has done so by proposing a 67.32 kW-DC system that is expected to produce approximately 101,340 kWh in its first year, while avoiding expenditure that would not produce additional useful PV capacity under the current PG&E sizing framework.

In other words, CAL is not proposing to spend the remaining $124,444 simply because the RFP establishes a $336,294 ceiling. The available roof area could physically accommodate additional modules, but the current annual production limit under PG&E's oversized-generation framework prevents CAL from responsibly adding additional generation solely to consume the remaining budget. **PG&E's current Net Billing Tariff permits oversizing for expected future usage, but limits estimated annual production to 150% of the applicable annual usage basis under the oversized-generation attestation.**

The result is a more favorable use of CAPK's funding: the Friendship House project receives the maximum practical PV production supported by the current utility sizing basis, while approximately $124,444 of the originally available project budget is not unnecessarily consumed and can remain available for other CAPK capital needs, future resiliency work or other eligible projects. CAPK can subsequently invest in additional PV and BESS when future loads and Phase II funding are established, rather than paying today's project to install generation that cannot presently be justified or interconnected under the same sizing basis.

Financial / Production Metric	CAL Proposal	Value to CAPK
CAPK stated project budget	$336,294	Maximum available funding
CAL proposed contract amount	$211,850	Lower upfront project cost
Unutilized budget	$124,444	Available for other priorities
Budget retained	37.0%	Funding not consumed by this project
PV system size	67.32 kW-DC	Maximized within current sizing basis
Year-1 estimated production	101,340 kWh	≈149.66% of current annual usage
Approx. CAL cost / DC watt	$3.15/W-DC	Efficient use of project capital
Approx. cost / Year-1 kWh	$2.09/kWh	Based on first-year modeled production

6.4 Proposed Enphase Microinverter Architecture

The RFP identifies string inverters as the preferred architecture unless CAPK determines that an alternative technology better supports the future microgrid/BESS requirements. CAL respectfully proposes an alternative commercial microinverter architecture based on Enphase IQ8P-3P equipment.

CAL's recommendation is based on the specific long-term objectives of the Friendship House project. A distributed module-level architecture provides granular visibility into individual PV module and inverter performance, simplifies diagnostics, provides modular system operation and avoids concentrating the entire PV array's power conversion into a small number of centralized inverter units. This architecture also aligns naturally with a future AC-coupled commercial energy storage strategy.

The proposed commercial architecture is intended for the site's 120Y/208V three-phase electrical environment and is compatible with Enphase's commercial energy-storage platform. CAL will verify final equipment, communications and control functionality during detailed engineering and will demonstrate compliance with CAPK's required open-protocol and future microgrid-control requirements before final equipment approval.

6.5 Future BESS & Microgrid Readiness

BESS equipment is expressly excluded from the current project scope. CAL understands that the purpose of this phase is to prepare the site so that CAPK can add BESS, additional PV and microgrid controls when Phase II funding becomes available.

CAL proposes an initial future-planning basis of one Enphase IQ Battery C80 commercial unit, approximately 80 kWh usable capacity and 33 kVA at 120Y/208V, as a preliminary design assumption. This is a planning basis for raceway, equipment space and electrical coordination—not a commitment to the final Phase II BESS size. Enphase's commercial C80 platform is scalable (up to 2mWh), allowing the future system to be expanded as CAPK's final resiliency and load requirements are established.

The current project will provide the infrastructure necessary to support this future planning basis, including a designated future BESS/microgrid equipment area; appropriately sized empty and capped raceways; pull boxes/handholes; dedicated control and communications pathways; reserved electrical capacity and equipment space; and documentation identifying future interconnection points. Final raceway sizing and reserved capacity will be confirmed through detailed engineering and CAPK approval.

CAPK has indicated that the future BESS is intended to serve both emergency backup and daily operating energy savings, with an initial planning objective of at least 72 hours of resiliency. Final requirements are to be established during Phase II. CAL will therefore preserve flexibility rather than over-design the present project around a future requirement that has not yet been finalized.

6.6 Electrical & PG&E Interconnection

CAL will field-verify the existing main switchboard, distribution equipment, available breaker positions, bus ampacity, service configuration, existing generation and applicable supply-side or load-side interconnection method. Existing standby generation and automatic transfer equipment will be evaluated for interaction with the PV system and future microgrid.

CAL will confirm the applicable PG&E tariff and evaluate the bill-offset and future-storage implications as part of final engineering. Utility interconnection applications, tariff documentation, coordination and Permission to Operate will be managed by CAL as part of the design-build scope.

6.7 Structural & Roofing Approach

The final roof mounting strategy will be selected after verification of roof membrane, deck, framing, pitch, penetrations, existing equipment and remaining service life. CAL's structural engineering team will verify existing framing capacity and provide stamped calculations and identify any required reinforcement. Roof penetrations, flashing and sealing will be detailed to preserve the existing roof system and applicable warranty requirements.

6.8 Monitoring & Performance

The completed PV system will include web-enabled monitoring capable of providing real-time and historical production data. Consumption metering will be provided for each applicable utility account with a synchronized 15-minute reporting interval, allowing CAPK to compare facility consumption and PV production. Monitoring and documentation will also support WREGIS REC reporting requirements.

6.9 Construction & Facility Coordination

Construction will be sequenced to maintain safe access to the active community center and minimize disruption to youth, after-school, senior, gymnasium, multipurpose-room and adjacent sports-field activities. CAL will establish controlled staging, material storage, daily housekeeping and communication procedures with CAPK before mobilization.

Field activities will include daily cleanup, safe material handling, protection of existing facilities, coordination of inspections and utility work, and restoration of any disturbed pavement, concrete, striping, landscape or irrigation.

7. Anticipated Challenges & Mitigation

Potential Challenge	CAL Mitigation Approach
Future BESS requirements not yet finalized	Use a documented planning basis while preserving scalable raceway(s), space, communications and electrical capacity.
PG&E sizing/interconnection limitations	Model current consumption and tariff requirements and size the present system near the applicable 150% basis.
Existing roof/structural conditions	Field verify and complete structural engineering before final construction documents; include required reinforcement in design.
Active community-center operations	Coordinate work windows, access, staging and safety with CAPK to minimize disruption.
Utility and AHJ coordination	Manage engineering, permitting, City/AHJ coordination and PG&E interconnection as integrated project tasks.
Future expansion without rework	Install future-use raceways, communications pathways, reserved equipment space and spare electrical capacity during the current project.

8. Preliminary Project Schedule

CAL will develop the detailed baseline schedule immediately following contract execution. The schedule below is aligned with the milestones established by CAPK and will be refined with CAPK during preconstruction.

Milestone / Activity	Preliminary Timing
Contract Execution	By November 1, 2026
Field Verification / Engineering / Finalize Design	November–December 2026
Permitting / Utility / Procurement	December 2026–January 2027
Construction Mobilization	December 2026–January 2027
50% Rooftop Solar Construction Milestone	By January 31, 2027
Construction / Commissioning / Inspections / PTO	February–July 2027
Final Closeout / O&M / As-Builts	By April 30, 2027

CAL recognizes that the RFP milestones are funding-sensitive and will prioritize long-lead procurement, engineering review, permitting and utility coordination to protect the required completion dates.

9. Materials, Services & Warranty

The proposed PV system will utilize Trina 440-watt TSM-440 NEG9R.25 modules and an Enphase commercial microinverter architecture. Final equipment selections will be confirmed through submittals and detailed engineering and will comply with the RFP's applicable CEC eligibility, UL, IEEE and other equipment requirements.

CAL will provide all labor, materials, engineering, permitting, utility coordination, racking, electrical balance of system, monitoring, interconnection equipment, commissioning and closeout documentation necessary for a complete

operational system. Manufacturer warranties and CAL's applicable workmanship warranty will be documented in the final O&M package.

10. Commissioning, O&M & Closeout

CAL will complete commissioning, functional testing, required inspections, utility Permission to Operate coordination and final system documentation. CAPK will receive project-specific O&M documentation, as-built drawings, equipment manuals, warranties, maintenance information, troubleshooting guidance, monitoring credentials and performance-reporting information in the format required by the RFP.

CAL will also conduct an orientation and training session for CAPK staff covering system operation, safety, monitoring, shutdown procedures, routine maintenance and basic troubleshooting.

11. Conflict of Interest

CAL Contractor Services Inc represents that, to the best of its knowledge, it has no actual or potential conflict of interest that would prevent it from independently performing the services required under RFP CAPK OPS 2026-007. CAL will promptly disclose to CAPK any circumstance that arises during the procurement or project that could reasonably create an actual or potential conflict.

12. References & Project Catalog

CAL will provide a separate project catalog containing representative comparable projects and the requested owner/client reference information. The final proposal will include at least three comparable Design-Build PV project references with contact names, addresses, telephone numbers and email addresses as required by the RFP.

13. Subcontracted Services

CAL will self-perform all the construction activities associated with the Project.

14. Compliance & Required Deliverables

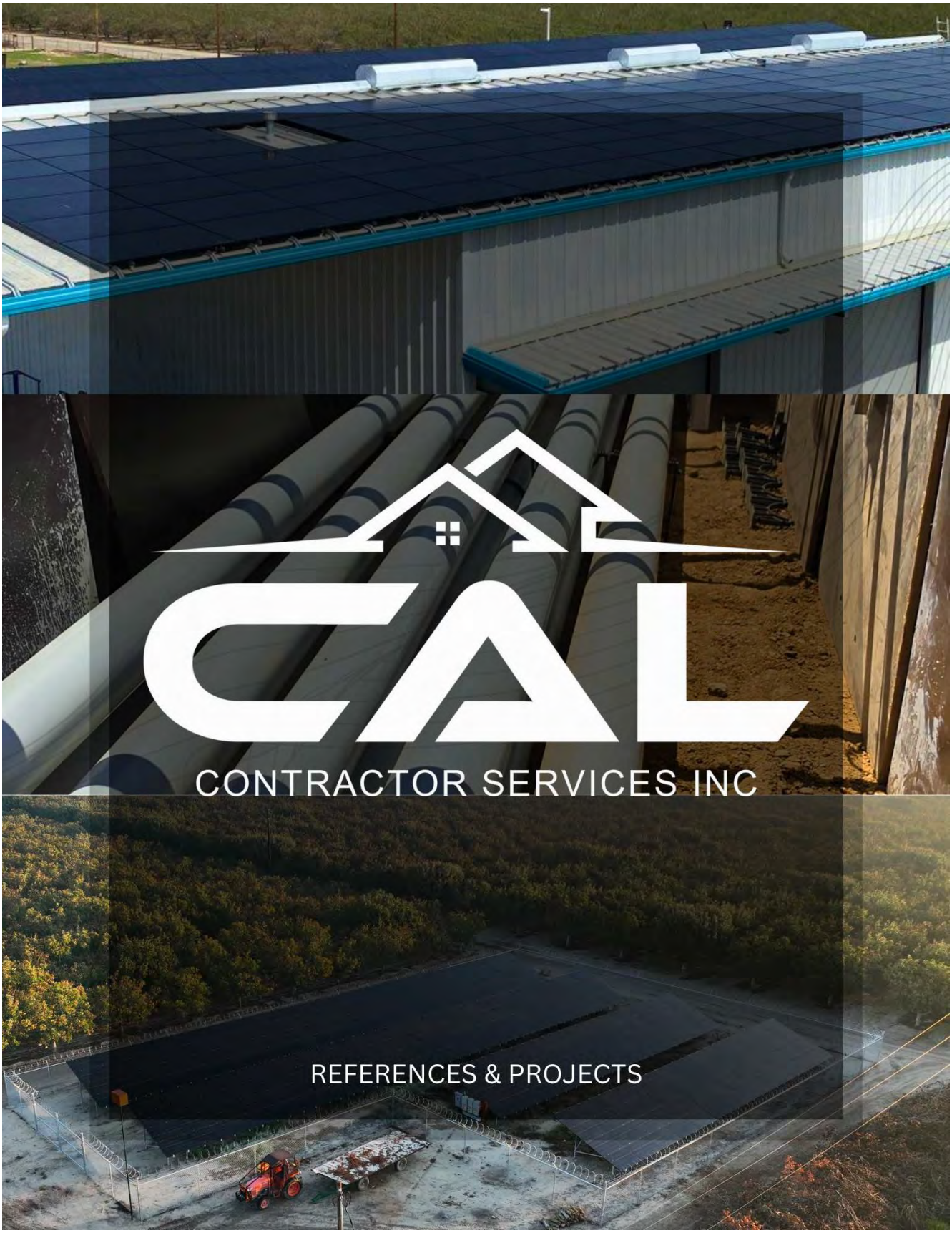
CAL will comply with the applicable contract, prevailing-wage, Davis-Bacon, certified payroll, safety, permitting, environmental, utility and other requirements identified in the RFP and its addenda. The final submittal will include the completed Bid Sheet, Vendor Information Sheet, W-9, required certifications, bid bond and all other requested forms and supporting materials.

15. CAL's Commitment

CAL's objective is not simply to install a rooftop PV array.

Our objective is to deliver the first phase of a durable energy infrastructure strategy for Friendship House. The proposed 67.32 kW-DC system maximizes present production within the current PG&E sizing basis while the electrical, communications and physical infrastructure is intentionally designed around CAPK's future BESS and microgrid objectives.

With local ownership and management, an integrated engineering and construction team, commercial solar experience, prevailing-wage project administration and multidisciplinary electrical/solar/roofing capabilities, CAL is positioned to manage the project from initial engineering through final commissioning and long-term system operation.

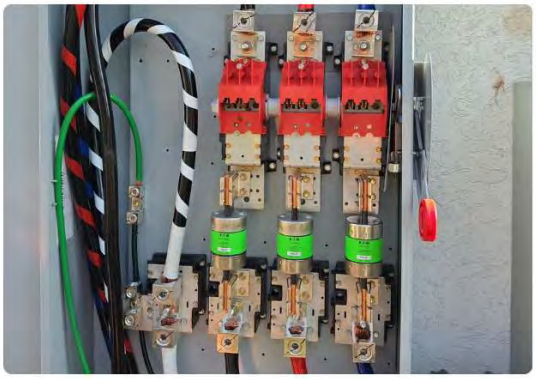

CAL
CONTRACTOR SERVICES INC
REFERENCES & PROJECTS

3980 Saco Rd. #K
Bakersfield, CA 93308
(661) 535-4004
info@calcontractorservices.com
CSLB# 1092658
DIR# 1001136614
SBE# 2036505

PROJECT: SAFE ONE CREDIT UNION (MILL ROCK)
SCOPE: 89.88 kW (DC) Solar Installation
LOCATION: 1400 Mill Rock Way Bakersfield, CA 93311

REFERENCE POC:
David King
(661) 327-3818 x 2218
dking@safe1.org

START DATE: 6/16/26
COMPLETION DATE: 8/10/26



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info@calcontractorservices.com
CSLB# 1092658
DIR# 1001136614
SBE# 2036505

PROJECT: GOBE RANCH
SCOPE: 109.2 kW (DC) Ground Mount Solar Installation
LOCATION: NE SE SE 24 26 24 Wasco, CA 93280

REFERENCE POC:
King Betchel
(530) 755-8087
king@yligo.co

START DATE: 3/11/24
COMPLETION DATE: 4/23/24

3980 Saco Rd. #K
Bakersfield, CA 93308
(661) 535-4004
info@calcontractorservices.com
CSLB# 1092658
DIR# 1001136614
SBE# 2036505

PROJECT: GHILA DOLCE BAKERY
SCOPE: 28.7 kW (DC) Carport + Solar Installation

LOCATION: 2002 19th St. Bakersfield, CA 93301

START DATE: 8/8/23
COMPLETION DATE: 8/29/23

REFERENCE POC:
Sam Ghilarducci
(661) 978-3408
sam.ghilarducci@gmail.com

3980 Saco Rd. #K
Bakersfield, CA 93308
(661) 535-4004
info@calcontractorservices.com
CSLB# 1092658
DIR# 1001136614
SBE# 2036505

PROJECT: HUNTER SUBSTATION
SCOPE: Underground conduits, ground grid, trenwa/vaults, cad welds, mandrel conduits

LOCATION: 1375 Chicago Ave. Riverside, CA 92507

START DATE: 3/24/26
COMPLETION DATE: 7/14/26

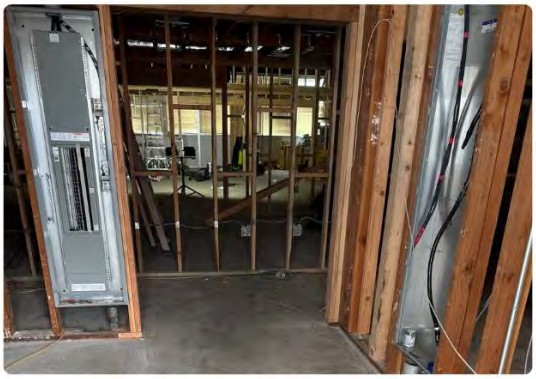
REFERENCE POC:
Jason Maurer
(805) 717-3701
jason@teammoc.com

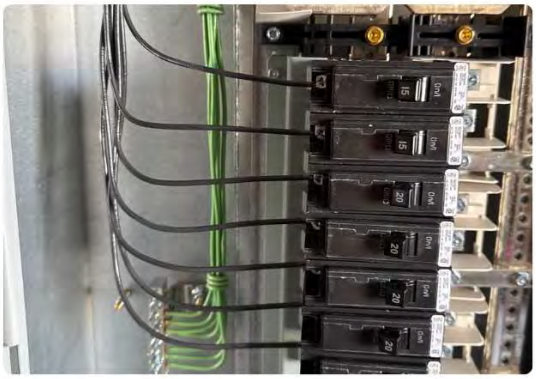
3980 Saco Rd. #K
Bakersfield, CA 93308
(661) 535-4004
info@calcontractorservices.com
CSLB# 1092658
DIR# 1001136614
SBE# 2036505

PROJECT: TOBIN OFFICE BUILDING
SCOPE: Upgrade & Relocate (2) 400A sub panels & associated circuits + 36.96 kW (DC) Solar Installation
LOCATION: 2000 18th St. Bakersfield, CA 93301

START DATE: 2/13/26
COMPLETION DATE: 6/11/26

REFERENCE POC:
Anthony Tobin
(661) 900-0312
anthony@advnetsol.com





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Bakersfield, CA 93308
(661) 535-4004
info@calcontractorservices.com
CSLB# 1092658
DIR# 1001136614
SBE# 2036505

PROJECT: THE RANCH APARTMENTS
SCOPE: Upgrade service to 400A, convert overhead service to underground, re-wire all apartments

LOCATION: 500 E Tehachapi Blvd. Tehachapi, CA 93561

START DATE: 6/30/26
COMPLETION DATE: 8/14/26

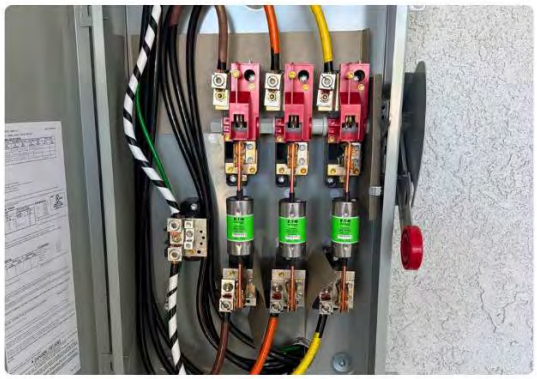
REFERENCE POC:
Michael Freedman
(661) 497-0000
mafrentals@aol.com

3980 Saco Rd. #K
Bakersfield, CA 93308
(661) 535-4004
info@calcontractorservices.com
CSLB# 1092658
DIR# 1001136614
SBE# 2036505

PROJECT: SAFE ONE CREDIT UNION (GRANITE)
SCOPE: 79.38 kW (DC) Solar Installation
LOCATION: 8200 Granite Falls Dr. Bakersfield, CA 93312

START DATE: 2/23/26
COMPLETION DATE: 8/29/23

REFERENCE POC:
David King
(661) 327-3818 x 2218
dking@safe1.org



CONTRACTOR SERVICES INC

Contact Information:
Cal Contractor Services Inc
3980 Saco Rd. Suite K
Bakersfield, CA 93308
661-535-4004
info@calcontractorservices.com
www.calcontratorservices.com

REQUEST FOR PROPOSALS (RFP)

DESIGN BUILD SOLAR PHOTOVOLTAIC SYSTEM

Request for Proposals Number: CAPK OPS 2026-007

August 17, 2026

Community Action Partnership of Kern
1300 18th Street
Bakersfield, California 93301
661-336-5236

Proposals Due by 2:00 p.m. September 10, 2026

I. GENERAL CONDITIONS

A. **Purpose:** The Request for Proposals (RFP) is issued to find a qualified Class A, B C-10 or C-46 licensed solar contractor (the "Contractor") to contract with for the design and construction of a rooftop photovoltaic (PV) system that maximizes electrical production and system size within a total budget of $336,294 and as allowed by the existing roof of the multipurpose building at the Community Action Partnership of Kern ("CAPK") Friendship House Community Center, 2424 Martin Luther King Jr. Boulevard (formerly Cottonwood Road), Bakersfield, California 93307 (the "Project"). The Project shall also include the raceway, interconnection capacity and reserved equipment space necessary to allow a future battery energy storage system ("BESS"), microgrid controls and additional photovoltaic generation to be interconnected without rework of the work installed under this Contract.

B. Governing Contract: CAPK has established qualifying criteria to propose on this Project, including minimum criteria and experience with similar projects. The most qualified proposals will be evaluated and ranked according to "Best Value" for CAPK. The top ranked Contractor will be offered the opportunity to negotiate a Contract for Services Agreement (the "Contract") with CAPK that includes terms and conditions to design and permit the Project with CAPK oversight and approval. If the top ranked Contractor is unable to successfully negotiate a Contract with CAPK, or design and permit the Project, CAPK may then ask the second ranked Contractor to design and permit the Project and negotiate a Contract with CAPK. CAPK intends to award the Contract to a single Contractor, however, CAPK reserves the right to award the Contract to more than one Contractor if this is deemed in the best interest of CAPK.

C. Proposal Submission Information:

1. Closing Date: Proposals must be submitted no later than 2:00 p.m. September 10, 2026
2. Inquiries: Inquiries concerning this RFP should be directed to Procurement 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.

D. Proposal Submission Instruction to Contractors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP OPS 2026-007
ATTN: Liz G Vargas – Procurement
1300 18th Street, Ste 200
Bakersfield, CA 93301
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. 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 Timeline:

	Date(s)	Event
1	August 17, 2026	RFP Released to public
2	August 27, 2026, 8:00 AM	Job Walk
3	August 28, 2026, by 5:00 PM	Due date for Vendor Questions - Please email to Procurement@capk.org
4	September 1, 2026	Responses to Vendor questions emailed to Vendors
5	**September 10, 2026, by 2:00pm**	**DUE DATE FOR PROPOSALS FROM VENDORS**
6	September 11 – 22, 2026	Proposal scoring and Board approval
6	Approx. September 22, 2026	Notification of Award

E. **Right to Reject:** CAPK reserves the right to reject 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 all informalities or irregularities in any proposal.

F. **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.

G. **Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded by approximately September 22, 2026.

Award will be made to the most responsible Vendor whose service, experience and approach to the project are most compatible with the CAPK's needs. The scored proposals will be presented to CAPK's Board of Directors for final award. CAPK will be the sole judge in making this determination.

H. **Small, Local & Veteran Business Participation / Subcontracting Outreach Plan:** Efforts will be made by CAPK to utilize small Local & Veteran 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).

I. **Price:** All prices and quotations must be typed or written in ink utilizing attached bid form. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal.

II. SPECIAL CONDITIONS

A. **Background:** CAPK is seeking a qualified Contractor for the Project, which includes the design and construction of a rooftop photovoltaic (PV) system that maximizes electrical production and system size within a total budget of $336,294 and as allowed by the existing roof of the multipurpose building at the CAPK Friendship House Community Center located at 2424 Martin Luther King Jr. Boulevard (formerly Cottonwood Road), Bakersfield, California 93307. The Friendship House Community Center serves low- and moderate-income individuals and families in Southeast Bakersfield with educational, social and recreational programs. CAPK is separately planning a future campus microgrid that will include a battery energy storage system (BESS), microgrid controls and additional photovoltaic generation. Accordingly, the Project must be designed and constructed so that it can be interconnected with that future equipment without removal, replacement or material rework of the work installed under this Contract. The purpose of this Request for Proposals (RFP) is to provide a method of selection and the basis for negotiating the Contract to perform such services.

B. **Funding and Conditions to Award:** The Project is funded from two sources: (1) up to $231,048 in City of Bakersfield Fiscal Year 2024-25 Community Development Block Grant (CDBG) funds administered by the City of Bakersfield on behalf of the U.S. Department of Housing and Urban Development (HUD); and (2) $105,246 in State of California Department of Parks and Recreation Local Assistance Grant funds, for a combined total of $336,294. Federal Davis-Bacon and California

prevailing wage requirements, and the federal contract requirements in Appendix D and Appendix E apply to all work under this Contract. NO CONTRACT WILL BE AWARDED OR EXECUTED, AND NO NOTICE TO PROCEED WILL BE ISSUED, PRIOR TO FULL EXECUTION OF THE AGREEMENT BETWEEN THE CITY OF BAKERSFIELD AND CAPK FOR THE CDBG FUNDING. CAPK reserves the right to cancel this solicitation without award if that agreement is not executed.

C. **Project Milestones:** The funding agreements establish the following milestones, which the Contractor's proposed schedule must support: agreement between CAPK and the selected Contractor executed by November 1, 2026; fifty percent (50%) completion of construction of the rooftop solar array by January 31, 2027; and system commissioning and project closeout by July 31, 2027. Failure to meet these milestones may jeopardize the funding for the Project.

D. **Experience:** Contractors must demonstrate prior similar experience with a minimum of five (5) years of operation in the present form of business organization; prior similar experience of the Contractor's subcontractors; and extensive experience on comparable projects of key personnel assigned to this Project.

E. **Bonding:** Contractors must have sufficient bonding capacity for the Project. Details are provided in Appendix C, CAPK Additional Terms and Conditions.

F. **License:** Contractors must hold a California Class A, B, C-10 or C-46 license, which license has not been revoked at any time in the last five (5) years.

G. **Davis-Bacon Act:** Contractors and any subcontractors will be required to comply with the requirements of the Davis-Bacon Act, as set forth in Appendix C, CAPK Additional Terms and Conditions.

H. **Insurance:** Contractors must be able to meet the insurance requirements set forth in Appendix C, CAPK Additional Terms and Conditions.

I. **Selection:** The selection process will be followed by Contract negotiation. If negotiations are unsuccessful, CAPK will proceed with negotiations with the next qualifying Contractor.

The selected Contractor will be required to collect all pertinent information necessary to complete the required services in advance of all required deadlines; therefore this should be considered by Contractors in preparing their proposals.

J. **Scope of Work:** See the Scope of Work in Attachment A.

III. PROPOSAL CONTENT REQUIREMENTS

1. Prior Experience: Describe the Contractor's experience and capabilities with regard to public and/or non-profit agencies, particularly with projects similar to that described in the Scope of Work. Regarding previous experience, please provide names, addresses, contact persons and telephone numbers of similar organizations and/or similar projects. Discuss your understanding and/or previous experience complying with Davis-Bacon/Prevailing Wage on other projects.

2. Organization, Size and Structure: The Contractor should describe its organization, size (in relation to Project to be performed) and structure. The description should include:

   1. Size of Contractor's firm, including managers, supervisors and support employees and their physical site locations.
   2. Explanation if Contractor is a small or minority-owned business or women's business enterprise and/or if located in a labor surplus area, as defined by the U.S. Department of Labor, Employment and Training Administration. Provide documentation to support explanation.

3. Staff Qualifications: Contractor should describe the qualifications of staff to be assigned to the Project Descriptions should include:

   1. Project team makeup, identifying all staff assigned to the Project by name and title. Key staff includes include Project managers, supervisors and other personnel.
   2. Prior experience of the individual team members. Include resumes of the staff to be assigned to the Project and include current responsibilities, total years of experience, number of years of experience with the Contractor, degrees and certifications, professional affiliations and any other relevant information.
   3. Describe any services or portion of services that will be performed by a subcontractor and provide relevant information on the subcontractor's qualifications and personnel.

4. Approach to the Project: Include a detailed plan and schedule of Contractor's approach to the Project, including when, where and how work on each of the tasks will be accomplished based on the Contractor's understanding of the Scope of Work. Include an explanation of your key staff's responsibilities in performing the tasks.

   1. Proposed techniques and methodology to be used for each task should be stated.
   2. State any difficulties foreseen in performing the designated tasks.
   3. Prepare a proposed detailed scope of services to accomplish the Scope of Work for the Project.
   4. Provide a detailed explanation of the following information:

      a. Materials and services quoted.

      b. Warranty information for material and labor.

      c. **Microgrid and Storage Readiness:** Describe how the proposed design satisfies the Future Microgrid and Battery Energy Storage Readiness requirements in Attachment A. State the assumed future BESS capacity (kW and kWh) and assumed future additional PV capacity (kW-DC) used to size raceway, interconnection equipment and reserved space; identify the proposed location of the future BESS/microgrid equipment; describe the communication protocols supported by the proposed inverters and monitoring; and identify any utility interconnection or tariff implications of adding storage in a later phase.

5. Conflict of Interest: Provide a statement of any potential conflicts your firm, key staff and/or subcontractor(s) 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.**

   Contractors 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

6. References: Provide at least three (3) references for similar Projects that will provide relevant information on your past performance on a similar Design Build PV System. Include contact name, company address, telephone and email address.

7. Bid Sheet CAPK OPS 2026-007: All proposals must state the system specifications, pricing and expected production on Bid Sheet CAPK OPS 2026-007, which must be completed and submitted with your proposal.

8. Vendor Information Sheet: Appendix A.

9. W-9: Appendix B.

10. CAPK Additional Terms and Conditions: Appendix C.

11. Certifications: Contractors shall have read and be aware of the Federal Contract Requirements in Appendix D and complete and submit all Certifications contained in both Appendix D and E.

12. Bid Bond: A bid bond on the part of the Contractor for one hundred percent (100%) of the bid price, executed to secure fulfillment of all the Contractor's obligations under the proposal.

IV. PROPOSAL SUBMITTAL PROCESS

A. Submission of Proposals: The submission of a proposal shall be an indication that the Contractor 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. All proposals shall include one (1) original, one (1) complete copy of the Contractor's proposal, which will become a part of the Contract.

B. Public Record: 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 Contractor designates trade secrets or other proprietary material to be confidential. Any documentation which the Contractor 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. Contractors 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. Contractors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Contractors not supply trade secrets

unless absolutely necessary. The Contractor's qualification package, and any other supporting materials submitted to CAPK in response to the RFP, 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.

C. Signature: The Bid Sheet, all information required of Contractor, prequalification forms and all other forms enclosed with the Contractor's proposal must be signed in the name of the Contractor and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if Contractor is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president, and one from among the secretary, chief financial officer or assistant treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the Contractor is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall be the agent of the joint venture or partnership, who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful Contractor, who shall act in all matters relative to the Contract resulting therefrom for the joint venture or partnership. If Contractor is an individual, his/her signature shall be placed on such documents.

D. Withdrawal of Bids: Any proposal may be withdrawn, either personally, or by written request, at any time prior to the scheduled closing time for receipt of bids.

V. SELECTION PROCESS AND CRITERIA

A. Non-responsive Proposals: Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely, in accordance with the terms of this RFP.
2. The proposal does not follow the specified format and respond adequately to each item in Section III.
3. The proposal does not include the Certifications.
4. The proposal does not include the Bid Bond.

B. Proposal Evaluation: Evaluation of each proposal will be scored on the factors identified below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of the proposals, 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." To comply with 2 CFR Part 200.321, affirmative consideration will be given to ensure that labor surplus area firms are used when possible. The selection process is designed to ensure that the Contractor'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.

All proposals received by the specified deadline will be reviewed by CAPK for content, related experience and professional qualifications of Contractor. The final approval will be by CAPK's Board of Directors.

The evaluation and selection of the successful Contractor 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 of Contractor	
a. Prior experience with a public or community agency on projects similar to the Project	Points = 10
b. Three (3) references for similar projects	Points = 15
c. Prior experience complying with Davis-Bacon/Prevailing Wage	Points = 5
Sub-Total	Points = 30
2. Contractor's organization, size, structure and capacity	Points = 15
3. Documentation for business entity qualifications	

a. Small business, as defined by the SBA	Points = 2
b. Women-owned business	Points = 2
c. Labor surplus area business, as defined by DOL/ETA	Points = 2
Sub-Total	Points = 6
4. Staff qualifications and relevant experience	Points = 9
5. Contractor's approach to the Project, including Project schedule	Points = 15
6. Maximized electrical production and system size	Points = 20
7. Microgrid and battery storage readiness of the proposed design	Points = 5
Total	Points = 100

C. CAPK may, at its discretion, request presentations by or meetings with any or all Contractors, to clarify the Contractors' 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 production standpoints, which the Contractor can propose.

CAPK contemplates award of the Contract to the responsible Contractor with the highest total points awarded by CAPK's proposal evaluation team.

VI. CONDITIONS TO AWARD

A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP or cancel this procurement.

B. CAPK will not award or execute a Contract under this RFP prior to full execution of the agreement between the City of Bakersfield and CAPK for the Community Development Block Grant funding for the Project. Selection of a Contractor under this RFP does not create any obligation of CAPK to award or execute a Contract.

C. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a proposal.

D. CAPK shall be solely responsible for awarding the Contract.

VII. CONTRACTOR'S OBLIGATIONS

A. Laws and Regulations: Contractor shall comply with Title I of the Housing and Community Development Act of 1974 ("the Act"), any amendments, Federal regulations and guidelines now or hereafter enacted pursuant to the Act. Because the Project is also funded in part by a State of California Department of Parks and Recreation Local Assistance Grant, Contractor shall additionally comply with all applicable requirements of that program, including California prevailing wage requirements under Labor Code section 1720 et seq. and registration with the Department of Industrial Relations under Labor Code section 1725.5. Contractor shall comply with all state and Federal regulations and guidelines now or hereafter enacted.

B. Independent Contractor: Contractor understands and agrees that it is an independent contractor with respect to the services to be performed under the Contract. CAPK will not be responsible for payment of unemployment compensation, FICA, retirement, life and/or medical insurance and workers' compensation insurance.

C. Contractor's License: If, at the time of the bid opening date and time, Contractor is not properly licensed to perform the Project in accordance with Division 3, Chapter 9, of the Business and Professions Code of the State of California, such proposal will be rejected as non-responsive. Class A, B, C-10 or C-46 Solar Contractor license is required. Pursuant to Business and Professions Code Section 7028.15, no payment shall be made for work or materials under the Contract unless and until the Registrar of Contractors verifies to the CAPK that the Contractor was properly licensed at the time the proposal was submitted. Any Contractor not so licensed is subject to penalties under the law and the Contract will be considered void.

D. Bonds: Contractor shall furnish three (3) good and sufficient bonds insured by an admitted surety insurer as set forth in Appendix C, CAPK Additional Terms and Conditions.

Whenever any surety or sureties on any such bonds required by law for the protection of the claims of laborers and material men become insufficient, CAPK have cause to believe that such surety or sureties have become insufficient, a demand in writing may be made of Contractor for such further bond or bonds or additional surety, not exceeding that originally required, as is considered necessary,

considering the extent of the work remaining to be done. Thereafter no payment shall be made upon such contract to Contractor or any assignee of Contractor until such further bond or bonds or additional surety has been furnished.

E. Insurance: Contractor shall procure, furnish and maintain for the duration of the Contract the types and limits of insurance required under Appendix C, CAPK Additional Terms and Conditions. All policies shall contain an endorsement naming Community Action Partnership of Kern as an Additional Insured. Thirty (30) days' written notice of cancellation or material change in policy language or terms is required. The insurance required hereunder shall be maintained until all work required to be performed by the Contract is satisfactorily completed.

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

F. Indemnity: Contractor shall indemnify, defend, and hold harmless CAPK, HUD, the City of Bakersfield, and the County of Kern, their officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by Contractor, Contractor's employees, agents or independent contractors or companies in the performance of, or in any way arising from, the terms and provisions of the Contract whether or not caused in part by a party indemnified hereunder, except as limited by California Civil Code Section 2782.

G. Administrative Requirements:

1. Financial Management: Contractor agrees to comply with 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Audits and Inspections: All Contractor records with respect to any matters covered by the Contract shall be made available to the CAPK, its designee or the Federal government, at any time during normal business hours, as often as the CAPK 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 Contractor within 30 days after Contractor receives notification from CAPK. Failure of Contractor to comply with the above audit requirements will constitute a violation of the Contract.

H. Personnel and Participant Conditions:

1. **Federal Labor Standards Provisions:** Contractor shall comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provision of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (18 USC §874 and 40 USC §276c; 29 CFR 3) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of the Contract. Contractor shall maintain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to CAPK for review upon request.

   Except with respect to the rehabilitation of residential property designed for residential use for less than eight families, Contractor, and all contractors engaged under contracts in excess of $2,000 for the construction, alteration, and/or repair of any building or work financed in whole or in part with Federal funds provided under the Contract, shall comply with HUD requirements pertaining to such contracts and the applicable requirements of the regulations of the Department of Labor under 29 CFR parts 3, 5, and 5.5a, governing the payment of wages and the ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under such regulations are imposed by state or local law, nothing hereunder is intended to relieve Contractor of its obligation, if any, to require payment of higher rates. Contractor shall cause or require to be inserted in full, in all such contracts subject to such regulations, the clause, or any modification thereof, set out in 29 CFR parts 3,5, and 5.5a. Contractor shall comply with the procedures set out in the HUD handbook 1344.1, "Federal Labor Standards Compliance in Housing and Community Development Programs" (as amended).

   Contractor shall make no awards of contracts under the Contract to any subcontractor ineligible under any applicable regulations of the Department of Labor.

2. **Non-discrimination Requirements:** Under any related agreements or contracts, Contractor shall provide that no person, on the grounds of race, color, national origin, religion, or sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Grant funds.

3. **Rehabilitation Act of 1973 and Americans with Disabilities Act:** The Contract is subject to the provisions of Section 503 and 504 of the Rehabilitation Act of 1973 (PL 930112), 29 USC 706, and attendant regulations at 24 CFR, Part 8, which provide that no otherwise qualified, disabled individual shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. The Contract is also subject to the Americans with Disabilities Act of 1990 (Public Law 101-336), as amended, 42 USC 12101, et. seq.

4. **Non-discrimination Because of Age:** The Contract is subject to the Age Discrimination Act of 1975, as amended, (Title III of Public Law 94-135) and attendant Code of Federal Regulations at 48 CFR, Part 22, Subpart 22.9. That Act sets forth that, except as otherwise provided, no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

5. **Equal Employment Opportunity (Non-discrimination Clause):** Contractor shall not discriminate against any employee, or applicant for employment, because of race, color, religion, sex, national origin, age, disability, or sexual orientation. Contractor shall take affirmative action to insure that applicants for employment and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.

6. **Women- and Minority-Owned Business Enterprises:** Contractor agrees to abide by the requirements of Executive Orders 11625, 12432 and 12138, the HUD regulations issued pursuant thereto at 41 CFR Part 24, 41 CFR Subpart 1-1.13, and any applicable rules and orders of HUD. The foregoing require the maximum practicable opportunity to participate, in contracts funded in whole or in part with federal funds, be provided to women- and minority-owned business enterprises, as subcontractors and suppliers to contractors performing work, or rendering services as prime contractors or subcontractors, under Federally-funded procurement contracts.

7. **Affirmative Action for the Vietnam-Era Veterans:** Contractor shall comply with 48 CFR, Chapter 1, Subpart 22.13 and shall take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and veterans of the Vietnam Era without discrimination based on disability or veteran's status in all employment practices such as employment, upgrading, demotion, transfer, recruitment, advertising, layoff, or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8. **Small Business Concerns:** The Contract is subject to the requirements of the Small Business Act, 15 U.S.C., § 637, as amended, applicable HUD regulations at 48 CFR, Part 19, and any applicable rules and orders of HUD requiring aid, counseling, assistance, and protection, insofar as possible, with, for, or of the interests of small-business concerns in order to preserve free competitive enterprise; and placement with small businesses of a fair proportion of the total Federally-funded purchases and contracts for property and services.

   Contractor shall implement the specific small-business policies herein below to further the goals of the Small Business Act:

   a. Contractor shall give small businesses an equitable opportunity to compete for prime contracts and subcontracts. Contractor shall include the applicable "Utilization of

Small Business Concerns and Small Disadvantaged Business Concerns" clause in all contracts in connection with the Contract in amounts which may exceed $10,000 except;

1. Contracts which are to be performed entirely outside the United States; and
2. Contracts for personal services.

b. Firm mailing lists shall include established and potential qualified small-business concerns;

c. Contractor shall send invitations for bids or request for proposals to all Firms on the appropriate mailing list which shall include an appropriate number of small businesses;

d. Contractor shall publicize proposed procurement and contract awards in accordance with these policies;

e. Contractor shall divide procurement of property and services into reasonably small lots (not less than economic production runs) to permit bidding on quantities less than the total requirements;

f. Contractor shall allow the maximum amount of time practical for preparation and submission of bid and proposals;

g. Contractor shall establish realistic delivery schedules to encourage small business participation;

h. Contractor shall furnish applicable specifications, plans, and drawings with invitations for bids and request for proposals or information as to locations where they may be obtained, or examined;

i. Contractor shall treat equal low bids in accordance with 48 CFR Subpart 14.408-1;

j. Contractor shall encourage subcontractors to enroll small businesses;

k. Contractor shall place small purchases (amounts under $25,000) with small businesses whenever appropriate;

l. Contractor shall refer small businesses seeking Federal contracts, but lacking qualifications as contractors, to the City of Bakersfield, County of Kern and the Small Business Administration for assistance as may be appropriate;

m. Contractor shall refer offers from small business concerns otherwise qualified, to perform specific Federal contracts but ineligible under Walsh-Healey Public Contract Acts to the City of Bakersfield, County of Kern and Small Business Administration for possible certification of eligibility to receive and perform the contract;

n. To the extent practicable, Contractor shall place work to be performed, which exceeds the maximum amount of any contract for which a surety may be guaranteed against loss, so that more than one small-business concern may perform the work; and

o. The Small Business Administration may certify a small business, otherwise qualified to receive and perform specific Federal contracts but determined to be non-responsible, to be competent under the provisions of the Small Business Act.

9. **Use of Grant Funds for Religious Purpose:** Contractor shall permit no Grant funds to be expended for the design, construction, operation, or maintenance of any facility to be used for sectarian instruction or as a place for religious worship, except in situations where such use is incidental and does not favor one religious group over another.

10. **Prohibited Interest of Officials and Employees:** No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part of the Contract or to any benefit to arise from it. No member, officer or employee of Contractor, or its designees or agents, no member of the Bakersfield City Council or any other public official who exercises any functions or responsibilities with respect to the Grant program during his tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed pursuant to the Contract.

11. **Political Activity:** Contractor shall expend no Grant funds to finance any political activity in contravention of the Hatch Act (Chapter 15 of Title 5 of the United States Code).

12. **Lobbying:** Contractor certifies, to the best of its knowledge and belief, no Federally-appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, 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.

    Contractor shall complete and submit, in accordance with its instruction, Certification Regarding Lobbying contained in Appendix D.

I. Subcontracts: Contractor shall cause all of the provisions of the Contract in its entirety to be included in and made a part of any subcontract executed in the performance of the Contract.

Contractor shall undertake to insure that all subcontracts let in the performance of the Contract shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to CAPK, together with documentation concerning the selection process.

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ATTACHMENT A
SCOPE OF WORK AND BID SHEET

PROJECT SCOPE

The project scope shall include, but not be limited to, the following:

I. Design Build

1. Design and construction of a rooftop photovoltaic (PV) system to maximize the electrical production and system size allowed by the roof of the Friendship House Community Center multipurpose building within a total budget of $336,294. Sizing shall include accurate and detailed modeling of system production and bill offset for the site based on shading, roof geometry and structural capacity, available tariffs and other site constraints using industry standard modeling tools. The design shall also accommodate the future microgrid and battery energy storage requirements set forth below.
2. Conceptual design of systems sufficient for presentation and discussion with CAPK.
3. Detailed design and complete construction drawings of the PV systems and all ancillary work sufficient for permitting and construction. Drawings must fully describe all aspects of the construction work including directional boring/trenching, excavations, racking and mounting systems, electrical systems, signage, etc. Firm will provide Electrical, Structural and other engineers of record to provide a complete, stamped set of plans with specifications as required to construct a complete photovoltaic Project. The electrical construction drawings shall show and include all conduit below and above finished grade/finish. All plans and specifications must meet the approval of CAPK, Bakersfield City Building Department, Fire Authority and/or any other agency deemed as having jurisdiction over the Project.
4. All permitting and fees required to complete the Project.
5. Complete electrical engineering services including diagrams and stamped drawings.
6. Complete structural engineering services including diagrams and stamped drawings.
7. Work with CAPK staff to locate a secure storage facility at job site for all PV system equipment and supplies, including any required security.
8. Installation of all equipment necessary for a complete, interconnected and operational solar PV system, including, but not limited to:
    1. Solar PV panels;
    2. Inverters;
    3. All electrical switch gear interconnection to accept solar system;
    4. All electrical connectors, cabling & components necessary for a complete solar systems;
    5. All roof mounting and racking systems appropriate to the existing roof construction, including all flashing, sealing and roof penetration details required to maintain any existing roof warranty;
    6. All monitoring equipment necessary to remotely observe real-time and historical performance, and to provide reporting sufficient for the WREGIS REC registration;
    7. Any balance of system items for a complete, interconnected and operational solar PV System;
9. Utility interconnection applications, including tariff change requests, processing costs and coordination necessary to achieve interconnect and permission to operate.
10. Provision of a comprehensive Operations and Maintenance manuals for the installed system, and conduct an orientation and training seminar for CAPK staff. O&M manuals shall consist of three (3) hard copies and (3) soft copies on CD or USB flash drive in PDF format, provided as a single, bookmarked PDF document. The document shall be a well-organized, comprehensive and custom document created for this Project which includes, but is not limited to:
    1. System Overview;
    2. Predicted performance data, including expected production over time;
    3. Safety Details, including clear diagrams with safety shutoff locations and procedures;
    4. Contact information for the system installer and maintenance personnel;
    5. System component information;
    6. As-built drawings;
    7. Parts lists;
    8. PV System operation details;
    9. System testing, commissioning and PTO documentation;
    10. Maintenance information, including schedules and responsibilities for ongoing

maintenance;

11. Troubleshooting and repair, including responses to typical issues;
12. All warranties, cut sheets and manuals for major equipment;
13. Performance guarantee details, including schedule of performance reporting;
14. Monitoring system login and operation details;
15. Performance reporting schedule and format;
16. Any other information that may be required for CAPK to easily and safely interact with, confirm performance, troubleshoot, maintain and/or service the materials and equipment installed under the Contract.

11. Project Commissioning – all associated tasks and documentation related to successfully commissioning the system.
12. Final PV system "as-built" Construction Documents clearly conformed to all changes during construction.
13. Legal toilet facilities at job sites.
14. Daily cleanup to "broom clean" conditions.
15. Return disturbed areas to pre-construction conditions including repair of all pavement/concrete and restriping and landscape and irrigation restoration.
16. Project closeout, inclusive of obtaining all final inspections for the Project.
17. **Future Microgrid and Battery Energy Storage Readiness**
18. CAPK intends to expand this installation in a future phase to include additional photovoltaic generation, a battery energy storage system (BESS), and associated microgrid controls and switchgear serving the Friendship House Community Center campus. The Project shall be designed and constructed so that the system installed under this Contract can be interconnected with that future equipment without removal, replacement or material rework of the work installed under this Contract. At a minimum, the Contractor shall:
19. Coordinate with CAPK during conceptual design to identify and confirm the location of the future BESS, power conversion system and microgrid controls, including the equipment pad, clearances, fire access and any required enclosure or fencing, and show that reserved location on the construction drawings.
20. Install a complete, empty, capped, labeled and pull-string equipped raceway pathway – including conduit, pull boxes and handholes – between the Project's AC interconnection point, the main electrical service, and the designated future BESS/microgrid equipment location. Raceway shall be sized for the future AC power conductors based on a documented future capacity assumption reviewed and approved by CAPK in writing during design.
21. Provide separate, dedicated conduits for control, communications, metering and fiber/Ethernet between the PV inverter(s), the main switchboard, the utility metering location and the future BESS/microgrid controller location.
22. Select and locate all AC interconnection equipment – switchgear, panelboards, disconnects, over-current protection and metering – with sufficient physical space, bus ampacity and spare breaker positions to accept a future BESS and additional PV without replacement of the equipment installed under this Contract. Reserved space and spare capacity shall be shown on the drawings and permanently labeled in the field.
23. Provide inverters and monitoring equipment that support open, non-proprietary communication protocols (for example Modbus TCP/RTU or SunSpec) and that are capable of accepting external setpoint, curtailment and shutdown commands from a third-party microgrid controller, and of coordinating with a future grid-forming BESS during islanded operation.
24. Design the utility interconnection in a manner consistent with the future addition of energy storage, and identify in the proposal any PG&E interconnection, tariff or metering implications of adding storage and additional generation in a later phase.
25. Perform, under this Contract, all excavation, trenching, directional boring, concrete cutting, backfill and surface restoration required for the future-use raceway, so that no additional trenching or demolition within finished, paved or hardscaped areas is required in the future phase.
26. Provide as-built documentation of all spare raceway, pull boxes, handholes, reserved equipment space and spare electrical capacity, including a one-line diagram that shows the future BESS, microgrid controller and additional PV as dashed future work, and a site plan showing all below-grade raceway routing with dimensioned locations.
27. Contractors shall state in their proposal the assumed future BESS capacity (kW and kWh) and assumed future additional PV capacity (kW-DC) used to size raceway, conductors, reserved space and interconnection equipment, and shall separately state the cost of this microgrid-ready

infrastructure on the Bid Sheet.

28. CAPK's conceptual campus microgrid site plan and representative equipment cut sheets for a 250 kW power conversion system and energy storage system are available and will be provided to Contractors attending the mandatory pre-bid job walk. These documents are provided for information only and do not constitute a basis of design.

II. Equipment Criteria

1. All equipment provided, where applicable (e.g. PV modules, inverters and meters) must appear on the current California Energy Commission (CEC) lists of eligible equipment and be certified to the applicable UL standards, including UL 1703 or UL 61730 for modules and UL 1741 SB / IEEE 1547-2018 for inverters.
2. All major system components (e.g. PV modules and inverters) must be from a product line that has been field tested and commercially available for a minimum of three (3) years.
3. PV modules must be from a major, financially stable manufacturer with a documented history of utility-scale or commercial-scale production and a bankable warranty.
4. Inverters shall be string inverters unless the Contractor demonstrates, and CAPK approves in writing, that an alternative inverter architecture better supports the future microgrid and battery energy storage requirements of this Project.
5. All proprietary products shall have either an ICC report, a testing report stamped and signed by a licensed California engineer or have calculations to support the products' adequacy.
6. All field devices and equipment will be mounted as per manufacturer recommendation.
7. Contractor is responsible for equipment startup.
8. Contractor is responsible for disconnection of existing equipment to be replaced.
9. The PV metering/monitoring system shall provide 15-minute interval production data through a web-enabled interface and shall be capable of providing generation data on a monthly basis in the Western Renewable Energy Generation Information System (WREGIS) format (i.e. the format required by WREGIS for registering Renewable Energy Credits (RECs)). The monitoring system shall also expose data over an open protocol for future integration with a microgrid controller.
10. Contractor shall verify available site communications. If existing Wi-Fi or network service is not adequate or reliable for the metering/monitoring system, Contractor shall provide a cellular gateway or other approved means of communication as part of the Project.
11. Contractor must provide consumption meters for each utility account. Consumption meters shall have similar functionality to PV production meters with regard to web-enabled interface and 15-min reporting interval. Reporting interval shall be synced with PV production interval such that data may be easily compared.
12. Contractor shall locate inverters and AC interconnection equipment in coordination with CAPK and in a manner consistent with the reserved location for the future BESS and microgrid controls.
13. Contractor is responsible for connection of new equipment to be installed.
14. Contractor is responsible for proper disposal of any existing equipment to be replaced.

III. Site Details & Usage

1. **Site Details**
    1. Site: Friendship House Community Center, 2424 Martin Luther King Jr. Boulevard (formerly Cottonwood Road), Bakersfield, California 93307. The array shall be installed on the rooftop of the multipurpose building and modular buildings if needed.
        1. Roof: Roof type, deck and membrane, framing type and spacing, pitch, penetrations, existing rooftop equipment and remaining service life shall be field verified by the Contractor at the mandatory job walk and confirmed during design.
            a. Structural capacity: Contractor's structural engineer of record shall verify existing roof framing capacity and provide stamped calculations demonstrating the adequacy of the existing structure for the proposed array, including any required reinforcement, which shall be included in the Contractor's price.
            b. Available documents: Existing site plans, architectural, structural and electrical drawings. These documents are provided for information only; Contractor is responsible for verification of all existing conditions.
            c. Site access and operations: Contractor shall coordinate all work with CAPK to avoid disruption of programs at the Community Center, including youth,

after-school and senior programs and use of the gymnasium, multipurpose room and adjacent lighted sports field.

d. Field verification: Submission of a proposal constitutes the Contractor's representation that it has visited the site and satisfied itself as to the existing conditions affecting the work.

2. **Electrical System**
    1. Serving utility: Pacific Gas and Electric Company (PG&E).
    2. PG&E account and meter number(s) serving the Friendship House Community Center campus and the multipurpose building: to be provided at the mandatory pre-bid job walk.
    3. Existing electrical service size, voltage and configuration: to be field verified by the Contractor.
        a. Existing main switchboard, distribution panelboards, available spare breaker positions, bus ampacity and the applicable interconnection method (supply-side or load-side) shall be field verified and documented by the Contractor.
            i. Any existing standby generator, automatic transfer switch or other on-site generation shall be identified by the Contractor, and its interaction with the PV system and the future microgrid shall be addressed in the design.
                1. Contractor shall confirm the current applicable PG&E tariff and evaluate available tariff options as part of production and bill-offset modeling, including the implications of the future addition of energy storage.

2. Electricity Usage
    1. Twelve (12) months of PG&E billing data and 15-minute interval consumption data for the Friendship House Community Center is available for download to all Contractors. Contractors shall base all production and bill-offset modeling on that data and on the applicable PG&E tariff.

IV. Mitigation Measures. The following mitigation measures are to be incorporated in the Project plans and specifications as required pursuant to this Scope of Work and Bid Sheet, subject to confirmation of the applicable environmental review and mitigation measures for this site by the City of Bakersfield. CAPK and Contractor(s) shall be responsible for compliance with these conditions and CAPK shall notify the City of Bakersfield (the "City") of any subsequent changes to the Scope of the Project or any change in the environmental conditions in accordance with 24 CFR 58.71(b). The City shall notify the County of Kern (the "County") if any subsequent Project modification proposed may affect the environmental clearance. Project related monitoring shall be completed by the lead agency for the Project (City).

1. Prior to the issuance of any building permits: the Project falls within Zone C of the Kern County Airport Land Use Compatibility Plan (ALUCP) and is within the flight pattern for the Bakersfield Municipal Airport. Contractor must submit an "Obstruction Evaluation/Airport Airspace Analysis" request (also known as the "7460" process) with the Federal Aviation Administration (FAA) to review the Project for impacts to glare. Any recommendations or other Project modifications from the permit process are incorporated as mitigation for the Project by reference and shall be complied with during the construction and implementation of the Project.
2. Dust and debris and other source operation emissions that may be generated during construction of the proposed Friendship House Community Center Solar Improvements shall be addressed in accordance with the standards established by the San Joaquin Valley Unified Air Pollution District. (Regulation VIII, Rule 8011-8081 pertaining to the construction and demotion activities for the control of Fugitive Dust of fine particulate matter and Rule 4102 - Nuisance of air emissions.) Additional rules that may also apply to the Project include: Rule 4102 – Nuisance of air emissions, and Rule 4641 – Cutback, Slow Cure and Emulsified Asphalt, Paving and Maintenance Operation.
3. Prior to the issuance of any building permit: Contactor shall demonstrate per available records that Metropolitan Bakersfield Habitat Conservation Plan (MBHCP) mitigation fees have previously paid for development of the Project site. It is noted that previous activities conducted onsite, which include the development/construction of the CAPK facility required the payment of HCP fees as a condition of the original development. However, if no record or other evidence of payment can be found, a development fee shall be collected and utilized for the acquisition and management of lands which support the species recovery plans outlined in the MBHCP.

4. During the implementation of the Project: If any archeological, paleontological, historical or cultural resources are discovered during construction, all work shall halt in the area of the find and the County shall provide a qualified cultural resources specialist to evaluate the findings and make appropriate mitigation recommendations in consultation with the State Historic Preservation Officer or SHPO. Prior to any remobilization in the area of the find, the County will notify the Contractor of the satisfactory completion of this requirement.

CAPK OPS 2026-007
Bid Sheet

Pricing (shall not exceed $336,294):	
Design, engineering, permitting and utility interconnection:	$ 211,850.00
PV modules, inverters, racking, roof work and AC interconnection:	$ 31,777.50
Microgrid/BESS-ready infrastructure (pull boxes, conduit, trenching and surface restoration):	$ 148,295.00
Commissioning, O&M manuals, training and Project closeout:	$ 31,777.50
Total Lump Sum Price for the complete Project	$ 211,850.00

System Specifications

Array Specification

Array Code:	6 ARRAYS
Installation Type:	ROOF
Azimuth (°):	90° & 270°
Tilt(°):	15°
Width (ft):	102'
Length (ft):	192'

PV Module Specification

Manufacturer:	TRINA
Model No.:	TSM-440 NEG9R.25
STC Rating (watts):	440
PTC Rating (watts):	337
Module Quantity:	153
DC Array Size (kW):	67.32

Inverter Specification

Inverter Code:	MICRO INVERTERS
Manufacturer:	ENPHASE ENERGY
Model No.:	IQ8P-3P-72-E-DOM-US
Inverter Quantity:	153
Inverter Rating (kW-AC)	0.475
Inverter CEC Efficiency Rating:	97.5%
AV voltage (V):	120/208 VAC, 3 PHASE
AC Wire Type:	ENPHASE QD CABLE
DC/AC Ratio:	0.93

Production

Year 1 expected production (kWh):	101,340
Expected Yield (kWh / kW DC):	1,505 KWH/KW DC
Guaranteed Year 1 production (kWh), if offered:	N/A
Estimated Year 1 utility bill offset ($):	≈ 20,000 – 24,000

APPENDIX A

Community Action Partnership of Kern
Vendor Information Sheet

Date: 09/09/2026 Prepared By: KRIS PIERCE

Official Business Name: CAL CONTRACTOR SERVICES INC

DBA:

Location Address: 3980 SACO RD. SUITE K BAKERSFIELD CA 93308
Street City State Zip

Mailing Address: 3980 SACO RD. SUITE K BAKERSFIELD CA 93308
Street City State Zip

Contact Person: KRIS PIERCE Title: C.O.O. / CO-OWNER

Phone #: 661-331-5530 Accts. Receivable Phone #: 661-535-4004

Fax #: N/A Customer Service Phone #: 661-535-4004

CAPK Acct #: N/A E-mail Address: KRIS@CALCONTRACTORSERVICES.COM

Federal ID # or SS#: 88-1338898 Type of Business: S-CORP

Contractor Lic #: 1092658 DUNS#: 076670514 CCR & CAGE#: YV5SG82MJNHB

Business Lic #: 00172348 City Issued: BAKERSFIELD

General Liability Insurance Carrier & Policy #: PALOMAR EXCESS AND SURPLUS INSURANCE COMPANY, ENC0010 11304

Auto Liability Insurance Carrier & Policy #: MERCURY INSURANCE COMPANY, BA040000097699

Workers Compensation Insurance Carrier & Policy #: STATE COMPENSATION INSURANCE FUND, 9322288

Please Check One:

Corporation X CAPK ____ Sole Proprietorship ____ Individual ____

Please Check One Classification:

Non-Profit ___ Faith Based Agency ___ Local Gov't ___ Fed. Gov't ___ For Profit X

Housing Collaboration ___ School District ___ Post Secondary Education Institution ___

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. Is your company:

Minority owned (51+%) ____ Woman owned (51+%) ____ Small Business X

Years in Business: 4.5 Accept Purchase Orders: Yes X No ___

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

Authorized Signature: [signature] Print Name: KRIS PIERCE

Title: C.O.O. / CO-OWNER Date: 09/09/2026

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.
CAL CONTRACTOR SERVICES INC

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.)
14215 EDENDERRY AVE.

Requester's name and address (optional)

6 City, state, and ZIP code
BAKERSFIELD, CA 93314

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
88 - 1338898

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 ▶ 09/09/2026

General Instructions

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

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

Purpose of Form

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

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

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

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

By signing the filled-out form, you:

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

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

APPENDIX C
Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Contractor 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 Contractor 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 Contractor 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 Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor 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 Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Contractor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Contractor and CAPK's Executive Director.

5. **CLAIMS.** All claims for money due or to become due to the Contractor 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 Contractor 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 Contractor 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/LSA 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 and Labor Surplus Area firms.

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

12. **RESPONSIBILITY.** If Contractor 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.

13. **PROTEST BY CONTRACTOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor 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.

14. **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 a Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on a 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 Contractor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."

15. **HUD 4010**: The provisions of form HUD 4010, "Federal Labor Standards Provisions," as well as the applicable Federal wage decision for the Project are by these references incorporated in the Contract.
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Contractor, 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 Contractor 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."

    Contractor 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 Contractor 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:** Contractor 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 Contractor 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 Contractor'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.

Contractor 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.

19. **DAVIS BACON**: The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29, applies to any construction, renovation or repair work that exceeds $2,000.00.
    a. 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 contract work.
    b. The Secretary of Labor (SOL) determines the Davis- Bacon 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.
    c. If there is a difference, the bidder shall pay not less than the higher wage rate.
    d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
    Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: http://www.wdol.gov/ (Federal); http://www.dir.ca.gov/OPRL/PWD/index.htm (State).
    e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. **Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.**

20. **BONDS:** Contractor shall furnish the following bonds prior to commencement of work under the Contract from a surety that meets all of the State of California bonding requirements, as defined in the Code of Civil Procedure Section 995.120:

    b. A bid bond on the part of the Contractor for one hundred percent (100%) of the bid price, executed to secure fulfillment of all the Contractor's obligations under the proposal.
    c. A performance bond on the part of the Contractor for one hundred percent (100%) of the Contract price, executed to secure fulfillment of all the Contractor's obligations under the Contract.

d. A payment bond on the part of the Contractor for one hundred percent (100%) of the Contract price to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the Contract.

Signature 09/09/2026 Date

KRIS PIERCE
Print Name

CAL CONTRACTOR SERVICES INC
Company Name

APPENDIX D

Federal Contract Requirements, Regulations and Compliance

INTRODUCTION

This project is being funded (at least in part) by the City of Bakersfield's Economic Development Section of the Community Development Department (EDCD). EDCD is funded by and administers annual Community Development Block Grant (CDBG) funds received from the United States Department of Housing and Urban Development (HUD). Before the City can receive any of its annual CDBG funds, it must first certify that all funds received will be expended only for program eligible activities and that all expenditures will be made in compliance with specific federal regulations identified by HUD.

The City must insure that contractors and subcontractors expend CDBG funds in compliance with federal laws and the certifications made to HUD. Thus, a major administrative responsibility of EDCD is to inform contractors and subcontractors of applicable program requirements, laws, and regulations and advise on methods of compliance.

This section is incorporated into City funded CDBG contracts as an aid to achieve compliance and to protect contractors from having to refund any CDBG funds that are found to have been expended improperly. HOWEVER, PLEASE BE AWARE THAT IT IS THE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT ALL APPLICABLE PROGRAM REQUIREMENTS, LAWS, AND REGULATIONS ARE COMPLIED WITH ON THIS PROJECT.

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY CONTRACTOR

STATE OF CALIFORNIA
COUNTY OF KERN } SS

KRIS PIERCE, being first duly sworn, deposes and says that he or she is C.O.O. / CO-OWNER (Title) of CAL CONTRACTOR SERVICES INC (company) the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposal has not directly or indirectly induced or solicited any other proposal to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposal or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposal has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposal, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposal, 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 proposal are true; and, further, that the proposal has not, directly or indirectly, submitted his or her proposal 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, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signature of Proposer

3980 SACO RD. SUITE K. BAKERSFIELD, CA 93308
Business Address

6909 NORRIS RD. BAKERSFIELD, CA 93308
Place of Residence

TO BE SUBMITTED WITH BID

NON-CONFLICT OF INTEREST CERTIFICATION

(1) City of Bakersfield's Community Development Block Grant Agreement with the U.S. Department of Housing and Urban Development prohibits any member, officer, or employee of the City or their designees or agents, and any members of the governing body of the locality in which this project is situated, and any other public official of such locality or localities who exercises any functions or responsibilities with respect to the City's Community Development Program or this project during his tenure or for one year thereafter, from having any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, in work to be performed in connection with projects assisted with Community Development funds.

(2) Contractor stipulates that no public official, as described in the preceding paragraph, has any interest, direct or indirect, in this contract or any subcontract, or the proceeds thereof, in work to be performed in connection with this project.

(3) Contractor agrees to include or cause to be included the regulations in Paragraphs (1) and (2) of this section in every subcontract in connection with this project.

Community Development Project Name: CAPK FRIENDSHIP HOUSE COMMUNITY CENTER

CAL CONTRACTOR SERVICES INC
Contractor/Vendor*

09/09/2026
Date

Signature

3980 SACO RD. SUITE K
Address

C.O.O. / CO-OWNER
Title

BAKERSFIELD, CA 93308

- PLEASE SUBMIT WITH BID -

EQUAL EMPLOYMENT OPPORTUNITY

COMPLIANCE CERTIFICATION

I hereby certify that I will comply with all the provisions of the Equal Opportunity Clause of Executive Order 11246 as amended by Executive Order 11375. Contractor agrees that no person, on the grounds of race, color, religion, national origin, sex or age will be subjected to discrimination under this contract.

Signed _____
Contractor

Dated 09/09/2026

- PLEASE SUBMIT WITH BID -

DAVIS-BACON ACT COMPLIANCE CERTIFICATION

I hereby certify that I will conform to the Davis-Bacon Act regarding wages, benefits, on-site audits with 48 hours notice, payroll records, and submittal of weekly payrolls to the City of Bakersfield and apprentice and trainee employment requirements. I understand and agree that any wage underpayments will require the payment of back wages due to affected employee(s).

Listed below are the labor classifications and related wage rates proposed by the prime and subcontractors for this project:

WAGE RATE

Classification	Group Number (if any)	Basic Hourly Rate	Fringe Benefit Rate	Total Rate
JOURNEYMAN		$58.65	$21.60	$80.25
APPRENTICE		$52.79	$23.11	$75.90

(Attach additional sheets, if necessary)

WAGES SUBJECT TO CHANGE IF CONSTRUCTION START DATE EXTENDS BEYOND THE NEXT CHANGE

I agree to supply the City of Bakersfield with updates to this listing before I allow any additional labor classifications to be used on this project.

Contractor/Subcontractor

By: KRIS PIERCE

Title: C.O.O. / CO-OWNER

Date: 09/09/2026

CD Project Name: CAPK FRIENDSHIP HOUSE COMMUNI

- PLEASE SUBMIT WITH BID -

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

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

(a) Are not presently excluded or disqualified;

(b) Have not been convicted within the preceding three (3) years of any of the offenses listed in Sec. 29.800(a)* or had a civil judgment rendered against you for one of those offenses within that time period;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with the commission of any of the offenses listed in Sec. 29.800(a) *; or

(d) Have not had one or more public transactions (Federal, State or Local) terminated within the preceding three (3) years for cause or default.

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 bidder responsibility. For any exception noted above, indicate below to who it applies, initiating agency, and dates of action.

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

The above Certification is part of the Proposal, Signing this Proposal on the signature portion there of shall also constitute signature of this Certification.

Signature of Contractor

- PLEASE SUBMIT WITH BID -

* See attached page.

Sec. 29.800 What are the causes for debarment?

We may debar a person for—

(A) Conviction of or civil judgment for—

(1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction;

(2) Violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging;

(3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or

(4) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

- PLEASE SUBMIT WITH BID -

CITY OF BAKERSFIELD
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT
MINORITY AND FEMALE BUSINESS ENTERPRISE
CERTIFICATION FORM

1. CAL CONTRACTOR SERVICES INC
Name of Firm

2. 3980 SACO RD. SUITE K | BAKERSFIELD | CA | 93308
Business Address | City | State | Zip

3. KRIS PIERCE | 661-331-5530
Name of Person to Contact (list one only) | Telephone Number

4. Type of Ownership *Check Only One*

___ Sole Ownership ___ Partnership

___ Joint Venture ___ Other

X Corporation

___ Female

___ Minority Owned
Ownership must be 51% or more.

5. Contractor's License No./Engineer or Architect License No. and Tax Identification

A. License Class B, C-10, C-46 No. 1092658 Expiration Date 06/30/2028

Name of License Qualifying Individual NICHOLAS HUFF

B. License Class _____ No. _____ Expiration Date _____

Name of License Qualifying Individual _____

C. Employer Identification (IRS Tax ID) _____

6. Nature of Firm's Business: GENERAL CONSTRUCTION & ELECTRICAL CONSTRUCTION

Years in Business: 4.5

- PLEASE SUBMIT WITH BID -

7. Identify all individuals who own 5% or more of this firm. (With firms less than 100% minority owned, list the contributions of money, equipment, real estate or expertise of each owners.)

Name NICHOLAS HUFF	Sex	Years Owned	% Owned	% Voting
	M	4.5	60	60

Ethnicity: (select *only one*)
- ____ Hispanic or Latino
- X Not Hispanic or Latino

Race: (select *one or more*)
- ____ American Indian or Alaska Native
- ____ Asian
- ____ Black or African American
- ____ Native Hawaiian or Pacific Islander
- X White

Name KRISTOPHER PIERCE	Sex	Years Owned	% Owned	% Voting
	M	4.5	40	40

Ethnicity: (select *only one*)
- ____ Hispanic or Latino
- X Not Hispanic or Latino

Race: (select *one or more*)
- ____ American Indian or Alaska Native
- ____ Asian
- ____ Black or African American
- ____ Native Hawaiian or Pacific Islander
- X White

Name	Sex	Years Owned	% Owned	% Voting
	____	____	____	____

Ethnicity: (select *only one*)
- ____ Hispanic or Latino
- ____ Not Hispanic or Latino

Race: (select *one or more*)
- ____ American Indian or Alaska Native
- ____ Asian
- ____ Black or African American
- ____ Native Hawaiian or Pacific Islander
- ____ White

For Additional Owners: Please Add Sheets as Necessary

8. Are you authorized to do business in the State as well as locally, including all necessary business licenses?

{X} Yes { } No

9. Is your firm registered as a small business with:

California Office of Small Business? {X} Yes { } No
Federal Office of Small business? {X} Yes { } No

10. Indicate if this firm or other firms with any of the same officers have previously received or been denied certification or participation as an MBE or WBE and describe the circumstances. Indicate the name of the certifying authority and the date of such certification or denial.

VERIFICATION

"The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of KRIS P., CAL CONTRACTOR SERVICES INC (name and firm) as well as the ownership thereof. Further, the undersigned agrees to provide through the prime contractor or, if no prime, directly to the City of Bakersfield, Economic & Community Development Department current, complete and accurate information regarding actual work performed on the project, the payment thereof and any proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements."

NOTE: If, after filing this schedule, and before the work on any contract covered by this regulation, there is any significant change in the information submitted, you must inform the City of the change, either through the prime contractor or to the City directly.

Signature _____ Title COO / CO-OWNER

Printed Name KRIS PIERCE Date Signed 09/09/2026

PROHIBITED USE OF FEDERAL FUNDS FOR LOBBYING

Contractor certifies, to the best of his knowledge and belief, that no Federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, 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.

If any funds other than Federally 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 Contractor shall complete and submit, in accordance with instructions, Standard Form-LLL, "Disclosure Form to Report Lobbying", attached hereto as Exhibit "L" and incorporated herein by this reference as if set forth in full.

The Contractor shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

- PLEASE SUBMIT WITH BID -

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

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

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	☒ a. bid/offer/application ☐ b. initial award ☐ c. post -award	☒ a. initial filing ☐ b. material change **For Material Change Only:** Year_____quarter_____ Date of last report_____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
☒ Prime ☐ Subawardee Tier _____, *if known:* CAL CONTRACTOR SERVICES INC 3980 SACO RD. SUITE K BAKERSFIELD, CA 93308 **Congressional District,** *if known:* 4c	**Congressional District,** *if known:*
6. Federal Department/Agency: COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)	**7. Federal Program Name/Description:** CFDA Number, *if applicable:* _____
8. Federal Action Number, *if known:*	**9. Award Amount,** *if known:* $ 211,850.00
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):*
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: KRIS PIERCE Title: C.O.O. / CO-OWNER Telephone No.: 661-331-5530 Date: 09/09/2026
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev.7-97)

- PLEASE SUBMIT WITH BID -

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

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

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

2. Identify the status of the covered Federal action.

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

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

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

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

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

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

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

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

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

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

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction
Standard Form – LLL-A

- PLEASE SUBMIT WITH BID -

PERFORMANCE ON PREVIOUS EQUAL EMPLOYMENT OPPORTUNITY SUBJECT CONTRACTS/SUBCONTRACTS CERTIFICATION

The bidder/proposed subcontractor, hereby certifies that they **have/have not (select one)** participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 10925, 11114, or 11246, and that they **have/have not (select one)** filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

CAL CONTRACTOR SERVICES INC — 09/09/2026

Contractor/Subcontractor — Date

C.O.O. / CO-OWNER

Signature — Title

Project Name and Number:

NOTE: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor [41 CFR 60-1.7(b)(1)], and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 6-1.5. Generally only contracts or subcontracts of $10,000 or under are exempt.

Currently Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

- PLEASE SUBMIT WITH BID -

NONSEGREGATED FACILITIES CERTIFICATION

The federally-assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies further that he will not maintain or provide for his employees and segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit direction or are in fact segregated on the basis of race, color, religion, sex or national origin because of habit, local custom, or any other reason. The federally-assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the equal opportunity clause, and that he will retain such certifications in his files.

CAL CONTRACTOR SERVICES INC
Contractor/Subcontractor

09/09/2026
Date

Signature

C.O.O. / CO-OWNER
Title

- PLEASE SUBMIT WITH BID -

APPENDIX E

WITHHELD CONTRACT FUNDS CERTIFICATION

Public Contract Code Section 22300 requires the inclusion in invitations for public agency bids and in Public agency contracts a provision which will, at the expense of the contractor, permit the substitution of securities of equal value for any construction progress monies withheld to ensure performance under a contract. Therefore, as a contractor on Project No. OPS, 2026-007.

☒ I do not intend to substitute securities for monies withheld and thereby avail myself of the process and rights provided in Public Contract Code Section 22300.

☐ I do intend to exercise my option as specified in Public Contract Code Section 22300 and hereby agree to the following:

1. I will establish an escrow agreement satisfactory to the County, with a state or federally chartered bank, which shall contain at a minimum provisions governing inter alia:

   a. The amount of securities to be deposited;
   b. The type of securities to be deposited, (eligible securities for deposit are described in Government Code Section 16430);
   c. The providing of powers of attorney or other documents necessary for the transfer of the securities deposited;
   d. The terms and conditions of conversion to cash to provide funds to meet defaults by the Contractor including, but not limited to termination of the Contractor's control over the work, stop notices filed pursuant to law, assessment of liquidated damages or other amounts to be kept or retained under the provisions of the contract;
   e. The decrease in value of securities on deposit; and
   f. The termination of the escrow agreement upon completion of the contract and acceptance by the County.

2. I will obtain written consent of the surety to any such agreement; and

3. I will attach to each progress payment submitted a notarized copy of escrow instructions executed by agents thereof and on bank letterhead as proof that such an account has been established. Such instructions will set forth that securities deposited shall not be withdrawn for any purpose (with contractors complete and unreserved agreement) without prior written approval by the County of Kern with respect to the project hereinabove referenced.

CAL CONTRACTOR SERVICES INC
Contractor

By (Signature)

C.O.O. / CO-OWNER
Title

3980 SACO RD. SUITE K BAKERSFIELD, CA 93308
Business Address

6909 NORRIS RD. BAKERSFIELD, CA 93308
Place of Residence

- PLEASE SUBMIT WITH BID-

RFI Response ID: 001
Date Sent: September 1st, 2026

Project: FH Solar Photovoltaic System
Subject: Questions Regarding RFP OPS-2026-007
Sent Via: Email

Questions and Responses:

1. **Job Walk Sign-In Sheet:**
   Will a sign-in sheet or list of participating bidders be provided to document the contractors who attended the job walk?
   a. CAPK does not disclose pricing from current contracts during an active solicitation process. We encourage all vendors to develop and submit their most competitive pricing based on the scope of work and requirements outlined in the RFP.

2. **Project Budget and PV System Sizing:**
   The RFP identifies a project budget of $336,294. During the job walk it was indicated that the intent is to maximize the amount of solar energy that can be installed within this budget. If a 100% energy offset design is achieved and the resulting PV system cost is less than the available project budget, should the bidder increase the PV system size to utilize the remaining budget and maximize the total solar energy production, assuming the additional capacity is feasible?
   Alternatively, should the bidder maintain the system at the 100% energy offset level and provide the lowest project cost, leaving any remaining budget unallocated?
   Please clarify the Solicitor's preferred approach so bidders can size and price their proposals accordingly.
   a. Attachment A, Scope of Work, Section I, Item 1 and Section II.A both state the objective as maximizing electrical production and system size allowed by the roof within a total budget of $336,294. Bidders shall size to the maximum production feasible within the budget and the physical constraints of the site, roof area and geometry, structural capacity, shading, code and permitting, and not to a 100% offset target.
   b. Where a proposed system exceeds current annual consumption, the bidder shall identify in its proposal any PG&E interconnection, tariff or metering implications of the proposed sizing, as required by Attachment A, Section I, Item 24 and Section III, Paragraph 4.4.c of the RFP. If applicable interconnection or tariff rules limit the exportable system size, the bidder shall state the limitation, the maximum size achievable under it, and any alternative (for example, non-export or limited-export configurations) that would permit additional capacity.

3. **Will there be any survey/construction staking for this project?**
   a. CAPK will not furnish a boundary or topographic survey, and will not provide construction staking. Any survey, layout, staking, or utility locating the Contractor determines is necessary to perform the work is the Contractor's responsibility and shall be included in the Total Lump Sum Price on the Bid Sheet. No separate payment will be made for survey or staking.

4. **Equipment Procurement: Who will be responsible for procuring the solar PV and BESS equipment?**
    a. The selected design build contractor will be responsible for the procurement of equipment. Please note, the BESS equipment is not part of scope for this RFP. Any infrastructure/paths for future BESS will need to be considered as part of this design build project. Conduit to proposed location along with identifying location for any controllers/equipment along with paths to and from this location.

5. **Future Load Expansion: Is any future facility or electrical load expansion anticipated? If so, is there an estimated percentage increase or additional load (kW) that PDS should account for when sizing the system?**
    a. As part of the resiliency center needs there will be future loads, but this will be determined during phase II of the project once additional funds are identified. For the purposes of this RFP the intent is to maximize the funding available for electrical output and ensure that all infrastructure is available for future expansion of the array and connection with the BESS.

6. **BESS Operating Requirements: How does CAPK intend to use the BESS? For example, is the primary purpose emergency backup power, daily/continuous operation for energy savings, peak demand management, or a combination of these uses?**
    a. CAPK plans to utilize the BESS for both emergency backup and daily operating energy savings.

7. **Resiliency Requirements: Is there a specific backup duration or resiliency target that the combined solar PV and BESS system should be designed to support? For example, should PDS evaluate the system for an 8-, 12-, or 24-hour outage, or another desired duration?**
    a. This has not yet been determined and will be solidified for phase II of the project but initially plans for a minimum of 72 hours.

Acknowledgment/Receipt of RFI Response

09/09/2026

Signature Date

SIGNED ACKNOWLEDGEMENT OF RFI MUST BE SUBMITTED WITH PROPOSAL

COMMUNITY ACTION PARTNERSHIP OF KERN

1300 18th Street, STE 200 Bakersfield, California 93301 • (661) 336-5236

REQUEST FOR PROPOSALS

DESIGN BUILD SOLAR PHOTOVOLTAIC SYSTEM

ADDENDUM NO. 1

RFP No.:	CAPK OPS 2026-007
Project:	Design Build Solar Photovoltaic System — Friendship House Community Center
Issued By:	Community Action Partnership of Kern
Date Issued:	September 1, 2026
Proposals Due:	2:00 p.m. September 10, 2026 — UNCHANGED

This Addendum No. 1 is issued to modify Request for Proposals CAPK OPS 2026-007 and is hereby incorporated into and made a part of the RFP documents. All Contractors are responsible for reviewing this Addendum in its entirety and for acknowledging receipt as set forth below. In the event of any conflict between this Addendum and the RFP as originally issued, this Addendum shall govern.

ITEM 1 — JOB WALK ATTENDANCE IS NOT MANDATORY

1.1 Attendance at the job walk is **not mandatory** and is not a condition of eligibility, responsiveness, or award. All references in the RFP characterizing the job walk as "mandatory" are deleted, as specifically set forth in Paragraphs 1.2 through 1.4 below.

1.2 Attachment A, Scope of Work, Section I (Design Build), Item 28 is deleted in its entirety by Item 2 of this Addendum, which removes the reference therein to the "mandatory pre-bid job walk."

1.3 Attachment A, Section III (Site Details & Usage), Paragraph 1.1.1 (Roof) is amended to delete the words "at the mandatory job walk," so that the sentence reads as follows:

> *Roof type, deck and membrane, framing type and spacing, pitch, penetrations, existing rooftop equipment and remaining service life shall be field verified by the Contractor and confirmed during design.*

1.4 Attachment A, Section III (Site Details & Usage), Paragraph 1.2.2 (Electrical System) is amended in its entirety to read as follows:

> *PG&E account and meter number(s) serving the Friendship House Cammunity Center campus and the multipurpose building: available to all Contractors upon written request to procurement@capk.org.*

1.5 The job walk for this Project was held on **August 27, 2026** and was informational only. Contractors that did not attend the August 27, 2026 job walk remain fully eligible to submit a proposal and will be evaluated on the same basis as Contractors that attended. No proposal shall be judged non-responsive,

and no Contractor shall be disqualified or otherwise disadvantaged in scoring, by reason of non-attendance at the job walk.

1.6 Site access. Attachment A, Section III, Paragraph 1.1.1.d remains in effect: submission of a proposal constitutes the Contractor's representation that it has visited the site and satisfied itself as to existing conditions. Because the sole scheduled job walk has already occurred, CAPK will make the site available for individual inspection by appointment through **[INSERT DATE]**. Contractors shall request an appointment by email to procurement@capk.org. This provision applies equally to Contractors that attended the August 27, 2026 job walk and to those that did not.

ITEM 2 — DELETION OF ATTACHMENT A, SCOPE OF WORK, SECTION I, ITEM 28

2.1 Attachment A, Scope of Work, Section I (Design Build), Item 28 is **DELETED IN ITS ENTIRETY**. The deleted provision read as follows:

> ~~*CAPK's conceptual campus microgrid site plan and representative equipment cut sheets for a 250 kW power conversion system and energy storage system are available and will be provided to Contractors attending the mandatory pre-bid job walk. These documents are provided for information only and do not constitute a basis of design.*~~

2.2 No conceptual campus microgrid site plan and no representative equipment cut sheets for a 250 kW power conversion system or energy storage system exist for this Project, and no such documents will be furnished by CAPK during this procurement. Contractors shall not rely upon, and shall not assume the availability of, any such documents in preparing their proposals.

2.3 This deletion does not modify the Future Microgrid and Battery Energy Storage Readiness requirements at Attachment A, Section I, Items 17 through 27, which remain in full force and effect. Contractors shall continue to state the assumed future BESS capacity (kW and kWh) and assumed future additional PV capacity (kW-DC) used to size raceway, conductors, reserved space and interconnection equipment, as required by Attachment A, Section I, Item 27 and by Section III, Paragraph 4.4.c of the RFP. Those assumptions are the Contractor's to develop and document; CAPK will review and approve them in writing during design.

2.4 The remaining items in Attachment A, Section I retain their existing numbering. No renumbering shall be inferred from this deletion. Evaluation Criterion 7 (Microgrid and battery storage readiness of the proposed design — 5 points) is unchanged.

ITEM 3 — ALL OTHER TERMS UNCHANGED

3.1 Except as expressly modified by this Addendum No. 1, all terms, conditions, specifications and requirements of the RFP remain unchanged and in full force and effect. The Expected Timeline in Section I.D is unchanged except as stated in Paragraph 4.2.

3.2 The deadline for submission of proposals **REMAINS 2:00 p.m. September 10, 2026.**

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18th Street, STE 200 Bakersfield, California 93301 • (661) 336-5236

ACKNOWLEDGMENT OF RECEIPT

Each Contractor shall acknowledge receipt of this Addendum No. 1 by signing below and returning this page to procurement@capk.org, or by including a signed copy with its proposal. Failure to acknowledge receipt of this Addendum may render a proposal non-responsive.

Firm Name: CAL CONTRACTOR SERVICES INC

Date: 09/09/2026

Signature:

Title: C.O.O. / CO-OWNER

Printed Name: KRIS PIERCE

END OF ADDENDUM NO. 1

Liberty Mutual Surety
Attention: LMS Claims
P.O. Box 34526
Seattle, WA 98124
Phone: 206-473-6210
Fax: 866-548-6837
Email: HOSCL@libertymutual.com
www.LibertyMutualSuretyClaims.com

The Ohio Casualty Insurance Company

BID OR PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we, Cal Contractor Services Inc.

of 3980 Saco Road #K, Bakersfield, CA 93308
(hereinafter called the Principal) as Principal, and The Ohio Casualty Insurance Company, with its principal office in the City of Boston, Massachusetts (hereinafter called the Surety), as Surety, are held and firmly bound unto Community Action Partnership of Kern

of 1300 18th Street Bakersfield, CA 93301
(hereinafter called the Obligee) in the penal sum of Ten (10%) of amount bid Dollars Ten (10%) of amount bid lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas, the Principal has submitted the accompanying bid dated September 10, 2026 for Design Build Solar Photovoltaic System RFP CAPK OPS 2026 007

NOW, THEREFORE, if the Obligee shall make any award according to the terms of said bid and the Principal shall enter into a contract with said Obligee in accordance with the terms of said bid and give bond for the faithful performance thereof within the time specified; or if no time is specified within thirty days after the date of said award; or if the Principal shall, in the case of failure so to do, indemnify the Obligee against any loss the Obligee may suffer directly arising by reason of such failure, not exceeding the penalty of this bond, then this obligation shall be null and void; otherwise to remain in full force and virtue.

Signed, sealed and dated: September 10, 2026

Cal Contractor Services Inc.
Principal

By: _____

THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE

The Ohio Casualty Insurance Company

By: _____
Brandi Marie Rodriguez, (Attorney-in-fact)

LMS-20865e 11/17

Liberty Mutual. SURETY

POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8213315 - 983784

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Brandi Marie Rodriguez, Christine Michele Stahl, Jason Findley, Michael Moore, Mike Hay, Pamela Ann Binns

all of the city of Bakersfield state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 10th day of March, 2025.

LIBERTY MUTUAL INSURANCE COMPANY INCORPORATED 1912 MASSACHUSETTS — THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE — WEST AMERICAN INSURANCE COMPANY INCORPORATED 1991 INDIANA

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 10th day of March, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

TERESA PASTELLA COMMONWEALTH OF PENNSYLVANIA NOTARY PUBLIC

Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10th day of September, 2026.

LIBERTY MUTUAL INSURANCE COMPANY INCORPORATED 1912 MASSACHUSETTS — THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE — WEST AMERICAN INSURANCE COMPANY INCORPORATED 1991 INDIANA

By: _____
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

LMS-12673 LMIC OCIC WAIC Multi Co 02/24

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Kern)

On September 10, 2026 before me, Diana Aida Hempstead, Notary Public
(insert name and title of the officer)

personally appeared Brandi Marie Rodriguez, Attorney-in-Fact,
who proved to me on the basis of satisfactory evidence to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

DIANA AIDA HEMPSTEAD
Notary Public - California
Kern County
Commission # 2524892
My Comm. Expires Jun 26, 2029

Signature _____ **(Seal)**

COMMUNITY ACTION PARTNERSHIP OF KERN
130018thStreet,Suite200 · Bakersfield,California93301 · (661)336-5236
Procurement · procurement@capk.org

September 16, 2026

Firm:	Cal Contractor Services Inc
Attention:	Kris Pierce, Chief Operating Officer / Co-Owner
Address:	3980 Saco Road, Suite K, Bakersfield, California 93308
Delivery:	kris@calcontractorservices.com
Subject:	Request for Clarification — RFP CAPK OPS 2026-007, Design Build Solar Photovoltaic System, Friendship House Community Center

Dear Mr. Pierce:

Community Action Partnership of Kern has received and is evaluating the proposal submitted by Cal Contractor Services, Inc. in response to Request for Proposals CAPK OPS 2026-007. Pursuant to Section V.C of the Request for Proposals, CAPK requests written clarification of the items identified below. Each item asks your firm toexplain, confirm or document information contained in the proposal as submitted. Please do not submit revised pricing, a revised system design or any other change to the proposal in response to thisrequest.

No. Clarification Requested

1 Bid Sheet price allocation. The four component prices stated on your Bid Sheet do not sum to the stated total. The line for design, engineering, permitting and utility interconnection is stated as $211,850.00, which is also the amount stated as the Total Lump Sum Price for the complete Project, while the remaining three lines total $211,850.00 on their own. The line for microgrid and battery storage ready infrastructure is stated as $148,295.00, which is seventy percent of the total price.

Please confirm that the Total Lump Sum Price for the complete Project is $211,850.00 and provide a corrected allocation of that same total across the four Bid Sheet categories. The corrected allocation must not change the total price. CAPK requires an accurate allocation because CDBG and State of California Department of Parks and Recreation cost reporting and invoicing will be based on these categories.

RESPONSE:

This was a clerical error, it appeared to ask for the total price on the first input line and once again for a lump sum amount on the bottom line. This serves as confirmation the TOTAL contract price for this project is $211,850.00

2 Bid bond penal sum. Section III.12 of the Request for Proposals and Paragraph 20.b of Appendix C require a bid bond for one hundred percent (100%) of the bid price. The bond submitted with your proposal, issued by The Ohio Casualty Insurance Company and dated September 10, 2026, is in the penal sum of ten percent (10%) of the amount bid.

Please state whether your surety is able and willing to issue a bid bond in the penal sum of one hundred percent of the bid price for this solicitation, and confirm in writing that your surety will issue performance and payment bonds each in the amount of one hundred percent of the Contract price as required by Paragraph 20 of Appendix C. A letter from the surety or its attorney-in-fact confirming aggregate and single-project bonding capacity is requested.

2 **RESPONSE:**

Please see the response for item #2 directly from our insurance company:

"The Surety is prepared to support the payment and performance bonds if the insured is awarded this project/contract. The bond would be issued with a rider excluding any long term warranties and any efficiency guaranties. The surety is questioning why the bid bond is not the standard 10% of amount bid. Please clarify."

A: After review of 2 CFR 200.326 it was found that the RFP was incorrect with relation to the bid bond. 2 CFR 200.326 requires a minimum of 5% of the bid price but CAPK has elected to use the 10%.

Letter from the surety stating our bonding line is attached at the end of this document.

3 Staff resumes. Section III.3.2 requires resumes for staff assigned to the Project, including current responsibilities, total years of experience, number of years of experience with the Contractor, degrees and certifications, and professional affiliations. Your proposal identifies ten team members by name, title and responsibility, and Section 4 states that detailed projects and references are provided as supporting documentation, but no resumes are included in the submitted package.

Please confirm whether resumes were intended to be included in the proposal submitted on September 10, 2026 and, if so, identify where they appear. CAPK will evaluate the proposal on the basis of the material timely submitted.

RESPONSE:

Resumes have been added to the end of this document for the team members that will be working directly on this project.

4 Engineers of record. Your proposal identifies Joseph Santa-Cruz as Project Engineer and Engineer of Record, and Section 6.7 states that CAL's structural engineering team will verify existing framing capacity and provide stamped calculations.

Please identify the California professional license number and discipline of Mr. Santa-Cruz, identify by name and license number the Electrical Engineer of Record and the Structural Engineer of Record who will stamp the drawings and calculations required by Attachment A, Section I, Items 3, 5 and 6, and state whether either is an employee of Cal Contractor Services, Inc. or an outside consultant. Section 13 of your proposal states that CAL will self-perform all construction activities; please confirm whether engineering of record is included within that statement.

RESPONSE:

Mr. Santa-Cruz's California Professional License Number is 65974 & he is a Civil Engineer. He is an outside consultant that we have worked with for approximately 12 years. He will conduct the structural engineering for the project and provide a stamped & signed set of calculations & will stamp/sign the building plans for the building permit review.

Electrical Engineer of record will be Geoffrey T. Kramer, license number E21305

5 Future additional photovoltaic capacity. Attachment A, Section I, Item 27 and Section III.4.4.c require the Contractor to state both the assumed future battery energy storage capacity in kW and kWh and the assumed future additional photovoltaic capacity in kW-DC used to size raceway, conductors, reserved space and interconnection equipment. Addendum No. 1, Paragraph 2.3 reaffirmed that requirement. Your proposal states a battery planning basis of approximately 80 kWh usable and 33 kVA at 120Y/208V but does not state an assumed future additional photovoltaic capacity.

Please state the assumed future additional photovoltaic capacity in kW-DC used in your raceway, conductor, reserved space and interconnection equipment sizing.

RESPONSE:

The BESS selected in our proposal has a capacity of 80 kWh however it can be scaled up to 2 mWh. The additional PV capacity to be considered for future expansion would be approximatley 132 panels (58.08 kW DC) assuming the roof can structurally accomodate the addtional panels. Bearing in mind this is only for the roof of the primary building, should more PV need to be installed at a later date there are alternative locations that could facilitate more PV.

6 System sizing and remaining budget. Your proposal states a total price of $211,850.00 against an available Project budget of $336,294, states that additional roof area is available, and explains that additional capacity was not proposed because PG&E's Net Billing Tariff oversizing attestation limits estimated annual production to 150 percent of the applicable annual usage basis.

Please identify the specific PG&E tariff and rule relied upon, the annual usage basis used in that calculation and its source, and state whether any additional photovoltaic capacity could be interconnected at this site within the $336,294 budget on the basis of documented future load, expanded usage basis, or a separate service or meter. Please also confirm the number of modules that the multipurpose building roof could physically and structurally accommodate.

RESPONSE:

The PG&E language restricting the backfeed to 150% has been attached to the end of this document. The annual usage basis used to design this system was provided within the bid documents. The 12 months of usage that was utilized was 5/9/25-5/9/26 = 67,712 kWh, the PV system designed was then set to provide 150% of that figure annually.

The historical interval data provided was greater than 12 months so we tried to pull the 12 months with the greatest usage values.

In the RFI's the responses from CAPK stated that:

"As part of the resiliency center needs there will be future loads, but this will be determined during phase II of the project once additional funds are indentified. For the purpose of this RFP the intent is to maximize the funding available for electrical output and ensure that all infrastructure is available for future expansion of the array and connection with the BESS"

There could be more PV interconnected on this site on the primary rooftop within the budget should a load justification form be provided OR if interconnection was to occur at a different meter on the property.

To pin point how much more additional PV can structurally be installed on the primary roof, a structural engineering report would have to take place. A "max out" roof layout would accomodate approximatley 285 modules or ≈125 kW DC

(In our experience the load justification must be extremely detailed & is expected to materialize within 12 months from PTO down to what additions are to be made to the facility down to equipment to be added, model numbers, quantities, sq. footage of new structures, occupancy types, estimated energy consumption, peak energy consumption, etc.)

7 Project schedule inconsistency. Section 8 of your proposal states that construction, commissioning, inspections and Permission to Operate will occur from February through July 2027, and states final closeout, operations and maintenance documentation and as-builts as occurring by April 30, 2027.

Please provide a corrected milestone schedule demonstrating compliance with contract execution by November 1, 2026, fifty percent completion of rooftop solar array construction by January 31, 2027, and commissioning and Project closeout by July 31, 2027.

8. Preliminary Project Schedule

CAL will develop the detailed baseline schedule immediately following contract execution. The schedule below is aligned with the milestones established by CAPK and will be refined with CAPK during preconstruction.

Milestone / Activity	Preliminary Timing
Contract Execution	**By November 1, 2026**
Field Verification / Engineering / Finalize Design	November–December 2026
Permitting / Utility / Procurement	December 2026–January 2027
Construction Mobilization	December 2026–January 2027
50% Rooftop Solar Construction Milestone	**By January 31, 2027**
Rooftop Solar Construction / Commissioning / Inspections / PTO	February–July 2027
Final Closeout / O&M / As-Builts	**By July 31, 2027**

CAL recognizes that the RFP milestones are funding-sensitive and will prioritize long-lead procurement, engineering review, permitting and utility coordination to protect the required completion dates.

8 Davis-Bacon experience. Section 4 of your proposal states that CAL has performed numerous commercial solar projects subject to prevailing wage and certified payroll requirements.

Please identify at least two specific projects performed under federal Davis-Bacon requirements, including the awarding body, the federal funding program, the contract value, the dates of performance, and a contact for each. Please also confirm current registration with the California Department of Industrial Relations under Labor Code section 1725.5 and provide the registration expiration date.

RESPONSE:

Proof of current registration with the DIR is included in this document.

Project Name: J.H. Biotech
Awarding Body: J.H. Biotech
Funding: Private
Contract Value: $254,720.00
Construction Dates: 10/10/24-10/29/24
Contact: Fu-Lin Cheng, fulin.cheng@jhbiotech.com

Project Name: Safe One Credit Union
Awarding Body: Safe One Credit Union
Funding: Private
Contract Value: $297,14.00
Construction Dates: 6/17/26-8/14/26
Contact: David King, dking@safe1.org

These projects are not federally funded however they are/were subject to the davis-bacon prevailing wages under AB2143. They met the necessary requirements for wages & had certified payroll records reported to the DIR and the CPUC (Surge) similarly this project for the CAPK Friendship House Community Center will be subject to the same requirements.

(In the RFP, section III PROPOSAL CONTENT REQUIREMENTS number 1 it states at the end of that segment: "Discuss your understanding and/or previous experience complying with Davis-Bacon/Prevailing Wage on other projects." It does not state Federally Funded projects, please advise.)

9 Small business documentation. Your Appendix A Vendor Information Sheet indicates Small Business status and your letterhead references SBE No. 2036505. No supporting certificate is included in the proposal. Please provide the certificate or other documentation supporting that status as required by Section III.2.2, identifying the certifying authority and the expiration date.

RESPONSE:

SBE Certificaiton included at the end of this document.

Should there be any questions regarding any of these responses please feel free to contact us via email or phone, thank you.

Respectfully,

Kris Pierce
(661)535-4004
kris@calcontractorservices.com

SUPPORTING DOCUMENTATION

Page 1. SBE Certification Screenshot
Page 2. DIR Registration Screenshot
Page 3-5. Surety Letter
Pages 6-14. Staff Resumes
Pages 15-63 PG&E Document (150% backfeed)

Certification ID: 2036505

Legal Business Name

Cal Contractor Services Inc

Doing Business As (DBA) Name1

Doing Business As (DBA) Name2

Office Phone Number

661/535-4004

Business Fax Number

Business Web Address

Address

3980 Saco Rd. #J

CA

Bakersfield

CA 93308

Email:

kris@calcontractorservices.com

Total Number of Employees

8

Business Types

Construction , Service

Service Areas

Alameda , Alpine , Amador , Butte , Calaveras , Colusa , Contra Costa , Del Norte , El Dorado , Fresno , Glenn , Humboldt , Imperial , Inyo , Kern , Kings , Lake , Lassen , Los Angeles , Madera , Marin , Mariposa , Mendocino , Merced , Modoc , Mono , Monterey , Napa , Nevada , Orange , Placer , Plumas , Riverside , Sacramento , San Benito , San Bernardino , San Diego , San Francisco , San Joaquin , San Luis Obispo , San Mateo , Santa Barbara , Santa Clara , Santa Cruz , Shasta , Tehama , Tulare , Ventura

View Keywords | View Classifications | View Supplier Diversity Information

Active Certifications

More Help

Certification Type	Status	From	To
SB(Micro)	Approved	04/20/2026	04/30/2028
SB-PW	Approved	04/20/2026	04/30/2028

State of California
Department of
Industrial Relations

Home > Customer Account Lookup > 1001136614 - Cal Contractor Services Inc

PWCR
1001136614

Legal Entity Name
Cal Contractor Services Inc

Contractor Status
DIR Approved

Doing Business As (DBA)
Cal Contractor Services Inc

CSLB
1092658

Business Structure
-- None --

Business Phone
6615354004

President
Nicholas Huff

Ext

Email
nick@calcontractorservices.com

Registration Start Date
2025-07-01

Registration End Date
2027-06-30

Crafts

Electrician Laborer and Related Classifications (Building Construction)

Address

Mailing Address
3980 Saco Rd.Suite K

Physical Address
3980 Saco Rd. Suite J

Mailing Address - City
Bakersfield

Physical Address - City
Bakersfield

Mailing Address - State
California (CA)

Physical Address - State
CA

Mailing Address - Zip
93308

Physical Address - Zip
93308

Mailing Address - Country
United States

Physical Address - Country

Liberty Mutual.
SURETY

Date: September 16, 2026

Re: Cal Contractor Services, Inc.

Dear:

We understand that Cal Contractor Services Inc. has or is about to submit a proposal or proposals for work to be performed on the captioned project. This letter is to inform you that The Ohio Casualty Insurance Company has been the surety for Cal Contractor Services Inc. since 2025. We have authorized single bond requests for Cal Contractor Services Inc. up to approximately $750,000.00 single and aggregate limits and would consider other bond requests up to this amount, subject to our normal underwriting conditions.

The Ohio Casualty Insurance Company has expressed their willingness to consider supporting Cal Contractor Services Inc. on the contract referenced in the caption. Please understand any such bond request is subject to favorable review of the contract documents, confirmation of project financing, and other underwriting considerations deemed necessary at the time of the request. This letter is not to be construed as an agreement to provide bonds for any particular project, but is offered as in indication of our past experience and confidence in Cal Contractor Services Inc.. Any arrangement to provide final bonds is a matter between The Ohio Casualty Insurance Company and Cal Contractor Services Inc. and we assume no liability to third parties if we do not execute said bond(s).

If you should need any additional information, please contact our office.

Sincerely,

Mike Hay
Attorney-in-Fact for
Ohio Casualty Insurance Company

LMS-3080 2/21

Liberty Mutual. SURETY

POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8213315 - 983784

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Brandi Marie Rodriguez, Christine Michele Stahl, Jason Findley, Michael Moore, Mike Hay, Pamela Ann Binns

all of the city of Bakersfield state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 10th day of March, 2025.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 10th day of March, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 16th day of September, 2026.

By: Renee C. Llewellyn, Assistant Secretary

LMS-12873 LMIC OCIC WAIC Multi Co 02/24

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Kern)

On September 16, 2026 before me, Brandi M. Rodriguez, Notary Public
(insert name and title of the officer)

personally appeared Mike Hay,
who proved to me on the basis of satisfactory evidence to be the person(~~s~~) whose name(~~s~~) (~~s/are~~) subscribed to the within instrument and acknowledged to me that (he/~~she/they~~ executed the same in (his/~~her/their~~ authorized capacity(~~ies~~), and that by (his/~~her/their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

BRANDI MARIE RODRIGUEZ
Notary Public - California
Kern County
Commission # 2540820
My Comm. Expires Jan 7, 2030

Signature _____ (Seal)

Nicholas Huff

PRESIDENT & CO-OWNER | CAL CONTRACTOR SERVICES INC

Bakersfield, CA

PROFESSIONAL PROFILE

President and co-owner of Cal Contractor Services Inc with extensive experience in solar construction, project development, business operations, and delivery of PV and energy storage projects.

CORE QUALIFICATIONS

- Executive leadership and construction business operations
- Solar project development, estimating, contracting, and project oversight
- PV and energy storage project planning and implementation
- Commercial, residential, rooftop, ground-mount, and solar carport projects
- Coordination with owners, engineers, utilities, AHJs, subcontractors, and field crews
- Construction scheduling, procurement, budgeting, and project closeout

PROFESSIONAL EXPERIENCE

Cal Contractor Services Inc — President & Co-Owner

Bakersfield, CA

- Lead company operations and oversee delivery of solar, electrical, EV charging, and energy storage projects.
- Support estimating, proposal development, contracting, scheduling, staffing, procurement, and client coordination.
- Oversee projects through design, permitting, construction, inspection, commissioning, and utility interconnection.
- Coordinate technical and field resources to maintain project quality, schedule, and contractual requirements.
- Develop and manage commercial and residential PV/ESS project opportunities.

RELEVANT PROJECT EXPERIENCE

- Commercial PV and battery energy storage projects
- Solar carports and ground-mount PV systems
- Residential PV and whole-home energy storage systems
- PV system remediation and inverter replacement projects
- Public-sector and utility-related solar construction projects

COMPANY CREDENTIALS

- Cal Contractor Services Inc contractor classifications include B – General Building, C-10 – Electrical, C-20 – HVAC, C-39 – Roofing, and C-46 – Solar.
- Company experience includes PV, ESS, commercial solar, residential solar, carports, ground mounts, and EV charging.

KRIS PIERCE

Chief Operations Officer & Co-Owner | Cal Contractor Services Inc
Bakersfield, California | Renewable Energy • Solar PV • Electrical Construction

PROFESSIONAL PROFILE

Renewable energy and construction professional with experience in the industry since 2011. Combines electrical field knowledge with project management, estimating, business operations, construction leadership, and delivery of solar PV, battery energy storage, EV charging, and related electrical projects.

PROFESSIONAL EXPERIENCE

Cal Contractor Services Inc — Chief Operations Officer & Co-Owner
Bakersfield, California

- Lead day-to-day company operations for a California contractor specializing in solar PV, battery energy storage, electrical construction, EV charging, and related building scopes.
- Oversee projects from initial opportunity and estimating through proposal, design coordination, permitting, procurement, construction, inspection, commissioning, and closeout.
- Develop and review project scopes, budgets, schedules, pricing, subcontractor requirements, and technical deliverables for residential, commercial, and public-sector projects.
- Coordinate field crews, project personnel, engineers, subcontractors, customers, utilities, inspectors, AHJs, and other project stakeholders.
- Provide technical oversight for PV and electrical systems and assist with field, design, utility, and plan-check issues.
- Prepare competitive proposals and RFP responses, including project schedules, methodologies, staffing plans, qualifications, and compliance documentation.

RENEWABLE ENERGY EXPERIENCE | 2011 – PRESENT

- More than a decade of experience in the renewable energy sector with emphasis on solar PV design, installation, construction management, and project delivery.
- Experience with photovoltaic systems, microinverters, string inverters, battery energy storage systems, electrical service equipment, and utility interconnection requirements.
- Experience supporting residential rooftops, commercial rooftops, solar carports, ground-mount arrays, EV charging infrastructure, and energy storage projects.
- Hands-on coordination of electrical and construction activities from project development through commissioning and closeout.

LICENSES & CERTIFICATIONS

- California Certified Electrician — Department of Industrial Relations (DIR)
- Electric Vehicle Infrastructure Training Program (EVITP) Certified
- California C-39 Roofing Contractor License Holder

CORE COMPETENCIES

- Solar PV & Energy Storage
- Project Management
- Construction Operations
- Permitting & AHJ Coordination
- Commercial Solar
- RFP / Public-Sector Bidding
- Electrical Construction
- Estimating & Proposal Development
- Utility Interconnection
- Crew & Subcontractor Coordination
- Residential Solar
- Project Scheduling

REPRESENTATIVE PROJECT EXPERIENCE

- Commercial and residential solar PV systems and battery energy storage projects.
- Solar carports, ground-mount arrays, rooftop PV systems, and EV charging infrastructure.
- Public-sector and commercial RFPs requiring detailed schedules, technical approaches, staffing plans, and compliance documentation.
- PV system remediation, inverter replacement, electrical repairs, and construction troubleshooting.

Joseph D. Santa Cruz

STREET ADDRESS	1121 Silver Lake Drive, Sacramento, California 95831
E-MAIL ADDRESS	jdinsac@aol.com
PHONE NUMBERS	(916) 422-1526 (home) (916) 214-7336 (cell)

EDUCATION	Bachelor of Science degree, Architectural Engineering, June 13, 1992 California Polytechnic State University, San Luis Obispo, CA
PROFESSIONAL CERTIFICATION	Professional Engineering License, Civil Engineering, Jan. 30, 2004 State of California, Certificate # C 65974

SUMMARY OF EXPERIENCE

Freelance Structural Engineer — 2022 – Present
Independent Consulting
- Provide structural engineering, design, analysis, plan review, and construction support services.
- Prepare structural calculations, drawings, reports, and technical documentation for residential and commercial projects.
- Coordinate with owners, contractors, architects, and other design professionals and respond to plan review comments.

Structural Engineer — 2014 – 2022
Bland Company
- Provide structural engineering, design, analysis, and technical support for building and construction projects.
- Develop structural calculations, drawings, specifications, and engineering documentation.
- Review shop drawings and submittals and respond to requests for information and plan check comments.
- Conduct field visits, investigate existing conditions, and provide engineering recommendations and follow-up reports.

Consulting Engineer — 6/11 – 5/14
Bert L. Howe & Associates, Sacramento, CA
- Conduct site investigations and document analyses for construction defect and property loss projects
- Create databases for field findings and document analyses
- Develop spreadsheets to allocate party responsibility

Consulting Engineer — 3/09 – 11/10
Madsen, Kneppers & Associates, West Sacramento, CA
- Conduct site investigations and document analyses for construction defect and property loss projects
- Create photographic & CAD report exhibits and write project reports

Structural Designer — 7/05 – 3/09
Miyamoto Internatioual, West Sacramento, CA
- Develop drawings and calculations for residential & retail structures
- Review shop drawings and submittals
- Respond to requests for information and plan check comments
- Conduct field visits and created follow-up reports

Structural Designer — 9/99 – 7/05
Anderson & Dolg Structural Engineers, Sacramento, CA
- Develop drawings and calculations for school & hospital structures
- Review shop drawings and submittals
- Respond to requests for information and plan check comments
- Conduct field visits and create follow-up reports

Structural Designer — 7/95 – 9/99
Alpine Engineered Products, Inc., Sacramento CA
- Create and review timber and steel truss designs
- Design repairs for damaged components and assemblies
- Manage team of four designers and trained new employees

Real Estate Salesperson and Loan Officer — 9/92 – 7/95
Santa Cruz Realty / Renet Financial, Bakersfield, CA
- Obtain property listings and arrange showings
- Complete required contracts and loan documents for purchases
- Arrange for inspections, repairs, and escrow

Continuing Education

Christopher Riley

JOURNEYMAN / SUPERINTENDENT

ROLE

Journeyman / Superintendent
Field Operations

FOCUS AREAS

- **Crew leadership**
- **Site supervision**
- **PV installation**
- **Electrical work**
- **Quality control**
- **Safety**
- **Troubleshooting**

PROJECT TYPES

- **Commercial PV**
- **Residential PV**
- **Solar carports**
- **Ground mounts**
- **ESS**
- **Remediation**

PROFESSIONAL PROFILE

Experienced field leader responsible for supervising construction activities, coordinating crews, and supporting successful installation and completion of solar and electrical projects.

PROFESSIONAL EXPERIENCE

Cal Contractor Services Inc — Journeyman / Superintendent

Bakersfield, CA

- Supervise field crews and coordinate daily construction activities for PV and electrical installations.
- Interpret plans and construction documents and coordinate work to meet project requirements.
- Support installation, commissioning, troubleshooting, inspections, and project closeout.
- Coordinate materials, equipment, site access, and field sequencing with project management.
- Maintain quality and safety standards while keeping field activities aligned with project schedules.
- Communicate field conditions, progress, and issues to management and project stakeholders.

RELEVANT FIELD EXPERIENCE

- Commercial and residential PV installations
- Solar carports and rooftop systems
- Electrical construction and equipment installation
- Battery energy storage system projects
- System troubleshooting, remediation, and commissioning
- Field coordination with inspectors, utilities, and other trades

PROJECT RESPONSIBILITIES

- Crew supervision and manpower coordination
- Daily site coordination and construction sequencing
- Quality control and installation verification
- Field documentation and issue resolution
- Support for inspection and commissioning activities

Jonathon Vasquez

FIELD SUPPORT | SOLAR & CONSTRUCTION

PROFESSIONAL PROFILE

Field support professional with Cal Contractor Services Inc, supporting solar and electrical construction activities and helping project teams maintain safe, organized, and productive job sites.

KEY STRENGTHS

- Field construction support
- PV installation support
- Material and equipment coordination
- Site organization
- Crew support
- Quality and safety awareness
- Troubleshooting support
- Project closeout support

PROJECT ENVIRONMENT

- Residential PV
- Commercial PV
- Solar carports
- Ground-mount systems
- Battery energy storage
- Electrical construction

PROFESSIONAL EXPERIENCE

Cal Contractor Services Inc

Bakersfield, CA

- Support field crews during installation and construction activities for solar and electrical projects.
- Assist with site preparation, material handling, equipment setup, installation activities, and general field coordination.
- Support project teams in maintaining organized work areas and efficient construction sequencing.
- Assist with troubleshooting and resolution of field conditions under the direction of project leadership.
- Support inspections, punch-list activities, commissioning, and project closeout.
- Work collaboratively with superintendents, crew leads, project managers, and other trades.

RELEVANT EXPERIENCE

- PV rooftop and ground-mount construction
- Commercial solar construction
- Solar carport projects
- Energy storage system installations
- Electrical construction support
- Field remediation and repair work

COMPANY / PROJECT SUPPORT

- Supports Cal Contractor Services Inc projects from mobilization through installation, inspection, commissioning, and closeout.
- Works within a multidisciplinary team serving residential, commercial, and public-sector clients.

Contact: Kurt Glasgow

Phone:
(661) 747-6821

Email:
kglasgow870@gmail.com

Professional Profile: Estimator

An independent worker with years of in-field electrical experience that has proven to expand a company's chances of winning projects, increasing productivity, and generating additional revenue. Backed by 12 years of holding a C-10 electrical license myself and estimating commercial electrical projects for my own business as well as other contractors, my estimating abilities have been tried and proven.

Skills:

- Composing detailed company proposals with scope, inclusions, exclusions, and clarifications
- Acquiring general contractor leads
- Excellent communication with contractors throughout the bidding and contract process
- Completing job account forms and documents
- Information sheets, RFI's, and change orders
- Relationships with, material warehouses, their personnel, and all related subcontractors
- Monitoring fluctuation of all electrical labor and material prices
- Ability to manage, prioritize, and complete multiple bids on schedule
- Proper submittal procedure and approval for electrical gear and lighting packages
- Extensive knowledge of electrical code, blueprint reading and circuitry

Experience:

- **Next Phase Electric**
  Lead Electrical Estimator
  4/20/24- 6/12/2026

DC Electric

- *Electrical Project Manager, August 2023-4/15/2024*

Peak Power USA

- *Lead Electrical Estimator & Project Manager, July 2021 - August 2023* Established leads, bids, labor, & materials for all new commercial electrical projects

Impax Automation LLC

- *Commercial Construction Estimator, Jan. 2020 - July 2021* Successfully researched and acquired project leads for commercial applications, oil and gas, industrial, residential, agriculture, and prevailing wage
- Responsible for project material, inventory, shipping, receiving, and delivery

South Valley Electrical Contracting

- *Electrical Estimator, Apr. 2014 - Jan. 2020* of multiple types of projects
- Commercial project manager responsible for overseeing multiple jobs simultaneously
- Manager and supervisor of electrical service department and crew

Custom Electric

- *Owner & Sole Proprietor, Jan. 2003 - Feb. 2015*

Lauren Riley

Bakersfield, CA 93314 | (661) 599-3207 | heylaurenriley@gmail.com

Office Administrator | Project & Financial Support Specialist

Highly organized and detail-oriented administrative professional with experience supporting executive leadership, project managers, and cross-functional teams in construction, solar, and public sector environments. Strong skills in scheduling, document preparation, contract tracking, vendor relations, and reporting. Proficient with QuickBooks, Microsoft Office, and Salesforce.

CORE COMPETENCIES

- Administrative & Office Management
- Financial Reporting & QuickBooks
- Document Compliance & Proofreading
- Construction Contracts & Permitting
- Vendor & Client Relations
- Workflow Optimization & Scheduling
- Microsoft Office & Excel
- Data Entry & Records Management

PROFESSIONAL EXPERIENCE

Cal Contractor Services — *Office Administrator*

October 20, 2026 – Present | Bakersfield, CA 93308

- Maintain accurate service and customer information and assist with day-to-day administrative and operational tasks.
- Coordinate installation scheduling and communicate appointment details and requirements between customers and field teams.
- Monitor service requests and follow up with customers and technicians regarding appointment status, outstanding issues, and completion.
- Serve as a receptionist and first point of contact, handling incoming calls, messages, customer inquiries, and general office support.
- Troubleshoot system errors and assist customers and field personnel with resolving service and scheduling issues.
- Provide customer support by answering questions, coordinating service needs, providing updates, and following up to ensure customer requests are addressed.

County of Kern — *Office Service Specialist (Extra Help)*

May 2025 – October 17, 2025 | 4175 Mt. Vernon Ave, Bakersfield, CA 93306

- Answer phones and serve as first point of contact for internal and external communications.
- Schedule, review, and manage the CITO calendar; coordinate meetings and prepare agendas and materials.
- Arrange travel and accommodations, process travel requests, and assist with reimbursements.
- Order office supplies, maintain inventory records, and liaise with vendors for timely deliveries.
- Generate reports, organize contract tracking, and monitor vendor follow-up to ensure project continuity.
- Format, proofread, and edit board documents and presentations to meet professional standards.
- Coordinate event logistics and lunches; take meeting minutes and distribute action items.
- Provide ad-hoc executive and administrative support to the CITO, prioritizing requests and ensuring follow-through.

DPSI — *Project Assistant*

Sept 2023 – May 2025 | Bakersfield, CA

- Acted as liaison for clients and technicians, maintaining professional communication and timely follow-up.
- Reviewed, drafted, and proofread contracts and formal correspondence to ensure clarity and compliance.
- Formatted inspection reports and project documentation for professional presentation and submission.
- Maintained digital and physical filing systems for project and administrative documentation.
- Coordinated scheduling across departments and supported travel planning to improve operational efficiency.
- Oversee supply inventory and procurement to support uninterrupted field and office operations.
- Assisted project managers with schedule management, coordinated and scheduled meetings, and provided administrative support to keep projects on track.

Bland Company — *Financial Coordinator / Project Support*

July 2016 – Sept 2023 | Bakersfield, CA 93307

- Supported project management and day-to-day operations by coordinating schedules, project activities, documentation, and follow-up.
- Scheduled and coordinated customer installations, service appointments, inspections, and field technician visits to keep projects moving efficiently.
- Served as a primary point of contact for customers, technicians, contractors, and vendors, providing updates, resolving scheduling issues, and ensuring timely communication.
- Monitored active projects and service requests, tracking progress, outstanding items, inspections, and follow-up needs through completion.
- Assisted with project documentation, contracts, work orders, invoices, and records to ensure accuracy and proper project tracking.
- Improved internal document and workflow processes to increase accuracy, organization, and efficiency.
- Helped monitor service activity and customer requests, ensuring issues were communicated to the appropriate team and followed through to resolution.
- Maintained detailed vendor and customer records and supported contract oversight, compliance tracking, and project-related documentation.
- Managed day-to-day accounting operations using QuickBooks, including invoicing, reconciliations, accounts payable/receivable, and financial reporting..
- Assisted with inspection coordination and follow-up, communicating with customers and field teams to address outstanding requirements.
- Coordinated with field personnel and customers to confirm installation requirements, appointment times, access, and completion details.

Vivint Solar — *Office Assistant*

April 2014 – July 2016 | Bakersfield, CA

- Spearheaded permit tracking and contract review in compliance with local building codes.
- Scheduled and coordinated field installations and inspections while maintaining detailed office records.
- Reviewed and processed construction documentation, minimizing project risk.
- Provided frontline administrative support and maintained a professional environment for clients and staff.

EDUCATION

Liberty High School, Bakersfield, CA — Diploma

Bakersfield College, Bakersfield, CA — Completed Coursework

TECHNICAL SKILLS

- QuickBooks (Invoicing, Reconciliation, Financial Tracking)
- Microsoft Excel (Pivot Tables, VLOOKUP, Data Analysis)
- Salesforce CRM (Reporting, Data Management)
- Microsoft Office Suite (Word, PowerPoint, Outlook)
- High-Speed Data Entry (60+ WPM)

ELECTRIC SCHEDULE NBT Sheet 1
NET BILLING TARIFF (NBT) SERVICE

APPLICABILITY: This Net Billing Tariff (NBT) Schedule pursuant to Decision (D.) 22-12-056 is applicable to a customer (hereinafter "eligible customer-generator" or "customer") who uses a Renewable Electrical Generation Facility (REGF), as defined below. The NBT schedule may also be referred to as the "Solar Billing Plan" in customer-facing communications.

Residential customers, including Load Aggregation Generating/Aggregated Accounts, taking service on NBT must take service on the E-ELEC (ELECTRIC HOME) rate schedule and if applicable may choose to enroll in critical peak pricing (PG&E's SmartRate). Non-Residential customers may take service on any open applicable time-of-use rate schedule and may choose to enroll in Peak Day Pricing, if applicable.

To be eligible on this NBT Schedule, customer's REGF (as defined below) must be (a) located on the customer's owned, leased, or rented Premises (as defined in PG&E's Electric Rule 1); (b) interconnected to, and operating in parallel with, PG&E's transmission and distribution systems; and (c) intended primarily to offset the customer's own electrical requirements. However, customer is allowed to oversize their REGF to meet expected increased future electrical usage (i.e., increased electrical usage resulting from an electric vehicle or other electrical appliances to support electrification) by executing the NBT Oversized Generating Facility Attestation. Under such circumstances, the REGF's estimated annual production should be no larger than:

a. 150 percent of the Customer's most recent 12 months of total usage; or

b. 150 percent of the Customer's estimated annual usage (for new construction and/or customers that do not yet have 12 months of usage only); or

c. If the Customer attests to having recently increased their usage, 150 percent of the Customer's current usage projected over 12 months.

The expected increased electrical usage should correspond with the size of the REGF and should be expected to materialize within 12 months from issuance of Permission to Operate (PTO). (T)

Pursuant to Decision (D.) 22-12-056, Electric Schedule NEM2 (Net Energy Metering Service (the NEM2 tariff)[1] will close to customers requesting interconnection for new REGFs, or modified REGFs exceeding the allowable threshold (10% of original REGF or 1 kW), after April 14, 2023. Customers applying for interconnection after April 14, 2023, will take service on this NBT Schedule, unless they are applying for NEM2 Load Aggregation. Customers who do not submit complete applications for interconnection by April 14, 2023, will interconnect under the terms of this NBT Schedule.

[1] https://www.pge.com/tariffs/assets/pdf/tariffbook/ELEC_SCHEDS_NEM2.pdf

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

APPLICABILITY (Cont'd.)

Pursuant to Decision (D.) 23-11-068, Electric Schedule NEM2 Load Aggregation (NEM2A) will close to customers requesting interconnection for new REGFs, or modified REGFs exceeding the allowable threshold (10% of original REGF or 1 kW), after February 14, 2024. Customers applying for interconnection after February 14, 2024, will take service on this NBT Schedule under the Load Aggregation Special Condition (NBTA). Customers who do not submit complete applications for interconnection by February 14, 2024, will interconnect under the terms of this NBT Schedule and be served under the Load Aggregation as NBTA.

Customers who submit complete applications on or after April 15, 2023, or if for Load Aggregation on or after February 15, 2024, will interconnect under this NBT Schedule but will be temporarily billed on the NEM2 tariff until the NBT or the NBTA, as applicable, is operationalized in PG&E's billing system. Once the NBT, or NBTA, as applicable, is operationalized any customers who interconnected under the NBT Schedule (including Load Aggregation) but were being billed temporarily on NEM2 will transition to billing on NBT/NBTA at the end of their Relevant Period (the term "Relevant Period" is defined in Special Condition 2.g. of this tariff schedule).

Cost Responsibility for REGFs larger than 1 MW

All Customers with Renewable Electrical Generation Facilities larger than 1 MW are subject to Interconnection, Network and/or Distribution Upgrade costs in accordance with Electric Rule 21.

Compliance with Electric Rule 21 and Other Tariffs

All Customers must ensure that the generating facility is compliant with all applicable safety and performance standards as delineated in PG&E's Electric Rule 21 and other applicable tariffs.

Release of Information

All Customers must: (T)

Accept that PG&E may release to the California Energy Commission, the California Public Utilities Commission, and/or other state agencies, information regarding the Customer's facility, including such Customer's name and REGF (T) location, capacity, and operational characteristics. Pursuant to CPUC Decisions 14-11-001, 21-06-026, and 23-11-068, PG&E is required to provide certain data, (T) including, but not limited to, confidential Customer information, to the CPUC, its (T) contractors, the California Department of Consumer Affairs Contractors State License Board, the California Department of Financial Protection & Innovation, and the California Department of Industrial Relations. As a condition of receiving service under this tariff, the eligible Customer authorizes PG&E to release any and (T) all information provided in the Interconnection Request to the entities identified above without further notification or consent. For REGFs that are subject to Pub. (T) Util. Code § 769.2, in addition to consenting to PG&E sharing the data or information with those regulatory entities, Customer also consents to those entities making that information publicly available. (T)

(Continued)

ELECTRIC SCHEDULE NBT Sheet 3 (N)
NET BILLING TARIFF (NBT) SERVICE (N)

APPLICABILITY (Cont'd.)

Interconnection Agreement Requirements for Change of Party (when a new Customer acquires an existing REGF) and for a Customer transitioning to Schedule NBT from NEM/NEM2. (N)

These requirements apply to the following types of customers:

a) Change of Party Customer: A Customer who owns, rents or leases a Premises that includes solar and/or wind turbine electrical generating facilities, with a capacity of 30kW or less, that was previously approved by PG&E for NEM/NEM2 or NBT interconnection prior to the Customer moving in and/or taking electric service with PG&E (Change of Party Customer); or

b) NEM/NEM2 Transition Eligible Customers: A Customer that was previously approved by PG&E for NEM/NEM2 interconnection, but is transitioning to the NBT Rate Schedule because their legacy treatment under NEM/NEM2 has expired (NEM/NEM2 Transition Eligible Customer); or

c) NEM/NEM2 Voluntary Transition Customers: A Customer that was previously approved by PG&E for NEM/NEM2 interconnection, but who has voluntarily enrolled on this NBT Schedule from the NEM/NEM2 tariffs (NEM/NEM2 Voluntary Transition Customer).

The Change of Party Customers, NEM/NEM2 Transition Eligible Customers, or NEM/NEM2 Voluntary Transition Customers will take service on this tariff, or other appropriate tariffs as determined by the Commission, if the requirements of this section, regarding tariff compliance and release of information, are met. These customers will not be required to upgrade their generating facility and must only ensure that the generating facility is compliant with all applicable safety and performance standards as delineated in PG&E's Electric Rule 21 at the time the customer generator was first interconnected unless otherwise specified.

Any type of REGF other than either a solar and/or wind turbine electrical generating facility with a capacity of 30kW or less, may at PG&E's request be required to complete and submit to PG&E a new NBT Interconnection Agreement as indicated in Special Condition 3. (N)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

APPLICABILITY (Cont'd.)

Change of party Customers, NEM/NEM2 Transition Eligible Customers, or NEM/NEM2 Voluntary Transition Customers making any Material Modification (e.g., upgrade the inverter, pursuant to Rule 21) to previously approved PG&E NEM/NEM2/NBT solar and/or wind turbine electrical generating facilities or other Renewable Electrical Generation Facility are not eligible for this provision and must, where required by Rule 21, complete the interconnection process in Special Condition 3 of this tariff.

When the builder/developer of a home or commercial property sells a new property during the NBT application process, after the builder/developer completes the NBT Application and Interconnection Agreement and otherwise meets all of PG&E's requirements for the NBT project, but prior to PG&E providing final written approval for Parallel Operation on Schedule NBT, PG&E may treat the new homeowner/Customer as a Change of-party Customer, as defined above.

Demand Response Programs

NBT customers may choose to enroll in Peak Day Pricing or Critical Peak Pricing rates. Demand Response program elements that are affected by a customer's load, such as program eligibility, would be assessed without consideration of any impacts the Generator account's generation may have on the customer's load. (N) (N) (D) (D)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

DEFINITIONS

Key Definitions:

Renewable Electrical Generating Facility (REGF)

A REGF means a generating facility that generates electricity by using:

a) biomass,
b) solar thermal,
c) photovoltaic,
d) wind,
e) geothermal,
f) fuel cells and/or linear generators using fuels, described in Public Resource Code Section 25741(a)(1) that otherwise meet the requirements of this same subdivision,
g) small hydroelectric generation (but a small hydroelectric generation facility is not an eligible REGF if it will cause an adverse impact on instream beneficial uses or cause a change in the volume or timing of streamflow),
h) digester gas,
i) municipal solid waste conversion,
j) landfill gas,
k) ocean wave,
l) ocean thermal, or
m) tidal current,

and any additions or enhancements to the facility using that technology pursuant to paragraph (1) of subdivision (a) of Section 25741 of the Public Resources Code. These renewable sources are defined in the latest version of the California Energy Commission's (CEC's) Renewables Portfolio Standard (RPS) Eligibility Guidebook and the Overall Program Guidebook[2].

Low-Income Customers

For the purposes of the NBT, a Low-Income customer is defined as residential customers who are one or more of the following:

a) Enrolled in California Alternate Rates for Energy (CARE) or the Family Electric Rates Assistance (FERA) programs; or
b) Resident-owners of single-family homes living in disadvantaged communities[3] (as defined in D.18-06-027); or (T)
c) Residential customers who live in California Indian Country (as defined in D.20-12-003).

[2] The RPS Guidebooks can be found at: https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard

[3] Pursuant to Ordering Paragraph 4 of Resolution E-5301, to establish that a customer is a resident-owner of a single-family home in a disadvantaged community eligible for low-income treatment (higher ACC Plus), PG&E will verify that the customer has a single electric meter that is on an applicable residential electric rate (i.e., has residential account). (T) | | (T)

(Continued)

ELECTRIC SCHEDULE NBT Sheet 6 (N)
NET BILLING TARIFF (NBT) SERVICE (N)

DEFINITIONS (Cont'd.)

Community Choice Aggregation and Direct Access (N)

Customers who participate in Direct Access (DA), or Community Choice Aggregation (CCA) Service are eligible for service under this Schedule except as otherwise provided herein and specified in Special Condition 2. Service under this NBT Schedule is not applicable to a Direct Access (DA) customer where the customer's Energy Service Provider (ESP) does not offer a Net Billing tariff. In addition, if the tariffs for the customer's ESP do not permit any of the sub-schedules under NBT, these options are not available to the CCA or DA customers. In addition, if an eligible customer-generator participates in direct transactions with an ESP that does not provide distribution service for the direct transactions, the ESP, and not PG&E, is obligated to provide a Net Billing tariff to the customer.

Export Compensation Rate

The Export Compensation rate is a cents per kilowatt-hour ($/kWh) value for exports to the grid. This value is calculated using the CPUC Avoided Cost Calculator (ACC). The Export Compensation Rate varies by month and hour, and it is differentiated by weekdays and weekends/holidays. In PG&E customer-facing materials, the "Export Compensation Rate" may be referred to as the "Energy Export Credit". (N)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

OVERVIEW of SPECIAL CONDITIONS

Overview of Special Conditions (SC)

1	METERING
2	BILLING
3	INTERCONNECTION
4	MULTIPLE TARIFF FACILITIES (NBT-MT)
5	NET SURPLUS ELECTRICITY COMPENSATION (NSC)
6	LOAD AGGREGATION
7	NBT LEGACY PROVISIONS
8	NBT PAIRED STORAGE (NBT-PS)
9	NATURAL OR MAN-MADE DISASTERS
10	PREVAILING WAGE

(T)
(T)

Metering

NBT Customers must have metering and data communication capabilities necessary to render accurate bills under this NBT Schedule. The metering requirements are detailed in **Special Condition 1**.

Billing

The imports and exports (in kWhs) are independently recorded by the utility revenue meter, Import Channel and Export Channel, and are not netted. NBT Customers must pay all incurred charges monthly and will be trued-up on an annual basis. The billing details are described in **Special Condition 2**.

Interconnection Requirements

This schedule is available to customers that provide PG&E with:

(a) A completed, signed Net Billing Application and Interconnection Agreement as described in Special Condition 3 including all supporting documents and required payments; AND

(b) Evidence of the customer's final inspection clearance from the governmental authority having jurisdiction over the REGF.

Customers seeking generator interconnections in portions of San Francisco and Oakland where PG&E has a network grid must contact PG&E about generation export limitations. The Interconnection details are described in **Special Condition 3**.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

OVERVIEW of SPECIAL CONDITIONS

(Cont'd.)

Multiple Tariff Facilities

Schedule NBT applies to specified NBT-eligible generators in an REGF comprised of multiple NBT- and non-NBT-eligible generators, served through the same utility revenue meter. Such facilities will be referred to as "Multiple Tariff Facilities", and any group of generators within such a facility that is subject to the same tariff provisions for billing and metering purposes will be referred to as a "Constituent Generator Group". To be eligible for this rate schedule in a Multiple Tariff Facility, the customer-generator must meet all the requirements of Special Condition 4 and must also meet requirements of any other applicable tariffs. For more information, please refer to **Special Condition 4.**

Net Surplus Compensation (NSC)

An NBT customer may be entitled to NSC when the customer-generator exports more electricity in kilowatt-hours to the grid than the customer consumes within the same Relevant Period. The NSC details are described in **Special Condition 5**.

Load Aggregation (N)

Schedule NBT applies to customer-generators who apply for this tariff on or after February 15, 2024 with a Load Aggregation Arrangement as described in **Special Condition 6**. Such customers are referred to as NBTA Customers. Certain incremental billing and metering costs set forth in this schedule are applicable to Electric Service Providers (ESPs) serving eligible customer-generators. (N)

Legacy Provisions

Pursuant to Decision (D.) 22-12-056 the legacy period, meaning the length of time a customer can benefit from the elements of this tariff structure, is nine years. For more information, please refer to **Special Condition 7.** (T)

REGF Paired with Storage

Customers who take service on this NBT Schedule for an REGF paired with storage will be subject to the requirements described in **Special Condition 8**. (T)

Natural or Human-Made Disasters

This Section of the tariff describes the provisions for natural or human-made disasters. For more information, please refer to **Special Condition 9**. (T)

Prevailing Wage (N)

This Section of the tariff describes the requirements of PU Code 769.2. For more information, please refer to Special Condition 10. (N)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

TERRITORY: The entire territory served.

RATES: All rates charged under this schedule will be in accordance with the eligible customer-generator's PG&E otherwise-applicable rate schedule (OAS).

A. Rate Eligibility Requirements

Residential customers taking service on the NBT tariff must take service on the E-ELEC rate as their OAS[3]. Non-Residential customers must take an applicable TOU rate as their OAS. (T)

B. Import Charges

Under this schedule, customers will be charged at the eligible customer-generator's PG&E otherwise-applicable rate schedule (OAS) for electricity consumed by the customer, as measured by the import channel on the customer meter. An eligible customer-generator served under this schedule is responsible for all charges applicable to its OAS including monthly minimum charges (if applicable), base services (fixed) charges, customer charges, meter charges, facilities charges, demand charges and surcharges.

The "Average Rate Limiter" for a general service OAS and all other demand charges will be based on the demand in kilowatts as measured only on the energy being consumed by the customer from PG&E (Import Channel, all usage). The power factor, when it applies on the OAS, will be based on the energy consumed by the customer-generator from PG&E and the average power factor over the past 12 billing months of operation prior to starting on NBT. Customer-generators without 12 billing months of power factor history, will have their power factor estimated based on the nature of the connected facilities and their hours of operation. The power factor will be subsequently applied to the customer-generator's bill until the customer-generator demonstrates to PG&E's satisfaction that adequate correction has been provided. PG&E will continue to monitor and review the power factor and if warranted, change the power factor correction on the customer-generator's bills.

For PG&E NBT customers for whom PG&E provides bundled service (generation and delivery), the energy charges will be in accordance with the customer-generator's OAS. For ESP or CCA customer-generators being billed on Consolidated PG&E Billing service, the ESP or CCA is responsible for providing the billing information regarding the applicable generation-related bill charges or credits to PG&E on a timely basis. Charges for energy (kWh) supplied by PG&E, the ESP or Community Choice Aggregator (CCA), as applicable, will be calculated in accordance with Billing (Special Condition 2).

C. Export Credits

Under this schedule, customers will accrue credits for electricity exported to the grid. The exports will be measured by the export channel on the customer meter. To determine the "Export Credit", exported electricity will be multiplied by the hourly avoided costs values calculated by the Avoided Cost Calculator (Export Compensation Rates).

[3] Master Metered Customers on Schedules such as ET, ES, and ESR, which have no corresponding TOU Rate, are not required to switch to TOU rates, unless and until such a rate becomes available. Master Metered Customers on EM-TOU rate can continue this rate and transition to NBT when billing is implemented as specified in Special Condition 13 of NEM2 tariff. (T)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

Sheet 10

RATES:

(Cont'd.)

For both residential and nonresidential customers who submit a complete interconnection application on or after April 15, 2023 and no later than December 31, 2027, Export Compensation Rates will be based on a "locked-in" nine-year schedule of values for each hour from the most recent CPUC Avoided Cost Calculator, adopted as of January 1 of the calendar year of the customer's completed interconnection application date. After the nine-year lock-in period, measured from the date of issuance of PTO, the Export Compensation Rates will be based on averaged hourly avoided cost values from the most recent Avoided Cost Calculator, adopted as of January 1 of the applicable calendar year. Customers enrolling on NBT after its initial five years of availability will not receive a locked-in nine-year schedule for their Export Compensation Rate and will instead be compensated at the average hourly avoided cost values from the most recent Avoided Cost Calculator, adopted as of January 1 of the applicable calendar year in which the compensation is being provided. The Export Compensation Rate values are posted at https://www.pge.com/energyexportcredit. (T) (T)

Pursuant to Decision 22-12-056, section 8.5.1, NBT customers: (1) may choose to exit their lock-in periods early but may not re-enter them after exiting; and (2) who exit their lock-in period early will subsequently receive export compensation rates calculated using the most recently adopted Avoided Cost Calculator.

For Customers enrolled in the California Alternate Rates for Energy (CARE) and Family Electric Rates Assistance (FERA), the CARE and FERA discount shall not be applied to the retail export compensation rate.

Methodology for calculating the Export Compensation Rate based on ACC:

The Export Compensation Rates for a given installation vintage of customers in a given calendar year are based on the applicable vintage of Avoided Cost Calculator (ACC) forecast of values for that year. Export rates are split into generation components (based on the Energy, Generation Capacity, Cap and Trade, Ancillary Services, and Losses components of the ACC) and delivery components (based on the Distribution Capacity, Transmission Capacity, GHG Adder, GHG Rebalancing, and Methane Leakage components of the ACC). Bundled customers are eligible to receive both generation components and delivery components from PG&E, while unbundled customers will only receive delivery components from PG&E. Because the ACC outputs different values by climate zone and for every hour of the year, the generation components and delivery components are each aggregated into a single set of values for each month, day-type, and hour for all PG&E customers. (N) (N) (T)

1. For each Climate Zone, create a set of 8760 hourly avoided costs using the ACC value for the Delivery components. Generation components do not vary by climate zone, so only a single set for generation Export Compensation Rate is necessary to collect.

2. Create a simple average value for each hour of the climate zone specific delivery components.

3. Because the Avoided Cost Calculator output is in Pacific Standard Time, adjust time and hour labels to account for daylight savings time, and identify weekdays and weekend/holidays.

(L)
(L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

Sheet 11

RATES:

(Cont'd.)

Methodology for calculating the Export Compensation Rate based on ACC (Cont'd):

4. For each monthly Delivery and Generation components, calculate the average of all prices by hour, per weekday and weekend. This calculation will render the Export Compensation Rate components (Delivery and Generation) for each month's weekday and weekend values. (L)

5. Apply floor of $0/kWh to Delivery and Generation components of the Export Compensation Rate. (L)

6. For each hour and weekday/weekend, the full Export Compensation Rate will then be the sum of the corresponding Generation and the Delivery components for that hour/ weekday/ weekend.

D. Avoided Cost Calculator Plus (ACC Plus)

An Avoided Cost Calculator Plus (ACC Plus) adder, in the form of a credit in cents per kilowatt-hour exported, is available to residential NBT customers who interconnect during the first five years of the tariff. The ACC Plus applicable to a given customer will be based on the customer's calendar year of completed interconnection application date. The ACC Plus available to new NBT customers will decrease over five years as shown in the table below. The applicable ACC Plus adder will remain constant for a customer for nine years from the customer's Permission to Operate (PTO) date. The ACC Plus may also be referred to as the "Energy Export Bonus Credit" in customer-facing materials. (T) (T)

Adopted Avoided Cost Calculator Plus Adder (ACC Plus)					
Customer Segment	**2023 $/kWh**	**2024 $/kWh**	**2025 $/kWh**	**2026 $/kWh**	**2027 $/kWh**
Residential	0.02200	0.01760	0.01320	0.00880	0.00440
Residential Low Income	0.09000	0.07200	0.05400	0.03600	0.01800
Non-Residential	**Not Eligible**				

The adder will decrease by 20 percent annually, for newly enrolled tariff customers, as measured by the first-year adder rate until the adder reaches zero. The adder will be a discrete line on the customer's utility bill, will apply to all charges, and will apply to future bills until the credit is used.

The ACC Plus is not available to:

(i). Customers transitioning from the NEM/NEM2 tariff to NBT tariff at the end of their legacy period; (L) (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

RATES:

(Cont'd.)

D. Avoided Cost Calculator Plus (ACC Plus) (Cont'd)

The ACC Plus is not available to (Cont'd):

(ii). Customers who have purchased a building with an existing system (Change of Party Customers);

(iii). Non-Residential Customers; and

(iv). Customers who are required to add solar (e.g., by California's building code).

E. Standby Service

Customer-generators eligible for service under this schedule are exempt from the requirements of Schedule SB—Standby Service, except Multiple Tariff Facilities interconnected under the terms of Special Condition 4, which may be subject to the requirements of Schedule SB.

F. Rates for Multiple Tariff Facilities

The charges for Multiple Tariff Facilities taking service on this rate schedule under the provisions of Special Condition 4 will be calculated using the applicable OAS identified by the customer-generator in its application for interconnection and its interconnection agreement with PG&E or as subsequently changed by the customer-generator in accordance with PG&E's electric Rule 12. Per Special Condition 4, only the Renewable Portion of the exports to the grid will be credited and the value will be calculated the same as specified in Export Credits (section C, above).

G. Changes to the Relevant Period

Existing customer-generators billed under sub-schedules NBT-S, NBT-EXP or NBT-EXP-OTR who only add storage and are eligible to use the estimation methodology described in Special Condition 8 ("NBT Paired Storage") will be billed using the estimation methodology as of their scheduled True-Up, provided that a True-Up is not required for any other reason. All other customer-generators with Multiple Tariff Facilities or NBT Paired Storage interconnecting additional generators/storage, will receive a bill true-up prior to taking service under Special Condition 4. This ensures that all NBT accounts have the same Relevant Period, as defined in Special Condition 2, going forward. (T)

H. Potential for Future Rate Changes

PG&E rates and rate design, including the rates and rate design reflected in this Tariff, are subject to change from time to time. Customers should take this into consideration when making any long-term decisions based on rate structures that are currently in place.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SUB-SCHEDULES: Eligible customer-generators will be placed on the appropriate sub-schedule as described below:

1. **NBT-S** – For Small Customer (as defined in PG&E's Electric Rule 1) customer-generators taking service with solar and/or wind generating facilities of 30 kilowatts or less.

2. **NBT-EXP** – For Small Customer (as defined in Rule 1) customer-generators with (i) solar and/or wind generating facilities of 1,000 kilowatts or less, other than facilities of 30 kilowatts or less, or (ii) any other REGF of 1,000 kilowatts or less.

3. **NBT-EXP-OTR** – For all other commercial, industrial customer-generators, and agricultural customers.

4. **NBT-MT** – For customer-generators taking service as a Multiple Tariff Facility under Special Condition 4 of this tariff.

5. **NBT-PS** – For customer-generators adding storage to their renewable generators pursuant to Special Condition 8. (T)

6. **NBTA** – For a customer-generator with a Load Aggregation Arrangement pursuant to Special Condition 6 of this tariff. (N) | (N)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS:

1. **METERING:** Customers receiving service on this tariff must have metering and data communication capabilities necessary to render accurate bills under NBT. Multiple Tariff Facilities will be metered under one of the options described in Special Condition 4. All other net billing shall be accomplished using a single meter capable of:

   a. separately registering the flow of electricity in two directions (imports and exports);

   b. metering intervals required for billing under NBT (Non-Residential is 15 Min and Residential is 1hr[4].); and (T)

   c. meeting PG&E's requirements for transferring usage interval data to PG&E for billing.

   If the eligible customer-generator's existing electrical meter does not meet the requirements described in paragraph 1 above of Special Condition 1, the eligible customer-generator shall be responsible for all expenses involved in purchasing and installing an acceptable meter with data communication capabilities required to enable accurate billing under NBT.

   If none of the metering and data communication options available to PG&E that are necessary to render accurate billing under NBT requirements are acceptable to the customer–generator, PG&E shall have the right to refuse interconnection for new customers.

   Customer-generators with Load Aggregation Arrangements will need metering on the Generating Account capable of separately measuring imports and exports in a manner commensurate with the smallest time interval used by PG&E to establish billing determinants for any of the Aggregated Account meters. If a newly installed REGF can use the existing metering, the metering charges will be based on applicable meter charges in the Generating Account TOU OAS; if a new meter is requested by the customer for a new service as allowed in Special Condition 3, it must be installed at the customer's expense as a Special Facility using incremental costs, pursuant to Section I, Electric Rule 2.

   For each Aggregated Account other than the Generating Account, an appropriate load account meter is required, consistent with the TOU rate schedule and NBT billing requirements for that account. The customer is responsible for all metering charges associated with each Aggregated Account's OAS.

[4] PG&E will provide 15-Min data to Residential customers at their request.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

For NEM/NEM2 Transition Eligible Customers, or SmartMeter Opt-Out customers, if none of the metering options available to PG&E that are necessary to render accurate billing under NBT requirements are acceptable to the customer–generator, PG&E shall reserve the right to transition such customers to a Rule 21 Uncompensated Export arrangement instead of NBT. Under Rule 21 Uncompensated Export arrangement, the customer may incur departing load and standby charges, if applicable. Customers who will be transitioned to Rule 21 Uncompensated Export may require updated meter programming to allow for accurate billing under Rule 21. Per Electric Rule No. 16 Section A.12, customers are required to provide PG&E access to metering equipment for such purposes. If a customer refuses to grant access to PG&E, such customer's permission to operate (PTO) under NEM/NEM2/NBT will terminate, and such customer will need to disconnect their generating facility from the grid. PG&E reserves the right to disconnect the customer's service if customer does not comply with PG&E rules within a reasonable period of time. (T)

Additional metering requirements for NBT Paired Storage are described in Special Condition 8.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

2. BILLING: (L)

Net Billing Tariff customers will be billed based on no netting of imports (consumption) and exports (generation to the grid). Charges owed to PG&E net of any eligible credits will be paid each month and all charges and credits will be trued-up on an annual basis. Export credits will be applicable toward all import volumetric (kwh) charges, except the non-bypassable charges (NBCs) described in sub-section "f" below, and if applicable, subject to the Net Surplus Electricity and Net Surplus Compensation provisions described in Special Condition 5.

Facilities qualifying under Multiple Tariffs Facilities, see Special Condition 4.

For customer-generators, monthly charges will be determined as follows:

a. Billing on Imported Electricity:

Imported electricity, as measured by the import channel on the eligible customer-generator's meter, shall be billed in accordance with the eligible customer-generator's OAS as described in the "RATES" section, of this schedule, sub-section "B". The customer will be charged for NBCs as described in section "f" of this Special Condition 2.

If the eligible customer-generator is being served under DA or CCA Service, ESP or CCA charges will be specified by their ESP or CCA in accordance with the eligible customer-generator's OAS and PG&E's Direct Access or Community Choice Aggregation tariffs. Applicable PG&E charges or credits will be valued as described in this Special Condition 2.

For a DA or CCA Service customer-generator, credits associated with the generation components of a customer's export credits, if any, do not reduce the charges owed to PG&E for energy supplied to the eligible customer-generator, including the NBC calculations addressed in 2.f.

b. Value of Export Credits:

Exported electricity, as measured by the export channel on the eligible customer-generator's meter, will be valued at the applicable CPUC avoided cost as described in the "RATES" section of this schedule, sub-section "C".

For Customers enrolled in California Alternate Rates for Energy (CARE) and/or Family Electric Rates Assistance (FERA), the CARE and FERA discount shall not be applied to the export compensation rate.

c. ACC Plus:

For the first five years of this tariff, residential NBT customers will receive additional export compensation, as an adder called **ACC Plus**, described in the "RATES" section of this schedule, **sub-section "D"**. (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

2. BILLING: (Cont'd.) (L)

c. **ACC Plus:** (Cont'd)

Low-income residential customers will receive a slightly higher ACC Plus adder for their exports.

The ACC Plus adder will decrease by 20 percent annually, for newly enrolled tariff customers, as measured by the first-year adder rate until the adder reaches zero. The adder will be a discrete line on the customer's utility bill. Export credits associated with the ACC Plus adder will apply to all charges (including NBC charges) and will apply to future bills until the credit is used.

d. **Limitations on what Export Credits may offset:**

Export credits at the Export Compensation Rate described in the "RATES" section of this schedule, may be used to offset volumetric (kwh) import charges but may not offset monthly minimum charges, customer charges, meter charges, facilities charges, base service charges, demand charges and surcharges, non-bypassable and any fixed charges associated with the OAS. However, export credits associated with the ACC plus adder may be used to offset any charges incurred by the customer.

Export credits will be accrued separately for avoided costs attributable to generation and delivery. Export credits for generation avoided costs will only offset volumetric (kwh) generation charges accrued per the customers' OAS, and export credits for delivery avoided costs will only offset volumetric (kwh) delivery charges associated with the customer's OAS. (L)

e. **Application of export credits within the Relevant Period:** (L)

Export credits at the Export Compensation Rate for generation and delivery will be applied to the corresponding generation and delivery volumetric (kwh) import charges accrued in a given month. The amount owed by the customer in that month for generation and delivery charges will be reduced by the corresponding export credits accrued in that month. Unused generation and delivery export credits accrued in a given month can be applied to offset generation and delivery volumetric (kWh) charges (L) within a customers' Relevant Period. Any excess generation credits or (L)/(T) excess delivery credits remaining at the end of a customer's Relevant Period, after debit for excess energy (kwh) if NSC is applicable, will be carried forward to the customer's next Relevant Period. The excess generation and delivery credits will only carry forward while the customer is on the NBT. If the customer is not served under the NBT, then the customer's excess credits will be forfeited on the last true-up on NBT. (L)/(T)

f. **Non-Bypassable Charges** (L)

Customers on this tariff must pay non-bypassable charges (NBCs) for each kilowatt-hour of electricity they consume from the grid (based on the metered import channel). The following NBCs may not be reduced by any credits for exports to the grid, except for the ACC Plus credit: Public Purpose Program, Nuclear Decommissioning Charge, Competition Transition Charge, and Wildfire Fund Charge. (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

2. BILLING: (Cont'd.) (L)

g. **Relevant Period**

A Relevant Period typically consists of any twelve-monthly billing cycles commencing on the date PG&E provides a customer-generator with PG&E's written approval to begin parallel operation of the REGF (i.e., Permission To Operate (PTO)) for purposes of participating in NBT, and on every subsequent anniversary thereof.

If an eligible customer-generator terminates service or experiences a change in ESP or CCA prior to the end of the 12 monthly billing cycles within their Relevant Period, a new Relevant Period will be established starting on the monthly billing cycle after the change in ESP or CCA and continuing each anniversary date until the effective date of that termination for ESP or CCA change.

If an eligible customer-generator opts out of a SmartMeter™ per PG&E's E- SOP schedule, the customer's Relevant Period will be adjusted to start on the monthly billing cycle after the alternative meter is installed. (L)

If an NBT eligible customer-generator applies for NBT-MT or NBT-PS or NBTA sub-schedules under this tariff, a new Relevant Period will be established starting on the monthly billing cycle after the change in the applicable sub-schedule and continue every subsequent anniversary thereof. (L)/(T) (L)/(T) (L) (L)

For Load Aggregation, the Generating Account and all Aggregated Accounts will have the same billing cycle and Relevant Period, based on PTO date or anniversary thereof. However, if an Aggregated Account terminates service, or experiences a change in ESP or CCA prior to the end of any 12 monthly billing cycle, its Relevant Period will consist of that period from the anniversary date until the effective date of that termination or ESP or CCA change. If an Aggregated Account is subsequently added, its Relevant Period will consist of that period from its effective date of inclusion in Load. (N) (N)

h. **Energy True-up** (L)

A true up is performed by PG&E and/or the customer's ESP or CCA, as applicable, at the end of each Relevant Period following the date the customer-generator was first eligible for Schedule NBT, or the date of PG&E's written approval to begin parallel operation of the REGF for purposes of participating in NBT, whichever is later, and at each anniversary date thereafter. At True up, the eligible customer-generator shall be billed as follows: (L)

For all NBT customers, if the export credits (not including the ACC Plus credit) are larger than the import charges within the Relevant Period, after debit for excess energy (kwh), if NSC is applicable, the excess credits (generation and/or delivery) will be carried forward to the customer's next Relevant Period. NBT customers may make a one-time request that their annual true-up date be changed going forward. In the event the energy (kWh) generated exceeds the energy (kWh) consumed during the Relevant Period, compensation shall be made for the excess energy (kWh), as described and allowed for in Special Condition 5. (L)/(T) (L)/(T) (L) (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

2. BILLING: (Cont'd.) (L)

If the customer-generator is taking service under DA or CCA Service, separate true-up will be calculated for the applicable PG&E charges and credits and the ESP or CCA charges and credits.

For a DA or CCA Service customer-generator, Generation Rate Component credits, if any, do not reduce the charges owed to PG&E for energy supplied to the eligible customer-generator including NBCs calculated in 2.f.

Once the true-up is completed at the end of the Relevant Period, any overpayment for energy (kWh) from the true-up will be credited to the customer on their future bill charges.

The ACC Plus credit can offset all charges including the NBC charges and will not expire until the credits are used. If a customer terminates service with PG&E before the credits are utilized, PG&E will provide the customer's payment for the remaining credits.

i. **Payment Process**

All NBT customers will pay monthly for all applicable charges including the fixed charges within the OAS and any additional net charges due to PG&E. Customers will have net charges due in a given month if the sum of their import charges, export credits, and ACC Plus (if applicable) is greater than zero.

j. **Billing Information**

PG&E shall provide the eligible customer-generator with information on energy imported and exported with each regular bill. That information shall include the current monetary balance owed PG&E for charges net of credits since the last Relevant Period ended.

k. **Electric Service Provider Charges**

If PG&E provides direct access (DA) metering for the ESP, consolidated Utility Distribution Company (UDC) billing (that is, Consolidated PG&E Billing as described in PG&E's Rule 22), Separate or Consolidated ESP Billing support services for DA customer-generators served under PG&E's rates or their ESP's rates, PG&E may recover the incremental costs related to NBT from the customer's ESP, as described in Schedule E-ESP – Services To Electric Service Providers, and Schedule E-EUS – End User Service. (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

I. **For a Customer-generator electing Load Aggregation:** (N)

Load Aggregation Customers (for both Generating and Aggregated Accounts) will be billed based on no netting of imports (consumption) and exports (generation to the grid). Customers are billed based on their full usage from the grid. The generation (for both Generating Account and allocated generation for Aggregated Accounts) is valued the same as an NBT customer.

For each monthly billing period, the dollar amount (based on the ACC and ACC Plus if applicable) associated with the energy (kWh) exported to the grid (in kilowatt-hours or kWh) by the REGF shall be allocated to each of the Aggregated Account meters, as well as the Generating Account if it has load, based on the proportion of cumulative usage at each aggregated account, and the cumulative generation from the generating account from the start of the Relevant Period. NBCs are calculated as specified in Section 2.f for both Generating and Aggregated accounts. (N)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS (Cont'd.):

3. **INTERCONNECTION:** Prior to receiving approval for Parallel Operation, the customer-generator must submit a completed PG&E application form and interconnection agreement as follows: (T)

Rate Option	Application	Interconnection Agreement
NBT-S	For Solar and/or Wind Electric Generating Facilities of 30 Kilowatts or Less:	
	Application - Net Billing Tariff (NBT) Interconnection for Solar and/or Wind Electric Generating Facilities of 30 Kilowatts or Less (Form **79-1151B-03**)[5]	*Agreement and Customer Authorization – Net Billing Tariff (NBT) Interconnection for Solar and/or Wind Electric Generating Facilities of 30 Kilowatts or Less* (Form **79-1151A-03**)
NBT-EXP NBT-EXPOTR	For Solar and/or Wind Net Billing Tariff (NBT) Generating Facilities of 1,000 Kilowatts or Less, other than Facilities of 30 Kilowatts or Less:	
	Generating Facility Interconnection Application, (Form **79-1174-03**)	*Interconnection Agreement for Net Billing Tariff (NBT) of Solar or Wind Electric Generating Facilities of 1,000 kW or Less, other than Facilities of 30 Kilowatts or Less (form **79-1220-03**),*
	For Net Billing Tariff (NBT) non-Solar and/or Wind Generating Facilities of any size, and Solar and/or Wind Generating Facilities greater than 1,000 kW:	
	Generating Facility Interconnection Application, (Form **79-1174-03**)	*Interconnection Agreement For Net Billing Tariff (NBT) non-Solar and/or Wind Generating Facilities of any size, and Solar and/or Wind Generating Facilities greater than 1,000 kW* (Form **79-1198-03**)

[5]Both the Agreement and Customer Authorization (79-1151A-03) and Application (79-1151B-03) forms must be submitted before PG&E will issue the Permission to Operation (PTO) letter. Information in the Application can be submitted by the Company (as that term is defined in the Application) or Customer in an electronic format, subject to approval by PG&E.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

3. INTERCONNECTION: (Cont'd.) (L)

Rate Option	Application	Interconnection Agreement
NBT-PS	For NBT-PS (Special Condition 8) for projects that meet NBT integrity requirements.	
	Generating Facility Interconnection Application, (Form **79 1174-03**)	**79-1193-03**- *Agreement And Customer Authorization Net Billing Tariff (NBT) Interconnection For Solar And/Or Wind Electric Generating Facilities Of 30 Kilowatts Or Less with Energy Storage of 10 Kilowatts Or Less or Energy Storage with Power Control System Certification*
NBT, NBTEXP, or NBTMT > 1,000 kW	*Generating Facility Interconnection Application* (Form **79-1174-03**)	*Rule 21 Generator Interconnection Agreement for New Net Billing Tariff (NBT) Generating Facilities Greater than 1,000 Kilowatts Interconnecting Under the Fast Track Process* (Form **79-1198-03**)
		Rule 21 Generator Interconnection Agreement (GIA) for Net Billing Tariff (NBT) Generating Facilities Greater than 1,000 Kilowatts Interconnecting Under the Independent Study, Distribution Study, or Transmission Cluster Process (Form **79-1198-03**)
NBT-MT	For customer-generators ≤ 1 MW taking service as a Multiple Tariff Facility under Special Condition 4 of this tariff:	
	Generating Facility Interconnection Application (Form **79-1174-03**)	*Generating Facility Interconnection Agreement (NBT-MT - Multiple Tariff)* (Form **79-1069-03**)
NBTA	NBT Load Aggregation ≤ 1 MW	
	Along with the applicable interconnection form above, also submit: NBT Load Aggregation Appendix (Form 79-1202-03)	

(L)/(T) (L) (L) (L) (L) (N) (N)

(Continued)

SPECIAL CONDITIONS: (Cont'd.)

3. Interconnection: (Cont'd.) (L)

Customers with an interconnection application date after the NEM2 Sunset Date (April 14, 2023), or for Load Aggregation after the NEM2A Sunset Date (February 14, 2024), will take service and be billed on the NEM2 tariff on an interim basis and transition to the Net Billing Tariff, once it is operational. The NEM2 tariff or NEM2A subtariff legacy periods are not applicable in this case. (L)/(T) (L)/(T)

The interconnection application date is defined as the submission date of an application that is free of major deficiencies and includes a complete application, a single-line diagram (for systems smaller than or equal to 30 kW, applicant does not need to upload a site-specific single-line diagram, but can instead select a template single-line diagram in the portal if applicable), and, if applicable, a complete California Contractors State License Board Solar Energy System Disclosure Document, a signed California Solar Consumer Protection Guide, a signed Agreement and Authorization form, and an NBT oversizing attestation. (L) (L)

For Load Aggregation Arrangements Requesting an additional service for the Generator: Subject to all other applicable rules, an additional service may be allowed for the Generating Account if it has no load other than that associated directly with the REGF. However, a customer may not subsequently add load to that additional service, and if the REGF is removed, the additional service may not be converted to a load account. (N) (N)

For Load Aggregation, a completed and signed "NBT Load Aggregation Appendix" (Form 79-1202-03) must be submitted together with the appropriate NBT interconnection agreement listed above. (N) (N)

The eligible customer-generator must meet all applicable safety, and performance standards established by the National Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the California Public Utilities Commission regarding safety, reliability, and consumer protection. (L)

To promote the safety and reliability of the customer REGF, the customer-generator shall comply with Electric Rule No. 21 Sections L.2-L.4 and Section L.7. for interconnecting to the electrical grid. Equipment on the California Energy Commission (CEC) list will meet this requirement and does not need to be verified. Other equipment, as determined by PG&E, should be verified by the customer as having safety certification from a nationally recognized testing laboratory.

Applicant is required to verify as a part of each interconnection request for this tariff that (i) a warranty of at least 10 years, or (ii) a 10-year service warranty or executed "agreement" ensuring proper maintenance and continued system performance has been provided on all equipment and on its installation. (L)

Pursuant to Decision (D.) 22-12-056 and (D.) 23-11-068 (for NBTA) customers on this tariff must pay for the interconnection of their REGF as provided in Electric Rule 21, including an application fee. This application fee must be paid through PG&E's online application portal in order to complete the application, unless otherwise directed by PG&E. For application fees for Customers impacted by a Natural or Human-Made Disasters[6], see Special Condition 9. (L)/(T) (L)/(T)

[6]Natural or human-made disasters includes such events as a fire, earthquake, flood, or severe storms. (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

3. Interconnection: (Cont'd.)

For the purpose of the NBT tariff, the rating of the generating facility, for the purposes of comparing its size relative to the 1-megawatt (MW) limit, will be determined based on:

(a) For each PV generator, the lesser of inverter nameplate capacity (kW) or maximum solar output (CEC-AC rating), as referenced in Section F (Table F.1, footnote 2). (T) (T)

(b) For each inverter-based generator, except solar, the gross nameplate rating of the inverter. (T)

(c) For each non-inverter-based generator, the generator gross nameplate.

(D) (D)

The aggregate nameplate capacity of the facility is calculated by adding the capacity of all generators located at the Customer's Premises (including Integrated or Directly Connected Energy Storage Devices, if any). For the purposes of calculating the size as over or under 1MW for NBT, the capacity calculation excludes the capacity of a paired energy storage system that is: (T)

(1) certified as non-export storage,

(2) has a non-export relay installed,

(3) has a power control system that ensures exports do not exceed the capacity of the REGF, or

(4) has a power control system that ensures exports do not exceed 1 MW. (T)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS (Cont'd.):

4. MULTIPLE TARIFF FACILITIES:

Multiple Tariff Facilities have the following additional provisions: (T)

a. When Net Generation Output Metering (NGOM) is required on the REGF, such NGOM must conform to the requirements set forth in Electric Rule 21, Section J.

b. An NBT-eligible Constituent Generator Group is defined as one or more generators within a facility served behind the same utility revenue meter and subject to this NBT Schedule for billing purposes that is eligible for service under the provisions of either NBT, NEM (except for Load Aggregation), NEM2 (except for Load Aggregation), NEMFC (except for Load Aggregation), NEMBIO or their sub-Schedules.

c. A non-NBT-eligible Constituent Generator Group is defined as one or more generators within a facility served behind the same utility revenue meter that does not take service under NBT, NEM, NEM2, NEMFC or NEMBIO, but interconnects under the provisions of Electric Rule 21.

d. All metering for Multiple Tariff Facilities called for in this Special Condition must meet the requirements needed to bill under the customer-generator's OAS. All metering, equipment and non-Export relays necessary to implement the provisions in this section will be provided at the Customer-Generator's expense.

e. Customers who take service on NBT-MT by adding an NBT-eligible generator to a facility (behind the same utility revenue meter) with existing NEM/NEM2/NEMFC/NEMBIO eligible REGF(s) will be billed under NBT-MT, and all eligible REGFs will be combined into one Constituent Generator Group(s), which will be transitioned to and billed under the NBT.

f. Customers with NEMA/NEM2A/NBTA are not eligible for this provision.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

4. MULTIPLE TARIFF FACILITIES: (Cont'd.) (L)

g. Multiple Tariff Facility Configurations and Metering. For all eligible combinations of NBT-Eligible Constituent Generator Groups and non-NBT-eligible Constituent Generator Groups, the Customer-Generator must select one of the following options: (L)/(T) (L)

1) **The Non-Export Relay Option:** A Customer-Generator must install a Non-Export relay on their non-NBT Constituent Generator Group(s).

2) **The Net Generation Output Metering (NGOM) Option:** The customer-generator will receive NBT credits only for NBT-eligible Constituent Generator Group(s) for which the customer has installed interval NGOM on that Constituent Generator Group. (L)

h. Multiple Tariff Facilities, served under DA or CCA Service, may only participate to the extent their ESP or CCA offers net billing for the specific constituent generator group(s). All accounts for each specific constituent generator group must be served by the same ESP. (L)/(T) (L) (L)

i. An existing NEM/NEM2/NEMFC or NEMBIO customer can install an NBT eligible Generator and stay on their respective tariffs if the NBT generator would have a Non-Export Relay that would prevent the NBT generator to export to the grid. With this option the NBT eligible generator will be taking service under Rule 21 and will be subject to Schedule Standby (SB) and Departing Load. (L)/(T) (L) (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS (Cont'd.):

5. NET SURPLUS COMPENSATION (NSC):

Pursuant to P.U. Code Sections 2827 (h)(3), this Special Condition was established to provide a NEM customer having **Net Surplus Electricity** (defined as all electricity generated by an eligible customer measured in kilowatt-hours over a Relevant Period that exceeds the amount of electricity consumed by that eligible customer), with Net Surplus Compensation for the Net Surplus Electricity. This benefit is extended to NBT customers pursuant to Decision (D). 22-12-056. (T)

An NBT customer who has Net Surplus Electricity will be known as a **Net Surplus Generator**.

a. NSC Applicability – All bundled Net Surplus Generators that satisfy the conditions in the Applicability Section of this tariff and take service under this rate schedule are eligible to receive NSC at the end of the Relevant Period, i.e. at the time of their true-up. This includes Net Surplus Generators on sub-schedules NBT-S, NBTA, NBT-EXP, NBT-PS and NBT-EXP-OTR. An NBT-MT Net Surplus Generator is also eligible to receive NSC but only for the one or more generators at the same metered account eligible for billing treatment under Special Condition 2.a through 2.f of this NBT schedule, or the applicable tariff for the non-NBT generator.

Net Surplus Generators who receive Direct Access (DA) Service from an ESP or who receive Community Choice Aggregation (CCA) Service from a CCA are not eligible to receive NSC from PG&E but may contact their ESP or CCA Provider to see if they provide NSC.

b. The NSC Rate – The NSC Rate is defined as the simple rolling average of PG&E's default load aggregation point (DLAP) price from 7 a.m. to 5 p.m., for a 12-month period. PG&E shall use the NSC Rate as the value of the electricity portion of its net surplus compensation rate.

PG&E will calculate the NSC Rate each month. It will be effective on the first day of that month and PG&E will use it in the NSC Calculation for any Net Surplus Generators with a Relevant Period completed in that month (True-Up Month).

The DLAP Cutoff Date will be defined as the twentieth (20th) day of the month prior to the True-Up Month.

PG&E will wait five (5) days after the DLAP Cutoff Date for the CAISO to have time to finalize the day-ahead PG&E DLAP prices. The NSC Rate will then be calculated as the simple average of the prices for all hours between 7 a.m. and 5 p.m. over a one (1) year period ending on the DLAP Cutoff Date.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

5. NET SURPLUS ELECTRICITY COMPENSATION (NSC): (Cont'd.) (L)

c. Pursuant to D. 11-06-016, PG&E includes a Renewable Attribute Adder (RAA) based on the California Energy Commission (CEC) implementation methodology.

Under the CEC's Renewables Portfolio Standard (RPS) Eligibility Guidebook[7], an ownership verification and tracking process is set forth for Renewable Energy Credits (RECs) created by Net Surplus Generators.

PG&E will pay a RAA for Net Surplus Electricity if the Net Surplus Generator completes Form 79-1155-02 - *Schedules NBT, Net Surplus Electricity (NSE) Renewable Energy Credits Compensation Form* which requires that at each true-up a Net Surplus Generator confirm it or its REC aggregator has:

1) certified ownership of Net Surplus Electricity Renewable Energy Credits associated with their Net Surplus Electricity;

2) obtained certification for the Renewable Portfolio Standards (RPS) eligibility of the Electrical Generation Facility from the CEC and provide evidence of this certification to PG&E; and

3) transferred the ownership of the WREGIS Certificates to PG&E.

The RAA will be calculated using the most recent Western Electricity Coordinating Council (WECC) average renewable premium, based on United States Department of Energy (DOE) published data as submitted via advice letter annually in compliance with Resolution E-4475 and Decision 11-12-018.

d. Calculation of the NSC – Pursuant to Decision 22-12-056, PG&E is directed to calculate NSC as follows: At the customer's 12-month annual true-up, PG&E shall determine if the customer has Net Surplus Electricity, i.e., if the customer exported more electricity than they imported over the Relevant Period. If the customer has Net Surplus Electricity, the kilowatt hours of Net Surplus Electricity will be debited from the customer's account at a rate equal to the utility's average real-world retail export compensation rates for all NBT customers in their service territory over the past 12 months. The customer will then be credited at the NSC rate described in (b) and (c) above for the same number of kilowatt hours.

The ACC Plus paid to the customer on Net Surplus Electricity will not be debited from the customer.

[7] The CEC RPS Eligibility Guidebook is available at: https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

5. NET SURPLUS ELECTRICITY COMPENSATION (NSC): (Cont'd.) (L)

e. Options for receiving NSC – An NBT customer with NSC will automatically have their NSC applied to any amounts owed to PG&E and then may choose to:

1) take no action and roll any remaining NSC amounts forward to offset subsequent PG&E charges;

2) request that PG&E issue a check if the remaining NSC amount is greater than one dollar ($1). A customer can select this option by calling PG&E. If the customer is closing all their accounts with PG&E, PG&E will automatically send a check; or

3) elect not to receive any NSC by completing and submitting Form 79-1130 (Customer Request Form not to Receive Net Surplus Compensation) to PG&E to confirm that they do not want to participate. In this case PG&E will zero out any NSC the NBT customer may be otherwise eligible to receive.

f. Qualifying Facility Status – Customers must comply with the appropriate conditions below to first demonstrate to PG&E that they are Qualifying Facilities (QFs) in order to receive NSC.

1) No documentation of QF status is required of any NBT customer-generators with a net power production capacity of one megawatt or less, consistent with Federal Energy Regulatory Commission (FERC) regulations 18 C.F.R. §292.203.

2) NBT customer-generators with a net power production capacity greater than one megawatt shall self-certify QF status by submitting FERC Form 556 to FERC pursuant to 18 C.F. R. §292.207(a). Notice to PG&E as the utility with which the facility will interconnect and/or transact shall be provided in accordance with FERC Form 556 instructions. Filing Form No. 556 is not a requirement for interconnection under this provision.

g. Generator Size – Nothing in this Special Condition alters the existing NBT system sizing requirement. Specifically, to be eligible for NSC, a system must be intended primarily to offset part or all of the customer's own electrical requirements, or if applicable, subject to the terms of the Oversized Generating Facility Attestation. (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS (Cont'd.):

6. Load Aggregation - NBTA:

Load Aggregation is available to an eligible customer-generator, that has load served by multiple meters ("Aggregated Accounts") located on the property where the REGF ("Generating Account") is located and on property adjacent or contiguous to the property on which the REGF is located, only if those properties are solely owned, leased, or rented by the eligible customer-generator, subject to the terms of this Special Condition and elsewhere in this tariff. An Arrangement, consisting of a single Generating Account and all of the Aggregated Accounts, will be billed under this Special Condition. Customer-generators are eligible to participate in Load Aggregation provided that all meters in a Load Aggregation Arrangement are located (i) on the property where the REGF is located, or (ii) are located within an unbroken chain of contiguous parcels that are all solely owned, leased or rented by the customer-generator. For purposes of Load Aggregation, parcels that are divided by a street, highway, or public thoroughfare are considered contiguous, provided they are within an unbroken chain of otherwise contiguous parcels that are all solely owned leased or rented by the customer-generator, as verified in Form 79-1202-03. For purposes of determining parcel contiguity under this provision, "public thoroughfare" will include a canal, railroad track or transmission right-of-way, when these features are isolated on third party owned property. When a third party owned easement is located on a NBTA customer-generator's property, there is no impairment to parcel contiguity. In addition, an irrevocable easement granting sole use and control to the NBT customer-generator for an entire parcel can be used to establish contiguity. Otherwise, a customer-generator's easement on a third party owned parcel will not be sufficient to establish parcel contiguity for NBTA. (T)

NBT Load Aggregation Customer-generators are qualified for Net Surplus Compensation (NSC). The eligible customer-generator participating in Load Aggregation option is eligible to add energy storage to their generator or add a Non REGF generator, in accordance with all the applicable PG&E tariffs, including but not limited to Rule 21, and any other regulations and laws governing the interconnection.

Billing Service Charges – An eligible customer-generator electing Load Aggregation shall remit service charges for the cost of providing billing services as follows. These charges shall include:

1) One-Time Setup Charge of $25.00 per Aggregated Account and for the Generating Account, as defined in this Special Condition, and cumulatively, shall be limited to no more than $500 per Load Aggregation Arrangement. Any change to the number of accounts included in a NBTA arrangement is subject to this one-time fee. This Setup Charge shall be assessed without regard to the $500 limit for accounts added after the PTO date.

Plus,

2) Monthly Charge of $5 Per Aggregated Account and for the Generating Account as defined in this Special Condition.

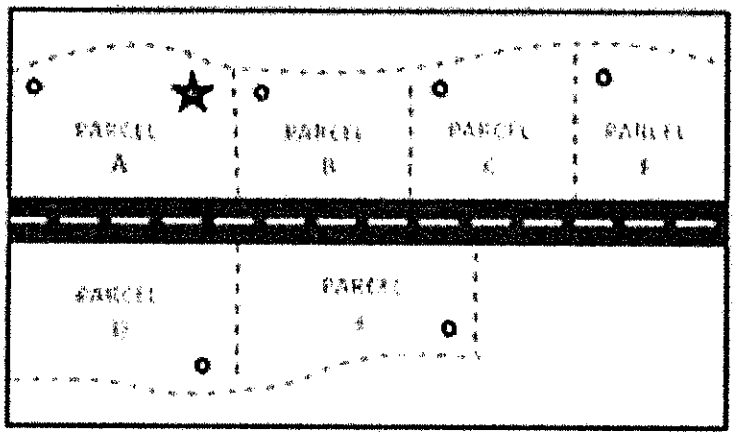
(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

6. Load Aggregation - NBTA: (Cont'd.) (N)

Example of NBTA – Assume there are five parcels (A, B, C, D, E, and F) that form a cluster of contiguous parcels and D and E are separated from A, B, C and F by a street, highway, or public thoroughfare. For the purposes of participating in Load Aggregation, all five parcels are considered contiguous, provided they are otherwise contiguous, and all are solely owned, leased or rented by the Customer-generator. Refer to Diagram 1 (for illustrative purposes only)



★ = RENEWABLE ELECTRICAL GENERATING FACILITY
o = METER
[ ] = ELIGIBLE

Diagram 1

Two parcels that are separated by a parcel that is only a stream or river or slough owned by a third party are considered contiguous if:

1A. The two parcels are otherwise eligible for NBTA, and

1B. The third party is a public entity, and

1C. The third-party owned parcel containing the stream or river or slough is no wider than one thousand feet across as measured at the narrowest point between the two parcels, and

1D. Customer provides documentation that they meet these criteria if requested by PG&E. (N)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS (Cont'd.):

7. NBT Legacy Provisions

This Special Condition is applicable to all Customers receiving service on this NBT Schedule, and who have submitted all documentation necessary to receive service on this schedule.

a. 9-Year Transition Period. Pursuant to Decision 22-12-056, and 23-11-068 (for NBTA), customers who receive service on the NBT Schedule, or who have submitted all documentation necessary to receive service on the NBT Schedule, are eligible to continuously stay enrolled on the NBT Schedule for a period of up to 9 years from the original permission to operate (PTO) date. The 9-year enrollment period ends at the conclusion of the Customer's applicable Relevant Period on or after the 9th anniversary of the original PTO date. For example, if a Customer initially received PTO on May 1, 2023, the Customer is eligible to continue receiving service on the NBT Schedule through the conclusion of the Relevant Period ending immediately on or after April 30, 2032.

Customers electing to switch to this NBT Schedule prior to the conclusion of their Schedule NEM or NEM2 Legacy Period permanently forfeit any of their Generating Facility's remaining transition period eligibility on Schedule NEM or NEM2 and may not later change back to receiving service under these schedules. Customers at the end of their NEM/NEMA or NEM2/NEM2A Legacy Period enrollment who transitioned to the NBT/NBTA Schedule may not restart a new Legacy Period under NBT. These customers will not receive a 9-year legacy treatment under NBT. They will remain on this NBT Schedule and will be transitioned to the applicable successor tariff required for customers installing eligible renewable technologies if and when a new successor tariff becomes effective.

b. Modifications[8]. REGFs eligible for the 9-year transition period outlined above that are modified and/or repaired shall remain eligible for the remainder of their 9-year transition period as long as the modifications and/or repairs do not increase the REGF by more than the greater of:

1) 10 percent of the REGF's nameplate rating capacity, as established when the REGF was originally interconnected, or
2) 1 kW;

and provided the modifications and/or repairs do not result in the REGF exceeding the Customer's annual onsite load unless customer executed the oversizing attestation.

NEM or NEM2 customers who increased their REGF system size due to modifications and/or repairs exceeding the tariff threshold specified within their applicable tariff, and therefore transitioned to this NBT tariff will begin a new 9-year legacy period from the PTO date of their modification and/or repairs. (T) (T) (L)

[8] Customers making modifications and/or additions to their REGF that exceed the 10 percent, or 1 kW limit referenced above shall remain on this tariff until the Commission develops a successor tariff to this or directs these customers to another tariff. This requirement will only be enforced upon the development of a new NBT Successor Tariff, or by the direction of the CPUC.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

7. NBT Legacy Provision (Cont'd.)

b. Modifications (Cont'd.) (L)

Pursuant to D.22-12-056, the addition of energy storage to the Customer's existing Generating Facility shall not disqualify Customer from the remainder of their 9-year Transition Period on this Schedule. (L)

c. Transferability. The 9-year legacy period is linked to the customer who originally causes the system to be installed, not to the system itself. If the original customer moves away within nine years from the system's permission to operate (PTO) and another utility customer takes control of (e.g., buys, leases, or pays a power purchase agreement for) the system[9], the subsequent utility customer does not have a legacy period. There are three exceptions to this:

1. For residential customers: when the subsequent customer is or was the legal partner (e.g., spouse or domestic partner of the customer who installed the REGF).

2. For non-residential customers: when the account-holding entity continues to be majority controlled by the same underlying individuals or entities from the time the legacy system was installed by the original customer.

3. When a builder/contractor constructs a new building and receives PTO in their name, the new owner following a sale of the building (whether the sale is completed before or after issuance of PTO) is eligible to retain the 9-year legacy period starting from the date of PTO, provided that the builder/contractor does not reside in or conduct business from the building after its construction.

For these exceptions, the legacy period does not restart when the subsequent customer takes control of the system. Rather, the legacy period remains based on the REGF's PTO date.

[9]The transfer of an existing REGF to a new location is considered a new installation requiring a new Interconnection Agreement that is subject to the applicable tariffs in place at the time the new Interconnection Request is completed.

(Continued)

SPECIAL CONDITIONS (Cont'd.):

8. NBT Paired Storage

a. Definitions:

(T)

NBT Paired Storage:

NBT Paired Storage is defined as qualifying energy storage equipment ("storage system" or "storage device") paired with a REGF that either:

(i) meets the Renewables Portfolio Standard (RPS) Guidebook[10] requirements as an "addition or enhancement" as described in Section c. below, or

(ii) is eligible to receive certain benefits as described in this Special Condition because it is paired with an REGF even if it is not exclusively charged by renewable energy, pursuant to California Public Utilities Commission (CPUC) Decision (D.) 14-05-033 and D.19-01-030.

NBT Paired Storage is considered "Small NBT Paired Storage" when the storage system size is ≤10kW and "Large NBT Paired Storage" when the storage system size is >10kW.

AC-Coupled Paired Storage:

In an AC-Couple Paired Storage system, the REGF has its own inverter or set of inverters; and separately, the storage system has its own inverter or set of inverters, pursuant to CPUC D.19-01-030.

For an AC-coupled REGF paired with a storage device, storage device capacity is determined as the (AC) maximum discharge capacity. The size of the storage system for AC-coupled REGF plus storage systems is the inverter's (or inverters') nameplate capacity (or nameplate capacities summed).

DC-Coupled Paired Storage:

In a DC-Couple Paired Storage system, the REGF and the storage share the same inverter, or set of inverters, pursuant to CPUC D.19-01-030.

The size of the storage system is the lesser of the shared inverter's (or inverters') nameplate capacity (or capacities summed) and the storage device's (devices') maximum continuous discharge capacity (or capacities summed) listed on the storage device's (devices') technical specifications sheets. A storage device's maximum continuous discharge capacity may be listed on technical specification sheets using different terminology; PG&E will use common sense to determine whether a device's technical specification sheet includes the appropriate metric for purposes of determining system size, regardless of the terminology used. If that metric is not included, PG&E will rely on the inverter's nameplate rating.

[10]The RPS Guidebooks can be found at: https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard.

(Continued)

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.) (L)/(T)

a. Definitions: (Cont'd.) (L)

NBT Integrity

NBT Integrity refers to the requirement that a customer only receive Export Credits for renewably generated exports from an NBT-eligible REGF.

Certified Power Control System (Certified PCS)

A Certified PCS storage system is one that has received UL1741 CRD[11] or utility-approved certification for Power Control systems (PCS) that will comply with either No Grid Charging or No Storage Export as defined below. These systems do not require an NGOM as the PCS is certified to preserve NBT Integrity, as defined above.

No Grid Charging:

No Grid Charging describes when a storage system uses a Certified PCS, as defined above, to ensure that the storage system cannot be charged from the PG&E grid[12]. A PG&E-approved physical non-import relay or a functionally equivalent non-import configuration to prevent grid power from flowing to the storage device is also permitted. Inadvertent but minor instances of grid import are permitted. Such inadvertent grid imports must not exceed durations of ten seconds.

[11]CRD refers to an Underwriters Laboratories (UL) Certification Requirement Decision, in this case the one issued on 3/8/2019.

[12]In the event of an expected PSPS (Public Safety Power Shutoff) outage, as evidenced by a 48-hour notice from PG&E to the expected outage start, a storage system defined as "No Grid Charging" and designed for resiliency, meaning it is capable of providing back-up power safely and in compliance with all relevant tariffs, electric rules, other requirements, and is qualified by PG&E to participate, will be temporarily permitted to charge from the grid in order to prepare for the PSPS outage. The notification must specify an impact to the customer generator location. This temporary permission will begin at the publication of the 48-hour notification and will end 24 hours after the end of the PSPS event, as marked by the restoration of power at the site. If power is not shutoff, the temporary permission will end 72 hours after the original 48-hour notice. At the end of the temporary permission period as described above, the storage system will need to revert to "No Grid Charging" operation mode in order to maintain compliance with the NBT tariff, notwithstanding additional PSPS Alerts. At no point during the temporary permission period will the system be permitted to violate the interconnection agreement. Specifically, the storage system must not increase the host facility's historical peak demand. (L)

(Continued)

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.) (L)

a. Definitions: (Cont'd.)

No Storage Export:

No Storage Export describes when a storage system uses a Certified PCS, as defined above, to ensure that the storage system cannot export to PG&E's grid and therefore will not result in additional credits. A PG&E-approved physical non-export relay or a functionally equivalent non-export configuration to prevent grid power from flowing to the storage device is also permitted. Inadvertent but minor instances of storage export are permitted. Such inadvertent grid exports must not exceed durations of ten seconds.

b. Interconnection Cost Responsibility

NBT Paired Storage will have the same interconnection cost responsibility as the NBT generator with which it is paired, including charges or fees related to the interconnection application, Rule 21 engineering study/review, and/or any associated distribution upgrades.

See Section c.5. below for additional information

c. Interconnection and Billing Requirements for different types of NBT Paired Storage

Interconnection and billing requirements for facilities that use storage devices differ depending on the type and size of NBT Paired Storage system. These requirements are described here and summarized in Table 1 and Table 2 of this Special Condition.

The Renewables Portfolio Standard (RPS) Guidebook[8] establishes two categories of energy storage that may be considered an addition or enhancement to a renewable electrical generation facility: "integrated" and "directly connected" storage.

1) Integrated Storage:

Integrated Energy Storage is defined in the RPS guidelines as methods of storing energy from a renewable energy resource that are integrated into the REGF as part of the generation process.

Note that, for battery-based storage, the storage device must ***only*** be capable of storing energy from the REGF to be considered Integrated Storage. Table 1 of this schedule summarizes integrated storage billing and interconnection requirements. (L)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.)

c. Types of NBT Paired Storage (Cont'd.)

1) Integrated Storage: (Cont'd.)

Table 1. Integrated Storage Billing and Interconnection Requirements.

INTEGRATED STORAGE (By definition, the storage device must only be capable of storing energy from the REGF)			
SCENARIO	Billed As	Applicable Interconnection Application and Agreements	Applicable Interconnection Costs (Section 9.c.)
AC-Coupled NBT Paired Storage Or DC-Coupled NBT Paired Storage	billed as if storage and REGF were all one generator (e.g. NBTS, NBTEXP)	**REGF < 1 MW** apply with 79-1174-03 and Interconnection agreement 79-1193-03 or 79-1220-03	Per 5.i of this Special Condition
		REGF > 1 MW apply with 79-1174-03 and Interconnection agreement 79-1198-03	Per 5.ii or iii of this Special Condition

(T)

2) Directly Connected:

Directly Connected NBT Paired Storage is defined in the RPS guidelines as meeting the following requirements:

(i) The storage device is directly connected to the REGF via an internal power line (i.e., power may not be transmitted from the renewable facility to the energy storage via an external distribution line); and

(ii) The storage device must be operated as part of the NBT eligible facility.

Note that the storage device is ***not*** required to be exclusively charged by the REGF.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.)

c. Types of NBT Paired Storage (Cont'd.)

2) Directly Connected: (Cont'd.)

Directly Connected Cases:

(i) Small (≤10kW) DC-Coupled NBT Paired Storage system:

Small DC-Coupled storage systems are not required to meet either the "No Grid Charging" or "No Storage Export" requirements. Customers must apply with 79-1174-03, and either complete interconnection agreement Form 79-1193-03 (solar and/or wind electric facilities of 30kW or less) or Form 79-1069-03 (all other REGF with a storage system configuration fulfilling the requirements of "No Grid Charging"). All configurations will be billed using the estimation methodology as described in sub-section c.3)(ii) of this special condition unless; additional metering is installed, as described in "Large NBT Paired Storage" below, or the system is operating with a Certified PCS.

(ii) Large (>10kW) DC-Coupled NBT Paired Storage system:

Large DC-Coupled storage systems must satisfy the definition of "No Storage Export". Customers must apply with 79-1174-03, complete Form 79-1069-03. Customers will be billed as described for Large NBT Paired Storage in sub-section c.3)(iii) of this special condition, unless using a Certified PCS, in which case they will be billed as described in sub-section c.3)(i).

For this case, there are no restrictions on the maximum storage system size (kW).

(iii) Large (>10kW) AC-Coupled NBT Paired Storage system

Large AC-Coupled NBT Paired Storage systems shall have a maximum power output no larger than 150% of the NBT-eligible generator's maximum output capacity. Pursuant to Decision 20-06-017 the maximum output capacity limit was temporarily waived for a period of 3 years. This waiver period was extended to August 16, 2025, and has been further extended pending a future Commission decision. (T) | (T)

(Continued)

SPECIAL CONDITIONS (Cont'd.):

8. NBT Paired Storage (Cont'd.)

c. Types of NBT Paired Storage (Cont'd.) (T)

2) Directly Connected: (Cont'd.)

Large AC-Coupled NBT Paired Storage are required to select one of the following:

a) install a non-export relay on the storage device(s);

b) install an interval meter for the NBT-eligible generation, meter the load, and meter total energy flows at the point of common coupling;

c) install an interval meter directly to the NBT-eligible generator(s); or

d) operate using a Certified PCS.

(iv) Large (>10kW) AC-Coupled NBT Paired Storage system:

Large AC-Coupled NBT Paired Storage Systems must apply with PG&E Electric Form 79-1174-03, and either complete interconnection agreement Form 79-1193-03 (solar and/or wind electric facilities of 30kW or less) or Form 79-1069-03 (all other REGF with a storage system configurations). Customers will be billed as described in sub-section c.3)(iii) of this special condition unless operating using a Certified PCS, in which case, they will be billed as described in sub-section c.3)(i).

(v) Small (≤10kW) AC-Coupled storage systems:

Small AC-Coupled NBT Paired Storage is not required to be sized to the customer's demand or the NBT generator. Small NBT Paired Storage systems have the option to install metering as required for Large NBT Paired Storage, or use a Certified PCS, as defined above, to be billed as described in sub-section c.3)(i) of this special condition. Otherwise, they will be billed using the estimation methodology described in sub-section c.3)(ii) of this special condition.

Small AC-Coupled NBT Paired Storage systems eligible must apply with the 79-1174-03 (NBT) and complete the 79-1193-03 (NBT) when the NBT-Eligible GF is sized 30kW or less or apply with the 79-1174-03 (NBT) and complete the 79-1069-03 (NBT) when the NBT-eligible GF exceeds 30kW.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.)

c. Types of NBT Paired Storage (Cont'd.)

Table 2. Directly Connected Billing and Interconnection Requirements

(This table covers **storage that is NOT required to be 100% REGF charged**)
For Both DC and AC-Coupled NBT Paired Storage

Storage Size	**Applicable Interconnection Agreements and Costs**				**Applicable Billing**	**Notes**
	PV/Wind < 30 kw	**Non-PV/Wind REGF ≤1MW** **>30kW PV/Wind ≤1MW**	**REGF >1Mw**	**costs (Section 9.c.)**	**Billed as**	**NBT Integrity Requirements**
DC-Coupled or AC-Coupled NBT Paired Storage with a PCS	Small (≤10kW) 79-1093-03 Large (>10kW) 79-1069-03	79-1069-03	79-1078-03	Per 5.i	§3i	Certified PCS, as defined above, required
DC-Coupled or AC-Coupled Small NBT Paired Storage with no PCS (≤ 10kW)	79-1093-03	79-1069-03	79-1078-03	Per 5.i	§3ii	Billed using Estimation Methodology
DC-Coupled or AC-Coupled Large NBT Paired Storage with no PCS sized >10kW And ≤150%	79-1069-03	79-1069-03	79-1078-03	Per 5.ii or iii	§3iii	NGOM, No Storage Export, or additional metering required, as described above
DC-Coupled or AC-Coupled Large NBT Paired Storage with no PCS sized >10kW And > 150%[13]	Set up and bill as NBTMT (not under NBT-Paired Storage section)					

[13]The storage system shall have a maximum output power no larger than 150% of the NEM-eligible generator's maximum output capacity. Pursuant to Decision 20-06-017 the maximum output capacity limit was temporarily waived for a period of 3 years. The waiver period was extended to August 16, 2025, and has been further extended pending a future Commission decision. (T) | (T)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.)

c. Types of NBT Paired Storage (Cont'd.)

3) Billing for NBT Paired Storage

(i) Large or Small NBT Paired Storage with Certified PCS

Large or Small NBT Paired Storage operating with a Certified PCS to ensure NBT Integrity, as defined above, can be billed as if storage and REGF were all one generator (e.g., NBTS, NBTEXP).

(ii) Estimation Methodology For Small NBT Paired Storage (≤10kW)[14] (T)

Small NBT Paired Storage without metering installed (as required for Large NBT Paired Storage) and not using a Certified PCS will be billed using an estimation methodology, which caps maximum allowable NBT bill credits based on a monthly output profile. For REGFs that utilize a technology other than only solar PV, the Customer must adhere to the metering and billing requirements applicable to Large NEM-Paired Storage Systems

Solar PV estimation method

a. PG&E will establish a maximum cap for NBT-eligible exports for each monthly billing period based on the California Solar Initiative Expected Performance-Based Buydown (CSI EPBB) calculator production estimate for the customer's NBT-eligible generator. The production estimate is scaled to the customer's solar PV generation system size.

The monthly output estimation should align with the month from the start of the customer's billing period (e.g., if the customer's billing period is from January 15 to February 15, the maximum allowed NBT export should be based on a January output estimation.)

b. Any export exceeding this limit would not be eligible for NBT credit and would be forfeited. The forfeited exports are assumed to have occurred during the highest price billing period during the Customers' billing cycle, regardless of when the excess energy was actually exported.

(L)
(L)

[14] Starting on April 15, 2024, residential customers billed utilizing the Estimation Methodology will be temporarily billed on NBT as if storage and REGF were all one generator, until the billing is operational for these customers. (T) | (T)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.)

c. Types of NBT Paired Storage (Cont'd.)

3) Billing for NBT Paired Storage (Cont'd.)

b. For example, if there was an export to the grid of 150 kWh and the EPBB-based limit for the month was set at 100 kWh, then the excess 50 kWh would be deducted from the actual exports recorded. (L)

c. In the event the Small NBT-eligible GF is combined with other generation facilities pursuant to Special Condition 4, the billing provision of Special Condition 4 will apply, not this billing estimation methodology.

Should a customer decide to opt-out of using this estimation methodology, the customer must install one of the metering requirements described in the Large NBT Paired Storage section of this Special Condition, or a Certified PCS, as described above. The customer may only switch at the start of a new NBT Relevant Period.

(iii) Large NBT Paired Storage systems without a Certified PCS are billed consistent with Special Condition 4 with the storage treated as a non-NBT eligible generator.[15] (T)

4) NBT Paired Storage Output Metering Costs

PG&E will install standard metering equipment whenever possible while interconnecting NBT Paired Storage systems. Standard metering equipment for this purpose comprises a single meter which is a self-contained, single phase, SmartMeter. The fee for installation of standard metering equipment is no more than $600.00.

However, this fee cap does not apply to NBT Paired Storage requiring complex metering solutions. Complex metering solutions include any configuration other than the standard equipment described above. The cost for complex metering varies and is based on actual costs which will be described in the customer's invoice.

5) NBT Paired Storage Interconnection Cost Responsibility

For the purpose of determining if a NBT Paired Storage REGF exceeds 1 MW criterion, refer to the sizing definition included in the AC-Coupled and DC-Coupled definition at the beginning of this Special Condition. (L) (L)

[15] Starting on April 15, 2024, residential customers billed utilizing the Estimation Methodology will be temporarily billed on NBT as if storage and REGF were all one generator, until the billing is operational for these customers. (T) (T)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

8. NBT Paired Storage (Cont'd.)

c. Types of NBT Paired Storage (Cont'd.)

5) NBT Paired Storage Interconnection Cost Responsibility (Cont'd.)

i) NBT Paired Storage REGF < 1 MW - The storage will have the same interconnection cost responsibility as the NBT-eligible generating facility that it is paired with a REGF less than or equal to 1 MW.

ii) NBT Paired Storage REGF > 1 MW - The storage will have the same interconnection cost responsibility as the NBT-eligible generating facility that it is paired with a REGF greater than 1 MW.

iii) In the event the storage is added at a later date after the permission to operate is issued for the NBT-eligible generating facility, the storage applicant will be required to pay the same interconnection fees and costs that the NBT-eligible generating facility would be required to pay, per the requirements of PG&E Electric Rule 21.

d. Requirements for Large NBT Paired Storage (i.e., All NBT Paired Storage Devices except Solar NBT paired with Storage Sized 10 KW and Smaller).

For NBT-paired storage systems with storage devices larger than 10 kW, the NBT Paired Storage shall have a maximum output power no larger than 150% of the NBT-eligible generator's maximum output capacity. Pursuant to Decision 20-06-017 the maximum output capacity limit was temporarily waived for a period of 3 years. This waiver period was extended to August 16, 2025, and has been further extended pending a future Commission decision. (T) | (T)

Large NBT Paired Storage systems are required to either:

1) install a non-export relay on the storage device(s);

2) install an interval meter directly to the NBT-eligible generator(s); or

3) Operate using a Certified PCS.

e. Requirements for Small NBT Paired Storage (i.e., Solar NBT Paired with Storage Devices Sized 10 KW or Smaller).

Small NBT Paired Storage is not required to be sized to the customer demand or the NBT generator. Customers with Small NBT Paired Storage have the option to install metering as required for Large NBT Paired Storage or use a Certified PCS to ensure NBT Integrity, otherwise they will be billed using the estimation methodology described in Section 3(ii) of this special condition.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS (Cont'd.):

9. Natural or Human-Made Disasters

Pursuant to the Special Condition 7 (NBT Legacy Provisions), all Customers receiving service on this NBT Schedule who are impacted by a natural or human-made disaster may request service on this tariff from (i) the date of the issuance of their original pre-natural or human-made disaster "permission to operate" (PTO) letter until (ii) the date of the customer's first Energy True Up in the tenth (10th) year. (T)

Impacted Customers must:

(i) reapply for interconnection with a replacement system sized to generate no more than 12 months of historic, or estimated, usage (kWh), and

(ii) when reapplying for interconnection, submit proof of destruction of the renewable generator, if requested by PG&E.

Customers with natural or human-made disasters who are reapplying to this tariff are also eligible to oversize their system per the applicability of this tariff by executing the NBT Oversized Generating Facility Attestation.

If the generator needs to be replaced due to a natural or human-made disaster PG&E will true-up the NBT account(s) pursuant to Special Condition "Billing", and Net Surplus Compensation (NSC) will be issued, if any, pursuant to Special Condition "Net Surplus Compensation", up to the date of the natural or human-made disaster, unless the Customer requests that PG&E continue to bill the Customer on NBT through the Customer's next regular true-up date.

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

9. Natural or Human-Made Disasters (Cont'd)

The intervening period from destruction of the generator to PTO of the replacement generator must be no longer than four years, unless reasonable documentation acceptable to PG&E is provided showing that the new interconnection is in process. The interconnection application must be completed by the same NBT customer who was taking service on NBT prior to the Natural or Human-Made Disaster. If the generator is not replaced by the same NBT Customer, but the property is sold to a new owner after the destruction of the generator, this provision does not extend to the new owner. The new owner must apply and take service under the effective tariff at the time of interconnection and is subject to all the requirements of a new customer seeking interconnection for that tariff.

Customers impacted by Natural or Human-Made Disasters who meet the requirements included in this Special Condition and whose replacement system is sized[16] no greater than 1 megawatt (MW) are exempt from the interconnection application fee when reapplying. (T)

Customers impacted by Natural or Human-Made Disasters must comply with all requirements including and not limited to the installation of Smart Inverter technology, in Electric Rule 21.

[16] Sized as defined in Special Condition 3. (T)

(Continued)

SPECIAL CONDITIONS (Cont'd.):

10. Prevailing Wage

California Public Utilities (PU) Code Section 769.2 requires a contractor that installs a Renewable Electrical Generation Facility (REGF) or associated battery storage to comply with prevailing wage requirements in order for the facility to participate in a tariff developed pursuant to PU Code Section 2827 or 2827.1. These requirements are stated in PU Code Section 769.2 and in case of any discrepancy between tariff language and the PU Code, the language in the PU Code prevails. (T)

The requirements are:

(1) The contractor shall pay each construction worker employed, at minimum, the general prevailing rate of per diem wages, except that an apprentice registered in a program approved by the Chief of the Division of Apprenticeship Standards shall be paid, at minimum, the applicable apprentice prevailing rate.

(2) The contractor shall maintain and verify payroll records pursuant to Section 1776 of the Labor Code and make those records available for inspection and copying as provided in that Section. The contractor shall not be required to provide copies of certified payroll records to any entity other than the Department of Industrial Relations or the California Public Utilities Commission (Commission)[17].

(3) The contractor shall biannually, on July 1 and December 31 of each year, submit to the Commission digital copies of its certified payroll records for projects[18]. The contractor's submission of payroll records is a condition to access tariffs developed pursuant to PU Code Section 2827 or 2827.1 for a customer REGF subject to PU Code Section 769.2.

[17] Pursuant to Decision 23-11-068 the contractor may also be required to provide these records to any entity that the Commission designates to act on its behalf to implement this requirement.

[18] Contractors may submit their records on a voluntary basis more often than the biannual requirement stated in the PU Code 769.2.

(T)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

10. Prevailing Wage (Cont'd.)

The requirements of PU Code Section 769.2 do not apply to projects with a complete interconnection application submission date before January 1, 2024[19]. All projects with an interconnection application submission date on or after January 1, 2024, including applications to modify an existing REGF, are subject to the PU Code Section 769.2 requirements with the following exceptions: (T)

(1) A residential REGF that has a maximum generating capacity of 15 kilowatts or less of electricity.

(2) A residential REGF that is installed on a single-family home.

(3) A project that is a public work, as defined in Section 1720 of the Labor Code, and that is subject to Article 2 (commencing with Section 1770) of Chapter 1 of Part 7 of Division 2 of the Labor Code.

(4) A REGF that serves only a Modular Home[20], a Modular Home Community[21], or multiunit housing that has two or fewer stories.

If PU Code Section 769.2 applies, the Customer must execute the "**Prevailing Wage Disclosure Form**" and submit the form with their interconnection application, and customer's contractor shall confirm to PG&E that it is up to date with their past required submittals of payroll records.

If customer's contractor has been found to have willfully violated PU Code Section 769.2 in connection with the construction of customer's REGF, *that facility* shall not be eligible to receive service pursuant to a tariff developed based on PU Code Sections 2827 or 2827.1. Only in the case of multi-tariff configuration, where there is more than one generator behind the same utility billing meter (renewable or not), PG&E will treat all the generators as one system and therefore none of the renewable generators will be served on tariffs developed based on PU Code Section 2827 or 2827.1, and those renewable generators will be compensated based on PURPA compliant tariff, regardless which facility is subject to the violation of PU Code 769.2.

[19] If a customer or contractor provides documentation confirming that the facility that they are applying for was built on or before December 31, 2023, the prevailing wage requirements will not apply to that project.
[20] Modular Home: Modular home, although better constructed, is like manufactured home (as defined in the California Health and Safety Code) where both are constructed offsite. Unlike manufactured home, modular home must meet the same local or state building codes as an on-site home. Modular home does not have the requirement to have a wheeled chassis permanently attached.
[21] Modular Home Community: A community with two or more Modular Homes. (T)

(Continued)

ELECTRIC SCHEDULE NBT
NET BILLING TARIFF (NBT) SERVICE

SPECIAL CONDITIONS: (Cont'd.)

10. Prevailing Wage (Cont'd.) (T)

If a willful wage violation is alleged, the customer's REGF will remain on the tariff until the Department of Industrial Relations (Department) or a court completes their assessment and makes a final determination. At that time, if the contractor is found in willful violation, then PG&E will be required to remove the customer's REGF implicated by the violation from this Schedule (and in the case of multiple REGFs behind the same utility meter, all such REGFs as explained above) and transition the Customer to the PURPA compliant tariff on the next billing cycle (after the required 30/60-day notification). While on the PURPA compliant tariff, the REGF will be compensated based on that tariff and the REGF shall be subject to Departing load and Standby charges as the REGF is no longer served under the applicable NEM/NBT tariffs. The customer's REGF billing meter will be trued up at the end of the billing cycle (after the required 30/60-day notification) before transitioning to the PURPA compliant tariff and any credits remaining after the true-up (including all aggregated accounts) will be forfeited.

If the violation occurs on a single generating account and there are no aggregated account(s), PG&E will notify the Customer at least 30-days in advance of automatically transitioning the customer's REGF on their next billing cycle to a PURPA compliant tariff.

If the violation occurs on a single generating account with aggregated accounts, PG&E will notify the Customer(s) at least 60-days in advance of automatically transitioning the customer's REGF on their next billing cycle to a PURPA compliant tariff.

If a willful wage violation is reversed or nullified by the determining body and the generation account holder or Customer/property owner provides documentation to the utility evidencing such reversal/nullification, then the REGF (or the whole system for multi-tariff) will be able to regain access to the applicable NEM/NBT tariff as of the next billing cycle or within 30-days after receiving the notification of the reversal of the willful wage violation.

Beginning January 1, 2025, contractors who have been found in violation of the prevailing wage rule in PU Code Section 769.2 will not be permitted to apply to interconnect facilities utilizing tariffs established pursuant to PU Code Sections 2827 or 2827.1. (T)

REQUEST FOR PROPOSALS (RFP)

DESIGN BUILD SOLAR PHOTOVOLTAIC SYSTEM

Request for Proposals Number: CAPK OPS 2026-007

August 17, 2026

Community Action Partnership of Kern
1300 18th Street
Bakersfield, California 93301
661-336-5236

Proposals Due by 2:00 p.m. September 10, 2026

I. GENERAL CONDITIONS

A. **Purpose:** The Request for Proposals (RFP) is issued to find a qualified Class A, B C-10 or C-46 licensed solar contractor (the "Contractor") to contract with for the design and construction of a rooftop photovoltaic (PV) system that maximizes electrical production and system size within a total budget of $336,294 and as allowed by the existing roof of the multipurpose building at the Community Action Partnership of Kern ("CAPK") Friendship House Community Center, 2424 Martin Luther King Jr. Boulevard (formerly Cottonwood Road), Bakersfield, California 93307 (the "Project"). The Project shall also include the raceway, interconnection capacity and reserved equipment space necessary to allow a future battery energy storage system ("BESS"), microgrid controls and additional photovoltaic generation to be interconnected without rework of the work installed under this Contract.

B. Governing Contract: CAPK has established qualifying criteria to propose on this Project, including minimum criteria and experience with similar projects. The most qualified proposals will be evaluated and ranked according to "Best Value" for CAPK. The top ranked Contractor will be offered the opportunity to negotiate a Contract for Services Agreement (the "Contract") with CAPK that includes terms and conditions to design and permit the Project with CAPK oversight and approval. If the top ranked Contractor is unable to successfully negotiate a Contract with CAPK, or design and permit the Project, CAPK may then ask the second ranked Contractor to design and permit the Project and negotiate a Contract with CAPK. CAPK intends to award the Contract to a single Contractor, however, CAPK reserves the right to award the Contract to more than one Contractor if this is deemed in the best interest of CAPK.

C. Proposal Submission Information:

1. Closing Date: Proposals must be submitted no later than 2:00 p.m. September 10, 2026
2. Inquiries: Inquiries concerning this RFP should be directed to Procurement 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.

D. Proposal Submission Instruction to Contractors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP OPS 2026-007
ATTN: Liz G Vargas – Procurement
1300 18th Street, Ste 200
Bakersfield, CA 93301
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. 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 Timeline:

	Date(s)	Event
1	August 17, 2026	RFP Released to public
2	August 27, 2026, 8:00 AM	Job Walk
3	August 28, 2026, by 5:00 PM	Due date for Vendor Questions - Please email to Procurement@capk.org
4	September 1, 2026	Responses to Vendor questions emailed to Vendors
5	**September 10, 2026, by 2:00pm**	**DUE DATE FOR PROPOSALS FROM VENDORS**
6	September 11 – 22, 2026	Proposal scoring and Board approval
6	Approx. September 22, 2026	Notification of Award

E. **Right to Reject:** CAPK reserves the right to reject 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 all informalities or irregularities in any proposal.

F. **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.

G. **Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded by approximately September 22, 2026.

Award will be made to the most responsible Vendor whose service, experience and approach to the project are most compatible with the CAPK's needs. The scored proposals will be presented to CAPK's Board of Directors for final award. CAPK will be the sole judge in making this determination.

H. **Small, Local & Veteran Business Participation / Subcontracting Outreach Plan:** Efforts will be made by CAPK to utilize small Local & Veteran 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).

I. **Price:** All prices and quotations must be typed or written in ink utilizing attached bid form. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal.

II. SPECIAL CONDITIONS

A. **Background:** CAPK is seeking a qualified Contractor for the Project, which includes the design and construction of a rooftop photovoltaic (PV) system that maximizes electrical production and system size within a total budget of $336,294 and as allowed by the existing roof of the multipurpose building at the CAPK Friendship House Community Center located at 2424 Martin Luther King Jr. Boulevard (formerly Cottonwood Road), Bakersfield, California 93307. The Friendship House Community Center serves low- and moderate-income individuals and families in Southeast Bakersfield with educational, social and recreational programs. CAPK is separately planning a future campus microgrid that will include a battery energy storage system (BESS), microgrid controls and additional photovoltaic generation. Accordingly, the Project must be designed and constructed so that it can be interconnected with that future equipment without removal, replacement or material rework of the work installed under this Contract. The purpose of this Request for Proposals (RFP) is to provide a method of selection and the basis for negotiating the Contract to perform such services.

B. **Funding and Conditions to Award:** The Project is funded from two sources: (1) up to $231,048 in City of Bakersfield Fiscal Year 2024-25 Community Development Block Grant (CDBG) funds administered by the City of Bakersfield on behalf of the U.S. Department of Housing and Urban Development (HUD); and (2) $105,246 in State of California Department of Parks and Recreation Local Assistance Grant funds, for a combined total of $336,294. Federal Davis-Bacon and California

prevailing wage requirements, and the federal contract requirements in Appendix D and Appendix E apply to all work under this Contract. NO CONTRACT WILL BE AWARDED OR EXECUTED, AND NO NOTICE TO PROCEED WILL BE ISSUED, PRIOR TO FULL EXECUTION OF THE AGREEMENT BETWEEN THE CITY OF BAKERSFIELD AND CAPK FOR THE CDBG FUNDING. CAPK reserves the right to cancel this solicitation without award if that agreement is not executed.

C. **Project Milestones:** The funding agreements establish the following milestones, which the Contractor's proposed schedule must support: agreement between CAPK and the selected Contractor executed by November 1, 2026; fifty percent (50%) completion of construction of the rooftop solar array by January 31, 2027; and system commissioning and project closeout by July 31, 2027. Failure to meet these milestones may jeopardize the funding for the Project.

D. **Experience:** Contractors must demonstrate prior similar experience with a minimum of five (5) years of operation in the present form of business organization; prior similar experience of the Contractor's subcontractors; and extensive experience on comparable projects of key personnel assigned to this Project.

E. **Bonding:** Contractors must have sufficient bonding capacity for the Project. Details are provided in Appendix C, CAPK Additional Terms and Conditions.

F. **License:** Contractors must hold a California Class A, B, C-10 or C-46 license, which license has not been revoked at any time in the last five (5) years.

G. **Davis-Bacon Act:** Contractors and any subcontractors will be required to comply with the requirements of the Davis-Bacon Act, as set forth in Appendix C, CAPK Additional Terms and Conditions.

H. **Insurance:** Contractors must be able to meet the insurance requirements set forth in Appendix C, CAPK Additional Terms and Conditions.

I. **Selection:** The selection process will be followed by Contract negotiation**.** If negotiations are unsuccessful, CAPK will proceed with negotiations with the next qualifying Contractor.

The selected Contractor will be required to collect all pertinent information necessary to complete the required services in advance of all required deadlines; therefore this should be considered by Contractors in preparing their proposals.

J. **Scope of Work:** See the Scope of Work in Attachment A.

III. PROPOSAL CONTENT REQUIREMENTS

1. Prior Experience: Describe the Contractor's experience and capabilities with regard to public and/or non-profit agencies, particularly with projects similar to that described in the Scope of Work. Regarding previous experience, please provide names, addresses, contact persons and telephone numbers of similar organizations and/or similar projects. Discuss your understanding and/or previous experience complying with Davis-Bacon/Prevailing Wage on other projects.

2. Organization, Size and Structure: The Contractor should describe its organization, size (in relation to Project to be performed) and structure. The description should include:

1. Size of Contractor's firm, including managers, supervisors and support employees and their physical site locations.
2. Explanation if Contractor is a small or minority-owned business or women's business enterprise and/or if located in a labor surplus area, as defined by the U.S. Department of Labor, Employment and Training Administration. Provide documentation to support explanation.

3. Staff Qualifications: Contractor should describe the qualifications of staff to be assigned to the Project Descriptions should include:

1. Project team makeup, identifying all staff assigned to the Project by name and title. Key staff includes include Project managers, supervisors and other personnel.
2. Prior experience of the individual team members. Include resumes of the staff to be assigned to the Project and include current responsibilities, total years of experience, number of years of experience with the Contractor, degrees and certifications, professional affiliations and any other relevant information.
3. Describe any services or portion of services that will be performed by a subcontractor and provide relevant information on the subcontractor's qualifications and personnel.

4. Approach to the Project: Include a detailed plan and schedule of Contractor's approach to the Project, including when, where and how work on each of the tasks will be accomplished based on the Contractor's understanding of the Scope of Work. Include an explanation of your key staff's responsibilities in performing the tasks.

1. Proposed techniques and methodology to be used for each task should be stated.
2. State any difficulties foreseen in performing the designated tasks.
3. Prepare a proposed detailed scope of services to accomplish the Scope of Work for the Project.
4. Provide a detailed explanation of the following information:

a. Materials and services quoted.

b. Warranty information for material and labor.

c. **Microgrid and Storage Readiness:** Describe how the proposed design satisfies the Future Microgrid and Battery Energy Storage Readiness requirements in Attachment A. State the assumed future BESS capacity (kW and kWh) and assumed future additional PV capacity (kW-DC) used to size raceway, interconnection equipment and reserved space; identify the proposed location of the future BESS/microgrid equipment; describe the communication protocols supported by the proposed inverters and monitoring; and identify any utility interconnection or tariff implications of adding storage in a later phase.

5. Conflict of Interest: Provide a statement of any potential conflicts your firm, key staff and/or subcontractor(s) 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.**

Contractors 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

6. References: Provide at least three (3) references for similar Projects that will provide relevant information on your past performance on a similar Design Build PV System. Include contact name, company address, telephone and email address.

7. Bid Sheet CAPK OPS 2026-007: All proposals must state the system specifications, pricing and expected production on Bid Sheet CAPK OPS 2026-007, which must be completed and submitted with your proposal.

8. Vendor Information Sheet: Appendix A.

9. W-9: Appendix B.

10. CAPK Additional Terms and Conditions: Appendix C.

11. Certifications: Contractors shall have read and be aware of the Federal Contract Requirements in Appendix D and complete and submit all Certifications contained in both Appendix D and E.

12. Bid Bond: A bid bond on the part of the Contractor for one hundred percent (100%) of the bid price, executed to secure fulfillment of all the Contractor's obligations under the proposal.

IV. PROPOSAL SUBMITTAL PROCESS

A. Submission of Proposals: The submission of a proposal shall be an indication that the Contractor 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. All proposals shall include one (1) original, one (1) complete copy of the Contractor's proposal, which will become a part of the Contract.

B. Public Record: 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 Contractor designates trade secrets or other proprietary material to be confidential. Any documentation which the Contractor 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. Contractors 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. Contractors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Contractors not supply trade secrets

unless absolutely necessary. The Contractor's qualification package, and any other supporting materials submitted to CAPK in response to the RFP, 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.

C. Signature: The Bid Sheet, all information required of Contractor, prequalification forms and all other forms enclosed with the Contractor's proposal must be signed in the name of the Contractor and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if Contractor is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president, and one from among the secretary, chief financial officer or assistant treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the Contractor is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall be the agent of the joint venture or partnership, who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful Contractor, who shall act in all matters relative to the Contract resulting therefrom for the joint venture or partnership. If Contractor is an individual, his/her signature shall be placed on such documents.

D. Withdrawal of Bids: Any proposal may be withdrawn, either personally, or by written request, at any time prior to the scheduled closing time for receipt of bids.

V. SELECTION PROCESS AND CRITERIA

A. Non-responsive Proposals: Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely, in accordance with the terms of this RFP.
2. The proposal does not follow the specified format and respond adequately to each item in Section III.
3. The proposal does not include the Certifications.
4. The proposal does not include the Bid Bond.

B. Proposal Evaluation: Evaluation of each proposal will be scored on the factors identified below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of the proposals, 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." To comply with 2 CFR Part 200.321, affirmative consideration will be given to ensure that labor surplus area firms are used when possible. The selection process is designed to ensure that the Contractor'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.

All proposals received by the specified deadline will be reviewed by CAPK for content, related experience and professional qualifications of Contractor. The final approval will be by CAPK's Board of Directors.

The evaluation and selection of the successful Contractor 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 of Contractor	
a. Prior experience with a public or community agency on projects similar to the Project	Points = 10
b. Three (3) references for similar projects	Points = 15
c. Prior experience complying with Davis-Bacon/Prevailing Wage	Points = 5
Sub-Total	Points = 30
2. Contractor's organization, size, structure and capacity	Points = 15
3. Documentation for business entity qualifications	

a. Small business, as defined by the SBA	Points = 2
b. Women-owned business	Points = 2
c. Labor surplus area business, as defined by DOL/ETA	Points = 2
Sub-Total	Points = 6
4. Staff qualifications and relevant experience	Points = 9
5. Contractor's approach to the Project, including Project schedule	Points = 15
6. Maximized electrical production and system size	Points = 20
7. Microgrid and battery storage readiness of the proposed design	Points = 5
Total	Points = 100

C. CAPK may, at its discretion, request presentations by or meetings with any or all Contractors, to clarify the Contractors' 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 production standpoints, which the Contractor can propose.

CAPK contemplates award of the Contract to the responsible Contractor with the highest total points awarded by CAPK's proposal evaluation team.

VI. CONDITIONS TO AWARD

A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP or cancel this procurement.

B. CAPK will not award or execute a Contract under this RFP prior to full execution of the agreement between the City of Bakersfield and CAPK for the Community Development Block Grant funding for the Project. Selection of a Contractor under this RFP does not create any obligation of CAPK to award or execute a Contract.

C. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a proposal.

D. CAPK shall be solely responsible for awarding the Contract.

VII. CONTRACTOR'S OBLIGATIONS

A. Laws and Regulations: Contractor shall comply with Title I of the Housing and Community Development Act of 1974 ("the Act"), any amendments, Federal regulations and guidelines now or hereafter enacted pursuant to the Act. Because the Project is also funded in part by a State of California Department of Parks and Recreation Local Assistance Grant, Contractor shall additionally comply with all applicable requirements of that program, including California prevailing wage requirements under Labor Code section 1720 et seq. and registration with the Department of Industrial Relations under Labor Code section 1725.5. Contractor shall comply with all state and Federal regulations and guidelines now or hereafter enacted.

B. Independent Contractor: Contractor understands and agrees that it is an independent contractor with respect to the services to be performed under the Contract. CAPK will not be responsible for payment of unemployment compensation, FICA, retirement, life and/or medical insurance and workers' compensation insurance.

C. Contractor's License: If, at the time of the bid opening date and time, Contractor is not properly licensed to perform the Project in accordance with Division 3, Chapter 9, of the Business and Professions Code of the State of California, such proposal will be rejected as non-responsive. Class A, B, C-10 or C-46 Solar Contractor license is required. Pursuant to Business and Professions Code Section 7028.15, no payment shall be made for work or materials under the Contract unless and until the Registrar of Contractors verifies to the CAPK that the Contractor was properly licensed at the time the proposal was submitted. Any Contractor not so licensed is subject to penalties under the law and the Contract will be considered void.

D. Bonds: Contractor shall furnish three (3) good and sufficient bonds insured by an admitted surety insurer as set forth in Appendix C, CAPK Additional Terms and Conditions.

Whenever any surety or sureties on any such bonds required by law for the protection of the claims of laborers and material men become insufficient, CAPK have cause to believe that such surety or sureties have become insufficient, a demand in writing may be made of Contractor for such further bond or bonds or additional surety, not exceeding that originally required, as is considered necessary,

considering the extent of the work remaining to be done. Thereafter no payment shall be made upon such contract to Contractor or any assignee of Contractor until such further bond or bonds or additional surety has been furnished.

E. Insurance: Contractor shall procure, furnish and maintain for the duration of the Contract the types and limits of insurance required under Appendix C, CAPK Additional Terms and Conditions. All policies shall contain an endorsement naming Community Action Partnership of Kern as an Additional Insured. Thirty (30) days' written notice of cancellation or material change in policy language or terms is required. The insurance required hereunder shall be maintained until all work required to be performed by the Contract is satisfactorily completed.

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

F. Indemnity: Contractor shall indemnify, defend, and hold harmless CAPK, HUD, the City of Bakersfield, and the County of Kern, their officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by Contractor, Contractor's employees, agents or independent contractors or companies in the performance of, or in any way arising from, the terms and provisions of the Contract whether or not caused in part by a party indemnified hereunder, except as limited by California Civil Code Section 2782.

G. Administrative Requirements:

1. Financial Management: Contractor agrees to comply with 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
2. Audits and Inspections: All Contractor records with respect to any matters covered by the Contract shall be made available to the CAPK, its designee or the Federal government, at any time during normal business hours, as often as the CAPK 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 Contractor within 30 days after Contractor receives notification from CAPK. Failure of Contractor to comply with the above audit requirements will constitute a violation of the Contract.

H. Personnel and Participant Conditions:

1. **Federal Labor Standards Provisions:** Contractor shall comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provision of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (18 USC §874 and 40 USC §276c; 29 CFR 3) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of the Contract. Contractor shall maintain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to CAPK for review upon request.

   Except with respect to the rehabilitation of residential property designed for residential use for less than eight families, Contractor, and all contractors engaged under contracts in excess of $2,000 for the construction, alteration, and/or repair of any building or work financed in whole or in part with Federal funds provided under the Contract, shall comply with HUD requirements pertaining to such contracts and the applicable requirements of the regulations of the Department of Labor under 29 CFR parts 3, 5, and 5.5a, governing the payment of wages and the ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under such regulations are imposed by state or local law, nothing hereunder is intended to relieve Contractor of its obligation, if any, to require payment of higher rates. Contractor shall cause or require to be inserted in full, in all such contracts subject to such regulations, the clause, or any modification thereof, set out in 29 CFR parts 3,5, and 5.5a. Contractor shall comply with the procedures set out in the HUD handbook 1344.1, "Federal Labor Standards Compliance in Housing and Community Development Programs" (as amended).

   Contractor shall make no awards of contracts under the Contract to any subcontractor ineligible under any applicable regulations of the Department of Labor.

2. **Non-discrimination Requirements:** Under any related agreements or contracts, Contractor shall provide that no person, on the grounds of race, color, national origin, religion, or sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Grant funds.

3. **Rehabilitation Act of 1973 and Americans with Disabilities Act:** The Contract is subject to the provisions of Section 503 and 504 of the Rehabilitation Act of 1973 (PL 930112), 29 USC 706, and attendant regulations at 24 CFR, Part 8, which provide that no otherwise qualified, disabled individual shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. The Contract is also subject to the Americans with Disabilities Act of 1990 (Public Law 101-336), as amended, 42 USC 12101, et. seq.

4. **Non-discrimination Because of Age:** The Contract is subject to the Age Discrimination Act of 1975, as amended, (Title III of Public Law 94-135) and attendant Code of Federal Regulations at 48 CFR, Part 22, Subpart 22.9. That Act sets forth that, except as otherwise provided, no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

5. **Equal Employment Opportunity (Non-discrimination Clause):** Contractor shall not discriminate against any employee, or applicant for employment, because of race, color, religion, sex, national origin, age, disability, or sexual orientation. Contractor shall take affirmative action to insure that applicants for employment and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.

6. **Women- and Minority-Owned Business Enterprises:** Contractor agrees to abide by the requirements of Executive Orders 11625, 12432 and 12138, the HUD regulations issued pursuant thereto at 41 CFR Part 24, 41 CFR Subpart 1-1.13, and any applicable rules and orders of HUD. The foregoing require the maximum practicable opportunity to participate, in contracts funded in whole or in part with federal funds, be provided to women- and minority-owned business enterprises, as subcontractors and suppliers to contractors performing work, or rendering services as prime contractors or subcontractors, under Federally-funded procurement contracts.

7. **Affirmative Action for the Vietnam-Era Veterans:** Contractor shall comply with 48 CFR, Chapter 1, Subpart 22.13 and shall take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and veterans of the Vietnam Era without discrimination based on disability or veteran's status in all employment practices such as employment, upgrading, demotion, transfer, recruitment, advertising, layoff, or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8. **Small Business Concerns:** The Contract is subject to the requirements of the Small Business Act, 15 U.S.C., § 637, as amended, applicable HUD regulations at 48 CFR, Part 19, and any applicable rules and orders of HUD requiring aid, counseling, assistance, and protection, insofar as possible, with, for, or of the interests of small-business concerns in order to preserve free competitive enterprise; and placement with small businesses of a fair proportion of the total Federally-funded purchases and contracts for property and services.

   Contractor shall implement the specific small-business policies herein below to further the goals of the Small Business Act:

   a. Contractor shall give small businesses an equitable opportunity to compete for prime contracts and subcontracts. Contractor shall include the applicable "Utilization of

Small Business Concerns and Small Disadvantaged Business Concerns" clause in all contracts in connection with the Contract in amounts which may exceed $10,000 except;

1. Contracts which are to be performed entirely outside the United States; and
2. Contracts for personal services.

b. Firm mailing lists shall include established and potential qualified small-business concerns;

c. Contractor shall send invitations for bids or request for proposals to all Firms on the appropriate mailing list which shall include an appropriate number of small businesses;

d. Contractor shall publicize proposed procurement and contract awards in accordance with these policies;

e. Contractor shall divide procurement of property and services into reasonably small lots (not less than economic production runs) to permit bidding on quantities less than the total requirements;

f. Contractor shall allow the maximum amount of time practical for preparation and submission of bid and proposals;

g. Contractor shall establish realistic delivery schedules to encourage small business participation;

h. Contractor shall furnish applicable specifications, plans, and drawings with invitations for bids and request for proposals or information as to locations where they may be obtained, or examined;

i. Contractor shall treat equal low bids in accordance with 48 CFR Subpart 14.408-1;

j. Contractor shall encourage subcontractors to enroll small businesses;

k. Contractor shall place small purchases (amounts under $25,000) with small businesses whenever appropriate;

l. Contractor shall refer small businesses seeking Federal contracts, but lacking qualifications as contractors, to the City of Bakersfield, County of Kern and the Small Business Administration for assistance as may be appropriate;

m. Contractor shall refer offers from small business concerns otherwise qualified, to perform specific Federal contracts but ineligible under Walsh-Healey Public Contract Acts to the City of Bakersfield, County of Kern and Small Business Administration for possible certification of eligibility to receive and perform the contract;

n. To the extent practicable, Contractor shall place work to be performed, which exceeds the maximum amount of any contract for which a surety may be guaranteed against loss, so that more than one small-business concern may perform the work; and

o. The Small Business Administration may certify a small business, otherwise qualified to receive and perform specific Federal contracts but determined to be non-responsible, to be competent under the provisions of the Small Business Act.

9. **Use of Grant Funds for Religious Purpose:** Contractor shall permit no Grant funds to be expended for the design, construction, operation, or maintenance of any facility to be used for sectarian instruction or as a place for religious worship, except in situations where such use is incidental and does not favor one religious group over another.

10. **Prohibited Interest of Officials and Employees:** No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part of the Contract or to any benefit to arise from it. No member, officer or employee of Contractor, or its designees or agents, no member of the Bakersfield City Council or any other public official who exercises any functions or responsibilities with respect to the Grant program during his tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed pursuant to the Contract.

11. **Political Activity:** Contractor shall expend no Grant funds to finance any political activity in contravention of the Hatch Act (Chapter 15 of Title 5 of the United States Code).

12. **Lobbying:** Contractor certifies, to the best of its knowledge and belief, no Federally-appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, 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.

    Contractor shall complete and submit, in accordance with its instruction, Certification Regarding Lobbying contained in Appendix D.

I. Subcontracts: Contractor shall cause all of the provisions of the Contract in its entirety to be included in and made a part of any subcontract executed in the performance of the Contract.

Contractor shall undertake to insure that all subcontracts let in the performance of the Contract shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to CAPK, together with documentation concerning the selection process.

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ATTACHMENT A
SCOPE OF WORK AND BID SHEET

PROJECT SCOPE

The project scope shall include, but not be limited to, the following:

I. Design Build

1. Design and construction of a rooftop photovoltaic (PV) system to maximize the electrical production and system size allowed by the roof of the Friendship House Community Center multipurpose building within a total budget of $336,294. Sizing shall include accurate and detailed modeling of system production and bill offset for the site based on shading, roof geometry and structural capacity, available tariffs and other site constraints using industry standard modeling tools. The design shall also accommodate the future microgrid and battery energy storage requirements set forth below.
2. Conceptual design of systems sufficient for presentation and discussion with CAPK.
3. Detailed design and complete construction drawings of the PV systems and all ancillary work sufficient for permitting and construction. Drawings must fully describe all aspects of the construction work including directional boring/trenching, excavations, racking and mounting systems, electrical systems, signage, etc. Firm will provide Electrical, Structural and other engineers of record to provide a complete, stamped set of plans with specifications as required to construct a complete photovoltaic Project. The electrical construction drawings shall show and include all conduit below and above finished grade/finish. All plans and specifications must meet the approval of CAPK, Bakersfield City Building Department, Fire Authority and/or any other agency deemed as having jurisdiction over the Project.
4. All permitting and fees required to complete the Project.
5. Complete electrical engineering services including diagrams and stamped drawings.
6. Complete structural engineering services including diagrams and stamped drawings.
7. Work with CAPK staff to locate a secure storage facility at job site for all PV system equipment and supplies, including any required security.
8. Installation of all equipment necessary for a complete, interconnected and operational solar PV system, including, but not limited to:
    1. Solar PV panels;
    2. Inverters;
    3. All electrical switch gear interconnection to accept solar system;
    4. All electrical connectors, cabling & components necessary for a complete solar systems;
    5. All roof mounting and racking systems appropriate to the existing roof construction, including all flashing, sealing and roof penetration details required to maintain any existing roof warranty;
    6. All monitoring equipment necessary to remotely observe real-time and historical performance, and to provide reporting sufficient for the WREGIS REC registration;
    7. Any balance of system items for a complete, interconnected and operational solar PV System;
9. Utility interconnection applications, including tariff change requests, processing costs and coordination necessary to achieve interconnect and permission to operate.
10. Provision of a comprehensive Operations and Maintenance manuals for the installed system, and conduct an orientation and training seminar for CAPK staff. O&M manuals shall consist of three (3) hard copies and (3) soft copies on CD or USB flash drive in PDF format, provided as a single, bookmarked PDF document. The document shall be a well-organized, comprehensive and custom document created for this Project which includes, but is not limited to:
    1. System Overview;
    2. Predicted performance data, including expected production over time;
    3. Safety Details, including clear diagrams with safety shutoff locations and procedures;
    4. Contact information for the system installer and maintenance personnel;
    5. System component information;
    6. As-built drawings;
    7. Parts lists;
    8. PV System operation details;
    9. System testing, commissioning and PTO documentation;
    10. Maintenance information, including schedules and responsibilities for ongoing

maintenance;
    11. Troubleshooting and repair, including responses to typical issues;
    12. All warranties, cut sheets and manuals for major equipment;
    13. Performance guarantee details, including schedule of performance reporting;
    14. Monitoring system login and operation details;
    15. Performance reporting schedule and format;
    16. Any other information that may be required for CAPK to easily and safely interact with, confirm performance, troubleshoot, maintain and/or service the materials and equipment installed under the Contract.
11. Project Commissioning – all associated tasks and documentation related to successfully commissioning the system.
12. Final PV system "as-built" Construction Documents clearly conformed to all changes during construction.
13. Legal toilet facilities at job sites.
14. Daily cleanup to "broom clean" conditions.
15. Return disturbed areas to pre-construction conditions including repair of all pavement/concrete and restriping and landscape and irrigation restoration.
16. Project closeout, inclusive of obtaining all final inspections for the Project.
17. **Future Microgrid and Battery Energy Storage Readiness**
18. CAPK intends to expand this installation in a future phase to include additional photovoltaic generation, a battery energy storage system (BESS), and associated microgrid controls and switchgear serving the Friendship House Community Center campus. The Project shall be designed and constructed so that the system installed under this Contract can be interconnected with that future equipment without removal, replacement or material rework of the work installed under this Contract. At a minimum, the Contractor shall:
19. Coordinate with CAPK during conceptual design to identify and confirm the location of the future BESS, power conversion system and microgrid controls, including the equipment pad, clearances, fire access and any required enclosure or fencing, and show that reserved location on the construction drawings.
20. Install a complete, empty, capped, labeled and pull-string equipped raceway pathway – including conduit, pull boxes and handholes – between the Project's AC interconnection point, the main electrical service, and the designated future BESS/microgrid equipment location. Raceway shall be sized for the future AC power conductors based on a documented future capacity assumption reviewed and approved by CAPK in writing during design.
21. Provide separate, dedicated conduits for control, communications, metering and fiber/Ethernet between the PV inverter(s), the main switchboard, the utility metering location and the future BESS/microgrid controller location.
22. Select and locate all AC interconnection equipment – switchgear, panelboards, disconnects, over-current protection and metering – with sufficient physical space, bus ampacity and spare breaker positions to accept a future BESS and additional PV without replacement of the equipment installed under this Contract. Reserved space and spare capacity shall be shown on the drawings and permanently labeled in the field.
23. Provide inverters and monitoring equipment that support open, non-proprietary communication protocols (for example Modbus TCP/RTU or SunSpec) and that are capable of accepting external setpoint, curtailment and shutdown commands from a third-party microgrid controller, and of coordinating with a future grid-forming BESS during islanded operation.
24. Design the utility interconnection in a manner consistent with the future addition of energy storage, and identify in the proposal any PG&E interconnection, tariff or metering implications of adding storage and additional generation in a later phase.
25. Perform, under this Contract, all excavation, trenching, directional boring, concrete cutting, backfill and surface restoration required for the future-use raceway, so that no additional trenching or demolition within finished, paved or hardscaped areas is required in the future phase.
26. Provide as-built documentation of all spare raceway, pull boxes, handholes, reserved equipment space and spare electrical capacity, including a one-line diagram that shows the future BESS, microgrid controller and additional PV as dashed future work, and a site plan showing all below-grade raceway routing with dimensioned locations.
27. Contractors shall state in their proposal the assumed future BESS capacity (kW and kWh) and assumed future additional PV capacity (kW-DC) used to size raceway, conductors, reserved space and interconnection equipment, and shall separately state the cost of this microgrid-ready

infrastructure on the Bid Sheet.

28. CAPK's conceptual campus microgrid site plan and representative equipment cut sheets for a 250 kW power conversion system and energy storage system are available and will be provided to Contractors attending the mandatory pre-bid job walk. These documents are provided for information only and do not constitute a basis of design.

II. Equipment Criteria

1. All equipment provided, where applicable (e.g. PV modules, inverters and meters) must appear on the current California Energy Commission (CEC) lists of eligible equipment and be certified to the applicable UL standards, including UL 1703 or UL 61730 for modules and UL 1741 SB / IEEE 1547-2018 for inverters.
2. All major system components (e.g. PV modules and inverters) must be from a product line that has been field tested and commercially available for a minimum of three (3) years.
3. PV modules must be from a major, financially stable manufacturer with a documented history of utility-scale or commercial-scale production and a bankable warranty.
4. Inverters shall be string inverters unless the Contractor demonstrates, and CAPK approves in writing, that an alternative inverter architecture better supports the future microgrid and battery energy storage requirements of this Project.
5. All proprietary products shall have either an ICC report, a testing report stamped and signed by a licensed California engineer or have calculations to support the products' adequacy.
6. All field devices and equipment will be mounted as per manufacturer recommendation.
7. Contractor is responsible for equipment startup.
8. Contractor is responsible for disconnection of existing equipment to be replaced.
9. The PV metering/monitoring system shall provide 15-minute interval production data through a web-enabled interface and shall be capable of providing generation data on a monthly basis in the Western Renewable Energy Generation Information System (WREGIS) format (i.e. the format required by WREGIS for registering Renewable Energy Credits (RECs)). The monitoring system shall also expose data over an open protocol for future integration with a microgrid controller.
10. Contractor shall verify available site communications. If existing Wi-Fi or network service is not adequate or reliable for the metering/monitoring system, Contractor shall provide a cellular gateway or other approved means of communication as part of the Project.
11. Contractor must provide consumption meters for each utility account. Consumption meters shall have similar functionality to PV production meters with regard to web-enabled interface and 15-min reporting interval. Reporting interval shall be synced with PV production interval such that data may be easily compared.
12. Contractor shall locate inverters and AC interconnection equipment in coordination with CAPK and in a manner consistent with the reserved location for the future BESS and microgrid controls.
13. Contractor is responsible for connection of new equipment to be installed.
14. Contractor is responsible for proper disposal of any existing equipment to be replaced.

III. Site Details & Usage

1. **Site Details**
    1. Site: Friendship House Community Center, 2424 Martin Luther King Jr. Boulevard (formerly Cottonwood Road), Bakersfield, California 93307. The array shall be installed on the rooftop of the multipurpose building and modular buildings if needed.
        1. Roof: Roof type, deck and membrane, framing type and spacing, pitch, penetrations, existing rooftop equipment and remaining service life shall be field verified by the Contractor at the mandatory job walk and confirmed during design.
            a. Structural capacity: Contractor's structural engineer of record shall verify existing roof framing capacity and provide stamped calculations demonstrating the adequacy of the existing structure for the proposed array, including any required reinforcement, which shall be included in the Contractor's price.
            b. Available documents: Existing site plans, architectural, structural and electrical drawings. These documents are provided for information only; Contractor is responsible for verification of all existing conditions.
            c. Site access and operations: Contractor shall coordinate all work with CAPK to avoid disruption of programs at the Community Center, including youth,

after-school and senior programs and use of the gymnasium, multipurpose room and adjacent lighted sports field.

d. Field verification: Submission of a proposal constitutes the Contractor's representation that it has visited the site and satisfied itself as to the existing conditions affecting the work.

2. **Electrical System**
    1. Serving utility: Pacific Gas and Electric Company (PG&E).
    2. PG&E account and meter number(s) serving the Friendship House Community Center campus and the multipurpose building: to be provided at the mandatory pre-bid job walk.
    3. Existing electrical service size, voltage and configuration: to be field verified by the Contractor.
        a. Existing main switchboard, distribution panelboards, available spare breaker positions, bus ampacity and the applicable interconnection method (supply-side or load-side) shall be field verified and documented by the Contractor.
            i. Any existing standby generator, automatic transfer switch or other on-site generation shall be identified by the Contractor, and its interaction with the PV system and the future microgrid shall be addressed in the design.
                1. Contractor shall confirm the current applicable PG&E tariff and evaluate available tariff options as part of production and bill-offset modeling, including the implications of the future addition of energy storage.

2. Electricity Usage
    1. Twelve (12) months of PG&E billing data and 15-minute interval consumption data for the Friendship House Community Center is available for download to all Contractors. Contractors shall base all production and bill-offset modeling on that data and on the applicable PG&E tariff.

IV. Mitigation Measures. The following mitigation measures are to be incorporated in the Project plans and specifications as required pursuant to this Scope of Work and Bid Sheet, subject to confirmation of the applicable environmental review and mitigation measures for this site by the City of Bakersfield. CAPK and Contractor(s) shall be responsible for compliance with these conditions and CAPK shall notify the City of Bakersfield (the "City") of any subsequent changes to the Scope of the Project or any change in the environmental conditions in accordance with 24 CFR 58.71(b). The City shall notify the County of Kern (the "County") if any subsequent Project modification proposed may affect the environmental clearance. Project related monitoring shall be completed by the lead agency for the Project (City).

1. Prior to the issuance of any building permits: the Project falls within Zone C of the Kern County Airport Land Use Compatibility Plan (ALUCP) and is within the flight pattern for the Bakersfield Municipal Airport. Contractor must submit an "Obstruction Evaluation/Airport Airspace Analysis" request (also known as the "7460" process) with the Federal Aviation Administration (FAA) to review the Project for impacts to glare. Any recommendations or other Project modifications from the permit process are incorporated as mitigation for the Project by reference and shall be complied with during the construction and implementation of the Project.
2. Dust and debris and other source operation emissions that may be generated during construction of the proposed Friendship House Community Center Solar Improvements shall be addressed in accordance with the standards established by the San Joaquin Valley Unified Air Pollution District. (Regulation VIII, Rule 8011-8081 pertaining to the construction and demotion activities for the control of Fugitive Dust of fine particulate matter and Rule 4102 - Nuisance of air emissions.) Additional rules that may also apply to the Project include: Rule 4102 – Nuisance of air emissions, and Rule 4641 – Cutback, Slow Cure and Emulsified Asphalt, Paving and Maintenance Operation.
3. Prior to the issuance of any building permit: Contactor shall demonstrate per available records that Metropolitan Bakersfield Habitat Conservation Plan (MBHCP) mitigation fees have previously paid for development of the Project site. It is noted that previous activities conducted onsite, which include the development/construction of the CAPK facility required the payment of HCP fees as a condition of the original development. However, if no record or other evidence of payment can be found, a development fee shall be collected and utilized for the acquisition and management of lands which support the species recovery plans outlined in the MBHCP.

4. During the implementation of the Project: If any archeological, paleontological, historical or cultural resources are discovered during construction, all work shall halt in the area of the find and the County shall provide a qualified cultural resources specialist to evaluate the findings and make appropriate mitigation recommendations in consultation with the State Historic Preservation Officer or SHPO. Prior to any remobilization in the area of the find, the County will notify the Contractor of the satisfactory completion of this requirement.

CAPK OPS 2026-007
Bid Sheet

Pricing (shall not exceed $336,294):

Design, engineering, permitting and utility interconnection:	$_____
PV modules, inverters, racking, roof work and AC interconnection:	$_____
Microgrid/BESS-ready infrastructure (pull boxes, conduit, trenching and surface restoration):	$_____
Commissioning, O&M manuals, training and Project closeout:	$_____
Total Lump Sum Price for the complete Project	**$_____**

System Specifications

Array Specification

Array Code:	_____
Installation Type:	_____
Azimuth (°):	_____
Tilt(°):	_____
Width (ft):	_____
Length (ft):	_____

PV Module Specification

Manufacturer:	_____
Model No.:	_____
STC Rating (watts):	_____
PTC Rating (watts):	_____
Module Quantity:	_____
DC Array Size (kW):	_____

Inverter Specification

Inverter Code:	_____
Manufacturer:	_____
Model No.:	_____
Inverter Quantity:	_____
Inverter Rating (kW-AC)	_____
Inverter CEC Efficiency Rating:	_____
AV voltage (V):	_____
AC Wire Type:	_____
DC/AC Ratio:	_____

Production

Year 1 expected production (kWh):	_____
Expected Yield (kWh / kW DC):	_____
Guaranteed Year 1 production (kWh), if offered:	_____
Estimated Year 1 utility bill offset ($):	_____

APPENDIX A

Community Action Partnership of Kern
Vendor Information Sheet

Date: _____ Prepared By: _____

Official Business Name: _____

DBA: _____

Location Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

Contact Person: _____ Title: _____

Phone #: _____ Accts. Receivable Phone #: _____

Fax #: _____ Customer Service Phone #: _____

CAPK Acct #: _____ E-mail Address: _____

Federal ID # or SS#: _____ Type of Business: _____

Contractor Lic #: _____ DUNS#: _____ CCR & CAGE#: _____

Business Lic #: _____ City Issued: _____

General Liability Insurance Carrier & Policy #: _____

Auto Liability Insurance Carrier & Policy #: _____

Workers Compensation Insurance Carrier & Policy #: _____

Please Check One:

Corporation ____ CAPK _____ Sole Proprietorship _____ Individual _____

Please Check One Classification:

Non-Profit ___ Faith Based Agency ___ Local Gov't ___ Fed. Gov't ___ For Profit ___

Housing Collaboration ___ School District ___ Post Secondary Education Institution ___

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. Is your company:

Minority owned (51+%) _____ Woman owned (51+%) _____ Small Business _____

Years in Business: _____ Accept Purchase Orders: Yes ___ No ____

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

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

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 Contractor 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 Contractor 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 Contractor 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 Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor 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 Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Contractor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Contractor and CAPK's Executive Director.
5. **CLAIMS**. All claims for money due or to become due to the Contractor 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 Contractor 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 Contractor 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/LSA 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 and Labor Surplus Area firms.
11. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.
12. **RESPONSIBILITY.** If Contractor 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.
13. **PROTEST BY CONTRACTOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor 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.
14. **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 a Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on a 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 Contractor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."

15. **HUD 4010**: The provisions of form HUD 4010, "Federal Labor Standards Provisions," as well as the applicable Federal wage decision for the Project are by these references incorporated in the Contract.
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Contractor, 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 Contractor 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."

    Contractor 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 Contractor 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:** Contractor 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 Contractor 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 Contractor'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.

Contractor 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.

19. **DAVIS BACON**: The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29, applies to any construction, renovation or repair work that exceeds $2,000.00.
    a. 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 contract work.
    b. The Secretary of Labor (SOL) determines the Davis- Bacon 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.
    c. If there is a difference, the bidder shall pay not less than the higher wage rate.
    d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
    Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: http://www.wdol.gov/ (Federal); http://www.dir.ca.gov/OPRL/PWD/index.htm (State).
    e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. **Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly**.

20. **BONDS:** Contractor shall furnish the following bonds prior to commencement of work under the Contract from a surety that meets all of the State of California bonding requirements, as defined in the Code of Civil Procedure Section 995.120:

    b. A bid bond on the part of the Contractor for one hundred percent (100%) of the bid price, executed to secure fulfillment of all the Contractor's obligations under the proposal.
    c. A performance bond on the part of the Contractor for one hundred percent (100%) of the Contract price, executed to secure fulfillment of all the Contractor's obligations under the Contract.

d. A payment bond on the part of the Contractor for one hundred percent (100%) of the Contract price to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the Contract.

_____

Signature **Date**

_____

Print Name

_____

Company Name

APPENDIX D

Federal Contract Requirements, Regulations and Compliance

INTRODUCTION

This project is being funded (at least in part) by the City of Bakersfield's Economic Development Section of the Community Development Department (EDCD). EDCD is funded by and administers annual Community Development Block Grant (CDBG) funds received from the United States Department of Housing and Urban Development (HUD). Before the City can receive any of its annual CDBG funds, it must first certify that all funds received will be expended only for program eligible activities and that all expenditures will be made in compliance with specific federal regulations identified by HUD.

The City must insure that contractors and subcontractors expend CDBG funds in compliance with federal laws and the certifications made to HUD. Thus, a major administrative responsibility of EDCD is to inform contractors and subcontractors of applicable program requirements, laws, and regulations and advise on methods of compliance.

This section is incorporated into City funded CDBG contracts as an aid to achieve compliance and to protect contractors from having to refund any CDBG funds that are found to have been expended improperly. HOWEVER, PLEASE BE AWARE THAT IT IS THE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT ALL APPLICABLE PROGRAM REQUIREMENTS, LAWS, AND REGULATIONS ARE COMPLIED WITH ON THIS PROJECT.

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY CONTRACTOR

STATE OF CALIFORNIA
COUNTY OF KERN } SS

_____, being first duly sworn, deposes and says that he or she is _____ _____ (Title) of _____(company) the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposal has not directly or indirectly induced or solicited any other proposal to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposal or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposal has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposal, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposal, 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 proposal are true; and, further, that the proposal has not, directly or indirectly, submitted his or her proposal 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, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

_____
Signature of Proposer

_____
Business Address

_____
Place of Residence

TO BE SUBMITTED WITH BID

NON-CONFLICT OF INTEREST CERTIFICATION

(1) City of Bakersfield's Community Development Block Grant Agreement with the U.S. Department of Housing and Urban Development prohibits any member, officer, or employee of the City or their designees or agents, and any members of the governing body of the locality in which this project is situated, and any other public official of such locality or localities who exercises any functions or responsibilities with respect to the City's Community Development Program or this project during his tenure or for one year thereafter, from having any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, in work to be performed in connection with projects assisted with Community Development funds.

(2) Contractor stipulates that no public official, as described in the preceding paragraph, has any interest, direct or indirect, in this contract or any subcontract, or the proceeds thereof, in work to be performed in connection with this project.

(3) Contractor agrees to include or cause to be included the regulations in Paragraphs (1) and (2) of this section in every subcontract in connection with this project.

Community Development Project Name _____

_____	_____
Contractor/Vendor*	Date
_____	_____
Signature	Address
_____	_____
Title	

- PLEASE SUBMIT WITH BID -

EQUAL EMPLOYMENT OPPORTUNITY

COMPLIANCE CERTIFICATION

I hereby certify that I will comply with all the provisions of the Equal Opportunity Clause of Executive Order 11246 as amended by Executive Order 11375. Contractor agrees that no person, on the grounds of race, color, religion, national origin, sex or age will be subjected to discrimination under this contract.

Signed _____
Contractor

Dated _____

- PLEASE SUBMIT WITH BID -

DAVIS-BACON ACT COMPLIANCE CERTIFICATION

I hereby certify that I will conform to the Davis-Bacon Act regarding wages, benefits, on-site audits with 48 hours notice, payroll records, and submittal of weekly payrolls to the City of Bakersfield and apprentice and trainee employment requirements. I understand and agree that any wage underpayments will require the payment of back wages due to affected employee(s).

Listed below are the labor classifications and related wage rates proposed by the prime and subcontractors for this project:

WAGE RATE

Classification	Group Number (if any)	Basic Hourly Rate	Fringe Benefit Rate	Total Rate

(Attach additional sheets, if necessary)

I agree to supply the City of Bakersfield with updates to this listing before I allow any additional labor classifications to be used on this project.

_____
Contractor/Subcontractor

By: _____

Title: _____ Date: _____

CD Project Name: _____

- PLEASE SUBMIT WITH BID -

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

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

(a) Are not presently excluded or disqualified;

(b) Have not been convicted within the preceding three (3) years of any of the offenses listed in Sec. 29.800(a)* or had a civil judgment rendered against you for one of those offenses within that time period;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with the commission of any of the offenses listed in Sec. 29.800(a) *; or

(d) Have not had one or more public transactions (Federal, State or Local) terminated within the preceding three (3) years for cause or default.

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 bidder responsibility. For any exception noted above, indicate below to who it applies, initiating agency, and dates of action.

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

The above Certification is part of the Proposal, Signing this Proposal on the signature portion there of shall also constitute signature of this Certification.

_____
Signature of Contractor

- PLEASE SUBMIT WITH BID -

* See attached page.

Sec. 29.800 What are the causes for debarment?

We may debar a person for—

(A) Conviction of or civil judgment for—

(1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction;

(2) Violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging;

(3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or

(4) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

- PLEASE SUBMIT WITH BID -

CITY OF BAKERSFIELD
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT
MINORITY AND FEMALE BUSINESS ENTERPRISE
CERTIFICATION FORM

1. _____
Name of Firm

2. _____
Business Address City State Zip

3. _____
Name of Person to Contact (list one only) Telephone Number

4. Type of Ownership *Check Only One*

___ Sole Ownership ___ Partnership | ___ Female
___ Joint Venture ___ Other | ___ Minority Owned
___ Corporation | Ownership must be 51% or more.

_____

5. Contractor's License No./Engineer or Architect License No. and Tax Identification

A. License Class _____ No. _____ Expiration Date _____

Name of License Qualifying Individual _____

B. License Class _____ No. _____ Expiration Date _____

Name of License Qualifying Individual _____

C. Employer Identification (IRS Tax ID) _____

6. Nature of Firm's Business: _____

_____

_____

_____ Years in Business: _____

- PLEASE SUBMIT WITH BID -

7. Identify all individuals who own 5% or more of this firm. (With firms less than 100% minority owned, list the contributions of money, equipment, real estate or expertise of each owners.)

Name	Sex	Years Owned	% Owned	% Voting
Ethnicity: (select *only one*)				
_____ Hispanic or Latino	_____	_____	_____	_____
_____ Not Hispanic or Latino				
Race: (select *one or more)*				
_____ American Indian or Alaska Native				
_____ Asian				
_____ Black or African American				
_____ Native Hawaiian or Pacific Islander				
_____ White				

Name	Sex	Years Owned	% Owned	% Voting
Ethnicity: (select *only one*)				
_____ Hispanic or Latino	_____	_____	_____	_____
_____ Not Hispanic or Latino				
Race: (select *one or more)*				
_____ American Indian or Alaska Native				
_____ Asian				
_____ Black or African American				
_____ Native Hawaiian or Pacific Islander				
_____ White				

Name	Sex	Years Owned	% Owned	% Voting
Ethnicity: (select *only one*)				
_____ Hispanic or Latino	_____	_____	_____	_____
_____ Not Hispanic or Latino				
Race: (select *one or more)*				
_____ American Indian or Alaska Native				
_____ Asian				
_____ Black or African American				
_____ Native Hawaiian or Pacific Islander				
_____ White				

For Additional Owners: Please Add Sheets as Necessary

8. Are you authorized to do business in the State as well as locally, including all necessary business licenses?

{ } Yes { } No

9. Is your firm registered as a small business with:

California Office of Small Business? { } Yes { } No
Federal Office of Small business? { } Yes { } No

10. Indicate if this firm or other firms with any of the same officers have previously received or been denied certification or participation as an MBE or WBE and describe the circumstances. Indicate the name of the certifying authority and the date of such certification or denial.

VERIFICATION

"The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of _____ (name and firm) as well as the ownership thereof. Further, the undersigned agrees to provide through the prime contractor or, if no prime, directly to the City of Bakersfield, Economic & Community Development Department current, complete and accurate information regarding actual work performed on the project, the payment thereof and any proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements."

NOTE: If, after filing this schedule, and before the work on any contract covered by this regulation, there is any significant change in the information submitted, you must inform the City of the change, either through the prime contractor or to the City directly.

Signature _____ Title _____

Printed Name _____ Date Signed _____

PROHIBITED USE OF FEDERAL FUNDS FOR LOBBYING

Contractor certifies, to the best of his knowledge and belief, that no Federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, 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.

If any funds other than Federally 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 Contractor shall complete and submit, in accordance with instructions, Standard Form-LLL, “Disclosure Form to Report Lobbying”, attached hereto as Exhibit “L” and incorporated herein by this reference as if set forth in full.

The Contractor shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

- PLEASE SUBMIT WITH BID -

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

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

1. Type of Federal Action:	**2. Status of Federal Action:**	**3. Report Type:**
☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	☐ a. bid/offer/application ☐ b. initial award ☐ c. post -award	☐ a. initial filing ☐ b. material change **For Material Change Only:** Year_____quarter_____ Date of last report_____

4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, *if known:* **Congressional District,** *if known:* 4c	**5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:** **Congressional District, *if known:***
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable:* _____
8. Federal Action Number, *if known:*	**9. Award Amount,** *if known:* **$**
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____Date:_____
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev.7-97)

- PLEASE SUBMIT WITH BID -

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

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

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

2. Identify the status of the covered Federal action.

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

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

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

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

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

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

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

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

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

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

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Reporting Entity: _____Page _____ of _____

Authorized for Local Reproduction
Standard Form – LLL-A

- PLEASE SUBMIT WITH BID -

PERFORMANCE ON PREVIOUS EQUAL EMPLOYMENT OPPORTUNITY SUBJECT CONTRACTS/SUBCONTRACTS CERTIFICATION

The bidder/proposed subcontractor, hereby certifies that they **have/have not (select one)** participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Order 10925, 11114, or 11246, and that they **have/have not (select one)** filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

_____ _____

Contractor/Subcontractor Date

_____ _____

Signature Title

Project Name and Number:

NOTE: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor [41 CFR 60-1.7(b)(1)], and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 6-1.5. Generally only contracts or subcontracts of $10,000 or under are exempt.

Currently Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

- PLEASE SUBMIT WITH BID -

NONSEGREGATED FACILITIES CERTIFICATION

The federally-assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies further that he will not maintain or provide for his employees and segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit direction or are in fact segregated on the basis of race, color, religion, sex or national origin because of habit, local custom, or any other reason. The federally-assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the equal opportunity clause, and that he will retain such certifications in his files.

_____ _____
Contractor/Subcontractor Date

_____ _____
Signature Title

- PLEASE SUBMIT WITH BID -

APPENDIX E

WITHHELD CONTRACT FUNDS CERTIFICATION

Public Contract Code Section 22300 requires the inclusion in invitations for public agency bids and in Public agency contracts a provision which will, at the expense of the contractor, permit the substitution of securities of equal value for any construction progress monies withheld to ensure performance under a contract. Therefore, as a contractor on Project No. _____, _____.

☐ I do not intend to substitute securities for monies withheld and thereby avail myself of the process and rights provided in Public Contract Code Section 22300.

☐ I do intend to exercise my option as specified in Public Contract Code Section 22300 and hereby agree to the following:

1. I will establish an escrow agreement satisfactory to the County, with a state or federally chartered bank, which shall contain at a minimum provisions governing inter alia:

   a. The amount of securities to be deposited;
   b. The type of securities to be deposited, (eligible securities for deposit are described in Government Code Section 16430);
   c. The providing of powers of attorney or other documents necessary for the transfer of the securities deposited;
   d. The terms and conditions of conversion to cash to provide funds to meet defaults by the Contractor including, but not limited to termination of the Contractor's control over the work, stop notices filed pursuant to law, assessment of liquidated damages or other amounts to be kept or retained under the provisions of the contract;
   e. The decrease in value of securities on deposit; and
   f. The termination of the escrow agreement upon completion of the contract and acceptance by the County.

2. I will obtain written consent of the surety to any such agreement; and

3. I will attach to each progress payment submitted a notarized copy of escrow instructions executed by agents thereof and on bank letterhead as proof that such an account has been established. Such instructions will set forth that securities deposited shall not be withdrawn for any purpose (with contractors complete and unreserved agreement) without prior written approval by the County of Kern with respect to the project hereinabove referenced.

_____	_____
Contractor	
_____	_____
By (Signature)	Business Address
_____	_____
Title	Place of Residence

- PLEASE SUBMIT WITH BID-

COMMUNITY ACTION PARTNERSHIP OF KERN

1300 18th Street, STE 200 Bakersfield, California 93301 • (661) 336-5236

REQUEST FOR PROPOSALS

DESIGN BUILD SOLAR PHOTOVOLTAIC SYSTEM

ADDENDUM NO. 1

RFP No.:	CAPK OPS 2026-007
Project:	Design Build Solar Photovoltaic System — Friendship House Community Center
Issued By:	Community Action Partnership of Kern
Date Issued:	September 1, 2026
Proposals Due:	2:00 p.m. September 10, 2026 — UNCHANGED

This Addendum No. 1 is issued to modify Request for Proposals CAPK OPS 2026-007 and is hereby incorporated into and made a part of the RFP documents. All Contractors are responsible for reviewing this Addendum in its entirety and for acknowledging receipt as set forth below. In the event of any conflict between this Addendum and the RFP as originally issued, this Addendum shall govern.

ITEM 1 — JOB WALK ATTENDANCE IS NOT MANDATORY

1.1 Attendance at the job walk is **not mandatory** and is not a condition of eligibility, responsiveness, or award. All references in the RFP characterizing the job walk as "mandatory" are deleted, as specifically set forth in Paragraphs 1.2 through 1.4 below.

1.2 Attachment A, Scope of Work, Section I (Design Build), Item 28 is deleted in its entirety by Item 2 of this Addendum, which removes the reference therein to the "mandatory pre-bid job walk."

1.3 Attachment A, Section III (Site Details & Usage), Paragraph 1.1.1 (Roof) is amended to delete the words "at the mandatory job walk," so that the sentence reads as follows:

> *Roof type, deck and membrane, framing type and spacing, pitch, penetrations, existing rooftop equipment and remaining service life shall be field verified by the Contractor and confirmed during design.*

1.4 Attachment A, Section III (Site Details & Usage), Paragraph 1.2.2 (Electrical System) is amended in its entirety to read as follows:

> *PG&E account and meter number(s) serving the Friendship House Community Center campus and the multipurpose building: available to all Contractors upon written request to procurement@capk.org.*

1.5 The job walk for this Project was held on **August 27, 2026** and was informational only. Contractors that did not attend the August 27, 2026 job walk remain fully eligible to submit a proposal and will be evaluated on the same basis as Contractors that attended. No proposal shall be judged non-responsive,

and no Contractor shall be disqualified or otherwise disadvantaged in scoring, by reason of non-attendance at the job walk.

1.6 Site access. Attachment A, Section III, Paragraph 1.1.1.d remains in effect: submission of a proposal constitutes the Contractor's representation that it has visited the site and satisfied itself as to existing conditions. Because the sole scheduled job walk has already occurred, CAPK will make the site available for individual inspection by appointment through **[INSERT DATE]**. Contractors shall request an appointment by email to procurement@capk.org. This provision applies equally to Contractors that attended the August 27, 2026 job walk and to those that did not.

ITEM 2 — DELETION OF ATTACHMENT A, SCOPE OF WORK, SECTION I, ITEM 28

2.1 Attachment A, Scope of Work, Section I (Design Build), Item 28 is **DELETED IN ITS ENTIRETY**. The deleted provision read as follows:

> ~~*CAPK's conceptual campus microgrid site plan and representative equipment cut sheets for a 250 kW power conversion system and energy storage system are available and will be provided to Contractors attending the mandatory pre-bid job walk. These documents are provided for information only and do not constitute a basis of design.*~~

2.2 No conceptual campus microgrid site plan and no representative equipment cut sheets for a 250 kW power conversion system or energy storage system exist for this Project, and no such documents will be furnished by CAPK during this procurement. Contractors shall not rely upon, and shall not assume the availability of, any such documents in preparing their proposals.

2.3 This deletion does not modify the Future Microgrid and Battery Energy Storage Readiness requirements at Attachment A, Section I, Items 17 through 27, which remain in full force and effect. Contractors shall continue to state the assumed future BESS capacity (kW and kWh) and assumed future additional PV capacity (kW-DC) used to size raceway, conductors, reserved space and interconnection equipment, as required by Attachment A, Section I, Item 27 and by Section III, Paragraph 4.4.c of the RFP. Those assumptions are the Contractor's to develop and document; CAPK will review and approve them in writing during design.

2.4 The remaining items in Attachment A, Section I retain their existing numbering. No renumbering shall be inferred from this deletion. Evaluation Criterion 7 (Microgrid and battery storage readiness of the proposed design — 5 points) is unchanged.

ITEM 3 — ALL OTHER TERMS UNCHANGED

3.1 Except as expressly modified by this Addendum No. 1, all terms, conditions, specifications and requirements of the RFP remain unchanged and in full force and effect. The Expected Timeline in Section I.D is unchanged except as stated in Paragraph 4.2.

3.2 The deadline for submission of proposals **REMAINS 2:00 p.m. September 10, 2026.**

COMMUNITY ACTION PARTNERSHIP OF KERN

1300 18th Street, STE 200 Bakersfield, California 93301 • (661) 336-5236

ACKNOWLEDGMENT OF RECEIPT

Each Contractor shall acknowledge receipt of this Addendum No. 1 by signing below and returning this page to procurement@capk.org, or by including a signed copy with its proposal. Failure to acknowledge receipt of this Addendum may render a proposal non-responsive.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Printed Name: _____

END OF ADDENDUM NO. 1

MEMORANDUM

To: Board of Directors

From: Emilio Wagner, Director of Operations

Date: September 30, 2026

Subject: *Agenda Item V(c)*: Homekey+ Ramkabir Permanent Housing Project Agreement with City of Bakersfield– **Info Item**

Background

Community Action Partnership of Kern and the City of Bakersfield are joint grantees under California Department of Housing and Community Development (HCD) Homekey+ award 25-HK+-18995 for the Ramkabir Permanent Supportive Housing Project at 901 Union Avenue, Bakersfield. HCD announced a revised conditional award of $14,074,000 on July 13, 2026.

Under the award structure, the City of Bakersfield holds title to the property and is the sole payee under the Homekey+ Standard Agreement with HCD. CAPK serves as co-applicant, developer, and long-term operator. The Development Agreement between CAPK and the City is the instrument that passes the grant funds, the program obligations, and the property from the City to CAPK.

The City transmitted the initial draft of the Development Agreement to CAPK on September 24, 2026. The City Attorney has completed an initial review, although there remain to be items that are open. Staff and outside counsel are reviewing the draft and have prepared comments for return to the City. This memorandum summarizes the key terms as information for the Board in advance of a future meeting and action item.

Project Summary

Property	901 Union Avenue, Bakersfield, California 93307 (APN 009-502-10)
Scope	Adaptive reuse and rehabilitation of a vacant 1937 motel into permanent supportive housing
Units	30 units total: 22 studio units and 8 one-bedroom units
Target population	15 veteran units and 15 non-veteran units, serving individuals experiencing or at risk of homelessness
Accessibility	8 accessible units: 5 exceeding mobility standards and 3 with hearing and vision features
Partners	City of Bakersfield, Kern Behavioral Health and Recovery Services, Housing Authority of the County of Kern

Funding

The Development Agreement grants CAPK no more than $16,416,589, consisting of the following sources:

Source	Amount	Purpose
Homekey+ Capital Award	$10,600,000	Development
Homekey+ Operating Award	$3,024,000	Operations, 10 years
Homekey+ Veteran Units Additional Operating Award	$450,000	Operations, 10 years
HHAP-5	$2,342,589	Operations, years 10–15
Total	$16,416,589	

The HCD-approved total development budget is $13,157,656, consisting of the $10,600,000 Homekey+ Capital Award, $1,147,656 in HHAP-4 funds applied to soft costs, and the City land contribution valued at $1,410,000.

Disbursement of Capital Funds

Capital funds are to be disbursed by the City to CAPK as milestone advances rather than as cost reimbursement. This structure was negotiated by staff and is material to CAPK, because the approved budget provides no developer fee from which CAPK could carry construction costs pending reimbursement.

Milestone	Percent	Amount	Target
1 — Award and execution of the construction contract	10%	$1,060,000	Oct 2026
2 — 25% of construction complete	25%	$2,650,000	Dec 2026
3 — 50% of construction complete	25%	$2,650,000	Mar 2027
4 — 75% of construction complete	20%	$2,120,000	Jun 2027
5 — Substantial completion / Certificate of Occupancy	15%	$1,590,000	Aug 2027
6 — Final completion and closeout	5%	$530,000	Sep 2027
Total	100%	$10,600,000	

Property Ownership and Transfer

The City retains ownership of the property throughout construction. Following satisfaction of the scope of work and issuance of the Certificate of Occupancy, the City will transfer the property to CAPK at no cost. CAPK is to pay all closing costs and obtain an owner's title insurance policy. The transfer requires HCD approval and a Standard Agreement amendment and does not terminate the Development Agreement or relieve either party of continuing obligations.

CAPK Obligations

The Development Agreement assigns CAPK sole responsibility for the following.

- Planning, design, procurement, construction, and completion of the project, including all permits.
- Ownership, operation, maintenance, and property management following transfer.
- Delivery of supportive services, and coordination with Kern Behavioral Health and Recovery Services.
- Maintaining 24-hour coverage through supportive services staff and onsite security, which is the basis on which HCD waived the requirement for an onsite manager unit.
- Free high-speed internet of at least 25 Mbps average in every unit for 15 years.
- Reserve accounts, annual operating budgets, and asset management.
- Regulatory compliance, reporting, audit, and record retention for the full compliance period.

A 55-year Affordability Covenant must be recorded against the property. The covenant extends beyond rent and income limits; HCD defines it as imposing "use, operation, occupancy, and affordability restrictions" and incorporating the Homekey+ Program Requirements by reference. Because the restricted use is permanent supportive housing and HCD defines permanent supportive housing to include services that help residents remain housed, the supportive services obligation is part of the 55-year covenant.

Term, Affordability, and Key Deadlines

Affordability covenant	55 years, recorded against the property, naming HCD as third-party beneficiary
Rehabilitation complete	September 13, 2027
Full occupancy	December 13, 2027
Capital award expenditure deadline	December 13, 2027
Operating award expenditure deadline	December 14, 2037
Default and cure	60 days to cure, extended where a default cannot reasonably be cured within 60 days

Matters Under Negotiation

The draft agreement is not in final form. The following items remain open and are the reason this item is presented for information rather than action.

- The Homekey+ Standard Agreement between HCD, the City, and CAPK has not been executed and is attached to the draft only as a blank placeholder. The Development Agreement measures several CAPK obligations against that document.
- The insurance article is incomplete. The City has advised that insurance provisions will be revised once HCD provides direction, and the City's Risk Management approval line remains unsigned.

Related Procurement Status

The construction procurement is proceeding in parallel with our open RFP OPS 2026-006. Proposals are due no later than 2:00pm, October 7, 2026, and award is anticipated on or about October 22, 2026. Award of the construction contract must be reviewed and approved by the Board of Directors. Award of contract and ultimately the issuance of the Notice to Proceed are conditioned upon execution of both the Development Agreement and the Homekey+ Standard Agreement.

Schedule and Next Steps

Date	Action
Upon receipt of finalized agreement	Staff returns to the Board with the final developer agreement as an action item
October 7 or October 21, 2026	City Council consideration of the Development Agreement
With or immediately following developer agreement	Board Approval of Construction Contract
Following execution	Escrow opened, affordability covenant recorded, first disbursement released

Strategic Plan Alignment

The project advances CAPK's strategic priority to expand housing and supportive services for individuals and families experiencing homelessness and is consistent with the CAPK Strategic Housing Development Framework.

Recommendation

This item is for review and discussion only; no action is recommended at this time.

Attachment:
Draft Homekey+ Ramkabir Permanent Supportive Housing Agreement between the City of Bakersfield and Community Action Partnership of Kern, dated September 24, 2026.

AGREEMENT NO. _____

HOMEKEY+ RAMKABIR PERMANENT SUPPORTIVE HOUSING PROJECT AGREEMENT (HHAP-5)

This **AGREEMENT** ("Agreement") is made and entered into on _____, by and between the **CITY OF BAKERSFIELD**, a charter city and municipal corporation (herein "CITY") and **COMMUNITY ACTION PARTNERSHIP OF KERN**, a California nonprofit public benefit corporation (herein "DEVELOPER"). CITY and DEVELOPER may be referred to individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, CITY owns certain real property with a 37-room motel complex consisting of 3 buildings located at 901 Union Avenue, Bakersfield, CA 93307 (herein "Property") more specifically described in the legal description, attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the California Department of Housing and Community Development (herein "HCD") administers the Homekey+ Program (herein "Program") to provide funding for Permanent Supportive Housing (herein "PSH") developments serving persons experiencing or at risk of homelessness; and

WHEREAS, CITY publicly announced and conducted a community meeting to discuss its intent to pursue Program funding for the development of PSH on the Property and invited interested organizations to apply as co-applicant with CITY; and

WHEREAS, after the meeting DEVELOPER expressed interest and it was determined DEVELOPER met the qualifications necessary to be CITY's co-applicant to develop, own, operate, maintain, and provide supportive services for a PSH development on the Property; and

WHEREAS, it is anticipated that Program grant funds and other matching funding sources will finance the rehabilitation and conversion of the existing Property into thirty (30) PSH units with supportive services offices, community facilities, parking, landscaping, utilities, accessibility improvements, furnishings, equipment, and all other improvements (herein "Project"); and

WHEREAS, CITY and DEVELOPER applied as co-applicants to HCD for Program funding for Project, with CITY serving as the grantee and DEVELOPER serving as the Project Developer and future operator; and

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WHEREAS, as part of the Program application and required Project match, CITY awarded DEVELOPER Homeless Housing, Assistance and Prevention Round 4 ("HHAP-4") funds pursuant to Agreement No. 2025-048, and Agreement No. 2026-157; and

WHEREAS, CITY is also committing Two Million Three Hundred Forty-Two Thousand Five Hundred Eighty-Nine Dollars ($2,342,589) in Homeless Housing, Assistance and Prevention Round 5 ("HHAP-5") funds to support eligible PSH Operating Subsidy costs for the Project; and

WHEREAS, HCD issued a Notice of Conditional Award to CITY and DEVELOPER approving Fourteen Million Seventy-Four Thousand Dollars ($14,074,000) in Program funding for the Project, consisting of capital and operating funding as further described in this Agreement and its exhibits; and

WHEREAS, the HHAP-5 funds administered through this Agreement are subject to applicable HHAP-5 requirements, including the HHAP-5 Standard Agreement incorporated herein as **Exhibit "B"**; and

WHEREAS, CITY desires to assign to DEVELOPER those responsibilities in the Homekey+ Standard Agreement that may lawfully be delegated under applicable law and the Program; and

WHEREAS, this Agreement establishes the terms under which CITY will provide and administer Program funding and HHAP-5 funds identified herein for the Project; and

WHEREAS, the Parties acknowledge that CITY will retain ownership of the Property during construction for the purpose of satisfying the Program requirements, and DEVELOPER will accept responsibility for the planning, design, procurement, construction, completion, ownership, operation, maintenance, supportive services, and regulatory compliance associated with the Project, subject to the terms of this Agreement; and

WHEREAS, upon satisfaction of the conditions set forth herein, CITY intends to convey the Property to DEVELOPER following completion of construction and satisfaction of applicable Program requirements; and

WHEREAS, the Parties desire to establish their respective rights and obligations regarding development of the Project, administration of Program funding, construction, reporting, regulatory compliance, operation of the Project, and the future transfer of the Property.

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

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1. DEFINITIONS.

1.1. "Affordability Covenant" means the legally binding 55-year instrument which (a) is recorded in first position against Project real property for the benefit of the state, regional, local, or Tribal Grantee; (b) imposes use, operation, occupancy, and affordability restrictions on the real property and improvements; (c) duly names HCD as a third-party beneficiary with the right and privilege, but not the obligation, of enforcement thereof; (d) incorporates the Program Requirements by reference; and (e) is otherwise in form and substance acceptable to HCD. Upon its execution, the Affordability Covenant shall be binding, effective, and enforceable against all successors, transferees, and assignees, in accordance with the HCD's NOFA, after a certificate of occupancy or its equivalent has been issued for the Project, or if no such certificate is issued, from the date of initial occupancy of the Project.

1.2. "Applicable Laws" means all applicable federal, state, and local statutes, regulations, ordinances, codes, permits, and legally binding governmental requirements applicable to the Project.

1.3. "Capital Award" means the portion of the Award available for a Grantee to expend toward Project acquisition, any needed rehabilitation, new construction, master leasing, and affordability covenant costs.

1.4. "Certificate of Occupancy" means the certificate or certificates issued by CITY authorizing lawful occupancy of the completed Project, including temporary certificates of occupancy when accepted by HCD and CITY for purposes of Project completion.

1.5. "Construction Contract" means the agreement between DEVELOPER and the general contractor governing construction of the Project, together with all amendments, approved change orders, schedules, specifications, drawings, and incorporated documents.

1.6. "Contractor" or "General Contractor" means the licensed contractor retained by DEVELOPER to construct the Project, including its subcontractors, suppliers, successors, and permitted assigns.

1.7. "HCD" means the California Department of Housing and Community Development, together with its officers, employees, successors, and authorized representatives.

1.8. "HHAP" means the Homeless Housing, Assistance and Prevention Program established by the State of California, including any successor program or funding source administered by the State that contributes funding to the Project.

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1.9. "Homekey+" means the HCD Homekey+ Program, including the applicable HCD NOFA, Standard Agreement, statutes, regulations, guidelines, and written directives applicable to the Project.

1.10. "Homekey+ Program Requirements or Program Requirements" means the following, all as amended and in effect from time to time. The Program Notice of Funding Availability. Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code. The Grantee's application for Homekey+ funding. The Project report prepared by HCD in reliance on the representations and descriptions included in the Grantee's application for Homekey+ funding. The Conditional Award letter issued by HCD to the Grantee. The relevant STD 213, Standard Agreement for the Homekey+ funding; and all other applicable law.

1.11. "Homekey+ Standard Agreement" means the Standard Agreement attached hereto as **Exhibit "B"** and incorporated by reference herein, including but not limited to the STD 213, STD 215, all exhibits attached and any and all amendments thereto.

1.12. "Material Adverse Event" means any event, condition, circumstance, or occurrence that materially delays, impairs, or threatens completion, funding, operation, or regulatory compliance of the Project.

1.13. "Material Default" means a failure by DEVELOPER to perform an obligation under this Agreement that materially impairs Project completion, funding, compliance, operation, affordability, public health or safety, or CITY's obligations under the Homekey+ Standard Agreement, and that remains uncured following any applicable notice and cure period.

1.14. "Operating Expenses" means the amount approved by HCD that is necessary to pay for the recurring expenses of the Project, such as utilities; maintenance; management fees; taxes; licenses; and Supportive Services costs, which may include staffing and service coordination. Operating Expenses do not include debt service or required reserve account deposits.

1.15. "Project" means the Scope of Work attached hereto as **Exhibit "C"** and incorporated by reference herein, for the development of the Ramkabir into PSH together with all improvements constructed or rehabilitated as part thereof.

1.16. "Property" means that certain real property located at 901 Union Avenue, Bakersfield, California, 93307, more specifically described in

the Legal Description (**Exhibit "A"**) together with all existing and future improvements thereon.

1.17. "Property Transfer Date" means the date legal title to the Property is conveyed from CITY to DEVELOPER following satisfaction of all transfer conditions established by this Agreement.

1.18. "Supportive Services" means social, health, educational, income support, employment, and housing stability services and benefits; coordination of community building and educational activities; individualized needs assessment and case management; and individualized assistance with obtaining services and benefits more specifically described in Supportive Services plan attached hereto as **Exhibit "D"** and incorporated by reference herein.

2. **SCOPE OF WORK.** DEVELOPER shall perform all work necessary associated with the rehabilitation and operation of approximately thirty (30) PSH units, together with supportive services space, community facilities, parking, site improvements, furnishings, equipment, utilities, accessibility improvements, landscaping, and all other work reasonably necessary to the Project in accordance with this Agreement, the Homekey+ Standard Agreement, Applicable Laws, and the Scope of Work.

3. **FUNDING.** CITY shall grant DEVELOPER no more than **SIXTEEN MILLION FOUR HUNDRED SIXTEEN THOUSAND FIVE HUNDRED EIGHTY-NINE DOLLARS ($16,416,589)** to be enumerated as follows:

- Program Grant totaling Fourteen Million Seventy-Four Thousand Dollars ($14,074,000), for:
  - Ten Million Six Hundred Thousand Dollars ($10,600,000) to go towards Capital Expenses;
  - Three Million Twenty-Four Thousand Dollars ($3,024,000) to go towards Operating Expenses; and
  - Four Hundred Fifty Thousand Dollars ($450,000) to go towards Veteran Operating Expenses Funds.
- HHAP-5 Program funding totaling Two Million Three Hundred Forty-Two Thousand Five Hundred Eighty-Nine Dollars ($2,342,589) for Operating Expenses.

The Project shall be funded through Program funding and other public and private funding sources as identified in the Project Scope of Work. The Parties acknowledge that the funding sources and amounts reflected in

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Exhibit "C" may be revised from time to time as additional funding is secured or as approved by HCD and CITY. Nothing in this Agreement obligates CITY to provide funding beyond that expressly identified in this Agreement or approved by the City Council.

3.1. **Disbursement of Funds.** CITY shall not be obligated to disburse any funds pursuant to this Agreement that is not adequately documented or determined to be eligible under this Agreement or Program Requirements.

DEVELOPER shall prepare and submit payment requests in accordance with the Payment and Reimbursement Procedures outlined in **Exhibit "E"** attached hereto and incorporated by reference herein, including any documentation necessary to demonstrate eligibility, progress or compliance with this Agreement and the Program Requirements.

CITY shall review each payment request for completeness and compliance before approving reimbursement or submitting a reimbursement request to HCD, as applicable.

3.2. **Eligible Costs.** Only costs eligible under this Agreement and the Program Requirements shall be eligible for reimbursement.

3.3. **Ineligible Costs.** If HCD determines that any Project cost is ineligible for reimbursement due to an act or omission of DEVELOPER, DEVELOPER shall be solely responsible for repayment of the disallowed amount together with any interest, penalties, or costs assessed against CITY by HCD. If CITY is required to reimburse HCD for any ineligible costs resulting from DEVELOPER's actions or failure to comply with this Agreement, DEVELOPER shall reimburse CITY within thirty (30) days after written demand.

3.4. **Right of Offset.** If DEVELOPER owes any amount to CITY under this Agreement, CITY may offset such amount against any reimbursement or payment otherwise due to DEVELOPER, provided such offset is consistent with the Program Requirements and applicable law.

3.5. **Budget Amendments and Funding Shortfalls.** DEVELOPER shall be solely responsible for funding any Project cost overruns or funding shortfalls unless otherwise approved by CITY in writing. Any material revision to the Project budget shall be made in accordance with this Agreement, **Exhibit "C"**, and applicable funding requirements. No budget amendment shall materially modify the Scope of Work without CITY's prior written approval and any approval required by

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HCD. CITY shall have no obligation to provide additional funding beyond the amounts available under the funding sources identified in this Agreement or subsequently approved by the City Council.

3.6. **No Waiver by Payment or Reimbursement**. CITY's review, approval, processing, or reimbursement of any payment request, invoice, financial report, certification, or other Project documentation shall not constitute acceptance of the work, approval of any Project cost, a determination that any expenditure is eligible for reimbursement, or a waiver of any right or remedy available to CITY under this Agreement or applicable law. If any payment is subsequently determined to include ineligible costs, unsupported expenditures, duplicate payments, overpayments, audit disallowances, or other amounts not properly payable under this Agreement, the Homekey+ Standard Agreement, or other applicable funding requirements, DEVELOPER shall promptly reimburse CITY upon written demand. If CITY is required to repay HCD or any other funding source as a result of DEVELOPER's acts or omissions, breach of this Agreement, or failure to comply with applicable funding requirements, DEVELOPER shall reimburse CITY for all such amounts, including any applicable interest, penalties, or administrative costs, to the extent permitted by law. CITY's review, approval, inspection, monitoring, reimbursement, or failure to exercise any right under this Agreement shall not relieve DEVELOPER of any obligation or liability under this Agreement or applicable law.

4. **TERM.** This Agreement shall commence on the effective date and shall remain in effect until all obligations of the Parties have been fully performed or the Agreement is terminated in accordance with its terms. Any provision that by its nature or by its express terms is intended to survive expiration or termination of this Agreement, including, without limitation to, indemnification, reporting, audit, record retention, repayment obligations, warranties, regulatory compliance, and obligations surviving Property Transfer Date, shall remain in full force and effect. The transfer of the Property to DEVELOPER pursuant to Article 8 shall not terminate this Agreement or relieve either Party of any continuing obligations that survive such transfer.

5. **CITY OBLIGATIONS.**

5.1. **City's Role**. CITY shall serve as the owner of the Property until the Property Transfer Date, the Homekey+ co-applicant and grantee, the administer of the Homekey+ and HHAP funding in accordance with applicable funding requirements and the contracting agency with HCD. CITY shall act solely in its governmental and contractual capacities and shall not assume any obligation or responsibility expressly assigned to DEVELOPER under this agreement. CITY's review

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or approval of plans, specifications, payment requests, schedules, reports, inspections, certifications, or other Project documents shall be solely for the purpose of administering this Agreement and applicable funding requirements and shall not be construed as supervision, direction, or control of the Project or DEVELOPER's performance.

5.2. **Submission to HCD**. Unless otherwise required by HCD or expressly authorized in writing by CITY, CITY shall be responsible for submitting reports, reimbursement requests, certifications, and other required documentation directly to HCD. DEVELOPER shall timely provide CITY with all information and documentation reasonably necessary to enable CITY to satisfy its reporting obligations and shall not submit documentation to HCD on behalf of CITY without CITY's prior written authorization.

6. DEVELOPER OBLIGATIONS.

6.1. **Developer's Role.** DEVELOPER shall serve as the Homekey+ co-applicant, Project developer and operator coordinating the activities of all contractors, consultants, service providers, and other Project participants and for ensuring timely completion of the Project. DEVELOPER shall be solely responsible for the planning, design, procurement, financing (except for funding expressly administered by CITY), construction, completion, ownership, operation, maintenance, property management, supportive services, and regulatory compliance of the Project, as more particularly described in this Agreement and **Exhibit "B"**.

6.2. **Delegation.** DEVELOPER may retain qualified consultants, contractors, subcontractors, property managers, supportive service providers, and other professionals to perform portions of the work. No delegation shall relieve DEVELOPER of its obligations under this Agreement.

6.3. **Security for Performance Hereunder.** DEVELOPER and/or general contractor shall cause subcontractors to provide a performance (completion) bond and a payment bond (labor and materials bond), each in the amount of one hundred percent (100%) of the estimated cost of the work that is the subject of the subcontract ten (10) days prior to commencement of the work under such subcontract. Such payment and performance bonds shall be issued by a surety company admitted and licensed in California with an AM Best rating of "A" or better and approved by CITY and naming CITY as beneficiary. These bonds must be in a form approved by CITY's legal counsel. Notwithstanding the foregoing, in the event that DEVELOPER's lender waives the requirement for payment and

performance bonds, CITY may also waive any such requirement.

6.4. **Mechanic's Liens.** DEVELOPER shall ensure that no mechanic's lien, stop payment notice, or similar claim arising from the Project is recorded against the Property. If such a claim is recorded, DEVELOPER shall promptly take all actions necessary to remove, bond around, or otherwise discharge the claim in accordance with applicable law. CITY may withhold reimbursement or delay any advance or milestone payment until satisfactory evidence has been provided that the claim has been released, bonded around, or otherwise resolved. If CITY incurs costs to protect the Property or remove a lien, DEVELOPER shall reimburse CITY upon demand.

7. PROJECT DEVELOPMENT AND CONSTRUCTION.

7.1. **Permits.** DEVELOPER shall, at its own expense, secure, or cause to be secured, any and all permits which may be required by CITY or any other governmental or private agency affected by or having jurisdiction over the Project or services. This includes but is not limited to DEVELOPER securing all zoning, building, and local land use approvals.

7.2. **Procurement.** DEVELOPER shall procure contractors, consultants, suppliers, and service providers in accordance with Applicable Laws, Program Requirements, and the procurement procedures identified in **Exhibit "B"**. DEVELOPER shall remain solely responsible for all procurement activities and the performance of its contractors and consultants. CITY shall have no responsibility for DEVELOPER's procurement process or the performance of any contractor, consultant, supplier, or subcontractor retained by DEVELOPER.

7.3. **Project Schedule.** DEVELOPER shall complete the Project in accordance with the Project Schedule included in **Exhibit "C"**. DEVELOPER shall promptly notify CITY of any actual or anticipated delay that may affect completion of the Project or compliance with the Homekey+ Standard Agreement. The notice shall identify the cause of the delay, its anticipated impact on Project completion, and DEVELOPER's proposed corrective actions.

7.4. **Change Orders.** DEVELOPER shall obtain all approvals required by this Agreement before implementing any material change order or modification to the Project. A material change order includes any modification that materially affects the Scope of Work, Project budget, Project schedule, Project design or improvements, the number or configuration of units, Project functionality, compliance with applicable funding requirements, or any matter requiring approval by CITY, HCD, or another governmental agency having

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jurisdiction. All change orders shall be administered in accordance with **Exhibit "C"** and applicable Program requirements.

7.5. **Construction Safety.** DEVELOPER shall have sole responsibility for construction site safety, security, means, methods, sequencing, temporary protections, OSHA compliance, and the safety of all workers and third parties during construction. Nothing in this Agreement shall be construed as transferring any such responsibility to CITY.

7.6. **Notice of Material Events.** DEVELOPER shall notify CITY within five (5) business days, or sooner if required by the Homekey+ Standard Agreement, after becoming aware of any Material Adverse Event affecting the Project.

7.7. **No Assumption of Construction Responsibility.** Neither CITY's review of plans, inspections, approval of reimbursement requests, attendance at meetings, monitoring activities, nor exercise of any rights under this Agreement shall be construed as supervision or control of construction means, methods, techniques, sequences, or procedures, all of which shall remain the sole responsibility of DEVELOPER and its contractors. Nothing in this Agreement shall be construed to create a duty on the part of CITY to inspect the Project for the benefit of DEVELOPER, its contractors, subcontractors, suppliers, employees, or any third party.

7.8. **Project Closeout.** DEVELOPER shall complete all Project closeout activities identified in **Exhibit "C"** before requesting Property transfer or final reimbursement. Final reimbursement and Property transfer shall be subject to successful completion of Project closeout.

7.9. **Rights of Access.** For the purpose of assuring compliance with this Agreement, representatives of CITY and HCD staff shall have reasonable right of access to the Project Property without charges or fees and at normal construction hours during the period of construction and throughout the affordability period for the purposes of this Agreement, including, but not limited to, the inspection of the work being performed in constructing the improvements provided, however, such inspections shall not unreasonably interfere with the construction work in progress. This provision shall not be construed to replace or modify inspection requirements arising out of the issuance of building permits or land use entitlements. HCD reserves the right to inspect any site upon which the work is being performed; and DEVELOPER shall cause to be inserted in any subcontract for performance of the work a provision permitting HCD or its agents the right to inspect the work-site at any reasonable time.

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8. PROPERTY TRANSFER.

8.1. Agreement to Transfer~~Sell and Purchase~~. CITY agrees to transfer~~sell~~, and DEVELOPER agrees to accept~~purchase~~ the Property in accordance with all the covenants and conditions set forth in this Agreement. The Property transfer shall occur following the satisfaction of Scope of Work and the issuance of the Certificate of Occupancy.

~~**8.2. Purchase Price.** The purchase price is **ONE DOLLAR ($1.00)** and includes any and all claims by CITY for compensation arising from this transaction. Prior to the recording of the Grant Deed DEVELOPER shall hand, in certified funds, the purchase price to CITY.~~

~~8.3.~~**8.2. Title VI Mandate.** Parties to this contract shall, pursuant to Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT-Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 164, 49 C.F.R Section 50.3.

~~8.3.1.~~**8.2.1.** No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

~~8.4.~~**8.3. As Is.** Parties hereto acknowledge that they have not relied upon any representation of CITY relative to the condition of the Property. DEVELOPER accepts that CITY has offered the Property without representation, warranty, or covenant of any kind, express or implied, as to the state or condition of the Property. It being the intent of the Parties to transfer/sell in its present ("AS IS") state of condition.

~~8.5.~~**8.4.** There are no real estate agents nor outside escrow holders involved in this transaction; therefore, this Agreement is the only agreement between DEVELOPER and CITY either written or oral, with regard to this transaction.

~~8.6.~~**8.5. Possessory Rights.** CITY has no knowledge that anyone or any entity will, at the time of the recording, have any right to possession of the Property, except as disclosed by CITY in writing to DEVELOPER.

~~8.7.~~**8.6. Conveyance of Title.** CITY agrees to convey to DEVELOPER marketable fee simple title to the Property free and clear of all recorded and unrecorded liens, encumbrances, assessments,

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easements, licenses, leases, and taxes, excepting those agreed to in writing by DEVELOPER. The amount of any bond or assessment which is a lien shall be paid by CITY, subject to approval of title report. CITY shall execute a Grant Deed which conveys clear title to the Property to DEVELOPER and deliver same to escrow holder within fifteen (15) days of the opening of escrow holder. Any and all water and mineral rights accruing to the Property shall also be transferred to DEVELOPER without reservation. Further, CITY acknowledges that the purchase of the Property includes all abutters' rights of CITY's remaining property adjacent to the Property.

~~8.7.1.~~8.6.1. DEVELOPER at DEVELOPERS' sole expense may open a title only order, obtain Preliminary Title Reports and Title Insurance on the Property with a Title Company of their choice.

~~8.8.~~8.7. **Closing Costs.** DEVELOPER herein agrees to pay all costs and charges in this transaction which may include, but are not limited to recording fees and transfer tax.

~~8.9.~~8.8. **Closing Date.** Close of escrow holder shall be fifteen (15) days after the satisfaction of all contingencies set forth herein, unless extended by mutual written agreement of both parties, final inspections, City approval, and all lien releases.

~~8.10.~~8.9. **Tax Exempt Agency.** All Parties hereto acknowledge that CITY is a public entity and exempt from payment of any real property taxes. Therefore, DEVELOPER acknowledges that they are solely responsible for payment of any/all real property taxes calculated by the Kern County Treasurer Tax Collector.

~~8.11.~~8.10. **Possession of CITY'S Parcel.** CITY agrees to give possession of the Property to DEVELOPER upon recording of the Grant Deed transferring title to DEVELOPER.

~~8.12.~~8.11. **TIME.** Time is of the essence in this Agreement.

~~8.13.~~8.12. **Title Insurance.** At close of escrow, CITY shall not, as part of this transaction, furnish DEVELOPER with any title insurance policy. DEVELOPER may, at DEVELOPER's sole election and expense, obtain an owner's title insurance policy in the form and coverage agreed upon by DEVELOPER and the Title Company.

~~8.14.~~8.13. **Brokers and Finders.** The Parties acknowledge and represent that DEVELOPER shall pay no commission to any broker or finder in connection with the purchase and sale of the Property.

9. OPERATIONS, PROPERTY MANAGEMENT, AND SUPPORTIVE SERVICES.

9.1. Operational Readiness and Project Operations. DEVELOPER shall be solely responsible for planning, organizing, staffing, procuring, and implementing all activities necessary to establish and commence operation of the Project, including the selection and oversight of property management personnel, procurement of supportive service providers, development of operating policies and procedures, hiring and training of personnel, procurement and installation of furnishings, fixtures, equipment, and technology, coordination of resident intake and occupancy, and completion of all other activities necessary to ensure the Project is fully operational upon completion of construction and the Property transfer date. Following the Property transfer date, DEVELOPER shall own, operate, maintain, manage, and administer the Project in accordance with this Agreement, the Program requirements and any additional funding requirements.

9.2. Occupancy. DEVELOPER shall undertake all actions necessary to achieve occupancy of the Project within the time required by the Program requirements, applicable funding requirements, and **Exhibit "C".**

9.3. Property Management. DEVELOPER shall provide or cause to be provided professional property management services sufficient to operate, lease, maintain, and administer the Project in compliance with this Agreement and Program requirements, and applicable funding requirements. DEVELOPER shall remain solely responsible for the selection, supervision, performance, and replacement of any property management company retained for the Project.

9.4. Supportive Services. DEVELOPER shall provide, or cause to provided, all supportive services required by the Program requirements and other applicable funding requirements in accordance with **Exhibit "D"**. DEVELOPER shall remain solely responsible for ensuring that all required supportive services are continuously available throughout the applicable affordability period and that all supportive service providers comply with applicable funding requirements.

9.5. Maintenance and Landscaping. DEVELOPER shall operate and maintain the Project, including all buildings, site improvements, parking facilities, landscaping, common areas, equipment, furnishings, and utilities, in a safe, sanitary, functional, attractive, and well-maintained condition throughout the affordability period in accordance with this Agreement, and Program requirements. If, at any time, DEVELOPER fails to maintain the maintenance and

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landscaping as required by this Agreement or CITY standards, and the condition is not corrected within a reasonable time from the date of written notice to correct from CITY, CITY may perform the necessary maintenance and landscaping, and DEVELOPER shall pay all such costs as are reasonably incurred for such.

9.6. **Community Center.** DEVELOPER shall operate, maintain, and make available the community center for the purposes approved under the Program requirements and in accordance with applicable funding requirements.

9.7. **Supportive Services Offices.** DEVELOPER shall maintain office space, furnishings, equipment, and related facilities sufficient to provide supportive services required under this Agreement and applicable funding requirements throughout the applicable affordability period.

9.8. **Accessibility and Internet Commitments.** DEVELOPER shall maintain the Project-specific accessibility commitments required by the Homekey+ Standard Agreement, including the required percentage of Assisted Units with mobility and hearing/visual accessibility features. DEVELOPER shall also provide high-speed internet service with a minimum average speed of twenty-five (25) megabits per second to each Unit, free of charge to tenants, for a minimum of fifteen (15) years and within the time frame required by the Homekey+ Standard Agreement.

9.9. **Security and Emergency Preparedness.** DEVELOPER shall maintain security measures reasonably necessary to protect residents, staff, visitors, and the Property, including policies and procedures addressing site security, emergency communications, and resident safety. DEVELOPER shall also maintain emergency preparedness and response procedures addressing fire, earthquakes, utility outages, public health emergencies, natural disasters, and other events that could reasonably affect residents, staff, or Project operations.

Consistent with the Homekey+ Standard Agreement, DEVELOPER shall maintain a twenty-four (24) hour combined on-site coverage model. Supportive Services provider staff shall provide onsite coverage for twelve (12) daytime hours, and onsite security shall provide coverage for the remaining twelve (12) evening and overnight hours when supportive services staff are not present. Security staff shall not be tenants and shall be trained and equipped to respond to emergencies during their coverage hours.

9.10. **Reserve Accounts and Asset Management.** DEVELOPER shall establish, fund, and maintain all operating, replacement, capital,

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and reserve accounts required by applicable funding requirements and shall maintain an asset management plan sufficient to preserve the long-term physical and financial viability of the Project throughout the affordably period. DEVELOPER shall periodically evaluate the condition of the Project and identify anticipated capital repairs, replacements, and major maintenance needs.

9.11. **Operating Budget.** DEVELOPER shall prepare and maintain annual operating budgets for the Project demonstrating sufficient revenues and financial resources to operate, maintain, repair, manage, and provide supportive services for the Project in compliance with this Agreement and applicable funding requirements as outlined in the Scope of Work and Program Requirements.

9.12. **Damage or Casualty.** Following any casualty or other event causing material damage to the Project, DEVELOPER shall promptly notify CITY and HCD, secure the Property, cooperate with insurers, implement appropriate emergency measures, and repair or restore the Project in accordance with applicable funding requirements, unless otherwise approved in writing by CITY and HCD.

9.13. **Successor Operator.** DEVELOPER shall not assign responsibility for ownership, property management, supportive services, or operation of the Project without CITY's prior written approval whenever such approval is required by the Program requirements, recorded affordability covenant, or this Agreement. Any approved successor shall execute a written assumption agreement accepting all applicable obligations of DEVELOPER under this Agreement and the applicable funding requirements. No assignment or delegation shall relieve DEVELOPER of any obligation under this Agreement unless expressly approved in writing by CITY.

9.14. **No City Operational Responsibility.** CITY shall have no responsibility for the ownership, operation, maintenance, management, leasing, staffing, supportive services, security, regulatory compliance, financial performance, or any other operational aspect of the Project. CITY's monitoring, review, inspection, approval, or enforcement activities under this Agreement are undertaken solely for purposes of administering the Agreement and applicable funding requirements and shall not be construed as assuming responsibility for Project operations or relieving DEVELOPER of any obligation under this Agreement.

10. **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,

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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.

10.1. **Prohibition.** Except as provided herein, neither this Agreement, nor any interest in it, may be assigned or transferred by any party without the prior written consent of all parties. Any such assignment will be subject to such terms and conditions as CITY and HCD may choose to impose.

10.2. **Permitted Assignments and Transfers.** The following transfers do not require the approval of CITY or HCD:

10.2.1. The admission of limited partners and any transfer of limited partnership interests in DEVELOPER and, any time after the end of the Tax Credit compliance period, a withdrawal of the limited partner from DEVELOPER.

10.2.2. The removal and replacement of DEVELOPER's limited partner and general partner.

11. **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.

12. **COMPLIANCE WITH ALL LAWS.** DEVELOPER shall, at DEVELOPER'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:

12.1. **Local and Federal Laws.** DEVELOPER shall obey all CITY regulations now or hereafter enacted to facilitate administration applicable to the Project. DEVELOPER shall become familiar with the appropriate statutes, regulations, and guidelines governing the Project. DEVELOPER shall obey all Federal regulations and guidelines now or hereafter enacted pursuant now or hereafter in effect.

12.2. **City Tax Certificate.** DEVELOPER shall obtain a city business tax

certificate (Bakersfield Municipal Code Chapter 5.02) where required.

12.3. **Prevailing Wage.** If applicable, DEVELOPER shall pay prevailing wages to all workers employed on public works projects, as defined by California Labor Code. Upon request by CITY, when required per the California Labor Code, DEVELOPER must submit to CITY proof of registering the Project with the California Department of Industrial Relations (DIR).

12.4. **Nondiscrimination.** DEVELOPER shall not discriminate or segregate against any person or group of persons on account of race, color, creed, religion, sex, sexual orientation, marital status, national origin, ancestry or disability in the performance of this Agreement or use of the Property.

13. **CONFLICTS OF INTEREST.** DEVELOPER stipulates that corporately, or individually, the firm, its employees and subconsultants 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.

14. **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.

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

16. **DEFAULTS AND TERMINATION.**

16.1. **Defaults.** Subject to the extensions of time for construction pursuant to the terms set forth in the Scope of Work (**Exhibit "C"**), or otherwise pursuant to this Agreement, failure or delay by either party to perform any material term or provision of this Agreement constitutes an event of default under this Agreement. Except as may be otherwise provided herein, the party who so fails or delays must, upon discovering or receiving notice of such event of default, immediately commence to cure, correct, or remedy such failure or delay and shall complete such cure, correction, or remedy with reasonable diligence.

If DEVELOPER is not in full compliance with the terms of this Agreement at any time during the term of this Agreement after CITY has commenced to disburse Project funds, CITY shall notify

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DEVELOPER of such noncompliance and DEVELOPER shall have sixty (60) days to cure provided however that if such default cannot reasonably be cured in such sixty (60) day period, DEVELOPER shall have such further time as necessary to cure such default provided that DEVELOPER commences the cure of same within such sixty (60) day period and thereafter diligently pursues cure of same. If DEVELOPER fails to cure the noncompliance, in addition to other rights and remedies permitted by this Agreement, Homekey+ Standard Agreement, applicable funding requirements, or applicable law, CITY may proceed with any or all of the following remedies in any order or combination CITY may choose in its sole discretion:

16.1.1. Terminate this Agreement, and require DEVELOPER to return to CITY and unexpended Projects funds and any Project funds determined to be ineligible, unsupported, disallowed, or otherwise required to be returned under this agreement, the Homekey+ Standard Agreement, applicable funding requirements, or law, together with any applicable administrative costs, interest, or penalties assessed against the CITY as a result of DEVELOPER's acts or omissions; and

16.1.2. Bring an action in equitable relief (1) seeking the specific performance by DEVELOPER of the terms and conditions of this Agreement, and/or (2) enjoining, abating, or preventing any violation of said terms and conditions, and/or (3) seeking declaratory relief; and

16.1.3. The injured party shall give written notice of default to the party in default, specifying the default complained of by the injured party. Additionally, CITY shall notify DEVELOPER's partners of any default by DEVELOPER. Except as required to protect against further damages, and except as otherwise expressly provided in this Agreement, the injured party may not institute proceedings against the party in default, nor shall the injured party be able to enforce any remedies or penalties provided hereunder, until sixty (60) days after giving such notice and only in the event such event of default is not cured as set forth in this Agreement. Delay in giving such notice shall not constitute a waiver of any default nor shall it change the time of default; and

16.1.4. Except as otherwise expressly provided in this Agreement, any failures or delays by either party in asserting any of its rights or remedies as to any event of default shall not operate as a waiver of any default or any such rights or

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remedies. Delays by either party in asserting any of its rights and remedies shall not deprive either party of its right to institute and maintain any actions or proceedings, which it may deem necessary to protect, assert or enforce any such rights or remedies; and

16.1.5. Upon the occurrence of an event of default, and subject to the terms of this Agreement, the defaulting party shall be liable to the non-defaulting party for damages caused by such default. Nothing in this Agreement precludes the instigation of an action for specific performance of the terms of this Agreement.

17. **DIRECTION.** DEVELOPER retains the right to control or direct the manner in which the services described herein are performed.

18. **EFFECTIVE DATE**. This Agreement shall be in effect from the date of execution through the Period of Affordability, except that DEVELOPER shall retain records as required in this Agreement. All obligations that by their terms or nature continue through or beyond the Period of Affordability, including affordability, reporting, record retention, audit, monitoring, reimbursement or recapture of ineligible or disallowed costs, and other continuing compliance obligations, shall remain in effect for the period required by this Agreement, the Homekey+ Standard Agreement, and applicable funding requirements.

19. **EQUIPMENT.** DEVELOPER will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement.

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

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

22. **FORCE MAJEURE.** In addition to specific provisions of this Agreement, a party hereunder shall not be deemed to be in default where delays or defaults are due to war, insurrection, strikes, walkouts, riots, floods, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities, enactment of conflicting State or Federal laws or

regulations, new or supplementary environmental regulations enacted by the state or federal government, or litigation (any of the foregoing, "Force Majeure"). An extension of time for such cause may be mutually agreed upon by the parties hereunder for the period of the enforced delay or longer.

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

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

25. **INCLUDED DOCUMENTS.** Any bid documents, including, without limitation, special provisions and standard specifications and any Request for Proposals, Request for Qualifications and responses thereto relating to this Agreement are incorporated by reference as though fully set forth herein.

26. **INDEMNITY.** DEVELOPER shall indemnify, defend, and hold harmless CITY and CITY's officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by DEVELOPER or DEVELOPER'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.

27. **INDEPENDENT CONTRACTOR.** This Agreement calls for DEVELOPER's performance of the Scope of Work as an independent contractor. DEVELOPER 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 DEVELOPER other than that of an independent contractor.

28. **INSURANCE.**

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

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

28.1.2. **Commercial general liability insurance,** unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than $5,000,000 per occurrence. The policy must:

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

28.1.2.2. Provide products and completed operations coverage;

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

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

28.1.3. **Workers' compensation insurance** with limits of not less than $5,000,000 per occurrence. In accordance with the provisions of Labor Code Section 3700, every contractor will be required to secure the payment of compensation to his employees. Pursuant to Labor Code Section 1861, DEVELOPER 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, DEVELOPER is submitting the certification required above.

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

28.2. <u>General Provisions Applying to All Insurance Types</u>.

28.2.1. All policies required of DEVELOPER must be written on a first-dollar coverage basis or contain a deductible provision. Subject to CITY's advance approval, DEVELOPER 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.

28.2.2. All policies required of DEVELOPER 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 DEVELOPER's insurance and must not contribute with it.

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

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

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28.2.5. Full compensation for all premiums which DEVELOPER 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.

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

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

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

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

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

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

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33. **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.

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

35. **NOTICES.** All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified, commercial delivery service, or registered mail and be effective upon actual personal service, delivery by commercial delivery services or four (4) calendar days after depositing in the United States mail. The parties shall be addressed as follows or at any other address designated by notice:

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

DEVELOPER: **COMMUNITY ACTION PARTNERSHIP OF KERN**
1300 18th Street, Suite 200
Bakersfield, California 93301

36. **RECORDS, AUDITS AND MONITORING.** DEVELOPER shall maintain records sufficient to show it has reasonably complied with all applicable provisions and requirements of this Agreement and Program requirements. DEVELOPER shall provide copies of such records in a format reasonably acceptable to CITY

36.1. **Records and Reports.** DEVELOPER shall create and retain accurate records of DEVELOPER's efforts to manage the Project and results of those efforts. At least annually, but more often if requested by CITY, DEVELOPER will deliver to CITY, a report **Exhibit "F"** which includes, at a minimum, the following: DEVELOPER shall promptly correct any errors or deficiencies identified by CITY or HCD.

DEVELOPER shall submit an Operations, Compliance, and Performance Report in the form attached as **Exhibit "F"**, together with all supporting documentation, certifications, and attachments identified therein. DEVELOPER shall certify that all information submitted is true, complete, and accurate to the best of its knowledge.

Upon reasonable request, DEVELOPER shall provide such additional reports, information, records, certifications,

explanations, or supporting documentation as CITY or HCD may require to administer the Project, verify compliance with this Agreement, respond to audit inquiries, or satisfy applicable funding requirements.

36.2. **Monitoring and Review.** CITY or HCD may monitor the Project throughout the applicable Affordability Covenant Period to verify compliance with this Agreement, Program requirements, and applicable funding requirements. Such monitoring may include review of reports and records, inspections of the Project, interviews with Project personnel, and other activities reasonably necessary to administer the Project or verify compliance. CITY's monitoring or review activities shall not relieve DEVELOPER of any obligation under this Agreement or constitute acceptance of the Project or its operations.

36.3. **Audits.** Upon the written request of CITY, DEVELOPER shall arrange, at its own expense, the performance of a "Single Audit" of its entire operations by an independent auditor in accordance with CITY policies.

36.4. **Delivery of Audit Results to CITY.** The auditor shall deliver results of said audit to CITY within thirty (30) days of the audit's completion. CITY's acceptance of DEVELOPER's audit reports does not prohibit CITY from performing any additional audit work CITY deems to be necessary.

36.5. **Record Retention.** DEVELOPER shall maintain all records related to the financing of the Project for no less than five (5) years after the Project's completion. Additionally, all individual tenant income verifications, names, addresses, Project rents and Project inspections must be retained for the most recent five (5) year period, until five (5) years after the affordability period terminates. Any agreement between DEVELOPER and its independent auditor shall provide for access, during normal business hours, to the independent auditor's work papers, by CITY auditors, or their authorized agents. DEVELOPER's independent auditor shall retain, for review purposes, audit work papers for five (5) years from date of audit completion, or until four (4) years after all audit-related issues are resolved, whichever occurs later. DEVELOPER shall maintain all records related to this Agreement for five (5) years from Project Completion. CITY reserves the right to review all records required under the Program. Further, DEVELOPER agrees to make documents available for review by any agency associated with the requirement of the Project Site and its services involved in ensuring the Projects' compliance.

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36.6. **Accounting Records.** DEVELOPER shall maintain accurate accounting records and other written documentation pertaining to all costs incurred in performance of this Agreement. Such records and documentation shall be kept at DEVELOPER's office during the term of this Agreement, and for a period of five (5) years from the date of the final payment hereunder and made available to CITY representatives upon request at any time during regular business hours.

36.7. **CITY Withholding of Funds.** CITY may withhold funds from DEVELOPER if DEVELOPER is not complying with the terms of this Agreement. Should CITY become subject to any penalties resulting from failure by DEVELOPER, or DEVELOPER's agent to comply with all applicable laws and regulations, DEVELOPER shall be solely liable for any such penalties and shall fully reimburse CITY for any payments made or funding lost as a result.

36.8. **Corrective Action.** If CITY determines that DEVELOPER has failed to comply with this Agreement, applicable funding requirements, or any monitoring, audit, or reporting requirement, CITY may require DEVELOPER to submit and implement a corrective action plan within the time specified by CITY. Submission or implementation of a corrective action plan shall not constitute a waiver of any default, limit any remedy available to CITY under this Agreement or applicable law, or relieve DEVELOPER of any obligation under this Agreement.

36.9. **Regulatory Changes.** DEVELOPER shall comply with mandatory changes in applicable federal, state, or local laws, the Program Requirements, or other applicable funding requirements that become applicable to the Project after the Effective Date. CITY may revise administrative procedures, reporting forms, or similar administrative requirements to remain consistent with applicable funding requirements, provided such revisions do not materially increase DEVELOPER's substantive obligations under this Agreement.

36.10. **Confidentiality and Public Records.** DEVELOPER shall protect confidential information and personally identifiable information in accordance with applicable law. DEVELOPER shall cooperate with CITY in responding to requests made pursuant to the California Public Records Act. CITY shall determine, in its sole discretion, whether requested records are subject to disclosure, except as otherwise required by law.

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37. **REMEDIES.** 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 (1) or more remedies shall not bar the use of other remedies unless the circumstances make the remedies incompatible.

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

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

40. **SEVERABILITY.** If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

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

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

43. **TAX NUMBERS.**
DEVELOPER Federal Tax ID Number: 95-2402760
Is DEVELOPER a corporation? Yes: X No: _____
(Please check one.)

44. **TERMINATION OF AGREEMENT.** This Agreement may be terminated by either party. CITY shall only convey to DEVELOPER funds for work done prior to the effective date of termination.

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45. **THIRD-PARTY CLAIMS.** In the case of public works contracts, CITY will timely notify DEVELOPER of third-party claims relating to this Agreement. CITY shall be allowed to recover from DEVELOPER, and DEVELOPER shall pay on demand, all costs of notification.

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

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

"CITY"
CITY OF BAKERSFIELD

By:_____
KAREN GOH
Mayor

"DEVELOPER"
COMMUNITY ACTION PARTNERSHIP OF KERN

By:_____
JEREMY TOBIAS
Chief Operating Officer

APPROVED AS TO CONTENT:
DEVELOPMENT SERVICES DEPARTMENT

By:_____
PHILLIP BURNS
Director

APPROVED AS TO FORM:

City Attorney: _____
VIRGINIA GENNARO

COUNTERSIGNED:

Finance Director: _____
RANDY MCKEEGAN

Insurance:_____

Attachment(s): Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F

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Exhibit "A"
Legal Description

Property Address: 901 Union Avenue, Bakersfield, California 93307
Assessor's Parcel Number: 009-502-10-00-1

PARCEL 'A'

All of Lots 3, 4, 5, 6 and 7 of Block 1 of California Avenue Park Tract No. 2, recorded March 30, 1925 in the office of Kern County Recorder; being a re - subdivision of the Eighty Acre Tract as shown on map filed November 21, 1898; also being a portion the Northeast" quarter of Section 31, Township 29 South, Range 28 East, Mount Diablo Base and Meridian according to the Official Plat thereof on file in the Office of the Surveyor General; in the City of Bakersfield, County of Kern, State of California, described as follows:

Beginning at the Northwest corner of said Lot 7;

thence South 89044' 23" East along the North line of said Lot 7 a distance of 150. 02 feet to the Northeast corner of said Lot 7;

thence South 00° 12' 00" West along the East lines of Lots 7, 6, 5, 4 and 3 a distance of 290. 00 feet to the Southeast corner of said Lot 3;

thence North 89°44' 37" West along the South line of said Lot 3 a distance .of 150. 01 feet to the Southwest corner of said Lot 3;

thence North 00° 11' 57" East along the West lines of Lots 3, 4, 5,' 6 and 7 a distance of 290. 01 feet to the Point of Beginning.

Containing 43,504± square feet, 1. 00± acres

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Exhibit "B"
Homekey+ Standard Agreement

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Exhibit "C"
Scope of Work

1. PROJECT DESCRIPTION. The Project consists of the rehabilitation and conversion of the existing improvements located at 901 Union Avenue, Bakersfield, California, into thirty (30) units of permanent supportive housing serving individuals and households experiencing or at risk of homelessness.

The Scope of Work includes all labor, materials, equipment, professional services, permits, construction activities, furnishings, fixtures, equipment, accessibility improvements, site improvements, utility improvements, landscaping, parking improvements, community facilities, supportive services offices, and all other work necessary to complete the Project and place the Project into full operation in accordance with the Agreement, the Homekey+ Program, applicable funding requirements, approved plans and specifications, and Applicable Laws.

2. UNIT MIX AND TARGET POPULATION. The Project shall consist of thirty (30) Permanent Supportive Housing units, consisting of twenty-two (22) studio units and eight (8) one-bedroom units. The Project shall serve the Homekey+ Target Population in accordance with the approved Homekey+ application, including individuals and households experiencing homelessness or at risk of homelessness. The approved population targeting consists of fifteen (15) non-veteran units, including nine (9) units for persons experiencing homelessness, two (2) units for persons experiencing chronic homelessness, and four (4) units for persons at risk of homelessness. The remaining fifteen (15) units are targeted to veterans, consisting of nine (9) Veteran Homeless units, two (2) Veteran Chronic Homelessness units, and four (4) Veteran At Risk of Homelessness units.

3. TERM. The Project shall be developed, operated, and maintained in accordance with the approved Homekey+ application and the requirements of the Homekey+ Program.

4. AFFORDABILITY PERIOD. The Project shall remain subject to the affordability requirements applicable to Homekey+ Permanent Supportive Housing for a period of fifty-five (55) years, in accordance with the Homekey+ Program Requirements and the applicable recorded affordability covenant and regulatory agreements. Nothing in this Agreement shall be construed to shorten, modify, or supersede any longer affordability or use restriction imposed by HCD, the Homekey+ Program, or any recorded regulatory agreement.

5. PROJECT SCHEDULE. The following Project Schedule identifies the anticipated sequence of major Project activities and milestones. The dates below reflect the current Project schedule and the controlling milestones identified in the Homekey+ Standard Agreement. The dates may be revised as necessary to comply with the Homekey+ Standard Agreement, HCD-approved schedule, and applicable

Homekey+ Program Requirements. All Project milestones remain subject to applicable Homekey+ Program Requirements and HCD-approved deadlines.

Phase	Activity / Milestone	Responsible Party	Target Date
Pre-Construction	Execute Development Agreement	City / DEVELOPER	Sept 2026
	Complete Final Plans & Specifications	DEVELOPER	Oct 2026
	Obtain Required Permits	DEVELOPER	Oct 2026
	Execute Construction Contract	DEVELOPER	Oct 2026
	Submit Initial Insurance Certificates	DEVELOPER	Oct 2026
	Notice to Proceed	DEVELOPER	Oct 2026
Construction	Construction Commencement	DEVELOPER	Oct 2026
	25% Construction Complete	DEVELOPER	Dec 2026
	50% Construction Complete	DEVELOPER	Mar 2027
	75% Construction Complete	DEVELOPER	Jun 2027
	Substantial Completion	DEVELOPER	Aug 2027
	Final Completion	DEVELOPER	Sept 13, 2027
Closeout & Transfer	Submit Closeout Documents	DEVELOPER	Oct 2027
	Complete Property Transfer Requirements	DEVELOPER	Oct 2027
	Complete Operational Readiness	DEVELOPER	Oct 2027
Operations	Property Transfer	City/ DEVELOPER	Following satisfaction of all applicable Homekey+ transfer requirements and required HCD approval
	Initial Occupancy	DEVELOPER	Nov 2027
	Full Occupancy	DEVELOPER	Dec. 13, 2027
	Stabilized Operations	DEVELOPER	Jan 2028

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Phase	Activity / Milestone	Responsible Party	Target Date
	Annual Homekey+ Compliance Reporting	DEVELOPER	Annually, as required by the Homekey+ Standard Agreement and applicable Homekey+ Program Requirements
	Homekey+ Operating Award Fully Expended	DEVELOPER	Within the expenditure period required by the Homekey+ Standard Agreement
HCD Milestone	Capital Award Fully Expended	DEVELOPER	December 13, 2027
HCD Milestone	Supportive Services Plan Approved by HCD	DEVELOPER	No later than December 13, 2027
HCD Milestone	Nondiscrimination Policy Submitted to HCD	DEVELOPER	May 11, 2027

6. REQUIRED DELIVERABLES. The Project deliverables identified below represent the principal documents, reports, certifications, and other materials DEVELOPER shall submit throughout the Project. These deliverables correspond to the major phases of Project implementation and support the City's administration, reimbursement, monitoring, property transfer, and ongoing compliance responsibilities.

Pre-Construction. Prior to commencement of construction, DEVELOPER shall submit the documents necessary to demonstrate Project readiness, including approved plans, budgets, schedules, contracts, insurance, permits, and other documentation required by the Agreement.

Pre-Construction Deliverables
Required Permits and Approvals
Final Plans
Updated Project Schedule
Updated Budget
Construction Contract
Insurance Certificates

Construction. During construction, DEVELOPER shall provide monthly progress reports, payment requests, updated schedules, budget information,

photographs, change order documentation, and other materials necessary for the City to monitor Project implementation.

Construction Deliverable	Frequency
Progress Report	Monthly
Updated Schedule	Monthly
Payment Request	As Needed
Budget Update	Monthly
Change Order Package	As Needed
Photographs	Monthly

Project Completion. Upon completion of construction, DEVELOPER shall submit all documentation necessary to demonstrate completion of the Project and satisfaction of the Property Transfer requirements, including closeout documents, warranties, record drawings, operating manuals, and other required deliverables.

Close Out Deliverables
Final Budget
Warranties
Recorded Drawings
Operation & Maintenance Manuals
Property Transfer Documents
Final Pay Application
Required Lien Releases
Certificate of Occupancy

The Project shall be considered complete upon satisfaction of the following requirements. Completion of construction alone shall not constitute Project completion unless all required closeout activities, operational readiness requirements, and Property Transfer conditions have also been satisfied.

- Construction has been completed in accordance with the approved plans and specifications.
- All required inspections have been successfully completed.
- A Certificate of Occupancy or other required occupancy authorization has been issued.

- All material punch list items have been completed or otherwise resolved in accordance with the approved plans, specifications, and Construction Contract.

- All required closeout documentation has been submitted.

- The Property Transfer requirements have been satisfied.

- The Project has been furnished, staffed, and is operationally ready for occupancy.

- Any remaining Homekey+ Program requirements applicable to Project completion have been satisfied.

Operations. Following Project Completion and Property Transfer, DEVELOPER shall provide the reports, certifications, financial information, inspections, and other documentation necessary to demonstrate ongoing compliance with the Agreement and the Homekey+ Program Requirements throughout the applicable affordability and compliance periods.

DEVELOPER shall maintain the supportive services staffing, onsite coverage, security, accessibility, internet service, unit mix, population restrictions, and other Project-specific commitments required by the Homekey+ Standard Agreement, unless HCD approves a modification in writing.

Deliverable	Frequency
Annual Operating Budget	Annually, prior to each Project operating year
Operations, Compliance, and Performance Report (Exhibit F)	Quarterly and Annually
Annual Property Condition and Habitability Self-Assessment	Annually
Insurance Certificates	Annually and upon renewal
Corrective Action Plan (if required)	As Required
Notices of Material Events, Casualty, Default, Litigation, or Regulatory Noncompliance	As Required
Additional Reports or Documentation reasonably requested by the City or required by the Homekey+ Program	As Required

7. PROJECT BUDGET AND FINANCIAL PLAN. DEVELOPER will maintain a Project development budget, operating budget, and financial pro forma covering at least fifteen (15) years of Project operations. These documents will reflect the HCD- and CITY-approved Homekey+ financial pro forma, applicable Homekey+ Program Requirements, and the funding commitments and

assumptions supporting the Project, as they may be amended or updated with CITY and/or HCD approval when required.

The financial pro forma will identify the anticipated sources and uses of Project funds, including development funding, operating funding, rental subsidies, supportive services funding, reserves, Project revenues, and other anticipated resources necessary to support the long-term financial feasibility of the Project. Any material change requiring approval under the Homekey+ Program Requirements or this Agreement shall be submitted to CITY and/or HCD for approval, as applicable.

Funding Amounts Included in Agreement

Use	Source	Amount	Duration
Development	Homekey+	$10,600,000	One Time
Operating	Homekey+	$3,024,000	10 Years
Operating	Homekey+ Veteran Operating Award	$450,000	10 Years
Operating	HHAP-5	$2,342,589	5 Years
	Total Agreement Funds	**$16,416,589**	

The amounts identified above represent the funding administered by CITY and provided to DEVELOPER pursuant to this Agreement. Other Project funding, contributions, subsidies, revenues, or financial assumptions may be reflected in the Project's development budget, operating budget, and financial pro forma but do not constitute additional funding under this Agreement unless expressly authorized by CITY.

Development Budget. The following Development Budget identifies the anticipated uses of Project development funds and reflects the total development funding for the Project, excluding land. The Development Budget includes $1,147,656 in HHAP-4 predevelopment funding previously awarded to DEVELOPER under Agreement No. 2025-048 and Agreement No. 2026-157. These previously awarded HHAP-4 funds are not included in the "Funding Amounts Included in Agreement" table above and do not constitute additional funding provided under this Agreement. Accordingly, the Development Budget below totals $11,747,656, consisting of $10,600,000 in Homekey+ development funding provided under this Agreement and $1,147,656 in previously awarded HHAP-4 predevelopment funding.

DEVELOPER shall administer Project funds in accordance with the approved budget and applicable funding requirements and shall maintain documentation supporting Project expenditures. The Development Budget

may be updated as Project costs are finalized, subject to any approval required under the Agreement or applicable Homekey+ Program Requirements.

Total Development Funding Excluding Land

Funding Category	Amount
Preconstruction and Other Related Costs	$1,301,035*
Rehabilitation and Construction	$4,879,014
Other Rehabilitation Costs	$1,162,000
Prevailing Wage	$ 2,110,550
Urban Greening	$967,900
Reserves	$271,232
Contingency	$1,055,925
TOTAL DEVELOPMENT COST (EXCLUDING LAND)	**$11,747,656**

* $1,147,656 of this category is previously awarded HHAP-4 funds and is not awarded as part of this agreement.

Annual Operating Budget. DEVELOPER shall submit to CITY an updated annual operating budget for each Project operating year, prior to the beginning of the applicable operating year. The annual operating budget shall reflect anticipated Project revenues, operating expenses, rental and operating subsidies, supportive services costs, reserves, and other material sources and uses necessary for Project operations. The annual operating budget shall be consistent with the approved Homekey+ application, applicable Homekey+ Program Requirements, and the funding commitments and assumptions applicable to the Project, as such requirements, commitments, and assumptions may be amended or updated with CITY and/or HCD approval, when required.

8. PROJECT FUNDING AND PAYMENT. Payment and reimbursement of Project costs shall be administered in accordance with the Agreement and Exhibit E, Payment and Reimbursement Procedures. Nothing in this Scope of Work creates an entitlement to payment or reimbursement, and all payments remain subject to funding availability, cost eligibility, applicable funding requirements, and submission of required supporting documentation.

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EXHIBIT "D"
SUPPORTIVE SERVICES PLAN

This Exhibit reorganizes the Project-specific Supportive Services Plan submitted with the Homekey+ application into a format that is easier to review and use during Project implementation. It is intended to preserve the substantive service commitments, tenant-selection approach, staffing, budget, property-management coordination, and outcome measures described in the submitted plan.

1. PROJECT APPROACH AND TARGET POPULATION

The Ramkabir Permanent Supportive Housing Project at 901 Union Avenue will use a Housing First approach to provide permanent supportive housing to people experiencing homelessness or at risk of homelessness, including veterans and people with behavioral health needs. CAPK will serve as the Lead Service Provider and will coordinate supportive services with community, health, behavioral health, veteran, benefits, employment, and housing partners.

The primary target population will include individuals who are homeless or at risk of homelessness and veterans experiencing homelessness or at risk of homelessness. The Project will also serve veterans with behavioral health needs, including mental health conditions, substance use disorders, or co-occurring disabilities.

Additional eligible populations will include persons with physical, mental, or developmental disabilities and extremely low-income households at or below 30 percent of Area Median Income (AMI), consistent with applicable Homekey+ requirements and fair housing laws. Units designated for veterans will be reserved for eligible veterans. If permitted under Homekey+ requirements and the approved Project documents, veteran-designated units that cannot be filled by veterans at or below 30 percent AMI may serve eligible Secondary Tenants, including veterans with incomes up to 60 percent AMI. For HUD-VASH participants, service-connected disability benefits will be excluded from income calculations when required by program rules.

2. TENANT ELIGIBILITY, SCREENING, AND REFERRALS

CAPK will use low-barrier tenant selection practices that are consistent with Housing First, fair housing, reasonable accommodation requirements, and the approved Homekey+ application. Tenant referrals will be coordinated through the Bakersfield-Kern Regional Homeless Collaborative Coordinated Entry System (CES), which prioritizes people based on vulnerability and need rather than a first-come, first-served waiting list.

Eligibility and intake will address the following:

- Homelessness or at-risk-of-homelessness status consistent with applicable Homekey+ and HUD definitions.
- Applicable income eligibility and affordability requirements.
- Behavioral health needs, including mental health, substance use, or co-occurring conditions, when relevant to Project prioritization.
- Veteran preference and veteran-status verification for veteran-designated units.
- Referral through CES and coordination with Kern Behavioral Health and Recovery Services and other appropriate referral partners.
- Household size and unit-size compatibility.
- Ability to meet basic lease obligations related to health, safety, and care of the unit.
- Assessment of any current and active behavior that presents a direct threat to health and safety, using fair housing and reasonable-accommodation practices rather than categorical exclusions based on criminal history.

Applicants will not be screened out solely because of sobriety status, participation in treatment, disability, possession of pets, or other conditions that would be inconsistent with Housing First. CAPK

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will not use screening criteria that unlawfully exclude people with disabilities or disproportionately affect a protected class.

For veteran applicants, CAPK's Veteran Supportive Services (VSS) program will verify veteran status using available documentation such as a DD214, VA Health Inquiry (HINQ), VA SQUARES, or a VA medical identification card. When necessary, VSS will assist the veteran in obtaining a DD214. Disability and income documentation will also be reviewed as required. A Housing Navigator will complete intake and review veteran status, income, disability verification, homelessness status, rental-assistance requirements, and unit-size appropriateness.

Applicants and tenants will receive applicable disclosures and policies, including Proposition 64 information, non-smoking, water conservation, occupancy, pest control, bed bug, mold, assistance animal, pet and air-quality policies; lead and asbestos information; Megan's Law notice; Violence Against Women Act eviction protections; fire-safety information; house rules; drug notices; community-room policy; grievance procedures; and move-out instructions.

3. HOUSING FIRST AND VOLUNTARY SERVICES

The Project will operate under Housing First principles. Supportive services will be offered to promote housing stability, wellness, independence, and recovery, but participation in services will remain voluntary and will not be a condition of tenancy. Substance use by itself, without another lease violation, will not be treated as a basis for termination of tenancy.

CAPK will use individualized housing stability planning and regular engagement to help tenants identify their own goals and priorities. Housing Navigators will use motivational interviewing, crisis intervention, trauma-informed care, harm-reduction strategies, and other evidence-based practices to encourage participation without coercion.

When the Project cannot appropriately serve an applicant or tenant, CAPK will work through CES and community partners to identify another appropriate housing or service option rather than simply ending assistance. CAPK will also support voluntary Moving On strategies when a tenant is ready for a less service-intensive housing setting.

4. LEAD SERVICE PROVIDER AND SERVICE COORDINATION

CAPK will be the Lead Service Provider for all Project populations. Veteran services will be coordinated through CAPK's VSS program and veteran-serving partners. CAPK will provide or coordinate case management focused on residential stability, skills and income, self-determination, medical and mental health needs, substance use and treatment, employment, vital documents, legal concerns, and benefits. Goals will be tracked, with formal reviews approximately every 60 days.

CAPK will coordinate services with providers that include Kern Behavioral Health and Recovery Services, the Bakersfield VA Community-Based Outpatient Clinic, Anthem, Kern Family Health Care, Kaiser Permanente, Clinica Sierra Vista, the Housing Authority of the County of Kern, American Job Center, Greater Bakersfield Legal Assistance, the Open Door Network, Kern County Family Justice Center, food and basic-needs providers, and other community partners appropriate to each tenant's needs.

CAPK has participated in the Bakersfield-Kern Regional Homeless Collaborative since its inception and will use those relationships, along with existing public and nonprofit service networks, to coordinate referrals and avoid duplication of services.

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5. SUPPORTIVE SERVICES

Service Area	What CAPK and Partners Will Provide	Frequency	Primary Providers
Case Management	On-site Housing Navigators will coordinate physical, mental, and behavioral health services; support housing stabilization; advocate for tenants; make referrals; assist with appointments and documentation; and use case conferencing as needed.	As needed; goal of weekly engagement and additional contact during crisis	CAPK; KernBHRS; VA; managed care plans
Peer Support	Peer-led support, mentorship, recovery support, skill-building, community-building activities, one-on-one coaching, and resident support groups.	Monthly engagement and as needed	CAPK and partner peer-support resources
Mental Health Care	Assessment, psychiatric care, individual and group counseling, crisis response, medication-related services, telehealth, and referrals to specialty care when needed.	As needed	KernBHRS; Anthem; Kern Family Health Care; Kaiser Permanente; VA for eligible veterans
Substance Use Services	Voluntary screening, ASAM-based assessment and referral, outpatient treatment, detoxification referral when indicated, harm reduction, relapse prevention, overdose-prevention education, safety planning, and peer recovery supports such as AA, NA, and DRA.	As needed	KernBHRS; managed care plans; CAPK; other tenant-selected providers
Behavioral Health	Integrated mental health and substance-use linkage based on need, severity, preference, and insurance coverage, including telehealth where appropriate.	As needed	KernBHRS; managed care plans; VA
Physical Health	Connection to primary, preventive, specialty, and urgent care; assistance obtaining or maintaining Medi-Cal, Medicare, VA health coverage, Covered California, or other coverage.	As needed	CAPK; Clinica Sierra Vista; VA; managed care plans
Benefits & Documentation	Help obtaining identification and vital records and applying for or maintaining Medi-Cal, Medicare, Covered California, SSI/SSP, SSDI, VA compensation/pension, unemployment, County assistance, SNAP/TANF, and other eligible benefits.	As needed	CAPK; managed care plans; public benefit agencies
Education & Employment	Referral to adult education, GED/high-school completion, literacy, vocational rehabilitation, workforce development, job readiness, training, and employment resources.	As needed	CAPK; American Job Center; education/workforce partners
Veteran-Specific Services	VA-eligible mental health and medical care, veteran case management, benefits, HUD-VASH coordination, PTSD/Military Sexual Trauma resources, employment and legal referrals, and other veteran-specific supports.	As needed	CAPK/VSS; Bakersfield VA CBOC; Vet Center; Housing Authority; veteran partners
Co-Occurring Conditions	Integrated coordination for tenants experiencing both mental health and substance-use conditions, using trauma-informed, recovery-oriented, and harm-reduction practices.	As needed	KernBHRS; VA; managed care plans
Recreation & Social Connection	Community-building activities, resident gatherings, peer-led events, veteran-support participation, and other recreational or social activities that reduce isolation.	As needed	CAPK; community and veteran partners
Higher Level of Care / Out-placement	Coordination of temporary or longer-term higher levels of medical, psychiatric, behavioral health, or supportive care when a tenant's needs cannot be safely met through routine on-site services.	As needed	CAPK; VA; behavioral health and managed care providers
Housing Retention / Life Skills / Legal / Basic Needs	Budgeting and financial counseling, credit and debt mitigation, household management, nutrition and meal preparation, communication, legal assistance, benefits reinstatement, food, clothing, hygiene items, household goods, tenancy support, day habilitation, and medically tailored meals when eligible.	As needed	CAPK; GBLA; food partners; managed care plans and community providers
Domestic Violence & Safety Support	Referral for crisis intervention, restraining-order assistance, safety planning, advocacy, and law-enforcement coordination.	As needed	CAPK; Open Door Network; Kern County Family Justice Center
Rental Support	Connection to available rental assistance, including HUD-VASH, Behavioral Health funding, managed care plan housing supports, and other eligible subsidy sources.	As needed	Housing Authority; KernBHRS; managed care plans; VA

6. ACCESS TO SERVICES AND TRANSPORTATION

Most community services identified in the submitted plan are located within approximately one to four miles of the Project. The site is near Golden Empire Transit (GET) routes and community

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amenities. Kern Medical and KernBHRS crisis resources are also nearby, and some crisis and emergency services are available 24 hours a day, seven days a week.

Housing Navigators will help tenants schedule appointments, arrange transportation, and coordinate required documentation. Services may be provided on-site, by telephone, through telehealth, or at off-site provider locations. Transportation options will include GET bus passes, Kern Transit where appropriate, managed care plan transportation, paratransit through Get-A-Lift for eligible riders, veteran transportation resources, taxis when appropriate, and CAPK transportation for urgent or critical appointments when the tenant cannot reasonably access the service independently.

When a cultural, trauma-related, disability, mobility, or transportation barrier makes off-site access difficult, the Housing Navigator will work with providers to arrange on-site, telehealth, accessible transportation, or other reasonable service-delivery options.

7. CULTURAL AND LINGUISTIC COMPETENCY

Supportive services will be delivered in a culturally and linguistically competent manner for tenants of different races, ethnicities, sexual orientations, gender identities, gender expressions, disability statuses, and veteran experiences. CAPK will use interpreters, language-line services, video interpretation, document translation, and communication supports for tenants who are deaf, hard of hearing, blind, or have other sensory or communication barriers.

CAPK will link tenants to appropriate specialty resources, including English as a Second Language services, sign-language or other communication supports, culturally responsive behavioral health care, and gender-affirming or identity-affirming services when requested and available.

The Project is not designed to house families with children and will not provide family-based services as a core Project model. When individual tenants need parenting, childcare, family connection, or domestic-violence resources, CAPK will provide appropriate referrals.

8. SERVICES FOR WOMEN, LGBTQ+ TENANTS, AND TRAUMA SURVIVORS

CAPK will use trauma-informed and gender-responsive practices for tenants who identify as female, including access to female-identifying behavioral health providers when requested and available, domestic-violence resources, legal assistance, safety planning, and other services responsive to individual needs.

For LGBTQ+ tenants, CAPK will use affirming service practices and will provide or coordinate access to LGBTQ+-competent mental health care, legal assistance for issues such as name or gender-marker changes, gender-affirming health resources, and housing navigation that addresses discrimination. Staff training will address transgender and nonbinary inclusion, trauma-informed care, healthcare disparities, and discrimination in housing and services.

9. VETERAN-SPECIFIC SERVICE MODEL

CAPK's VSS program will coordinate veteran-specific services. VSS has provided supportive services to homeless veterans in Kern County since 2001, including VA Grant and Per Diem transitional housing, Supportive Services for Veteran Families homelessness-prevention and rapid-rehousing services, and on-site services at veteran-focused affordable housing developments.

Veterans will be connected, as appropriate, to the Bakersfield VA Community-Based Outpatient Clinic, Bakersfield Vet Center, VA benefits, HUD-VASH, mental health and substance-use treatment, PTSD and Military Sexual Trauma services, employment and education resources, legal assistance, transportation, and other veteran-specific supports. For veterans who are not eligible for VA health care, CAPK will coordinate comparable community-based services.

Veteran-serving staff will receive or maintain training in military culture, PTSD, Military Sexual Trauma, VA systems, and Mental Health First Aid or comparable evidence-based training. CAPK will continue to use VA and community partner training resources as appropriate.

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10. TENANT ENGAGEMENT, GOVERNANCE, AND COMMUNITY BUILDING

CAPK will complete a Needs Assessment with each tenant to identify tenant-defined goals and barriers to housing stability. Housing Navigators will meet with tenants regularly to review progress and priorities. When a tenant is having difficulty meeting a goal, staff will use motivational interviewing and crisis-intervention techniques to understand barriers and identify next steps.

Tenants will have opportunities to shape Project operations and services. Monthly resident forums, or more frequent forums when needed, will provide a place to identify concerns, service gaps, and possible solutions. Tenants will be invited to participate in discussions about operational matters such as site security and community activities.

A suggestion box will be available in a common area for anonymous feedback. CAPK will review suggestions and discuss appropriate items during resident forums. CAPK will also use satisfaction surveys and its Housing Engagement Survey to evaluate resident experience and inform program design.

CAPK will maintain an internal grievance procedure so tenants can formally dispute program decisions and seek resolution. Social activities, including community meals and veteran-support activities, will be used to promote connection, belonging, and community.

11. STAFFING AND STAFF QUALIFICATIONS

Position	FTE	Location	Minimum Preparation / Role
Housing Navigator	1.0 FTE	On-site	At least a high school diploma; Associate's degree in social services or related field preferred; experience with unsheltered populations and/or lived experience; case-management experience; knowledge of Kern County health, social-service, housing, and health-related resources.
Housing Services Program Manager	1.0 FTE	On-site	Bachelor's degree in social work, psychology, public administration, or related field; at least three years of progressively responsible homeless/housing or related experience; at least one year of supervisory/management experience; program development, implementation, and evaluation experience; experience with homelessness, behavioral health, justice involvement, or relevant lived experience.

The submitted staffing plan identifies a total of 2.0 FTE supportive-service positions for the Homekey+ units. CAPK will maintain staffing sufficient to meet applicable Homekey+ case-management ratios for the populations actually served.

Population	Units	Staff	Submitted Ratio	Homekey+ Maximum
Chronically Homeless	2	2	1.0:1	Maximum 20:1
Homeless	9	2	4.5:1	Maximum 25:1
At Risk of Homelessness	4	2	2.0:1	Maximum 40:1
Veterans – Chronically Homeless	2	2	1.0:1	Maximum 20:1
Veterans – Homeless	9	2	4.5:1	Maximum 25:1
Veterans – At Risk of Homelessness	4	2	2.0:1	Maximum 40:1

12. STAFF TRAINING

CAPK will use an ongoing training program to support culturally competent, trauma-informed, safe, and effective service delivery. The submitted plan anticipates regular training through the local Continuum of Care and other resources, including approximately 4–6 hours of monthly training opportunities, supplemented by periodic formal trainings, onboarding, refreshers, and partner-led sessions.

Training topics will include cultural humility and cultural formation; implicit bias; LGBTQ+ competency; disability and sensory-access accommodations; veteran culture; PTSD and Military

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Sexual Trauma; trauma-informed care; de-escalation; motivational interviewing; client rights and governance; resident feedback and co-design; emergency response; active-shooter awareness; conflict prevention; and emotional regulation in high-stress situations.

CAPK will use resources such as the Corporation for Supportive Housing Training Center, Continuum of Care trainings, Mental Health First Aid, partner-agency trainings, live workshops, online modules, and internal peer learning. Training participation will be documented in staff files. Training costs, including staff time, facilitators, materials, and online resources, are included in the supportive-services budget.

13. PROPERTY MANAGEMENT AND SUPPORTIVE SERVICES COORDINATION

Property management and supportive-services staff will coordinate closely while protecting tenant confidentiality. The approved Property Management Plan and tenant-selection policies address the following areas:

- Applicant eligibility and screening standards.
- Confidentiality.
- Substance-use policy.
- Communication between property management and supportive-services staff.
- Eviction policies and eviction-prevention procedures.
- Assistance with cash and non-cash benefits that support housing retention.
- Reasonable-accommodation requests and coordination with outside entities such as housing authorities.
- Voluntary Moving On strategies.
- Appeal and grievance procedures.
- Payment of rent during periods of hospitalization.
- Resolution of complaints from tenants or on behalf of tenants.
- Best practices including critical time intervention, trauma-informed care, de-escalation, motivational interviewing, peer support, case conferencing, and culturally competent care.

Youth-specific Positive Youth Development requirements are not applicable because the submitted plan does not include Youth Assisted Units.

14. SAFETY AND SECURITY

CAPK will maintain an Emergency Plan and orient tenants to emergency procedures, equipment, alarms, exits, service-request procedures, and methods for reporting safety or maintenance concerns. Emergency contact information and evacuation information will be made available to residents and staff.

The submitted plan includes fencing around the property, controlled gate-card entry, security cameras, lighting at common areas and unit entry points, deadbolt locks, controlled visitor access, and placement of the community room, offices, and manager's unit near the entry area. CAPK will conduct regular unit and site checks, including checks of smoke and carbon-monoxide detectors, lighting, fire extinguishers, emergency postings, and accessible exits.

Staff will receive safety and de-escalation training, including awareness of surroundings, reporting safety risks, emergency response, active-shooter awareness, nonverbal and verbal de-escalation, conflict prevention, and emotional regulation.

15. MEASURABLE OUTCOMES AND EVALUATION

Outcome Category	Objective	Evaluation Approach
Residential Stability	Tenants will maintain affordable permanent housing.	Track housing stability/tenure, evictions, move-outs, reasons for exits, and housing-retention activity. The submitted plan anticipates establishing a housing-stability objective and an annual eviction benchmark.

Outcome Category	Objective	Evaluation Approach
Increased Skills and/or Income	Tenants will obtain eligible benefits and supports that help them maintain housing and manage finances.	Track benefit applications and approvals, types of benefits obtained, employment/education participation where applicable, and the effect of income or benefits on housing stability.
Greater Self-Determination	Tenants will strengthen independent-living skills, use community resources, and connect to health and wellness services.	Track independent-living skills, use of community resources, service connections, and ability to communicate with landlords, utilities, and other housing supports.
Health Outcomes	Tenants will improve long-term health and reduce avoidable use of high-cost health services.	Track emergency-room use, inpatient hospital stays, connection to a primary-care provider, and engagement with appropriate health and behavioral-health services, to the extent data are available and may lawfully be collected.

CAPK will use case-management records, HMIS where applicable, tenant surveys, service-referral information, benefit information, housing records, and other available program data to evaluate outcomes. Service monitoring will be integrated into case management and case conferencing. CAPK will use findings to identify service gaps and adjust program delivery.

16. RECORDKEEPING AND REPORTING

CAPK will maintain documentation supporting tenant eligibility, service delivery, staffing, training, referrals, supportive-service expenditures, property-management coordination, and applicable HMIS reporting. Records will be maintained consistent with confidentiality, privacy, funding, and record-retention requirements.

After Project operations begin, CAPK will provide the City with quarterly information on occupancy, supportive services, staffing, HMIS/compliance status, operating expenditures, significant operating or service issues, corrective actions, and any City action needed. CAPK will also provide information needed for the City's required Homekey+ annual status/compliance and fiscal expenditure reporting and will promptly identify material changes that could affect the approved Project.

17. RELATIONSHIP TO THE HCD-SUBMITTED PLAN

This Exhibit is an organized restatement of the substantive commitments contained in the Project-specific Supportive Services Plan submitted with the Homekey+ application. It is intended to make the plan easier for CAPK, the City, and Project partners to review and administer without changing the underlying service model. The HCD-submitted Supportive Services Plan, Property Management Plan, Homekey+ Standard Agreement, and any HCD-approved amendments remain controlling Project compliance documents where they impose additional or more specific requirements.

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EXHIBIT E

PAYMENT AND REIMBURSEMENT PROCEDURES

Ramkabir Permanent Supportive Housing Project

1. OVERVIEW

1.1 This Exhibit establishes the procedures by which CITY will disburse Homekey+ funds and the HHAP-5 Permanent Supportive Housing Operating Subsidy identified herein to DEVELOPER for the Project. Homekey+ capital funds for construction shall be disbursed on a milestone basis in accordance with Sections 3 through 6. Homekey+ operating funds shall be reimbursed in accordance with Sections 7 and 8.

1.2 Predevelopment and other costs funded under separate agreements between CITY and DEVELOPER, including HHAP-4 predevelopment agreements, shall continue to be administered under those agreements and are not disbursed under this Exhibit.

1.3 Total disbursements under this Agreement shall not exceed the amounts stated in the Agreement. All CITY obligations under this Agreement are subject to CITY's receipt of Homekey+ funds from the California Department of Housing and Community Development ("HCD") and appropriation of those funds by the City Council.

1.4 Notwithstanding any other provision of this Agreement, no disbursement shall be required at any time or in any manner that is in violation of or in conflict with federal or state laws, rules, regulations, the Homekey+ Program requirements, or this Agreement.

2. DEFINITIONS AND GENERAL PAYMENT REQUEST REQUIREMENTS

2.1 "Payment Request" means CITY's Payment Request form, executed by DEVELOPER's authorized representative and accompanied by the documentation required under this Exhibit for the applicable construction Milestone or operating reimbursement period.

2.2 "Construction Contract" means the contract between DEVELOPER and the general contractor selected through DEVELOPER's competitive procurement process for construction of the Project.

2.3 "Percent Complete" means the percentage of construction work completed as certified by the Project Architect on the Contractor's Application and Certificate for Payment, consistent with the Project Schedule in Exhibit C.

2.4 DEVELOPER may submit no more than one Payment Request per calendar month for construction and no more than one Payment Request per calendar month for operating reimbursement, unless CITY approves otherwise in writing. Construction and operating costs shall not be combined on the same Payment Request.

2.5 Each Payment Request shall identify the Agreement number, Purchase Order number (if applicable), sequential Payment Request and invoice numbers, date, funding source, amount requested, and a brief description of the costs or milestone for which payment is requested. The request shall be signed and dated by DEVELOPER's authorized representative.

2.6 Payment Requests shall be submitted to: City of Bakersfield – Community Development Division, Attn: Homekey+, City Hall North, 1600 Truxtun Avenue, 3rd Floor, Bakersfield, California 93301, or through another submission method designated by CITY in writing.

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3. CONSTRUCTION — MILESTONE DISBURSEMENT SCHEDULE

3.1 CITY shall disburse Homekey+ capital funds in the amount of $10,600,000 to DEVELOPER through milestone-based advances in accordance with the schedule below. Upon achievement of each Milestone and submission of the documentation required under this Exhibit, CITY shall advance the applicable Milestone amount to DEVELOPER for payment of eligible Project costs. Funds advanced by CITY shall remain restricted Project funds and may be used only for eligible Project costs in accordance with the Agreement, the approved Development Budget, and applicable Homekey+ Program Requirements.

Milestone	Trigger	Percent of Capital Award	Disbursement Amount	Target Date (Exhibit C)
Milestone 1	Award and execution of the Construction Contract	10%	$1,060,000	October 2026
Milestone 2	25% of construction complete	25%	$2,650,000	December 2026
Milestone 3	50% of construction complete	25%	$2,650,000	March 2027
Milestone 4	75% of construction complete	20%	$2,120,000	June 2027
Milestone 5	Substantial Completion, evidenced by issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy	15%	$1,590,000	August 2027
Milestone 6	Final Completion and submittal of Project closeout documentation	5%	$530,000	September 2027
	TOTAL	**100%**	**$10,600,000**	

3.2 Expenditure Verification. Following each milestone advance, DEVELOPER shall maintain documentation demonstrating the eligible use of the funds advanced by CITY. With the next construction Payment Request, DEVELOPER shall provide documentation accounting for the prior advance, including applicable contractor pay applications, invoices, proof of payment, change order documentation, and other supporting records required under this Exhibit. Documentation previously provided to and accepted by CITY need not be resubmitted.

Except for the initial milestone advance, CITY may condition each subsequent milestone advance on DEVELOPER's satisfactory accounting for the prior advance. Any portion of a prior advance that has not yet been expended may remain available for eligible Project costs and shall be identified in the subsequent Payment Request. CITY may reduce or withhold a subsequent advance to the extent necessary to prevent the amount of unexpended advances from exceeding reasonably anticipated eligible Project costs.

3.3 Ineligible or Unsupported Costs. If CITY determines that any advanced funds were used for an ineligible, unsupported, duplicate, or otherwise disallowed cost, DEVELOPER shall, at CITY's direction, repay the applicable amount to CITY or apply an approved adjustment against a subsequent disbursement, consistent with the Agreement and applicable funding requirements.

3.4 If the amount of the Construction Contract as awarded differs materially from the Development Budget in Exhibit C, the parties may adjust the Milestone amounts by written agreement without amending this Agreement, provided the total Homekey+ capital

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disbursement does not exceed $10,600,000 and the adjustment is otherwise permitted by the Agreement and Homekey+ requirements.

3.5 More than one Milestone may be included in a single monthly construction Payment Request if each included Milestone has been achieved and all required documentation is submitted.

4. CONSTRUCTION — DOCUMENTATION REQUIRED

4.1 Each construction Payment Request shall be accompanied by the documentation identified below for the applicable Milestone:

Milestone	Required Documentation
Milestone 1 – Construction Contract award	Executed Construction Contract; evidence of DEVELOPER governing body approval; contractor payment and performance bonds; contractor insurance certificates; notice to proceed; updated Project Schedule and Development Budget.
Milestones 2–4 – 25%, 50%, 75% complete	Contractor's Application and Certificate for Payment on AIA Document G702 with Continuation Sheet G703, certified by the Project Architect and approved by DEVELOPER, showing the applicable Percent Complete; monthly progress report; updated Project Schedule and Development Budget; prevailing wage compliance documentation; change order documentation, if any.
Milestone 5 – Substantial Completion	Certificate of Occupancy or Temporary Certificate of Occupancy issued by the City of Bakersfield Building Department; Architect-certified Application for Payment; punch list status.
Milestone 6 – Final Completion and closeout	Final Application for Payment; unconditional waivers and releases from the contractor and its subcontractors and suppliers; record drawings; warranties; operation and maintenance manuals; final Development Budget; closeout documentation required under Exhibit C.

4.2 Documentation previously provided to and accepted by CITY may be identified as already on file and need not be resubmitted unless CITY requests an updated copy.

4.3 All contractor and subcontractor costs included in a construction Payment Request must be reflected in the approved Development Budget and must be eligible under the Homekey+ Program and this Agreement.

5. CONSTRUCTION — ARCHITECT CERTIFICATION AND PROOF OF PAYMENT

5.1 Architect certification. For Milestones 2 through 6, the Project Architect's certification of the Contractor's Application and Certificate for Payment, together with DEVELOPER's approval of that Application, shall constitute documentation of the work completed and the amount payable. For construction milestone disbursements, CITY shall not require proof that DEVELOPER has already paid the contractor as a condition of the current Milestone payment.

5.2 Prior Advance Documentation. With each construction Payment Request after the initial advance, DEVELOPER shall provide documentation accounting for expenditures from the prior advance, including proof of payment as applicable. Proof of payment may consist of an issued or cancelled check, ACH or wire transfer confirmation, applicable waiver or release, or other documentation accepted by CITY.

5.3 Final proof of payment. With the Payment Request for Milestone 6, DEVELOPER shall submit proof of payment for all amounts not previously documented, together with final unconditional waivers and releases from the contractor and its subcontractors and suppliers.

5.4 Retention. Retention shall be administered in accordance with the Construction Contract and Applicable Laws. CITY shall not be required to disburse amounts attributable to retention until such amounts are due and payable by DEVELOPER and all applicable conditions for release have been satisfied.

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6. CITY REVIEW AND PAYMENT — CONSTRUCTION

6.1 Payment of a construction Payment Request shall be made only after receipt of a complete, adequately supported, properly documented, and accurately addressed request. All Payment Requests must be approved by CITY.

6.2 CITY shall pay each complete and undisputed construction Payment Request within thirty (30) days after receipt, subject to CITY's receipt and availability of applicable Homekey+ funds and all requirements of this Agreement.

6.3 If CITY disputes all or any portion of a Payment Request, CITY shall issue an Invoice Dispute Notification identifying the disputed item(s) and documentation required to resolve the dispute. CITY may withhold the disputed amount until the dispute is resolved and a corrected or adequately supported request is submitted. Undisputed amounts may be processed separately.

6.4 Payment may be made by check or, at DEVELOPER's request and subject to CITY procedures, by electronic funds transfer.

7. OPERATING FUNDS — REIMBURSEMENT PROCEDURES

7.1 Operating funds provided under this Agreement shall be administered according to the applicable funding source. HHAP-5 funds designated for the Project as Permanent Supportive Housing Operating Subsidy shall be administered in accordance with Section 7.2. Homekey+ operating funds, including the Veteran Units additional operating award, shall be disbursed on a reimbursement basis in accordance with Sections 7.3 through 7.6.

7.2 HHAP-5 Operating Subsidy. The HHAP-5 funds identified in Exhibit C shall be used for eligible Permanent Supportive Housing Operating Subsidy costs in accordance with this Agreement, applicable HHAP-5 requirements, and the HHAP-5 Standard Agreement. CITY may disburse some or all of the HHAP-5 Operating Subsidy to DEVELOPER as an advance for deposit into a restricted Project operating reserve, consistent with the approved Project operating budget and applicable funding requirements.

Funds advanced to the Project operating reserve shall remain restricted Project funds and shall be used solely for eligible Permanent Supportive Housing Operating Subsidy costs. DEVELOPER shall maintain records sufficient to identify the amount advanced, expenditures from the advanced funds, and the remaining balance. DEVELOPER shall report expenditures and the remaining balance as part of the quarterly operating reporting required under the Agreement and shall provide supporting documentation reasonably required by CITY for monitoring, reporting, and compliance.

Any unsupported, ineligible, duplicate, or otherwise disallowed expenditure shall be subject to the disallowance and repayment provisions of this Exhibit and the Agreement. Any HHAP-5 funds not advanced to the Project operating reserve shall be disbursed in accordance with the approved Project operating budget and applicable funding requirements.

7.3 Homekey+ Operating Funds. Homekey+ operating funds, including the Veteran Units additional operating award, shall be disbursed to DEVELOPER following Project occupancy on a schedule established by the parties consistent with the Homekey+ Program and the applicable approved annual operating budget required under Exhibit C.

7.4 Homekey+ operating funds are reimbursement-based. DEVELOPER shall provide for payment of its operating costs and all costs connected with operation of the facility on a timely basis.

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Except as otherwise approved by CITY in writing, DEVELOPER shall provide proof of payment for each operating expense submitted for reimbursement.

7.5 Each Homekey+ operating Payment Request shall cover one calendar month and shall be submitted no more than once per month. The minimum Payment Request shall be $500.00, except for the final funding draw or as otherwise approved by CITY.

7.6 Requests for reimbursement of Homekey+ operating funds shall be supported by documentation of eligible operating and supportive services expenditures for the applicable period, consistent with the applicable approved annual operating budget and Homekey+ Program Requirements.

8. HOMEKEY+ OPERATING INVOICE PACKAGE REQUIREMENTS

8.1 Each Homekey+ operating reimbursement invoice package shall include a completed DEVELOPER Payment Request form and supporting invoices or other source documentation sufficient to establish the nature, amount, date, and eligibility of each cost.

8.2 Each invoice or supporting schedule shall include, as applicable: (a) the word "INVOICE" and a sequential invoice number; (b) the service provider or vendor name, business address, and telephone number; (c) DEVELOPER name and address; (d) invoice date and Agreement number; (e) subcontractor or subrecipient invoices, if applicable; (f) a brief description of work or services performed, including dates of performance; (g) the method of computing the amount due and itemization by applicable Agreement task or approved budget category; and (h) the total amount due.

8.3 Proof of payment shall accompany the operating Payment Request. Proof of payment may include an issued or cancelled check, ACH or wire transfer confirmation, credit card payment record, or other documentation accepted by CITY.

8.4 Payment of any operating invoice shall be made only after receipt of a complete, adequately supported, properly documented, and accurately addressed invoice package. Invoices that are not consistent with the approved format may be disputed. Payment will not be made on a disputed amount until the dispute is resolved and corrected or additional documentation is submitted. All invoices must be approved by CITY.

8.5 The final operating invoice shall be clearly marked "FINAL INVOICE" and submitted with all required supporting documentation within the time designated by the Agreement.

8.6 Expenditures from the HHAP-5 Permanent Supportive Housing Operating Subsidy shall be documented and reported in accordance with Section 7.2 and are not subject to the monthly reimbursement request procedures of this Section.

9. INELIGIBLE COSTS AND INFORMATION RESTRICTIONS

9.1 The following are not eligible for disbursement or reimbursement under this Agreement: late fees and penalties; gambling debts; debts of DEVELOPER board members; donations; Bingo, raffle, or other games-of-chance expenses; interest on borrowed funds unless expressly approved as an eligible Homekey+ cost; costs outside the approved Development Budget or operating budget without prior approval; costs disallowed under the Homekey+ Program; and any cost for which DEVELOPER has been or will be reimbursed from another source.

9.2 DEVELOPER shall not include identifying information about DEVELOPER employees or volunteers other than names. Social Security numbers, home addresses, and other unnecessary personal identifying information shall not be submitted.

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10. BUDGET CLAUSE

10.1 The amount payable under this Exhibit will not exceed the amount stated in the Agreement. If funding for any fiscal year is reduced or deleted by HCD for purposes of the Program, CITY shall have the option to cancel or amend this Agreement as permitted by the Agreement. Updated budget information shall be provided at the request of CITY.

11. AUDIT AND DISALLOWANCES

11.1 DEVELOPER shall maintain records supporting all Project expenditures and shall make them available to CITY and HCD upon reasonable request.

11.2 DEVELOPER shall repay to CITY any Homekey+, HHAP, or other Project funds disbursed under this Exhibit that are determined on audit or review to be ineligible, unsupported, or disallowed, to the extent required under the Agreement and applicable funding requirements.

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EXHIBIT F

Operations, Compliance, and Performance Report

REPORTING REQUIREMENTS

CAPK will provide the City with the reports identified in this Exhibit for the purpose of monitoring Project construction, expenditures, operations, and compliance with the Homekey+ Program and the Agreement. CAPK may use existing Project records, reports, schedules, financial records, HMIS data, and other documentation to complete these reports and will not be required to recreate information already provided to and accepted by the City.

Reporting requirements consist of: (1) Monthly Construction Status and Spending Reports during construction; (2) Annual Reporting following Project occupancy; (3) Fiscal Year Reporting; and (4) Quarterly Operations Reporting following Project occupancy. The City may request additional information reasonably necessary to complete required HCD reporting, respond to HCD inquiries, or verify compliance with the Agreement.

Report	When Required	CAPK Due Date / Frequency
Monthly Construction Status & Spending Report	Construction start through construction completion	Monthly
CAPK Annual Reporting Sheet	After Project occupancy and operations begin	February 15 for prior calendar year
CAPK Fiscal Year Reporting Sheet	For prior July 1-June 30 fiscal year	July 15
CAPK Quarterly Operations Report	After Project occupancy and operations begin	Quarterly

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RAMKABIR HOMEKEY+ — MONTHLY CONSTRUCTION STATUS & SPENDING REPORT

CAPK shall submit this report monthly from construction start through construction completion. Use existing construction schedules, pay applications, and compliance records wherever possible.

1. REPORT INFORMATION

Reporting Month	Prepared By	Date Submitted to City	Project / Developer / Contractor
			Ramkabir Permanent Supportive Housing / CAPK / _____
Overall Status	Percent Construction Complete	Current Contract Completion Date	City Action Needed? / If Yes, Briefly Describe

2. CONSTRUCTION STATUS

Item	Status / Date	Brief Update	Issue / Risk	Corrective Action / Next Step	Responsible Party	Due Date	City Follow-Up
Work completed this month							
Work planned next month							
Upcoming Homekey+ milestone							
Schedule issue or delay?							
Change order / scope change that may affect Homekey+?							

3. MONTHLY SPENDING

Funding / Cost Item	Approved Budget	Prior Expenditures	This Month	Total Expended	Remaining	% Expended	Notes
Homekey+ Capital — Rehabilitation							
Other Homekey+ Capital Eligible Use, if applicable							
Other Project Funds							
TOTAL PROJECT COSTS REPORTED							
Homekey+ Operating Funds (if used before completion)							

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4. PAYMENT & LABOR COMPLIANCE CHECK

Compliance Item	Response	Comments / Missing Item	CAPK Action	Due Date	City Follow-Up
Invoices / pay application for reported Homekey+ expenditures provided or already on file?					
Required prevailing wage / labor compliance documentation current and available?					
Any questioned, ineligible, disputed, or unresolved costs?					
Any liens, stop notices, claims, or contractor issues that could affect payment or schedule?					

5. MATERIAL ISSUES / HCD NOTIFICATION

Question	Response	Explanation	Potential HCD Impact	CAPK Next Step	City Next Step	Target Date	Resolved?
Could any issue affect a Homekey+ milestone deadline?							
Is a material change proposed to scope, cost, schedule, units, ownership, or other award terms?							
Does CAPK need a decision or action from the City this month?							

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RAMKABIR HOMEKEY+ — CAPK ANNUAL REPORTING SHEET

CAPK completes this sheet only after the project is occupied and operational. The City will use it to complete HCD's Annual Homekey Program Status & Compliance Report. CAPK should use HMIS/property management records where available.

1. REPORT INFORMATION

Reporting Calendar Year	Prepared By	Date Submitted to City	Project / Organization	Reporting Deadlines
			Ramkabir Permanent Supportive Housing / CAPK	CAPK to City: February 15 | City to HCD: March 31

2. COMPLIANCE CONFIRMATIONS

HCD Annual Report Item	CAPK Response	If No / Changed, Explain	Source / Record	HCD Mapping
Coordinated Entry used for tenant referrals?			CAPK / HMIS	Annual 2.1-A
Housing First used in property management and tenant selection?			CAPK policy/practice	Annual 2.1-B & Certification
Tenant information entered into HMIS?			HMIS	Annual 2.1-C
HMIS Grant ID			HMIS	Annual 2.1-D
HMIS Project ID			HMIS	Annual 2.1-E
Supportive services administered consistent with approved Supportive Services Plan?			CAPK services records	Annual Certification / 5.2 Q3

3. HMIS CONTACT — COMPLETE ONLY IF CHANGED OR NOT ALREADY PROVIDED

Item	CAPK Response	HCD Mapping	Notes
HMIS Coordinator Name		Annual 2.1-F	
HMIS Coordinator Organization		Annual 2.1-G	
HMIS Coordinator Email		Annual 2.1-H	
HMIS Coordinator Phone		Annual 2.1-I	

4. UNIT MIX & OCCUPANCY — REPORT CURRENT STATUS

Homekey Population / Restriction	Restricted Subpopulation	No. Units	Bedrooms	AMI %	Occupied — Matches Required Population	Occupied — Does Not Match	Explanation / Efforts if Mismatch

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Homekey Population / Restriction	Restricted Subpopulation	No. Units	Bedrooms	AMI %	Occupied — Matches Required Population	Occupied — Does Not Match	Explanation / Efforts if Mismatch
TOTAL							

5. TENANTS SERVED & OUTCOMES

Tenant Category	Currently Housed — Permanent	Currently Housed — Interim/Transitional	Housed Over Project Lifetime	Exits to Permanent Housing — Lifetime	Exits to Homelessness — Lifetime	Exits to Other — Lifetime	HCD Mapping
Total Households							Annual 5.1
Total Individuals							Annual 5.1
Chronically Homeless Individuals							Annual 5.1
Minor Children (17 and under)							Annual 5.1
Transition Aged Youth (18–25)							Annual 5.1
Seniors (65+)							Annual 5.1
Veterans							Annual 5.1

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6. RACIAL / ETHNIC COMPOSITION OF PARTICIPANTS SERVED THIS YEAR

Participant Category	Total Served	Number With Disability(ies)	HCD Mapping
All Participants			Annual 4.2
White, Non-Hispanic/Non-Latino			Annual 4.2
White, Hispanic/Latino			Annual 4.2
Black/African American			Annual 4.2
Asian			Annual 4.2
American Indian or Alaska Native			Annual 4.2
Native Hawaiian/Other Pacific Islander			Annual 4.2
Multiracial			Annual 4.2
Race Unknown / Declined to State			Annual 4.2

7. ANNUAL NARRATIVE — SHORT RESPONSES ARE OK IF COMPLETE

Topic	Guidance	CAPK Response	HCD Mapping
Tenant outreach and selection	Describe how referrals, prioritization, and tenant selection are being conducted.		Annual 5.2 Q1
Turnover and exits	Describe current/anticipated turnover and the main reasons for exits.		Annual 5.2 Q2
Supportive services	Describe on-site/off-site services. Identify any change from the approved Supportive Services Plan.		Annual 5.2 Q3
Lessons learned / barriers	Identify major barriers to occupancy/operations and key lessons learned.		Annual 5.2 Q4
Success story	Optional brief project success story. Do not include personally identifying information.		Annual 5.2 Q5
Accessibility	Briefly describe how the project is accessible to persons with mobility, hearing, vision, physical, and sensory disabilities.		Annual 4.1 Q2
Equity and inclusion	Briefly describe outreach and how the population served compares with the broader homeless population, including any disparities identified.		Annual 4.1 Q1

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8. ANNUAL PROPERTY, OPERATIONS & FINANCIAL COMPLIANCE

Complete the following annual confirmations. If any item is marked No or Not Applicable, provide a brief explanation and identify any corrective action underway.

Annual Compliance Item	Response	Explanation / Corrective Action
Project remained operational and used for its approved permanent supportive housing purpose.	Yes ☐ No ☐ N/A ☐	
Qualified property management was maintained.	Yes ☐ No ☐ N/A ☐	
Required insurance coverage was maintained.	Yes ☐ No ☐ N/A ☐	
Required operating and replacement reserves were maintained.	Yes ☐ No ☐ N/A ☐	
Property was maintained in a safe, sanitary, functional, and habitable condition.	Yes ☐ No ☐ N/A ☐	
Required annual property condition / habitability assessment was completed.	Yes ☐ No ☐ N/A ☐	
Required emergency and security procedures remained in place.	Yes ☐ No ☐ N/A ☐	
Any material regulatory, affordability, occupancy, accessibility, code, casualty, or deferred-maintenance issue was disclosed to the City.	Yes ☐ No ☐ N/A ☐	
Any default, notice, audit, monitoring finding, or corrective action affecting the Project was disclosed to the City.	Yes ☐ No ☐ N/A ☐	

9. ANNUAL FINANCIAL CONDITION

Financial Measure	Annual / Year-End Amount	Explanation if Material Variance or Shortfall
Actual Operating Revenue	$_____	
Actual Operating Expenses	$_____	
Replacement Reserve Balance at Year End	$_____	
Other Required Reserve Balance(s) at Year End	$_____	
Material Operating Deficit / Funding Shortfall	None ☐ See Explanation ☐	

10. ANNUAL REQUIRED ATTACHMENTS

Attach the following, as applicable. Documents already provided to and accepted by the City may be identified as already on file unless an updated copy is requested.

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Required Attachment	Attached / Already on File / N/A	Notes
Annual operating budget and/or year-end Project financial statement.		
Annual Property Condition and Habitability Self-Assessment.		
Current insurance certificates, if not already on file.		
Documentation of material changes to property management or supportive services.		
Corrective action plan or documentation resolving monitoring/audit findings, if applicable.		
Other supporting documentation requested by the City for Homekey+ reporting or compliance verification.		

11. ANNUAL CAPK CERTIFICATION

I certify, on behalf of CAPK, that the information provided in this Annual Reporting Sheet and its attachments is complete and accurate to the best of my knowledge and that CAPK has disclosed all material information known to it that may affect Project compliance with the Agreement or applicable funding requirements.

Authorized CAPK Representative	Title	Signature	Date

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RAMKABIR HOMEKEY+ — CAPK FISCAL YEAR REPORTING SHEET

CAPK completes this sheet for the prior July 1–June 30 fiscal year. Submit supporting documentation for Homekey expenditures made during the reporting period. Do not resend records already provided to the City if the City confirms they are already on file.

1. REPORT INFORMATION

Fiscal Year / Reporting Period	Prepared By	Date Submitted to City	Project / Organization	Reporting Deadlines
			Ramkabir Permanent Supportive Housing / CAPK	CAPK to City: July 15 | City to HCD: July 31

2. HOMEKEY+ EXPENDITURES

Eligible Use	HCD Approved Amount	Expended Before This FY	Expended This FY	Total Expended	Proof for This FY Provided?	Notes / Corrections	HCD Mapping
Rehabilitation							Fiscal 3
Gap Financing: Rehabilitation (if applicable)							Fiscal 3
Capitalized Operating Subsidy / Operating Award							Fiscal 3
Other HCD-approved eligible use (if applicable)							Fiscal 3
TOTAL							

3. CHANGES / AWARD STATUS — COMPLETE ONLY IF APPLICABLE

Question	Response	Amount / Detail	HCD Approval / Date	Notes	HCD Mapping
Any Homekey+ funds abated after Standard Agreement execution?					Fiscal 2
Any Homekey+ funds disencumbered after Standard Agreement execution?					Fiscal 2
Any changes to previously reported expenditure amounts?					Fiscal 3.2

4. OPERATING SOURCES — COMPLETE ONCE PROJECT IS OCCUPIED & OPERATIONAL

Operating Source	Amount This FY	Operating Source	Amount This FY	Operating Source	Amount This FY	Notes	HCD Mapping
Actual Rent Income		Tenant Assistance Payments		Continuum of Care Funds			Fiscal 4.1
Project-Based Vouchers — Value		Project-Based Vouchers — Number		Homekey+ Funds Used for Operations			Fiscal 4.1
Accrued Interest on Homekey Funds		Other Source 1		Other Source 2			Fiscal 4.1
Other Source 3		Other Source 4		Other Source 5			Fiscal 4.1

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Operating Source	Amount This FY	Operating Source	Amount This FY	Operating Source	Amount This FY	Notes	HCD Mapping
Other Source 6		Other Source 7		Other Source 8			Fiscal 4.1
Other Source 9		Other Source 10					Fiscal 4.1
Gross Potential Rent		Vacancy Loss Rate					Fiscal 4.1
TOTAL OPERATING SOURCES							
If cash flow is positive or negative, briefly explain intended use / stabilization plan							Fiscal 4.3

5. OPERATING EXPENDITURES — SUMMARY BY HCD CATEGORY

Category	Homekey+ Funded	Non-Homekey Funded	Total	Backup Maintained?	Notes	HCD Mapping
Administrative Expenses						Fiscal 4.2
Utilities						Fiscal 4.2
Operating & Maintenance						Fiscal 4.2
Taxes & Insurance						Fiscal 4.2
Supportive Services						Fiscal 4.2
TOTAL COST OF OPERATIONS						Fiscal 4.2

6. CERTIFICATION TO CITY

CAPK certifies that the information provided is true, complete, and accurate to the best of its knowledge; Homekey+ expenditures reported are for eligible project purposes; and supporting records are maintained and available to the City/HCD upon request.

Authorized CAPK Representative	Title	Date	Supporting documentation for Homekey+ expenditures made this FY provided / already on file?

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RAMKABIR HOMEKEY+ — CAPK QUARTERLY OPERATIONS REPORT

CAPK shall submit this brief report quarterly after the project becomes operational. The detailed annual and fiscal-year reports remain required. Information already provided through those reports may be incorporated by reference to avoid duplication.

1. REPORT INFORMATION

Quarter Ending	Prepared By	Date Submitted to City	Project / Operator
			Ramkabir Permanent Supportive Housing / CAPK

Overall Operations Status	City Action Needed?	If City Action Needed, Briefly Describe

2. OCCUPANCY & SERVICES

Item	Current Quarter	Prior Quarter / YTD	Status	Brief Explanation if Issue	Corrective Action	Due Date	City Follow-Up
Occupied Homekey+ units							
Vacant Homekey+ units							
Units occupied by required target population							
Supportive services being provided consistent with approved plan?							
Coordinated Entry / tenant referral process operating as required?							
HMIS data current?							

3. OPERATING SPENDING

Operating Item	This Quarter — Homekey+	This Quarter — Other Funds	Quarter Total	Fiscal YTD Total	Status	Notes	City Follow-Up
Administrative Expenses							
Utilities							
Operating & Maintenance							
Taxes & Insurance							
Supportive Services							
TOTAL OPERATING COST							

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Operating Item	This Quarter — Homekey+	This Quarter — Other Funds	Quarter Total	Fiscal YTD Total	Status	Notes	City Follow-Up
Homekey+ Operating Funds Remaining							

4. COMPLIANCE / OPERATING ISSUES

Question	Response	Brief Explanation	Corrective Action	Responsible Party	Due Date	City Action Needed?	City Follow-Up
Any significant occupancy or leasing issue?							
Any property management issue affecting operations?							
Any supportive services issue?							
Any HMIS / data quality issue?							
Any material change to operations, services, funding, ownership, unit mix, or target population?							
Any other Homekey+ compliance concern?							

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MEMORANDUM

To: Board of Directors

From: Susana Magana, Director of Health & Nutrition

Date: September 30, 2026

Subject: *Agenda Item V(d):* September 2026 FY 2026-2027 Food Bank Supplemental Blanket Purchase Orders – **Action Item**

Background
In 2025, the CAPK Food Bank distributed approximately 22.5 million pounds of food through various programs. Of that amount, more than 4.2 million pounds were distributed through the pantry program and the network of agency partners. From the 4.2 million pounds, almost 3 million pounds were purchased. The Food Bank's ability to purchase food is a critical factor in providing not only a high volume of food, but also a balanced selection of resources for our neighbors.

Current Events

The Department of Social Services memo dated August 28, 2026, allocated $3,423,378 for food purchasing and related operational costs. Original BPOs were approved at the beginning of the fiscal year; however, the substantial allocation from the state requires us to open additional BPOs. Food Bank has worked with Finance to create a spend-down plan to meet required spending thresholds by certain dates. There are five vendors for which Food Bank is requesting approval for supplemental blanket purchase orders.

1. Harvest Farms: $800,000
2. I Deal Specialties: $800,000
3. Grimmway: $240,000
4. LA Foods: $600,000
5. Sharratt Provision: $400,000

Recommendation:
Staff recommend the Board of Directors approve the blanket purchase orders listed, which will allow staff to spend down the allocation according to the Food Bank spend-down plan.

Attachments:
Harvest Farms BPO
I Deal Specialties BPO
Grimmway BPO
LA Foods BPO
Sharratt Provision BPO

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$800.000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   Harvest Farms 45000 Yucca Avenue Lancaster, CA 93534 661 945-3636

3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ❑ Original manufacturer or provider; no other local distributors exist.
   - ❑ Only local distributor for the original manufacturer or provider.
   - ❑ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ❑ Only known item or service matching the requested needs or performing the intended task.
   - ❑ Sole provider of a licensed or patented good or service.
   - ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ❑ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ❑ Sole provider of factory-authorized warranty service.
   - ❑ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde	Admin Coordinator	9/22/26
PRINTED NAME	TITLE	DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Sep 23, 2026 11:02:16 PDT) Date: 09/23/2026

Additional Approvals Kelly Lowery (Sep 23, 2026 08:18:14 PDT) 09/23/2026

Chief Program Officer: Date: 09/23/2026
$30,000-$100,000

Chief Financial Officer: Stacy Webster Date: 09/23/2026
$100,000-$149,999

Chief Executive Officer: Date: 09/23/2026
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Liz G. Vargas Date: 09/23/2026

/2024

Account Codes(s):

7145-216025-2102-10033-210-135 **$800,000.00**

Total: $ 800,000.00

#5

Harvest Farms is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Harvest Farms is an active vendor. This is a new BPO for the new fiscal year.

Community Action Partnership of Kern
520 S. Washington St.
Bakersfield, CA 93307

9/1/26

RE: California-Made or California-Produced Products

Jeffrey,

This letter is to confirm that Harvest Farms Solutions, Inc. carries the following California-Made or California-Produced products:

1. Chicken (Drums, WOGS, Leg Quarters, BL/SL thighs, etc...)
2. Milk / UTH Milk
3. Canned Fruits
4. Canned Vegetables
5. Canned Tomatoes
6. Rice
7. Canned/Dry Beans
8. Pasta
9. Eggs
10. Multiple Snack Items (pretzels, cookies, sunflower seeds, etc...)
11. Hummus
12. Cheese
13. Tuna / Chicken Pouches
14. Canned Tuna

Sincerely,

Drew Stephens

Drew Stephens
Director of Sales
Harvest Farms Solutions, Inc.
805-415-1069
dstephens@harvestfarms.com

SSJF Harvest 800.000.00 One Time Grant 9.23.26

Final Audit Report 2026-09-23

Created:	2026-09-23
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYHhN-B7rOgTryW1tMmFkkFBneqKb78Dh

"SSJF Harvest 800.000.00 One Time Grant 9.23.26" History

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Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$800,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   I deal Specialties 2492 Cedarwood Rd, Pepper Pike, OH 44124

3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ❑ Original manufacturer or provider; no other local distributors exist.
   - ❑ Only local distributor for the original manufacturer or provider.
   - ❑ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ❑ Only known item or service matching the requested needs or performing the intended task.
   - ❑ Sole provider of a licensed or patented good or service.
   - ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ❑ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ❑ Sole provider of factory-authorized warranty service.
   - ❑ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde	Admin Coordinator.	9/22/26
PRINTED NAME	TITLE	DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Sep 23, 2026 11:03:58 PDT) Date: 09/23/2026

Additional Approvals Kelly Lowery (Sep 23, 2026 08:31:54 PDT) 09/23/2026

Chief Program Officer: Date: 09/23/2026
$30,000-$100,000

Chief Financial Officer: Tracy Webster Date: 09/23/2026
$100,000-$149,999

Chief Executive Officer: Date: 09/23/2026
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Liz G. Vargas Date: 09/23/2026

/2024

Account Codes(s):

7145-216025-2102-10033-210-135 **$800,000.00**

Total: $ 800,000.00

#5

I Deal Specialties is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

I Deal Specialties is an active vendor. This is a new BPO for the new fiscal year.

I Deal Specialties

August 18, 2026

I Deal Specialties, Inc. does hereby state,

I declare under penalty of perjury that I Deal Specialties, Inc. is providing California grown and/or produced food (at least 51%) to California Food Banks when CA grown/produced product is a specified requirement and ordered.
California produced products that are sold by I Deal Specialties include;

- Frozen proteins (chicken, beef, pork etc.)
- Canned fruits
- Dry rice
- Dry beans
- Dry pasta
- Canned beans
- Peanut butter
- Cereal
- Oats
- Shelf-stable milk
- Canned tomatoes and canned tomato sauce/pasta sauce
- Tomato sauce in jars
- Fresh fruits and vegetables

As an Ohio Corporation, I Deal Specialties does not file a California Statement of Information with the California Secretary of State.

Sincerely,

Lorie Gelb

Lorie Gelb
President
I Deal Specialties, Inc.

I Deal Specialties, Inc. 2493 Cedarwood Rd. Pepper Pike, OH 44124 Tel: 216-789-9009

SSJF I Deal Specialties 800.000.00 One Time Grant 9.23.26

Final Audit Report 2026-09-23

Created:	2026-09-23
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIF5FfH6dMZy9dHI5Rr_Kcf1f4qNNLFgO

"SSJF I Deal Specialties 800.000.00 One Time Grant 9.23.26" History

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Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$240,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   Grimmway: PO Box 81498 Bakersfield, CA 93380 661 393-3320- Fax 661 845-6627

3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ❑ Original manufacturer or provider; no other local distributors exist.
   - ❑ Only local distributor for the original manufacturer or provider.
   - ❑ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ❑ Only known item or service matching the requested needs or performing the intended task.
   - ❑ Sole provider of a licensed or patented good or service.
   - ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ❑ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ❑ Sole provider of factory-authorized warranty service.
   - ❑ None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Coordinator. (TITLE) 9/22/26 (DATE)

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Susana Magana (Sep 24, 2026 08:14:09 PDT)) Date: 09/24/2026

Additional Approvals Kelly Lowery (Sep 23, 2026 09:50:18 PDT) 09/23/2026

Chief Program Officer: Date: 09/24/2026
$30,000-$100,000

Chief Financial Officer: Stacy Webster Date: 09/24/2026
$100,000-$149,999

Chief Executive Officer: Date: 09/24/2026
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Liz G. Vargas Date: 09/24/2026

/2024

Account Codes(s):

7145-21026-2102-120-210-135 **$40,000.00**

7145-21026-2087-120-210-135 **$200,000.00**

Total: $ 240,000.00

#5

Grimmway is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Grimmway is an active vendor. This is a new BPO for the new fiscal year.

California Department of Social Services
744 P Street, MS 8-9-32
Sacramento CA, 95814

CALFOOD VENDOR APPROVAL FORM

Provider/Organization:	Capk Food Bank
Contact Name:	Maricela Conde
Address:	1807 Feliz Dr.
City, State, Zip Code:	Bakersfield Ca 93307

Vendor Name (include any DBA):	Grimmway Farms / Cal-Organic Farms,
Contact Name:	Luz Garcia
Address:	6900 Mountain View Rd,
City, State, Zip Code:	Bakersfield CA, 93307
Phone Number:	661 617-3872
FEIN (If applicable):	
Website Address (if available):	https://grimmwayproducegroup.com

Why/How was this vendor chosen:

Grimmway was selected as an active vendor because they provide California-grown and/or California-produced food that meets the requirement of at least 51% California-grown and/or produced products. The vendor has demonstrated the ability to consistently provide the food products needed to support our program and meet our purchasing requirements. I have also attached a letter on the vendor's letterhead that provides details confirming their California-grown and/or California-produced products.

Please attach the following documents:

- A written statement from the vendor on their business letterhead declaring under penalty of perjury that they are providing California grown and/or produced food (at least 51%).
- A list of products to be purchased from the vendor.
- A copy of the vendor's Statement of Information filed with the California Secretary of State, if applicable.

I Maricela Conde on behalf of Capk Food Bank certify under penalty of perjury that the information provided on this document is true and correct. If there are any changes to a vendor's status such as the vendor no longer providing CalFood eligible commodities or the provider/organization no longer using the specified vendor, I will promptly notify the Department of Social Services.

Signature: _____

FOR CDSS USE ONLY

☑ APPROVED ☐ NOT APPROVED

Reason not approved: _____

CDSS Representative Signature: Krystal Martinez-Pinedo Date: 9/9/2026

CVA-01 (7/2026)

Cal Organic Facilities:
P.O. Box 81498 Bakersfield, CA.
93380-1498

September 3, 2026

Re: Country of Origin Statement

To whom it may concern:

The vegetable products produced at Grimmway Cal-Organic facilities are grown and packaged in California, United States.

If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

Luz Garcia
Director of Quality Assurance & Food Safety
Grimmway Farms
Phone: (661) 617-3872
Lgarcia@grimmway.com

Cal-Organic FARMS SINCE 1984

CAL-ORGANIC VEGETABLES ARE PROUDLY GROWN AND PACKED IN THE USA.

Date: September 2, 2026

www.calorganicfarms.com

Organic Brassicas	Price	Loc.
Bok Choy 45lb	$24.85	L
Bok Choy, Baby 20lb	$22.85	L
Broccoli, Bunched 14ct	**$48.85**	L
Broccoli, Bagged 14ct	**$50.85**	L
Broccoli, Crowns 20lb	Out	L
Broccoli, Sweet Baby 18ct	**$24.85**	L
Cabbage, Green Bulk 45lb	Out	L
Cabbage, Green Wrapped 12ct/24ct	Out	L
Cabbage, Green Napa 35lb	Out	L
Cabbage, Red Bulk 45lb	Out	L
Cabbage, Red Wrapped 12ct/24ct	Out	L
Cauliflower, Wrapped 12ct/16ct	**$24.85**	L
Cauliflower, Orange 12ct	$28.85	L
Cauliflower, Purple 12ct	$28.85	L
Kohlrabi, Rainbow 12ct	**$20.85**	L

Organic Greens	Price	Loc.
Chard, Green 12ct/24ct	**$14.85 / 22.85**	L
Chard, Rainbow 12ct/24ct	**$14.85 / 22.85**	L
Chard, Red 12ct/24ct	**$14.85 / 22.85**	L
Greens, Collards 12ct/24ct	$14.85 / 22.85	L
Greens, Mustards 12ct/24ct	Out	L
Kale, Green 12ct/24ct	$13.85 / 20.85	L
Kale, Lacinato 12ct/24ct	$13.85 / 20.85	L
Kale, Red 12ct/24ct	$13.85 / 20.85	L

Organic Herbs	Price	Loc.
Cilantro 15ct/30ct	$15.85 / 24.85	L
Dandy, Green 12ct/24ct	$13.85 / 20.85	L
Dandy, Red 12ct/24ct	$13.85 / 20.85	L
Dill 12ct/24ct	**$14.85 / 22.85**	L
Fennel 12ct/24ct	**$19.85 / 32.85**	L
Parsley, Curly 15ct/30ct	**$13.85 / 20.85**	L
Parsley, Italian 15ct/30ct	$13.85 / 20.85	L

Organic Lettuce	Price	Loc.
Iceberg, Wrapped 12ct/24ct	$14.85 / 22.85	L
Butter, Green 12ct/24ct	**$14.85 / 22.85**	L
Butter, Red 12ct/24ct	**$13.85 / 20.85**	L
Leaf, Green 12ct*/24ct*	$13.85 / 20.85	L
Leaf, Red 12ct*/24ct*	$14.85 / 22.85	L
Romaine, Green 12ct*/24ct*	$14.85 / 22.85	L
Romaine, Hearts 12/3ct	$20.85	L

Organic Roots - Fresh	Price	Loc.
Beets, Red Bunched 12ct/24ct	$13.85 / 20.85	L
Beets, Red Bulk 25lb	$20.85	L
Beets, Gold Bunched 12ct/24ct	$19.85 / 32.85	L
Beets, Gold Bulk 25lb	Out	L
Daikon, Bunched 35lb	$22.85	L
Daikon, Bulk 25lb	$24.85	L
Green Onions, Bunched 48ct	**$22.85**	L
Leeks, Bunched 12ct	$24.85	L
Leeks, Loose 20lb	$24.85	L
Radish, Red 12ct/24ct	$13.85 / 20.85	L
Radish, Red Bulk 25lb	$32.85	L
Radish, Easter 12ct/24ct	$13.85 / 20.85	L
Radish, French Breakfast 12ct/24ct	$17.85 / 28.85	L
Radish, Watermelon 10lb	$25.85	L
Radish, Watermelon 25lb	$50.85	L

Prices and availability are subject to change without notice.
F.O.B. good delivery guidelines apply.
Twist Ties: +$2 | Sleeves: +$2 | Pallets: $20 | Bin: $35

Organic Roots - Dry Onions	Price	Loc
Yellow Medium 40lb	Out	L
Yellow Jumbo 40lb	$32.85	L
Yellow Jumbo Stickered 40lb	$33.35	L
Yellow Bagged 16/3lb	$34.85	L
Red Medium 40lb	Out	L
Red Jumbo 40lb	$36.85	L
Red Jumbo Stickered 40lb	$37.35	L
Red Bagged 16/3lb	$38.85	L
White Medium 40lb	Out	L
White Jumbo 40lb	$38.85	L

Organic Roots - Potatoes	Price	Loc
Gold A's 50lb	$40.85	L
Gold B's 50lb	$40.85	L
Gold 16/3lb	$42.85	L
Gold 10/5lb	$42.85	L
Red A's 50lb	$40.85	L
Red B's 50lb	$40.85	L
Red 16/3lb	$42.85	L
Red 10/5lb	$42.85	L
Russet 60ct/70ct/80ct	$44.85	L
Russet 16/3lb	$38.85	L
Russet 10/5lb	$38.85	L

Organic Packaged Vegetables	Price	Loc
Beets, Red Bagged 12 x 1 / 24 x 1	$17.35 / 26.35	L
Beets, Gold Bagged 12 x 1 / 24 x 1	Out	L
Green Onions, Bagged 24 x 5.5oz	$25.35	L
Radish, Red Bagged 6 x 12oz	$14.35	L
Radish, Red Bagged 12 x 12oz	$24.35	L
Radish, Rainbow Bagged 6 x 12oz	$14.35	L
Radish, Rainbow Bagged 12 x 12oz	$24.35	L
Bok Choy, Baby Bagged 12 x 3ct	$29.35	L
Chard, Green Bagged 12 x 1ct	$19.35	L
Chard, Rainbow Bagged 12 x 1ct	$19.35	L
Chard, Red Bagged 12 x 1ct	$19.35	L
Cilantro, Bagged 15 x 1ct	$17.35	L
Daikon, Bagged 12 x 3lb	$23.35	L
Fennel, Bagged 12 x 1ct	$23.35	L
Greens, Collards Bagged 12 x 1ct	$19.35	L
Greens, Mustards Bagged 12 x 1ct	Out	L
Kale, Green Bagged 12 x 1ct	$19.35	L
Kale, Lacinato Bagged 12 x 1ct	$19.35	L
Kale, Red Bagged 12 x 1ct	$19.35	L
Leeks, Bagged 12 x 1ct	$25.35	L
Lettuce, Green Bagged 12 x 1ct	$19.35	L
Lettuce, Red Bagged 12 x 1ct	$19.35	L
Lettuce, Romaine Bagged 12 x 1ct	$19.35	L
Parsley, Curly Bagged 15 x 1ct	$17.35	L
Parsley, Italian Bagged 15 x 1ct	$17.35	L

Cal-Organic Value-Added Vegetables	Price	Loc
Broccoli Florets 6 x 9oz	$12.85	L
Broccoli & Carrots 6 x 9oz	$12.85	L
Broccoli & Cauliflower Florets 6 x 9oz	$12.85	L
Broccoli Slaw 6 x 9oz	$10.85	L
Cabbage, Coleslaw 6 x 10oz	**$12.50**	**L**
Cabbage, Veggie Crunch 6 x 10oz	**$12.50**	**L**
Cauliflower Florets 6 x 9oz	$13.35	L
Green Onions Chopped 6 x 3oz	$10.00	L
Vegetable Medley 6 x 9oz	$12.85	L

Cal-Organic Value-Added Greens	Price	Loc
Chard, Rainbow 6 x 10oz	$12.35	L
Greens, Collards 6 x 10oz	$12.35	L
Kale, Green 6 x 10oz	$12.35	L
Kale, Green Stemless 6 x 6oz	$12.35	L
Kale, Lacinato 6 x 10oz	$12.35	L
Kale, Lacinato Stemless 6 x 6oz	$12.35	L
Kale, Blend w.Carrots 6 x 10oz	$12.35	L
Kale, Green 6 x 1lb	$17.05	L

San Miguel Org Cut'N Clean Greens	Price	Loc
Kale, Rainbow 6 x 1lb	Call	L

Organic Roots - Carrots	Price	Loc.
Baby-Cut 12 x 2lb / 24 x 1lb	$25.90	M
Baby-Cut 15 x 2lb / 30 x 1lb	$32.10	M
Baby-Cut 4 x 5lb / 8 x 5lb	$21.50/ $37.85	M
Micro Petites 12 x 12oz	$15.80	M
Bunched, Orange 12ct/24ct	$21.20 / $34.15	L
Bunched, Nantes 12ct/24ct	**$21.20 / $34.15**	**L**
Bunched, Rainbow 12ct/24ct	$26.45 / $44.45	L
Cellos 48/1lb	$34.35	M
Cellos 24/2lb, 10/5lb	$34.35	M
Table 25lb / Clips 50 lb	$ 17.20/ $34.85	M
Jumbo 25lb	$24.10	M
Juice 5 x 10lb / 15lb	$32.35 / $11.15	M
Juice 25lb/50lb	$16.20 / $32.35	M
Chips 10 x 1lb	$12.90	M
Shred 12 x 10oz / 18 x 10oz	$12.90 / $19.30	M
Shred 2 x 5lb / 4 x 5lb	$10.70 / $20.20	M
Rainbow Baby-Cut 12 x 12oz	$13.35	M
Rainbow Baby-Cut 4 x 5lb	$24.75	M
Rainbow Cellos 12 x 2lb /24 x 2lb	$18.20 / $40.55	M
Rainbow Chips 12 x 12 oz	$13.90	M
Rainbow Chips 2 x 5 lb / 4 x 5lb	$16.05 / 29.70	M
Rainbow Tables 25lb	$21.30	M
Rainbow Juice 25lb	$17.95	M
Rainbow Shred 12 x 10oz	$13.30	M
Rainbow Shred 2 x 5lb / 4 x 5lb	$10.50 /21.00	M

Featured Products/Updates:

SALES OFFICE
661-845-3758
Mon - Fri 7:00AM - 4:00PM / Sat 7:30AM - 9:00AM

LAMONT SHIPPING
Mon -Fri 5:00AM - 10.00PM
Sat 5:00AM - 6:00PM
Sunday Closed

APPOINTMENT WEBSITE & LINE
https://grimmway.simplybook.me (866) 328-6867

Bob Borda	SVP of Cat. Sales	661-340-1750
Daniel Russell	Org. Sales Mgr.	661-319-9192
Mike Reeks	Senior Sales Associate	661-932-6900
Imelda Vidaurri	Sales Associate	661-903-2172
Janitzia Soto	Sales Associate	661-820-2127
Gabriel Cervantes	Sales Associate	661-619-3998
Mason Hudnall	Sales Associate	661-979-9596
Keaton Eldridge	Sales Associate	805-266-9366
Mitchell McQueen	Sales Associate	661-447-6088

Sales Support: Rhonda Perez, Angie Quiroz, Griselda Munoz

SSJF Grimmway 240.000.00 One time and Ongoing Grant 9.23.26

Final Audit Report 2026-09-24

Created:	2026-09-23
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVpRJtM-VGcOGIVvDZArPHUcky-YY4Pp8

"SSJF Grimmway 240.000.00 One time and Ongoing Grant 9.23.26" History

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2026-09-24 - 11:46:28 PM GMT- IP address: 75.113.122.38

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Signature Date: 2026-09-24 - 11:46:46 PM GMT - Time Source: server- IP address: 75.113.122.38 - Signature Appearance Selected: MOBILE_IMAGE

Agreement completed.

2026-09-24 - 11:46:46 PM GMT

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Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$600,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   LA Foods LLC 5115 Clarenton Dr. Ste 200 Agoura Hills, CA, 91301 818 587-3757

3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ❑ Original manufacturer or provider; no other local distributors exist.
   - ❑ Only local distributor for the original manufacturer or provider.
   - ❑ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ❑ Only known item or service matching the requested needs or performing the intended task.
   - ❑ Sole provider of a licensed or patented good or service.
   - ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ❑ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ❑ Sole provider of factory-authorized warranty service.
   - ❑ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Cord. (TITLE) 9/25/26 (DATE)

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Sep 23, 2026 11:02:50 PDT) Date: 09/23/2026

Additional Approvals Kelly Lowery (Sep 23, 2026 08:18:36 PDT) 09/23/2026

Chief Program Officer: Date: 09/23/2026
$30,000-$100,000

Chief Financial Officer: Date: 09/23/2026
$100,000-$149,999

Chief Executive Officer: Date: 09/23/2026
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Liz G. Vargas Date: 09/23/2026

/2024

Account Codes(s):

7145-216025-2102-10033-210-135 **$600,000.00**

Total: $ 6,000,000.00

#5

LA Fooods is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

LA Foods is an active vendor. This is a new BPO for the new fiscal year.

5115 Clareton Dr. Suite 200
Agoura Hills, CA 91301
818-587-3757

August 18, 2026

To whom it may concern,

Under penalty of perjury, LA Foods declares that the products offered for the Cal Foods program are either 51% grown or produced, manufactured, and distributed with California labor.
Currently, the listed products are approved for the Cal Foods Program.

10 to 30 cnt Tortillas	*1.33 to 15 oz Raisins*	*15 oz Spaghetti Sauce*
25 oz Hominy	*1 to 16 oz Various Dried Fruits, Nuts, and Trail Mixes*	*16 to 32 oz Bottled Water*
1 to 4 lb Various Varieties of Rice	*3.2 to 4 oz Applesauce Cups and Pouches*	*1 to 4 lb Ground Beef*
1 to 4 lb Parboiled Rice	*32 oz Almond Milk*	*1 to 4 lb Ground Chicken*
15 oz Various Canned Beans	*16 oz Nut Butter*	*1 lb Ground Pork*
1 to 2 lb Various Dry Beans	*10 to 64 oz Apple Juice*	*Whole Chickens*
Instant Ramen	*6.75 oz Apple, Berry, Orange, or Fruit Punch Juice Boxes*	*Various Chicken Parts*
4 to 33 oz Olive Oil, Avocado, or Vegetable Oil	*15 oz Sliced or Diced Peaches*	*Whole Turkeys*
16 to 18 oz Quick Oats	*15 oz Mixed Fruit*	*25 oz Various Hispanic Meats and Sauces*
16 to 32 oz Short Cut Pasta	*15 oz Diced Tomatoes*	*2 to 8 oz Dried Chiles and Spices*
16 oz Elbow Pasta		

Thank you,

Kenan Jackson
FSQA Manager

Kenan Jackson

kenan@la-foods.com
5115 Clareton Dr. Suite 200
Agoura Hills, CA 91301
818-587-3757

LA Foods

LA FOODS | epallet

Share Download M

LOS ANGELES AVAILABILITY

Prices are FOB Torrance, CA
Minimum order is 2 pallets (~150 cases)
Mixed pallets are welcome, but are subject to $0.65 / case handling fee
All products and pricing are subject to final confirmation
Items highlighted in green indicate specials
** Indicates CA Grown Items

FRUITS & VEGETABLES

ıtion	Pack Size	Cs/ Plt	Cases Avail	Price/ Case	Price/ Unit	CoO	S
uce • Unsweetened	24/15 oz	85	1870	$16.45	$0.69	China	
uce • Unsweetened	24/15 oz	85	690	$19.25	$0.80	USA	
ry Sauce	24/14 oz	96	Due 9/21	$31.95	$1.33	USA	
x in Juice • EZO	24/15 oz	85	954	$20.25	$0.84	China	
cktail in Juice	24/15 oz	102	145	$27.95	$1.16	USA/China	
n Oranges in Juice	24/11 oz	119	119	$17.75	$0.74	China	
• Sliced in Juice	24/15 oz	85	6089	$20.95	$0.87	China	
Sliced in XLS	24/15 oz	96	1808	$18.25	$0.76	USA	
Pieces in XLS BB 10/26	12/15 oz	204	774	$2.50	$0.21	USA	
Halves in Juice	24/15 oz	102	1632	$19.45	$0.81	USA	
	24/15 oz	85	528	$18.75	$0.78	USA	
lo Salt Added	24/15 oz	85	2578	$19.45	$0.81	USA	
lo Salt Added • EZO	24/15 oz	85	6214	$16.25	$0.68	China	
eans • Cut	24/14.5 oz	85	224	$17.25	$0.72	USA	
eans • Cut • No Salt Added /LS	24/14.5 oz	85	1724	$18.45	$0.77	USA	
egetables • LS / NSA	24/15 oz	85	830	$20.25	$1.69	USA	
egetables • No Salt Added	24/15 oz	85	5104	$16.45	$0.69	China	
ɔmatoes • No Salt Added **	24/14.5 oz	102	3851	$18.25	$0.76	USA	
ɔmatoes	24/14.5 oz	102	85	$17.45	$0.73	USA	
ti Sauce • LS	24/15 oz	96	788	$19.95	$0.83	USA	
Sauce • No Salt Added **	24/14.5 oz	102	1530	$18.25	$0.76	USA	

All products and pricing are subject to availability

DRY GROCERY

ıtion	Pack Size	Cs/ Plt	Cases Avail	Price/ Case	Price/ Unit	CoO	S

SSJF LA Foods 600.000.00 One Time Grant 9.23.26

Final Audit Report 2026-09-23

Created:	2026-09-23
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0gQuJDcwEtD-n1SWZxArpRtQcK-ei3TZ

"SSJF LA Foods 600.000.00 One Time Grant 9.23.26" History

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2026-09-23 - 3:05:35 PM GMT

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2026-09-23 - 11:10:27 PM GMT- IP address: 75.113.122.38

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Agreement completed.
2026-09-23 - 11:10:40 PM GMT

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Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$400,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   Sharratt Provision INC. 1902 Wright Place, Suite 200, Carlsbad, CA 92008 858 329-0350
3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ❑ Original manufacturer or provider; no other local distributors exist.
   - ❑ Only local distributor for the original manufacturer or provider.
   - ❑ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ❑ Only known item or service matching the requested needs or performing the intended task.
   - ❑ Sole provider of a licensed or patented good or service.
   - ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ❑ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ❑ Sole provider of factory-authorized warranty service.
   - ❑ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Coordinator. (TITLE) 9/22/26 (DATE)

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: _____ Date: _____

Additional Approvals

Chief Program Officer: _____ Date: _____
$30,000-$100,000

Chief Financial Officer: _____ Date: _____
$100,000-$149,999

Chief Executive Officer: _____ Date: _____
$150,000+

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: _____ Date: _____

/2024

Account Codes(s):

7145-216025-2102-120-210-135 **$400,000.00 (One Time)**

Total: $ 400,000.00

#5

Sharratt Provision is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Sharratt Provision is an active vendor. This is a new BPO for the new fiscal year.

SHARRATT
PROVISIONS, INC.

9/1/2026

To Whom It May Concern:

As a vendor to Community Action Partnership of Kern, we will provide California-grown and/or produced food (at least 51%) when requested for CalFoods (CFF) purchases specifically.

We certify under penalty of perjury that the commodities listed will be sourced from California providers.

Items Manufactured in CA:

- Canned Fruit
- Ramen
- Almond Butter
- Tomato Products
- Oatmeal
- Tuna
- Raisins
- Juice
- Shelf Stable Milk
- Non-Dairy Shelf Stable Milks
- Dried Beans
- Rice

Sincerely,

Beth Sharratt, President

Sharratt Provisions

8030 La Mesa Blvd, Unit 3210
La Mesa, CA 91942
Phone: 858-329-0350

Signature: Kelly Lowery (Sep 23, 2026 08:23:22 PDT)
Email: klowery@capk.org

Signature: Susana Magana (Sep 23, 2026 11:03:34 PDT)
Email: smagana@capk.org

Signature:
Email: ewagner@capk.org

Signature:
Email: twebster@capk.org

Signature:
Email: jtobias@capk.org

Signature: Liz G. Vargas
Email: evargas@capk.org

SSJF Sharratt 400.000.00 One Time Grant 9.23.26

Final Audit Report 2026-09-23

Created:	2026-09-23
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1T_3VH3SmIOG0rY6ugkmVThYItcUMFgp

"SSJF Sharratt 400.000.00 One Time Grant 9.23.26" History

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BUDGET AND FINANCE COMMITTEE

SEPTEMBER 23, 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	251,909 268,035	14.267	CA1799L9D042406 CA1799L9D042507	08/01/25 - 07/31/26 08/01/26 - 07/31/27	160025 160026	U S DEPT OF HOUSING AND URBAN DEVELOPMENT 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

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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	1,184,616 856,077	93.575	CCTR - 5068 CCTR - 6068	07/01/25 - 06/30/26 07/01/26 - 06/30/27	253025 253026	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	105,401 100,457	93.596	CCTR - 5068 CCTR - 6068	07/01/25 - 06/30/26 07/01/26 - 06/30/27	253025 253026	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 5000 CMAP - 6000	07/01/25 - 06/30/26 07/01/26 - 06/30/27	261025 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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PREPARED 7/6/2026
SCHPRGM

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

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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	578,731 375,000	N/A	2022-199 2026-070	9/21/22-12/31/25 05/13/26 - 09/30/29	247022 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 2,458,117		N/A	07/01/25 - 06/30/26 07/01/26 - 06/30/27	248025 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 259025	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
MIGRANT ALTERNATIVE PAYMENT	31,802,685 31,802,685		CMAP - 5000 CMAP - 6000	07/01/25 - 06/30/26 07/01/26 - 06/30/27	261025 261026	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	2,706,453 3,039,936		CCTR - 5068 CCTR - 6068	07/01/25 - 06/30/26 07/01/26 - 06/30/27	253025 253026	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,612,170 8,087,274		CSPP-5118 CSPP-6117	07/01/25 - 06/30/26 07/01/26 - 06/30/27	258025 258026	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	293,823 293,823		CMIG - 5004 CMIG - 6004	07/01/25 - 06/30/26 07/01/26 - 06/30/27	250025 250026	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	44,073 44,073		CMSS - 5004 CMSS - 6004	07/01/25 - 06/30/26 07/01/26 - 06/30/27	252025 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 3,892,756		047-2026	07/01/25 - 06/30/26 07/01/26 - 06/30/27	270025 270026	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	102,384 102,384		267-2025 296-2026	07/01/25 - 06/30/26 07/01/26 - 06/30/27	271025 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)	300,000 200,000 150,000 150,000		2023-302 645-2023 2023-313 2023-320	05/01/23 - 06/30/26 12/01/23 - 12/31/25 06/01/24 - 10/01/26 11/01/24 - 06/30/27	276003 276013 276023 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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PREPARED 7/6/2026
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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	145,000 145,000		2025.2.02 2025.2.02	07/01/25 - 06/30/26 07/01/26 - 06/30/27	281025 281026	KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	155,000 155,000		2025.2.03 2025.2.03	07/01/25 - 06/30/26 07/01/26 - 06/30/27	286025 286026	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		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

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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
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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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%
07/31/26	$ 1,500,000.00		31	$ 8,718.75	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	
$3,642,207	**$11,543,959**	**$7,901,752**	**$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

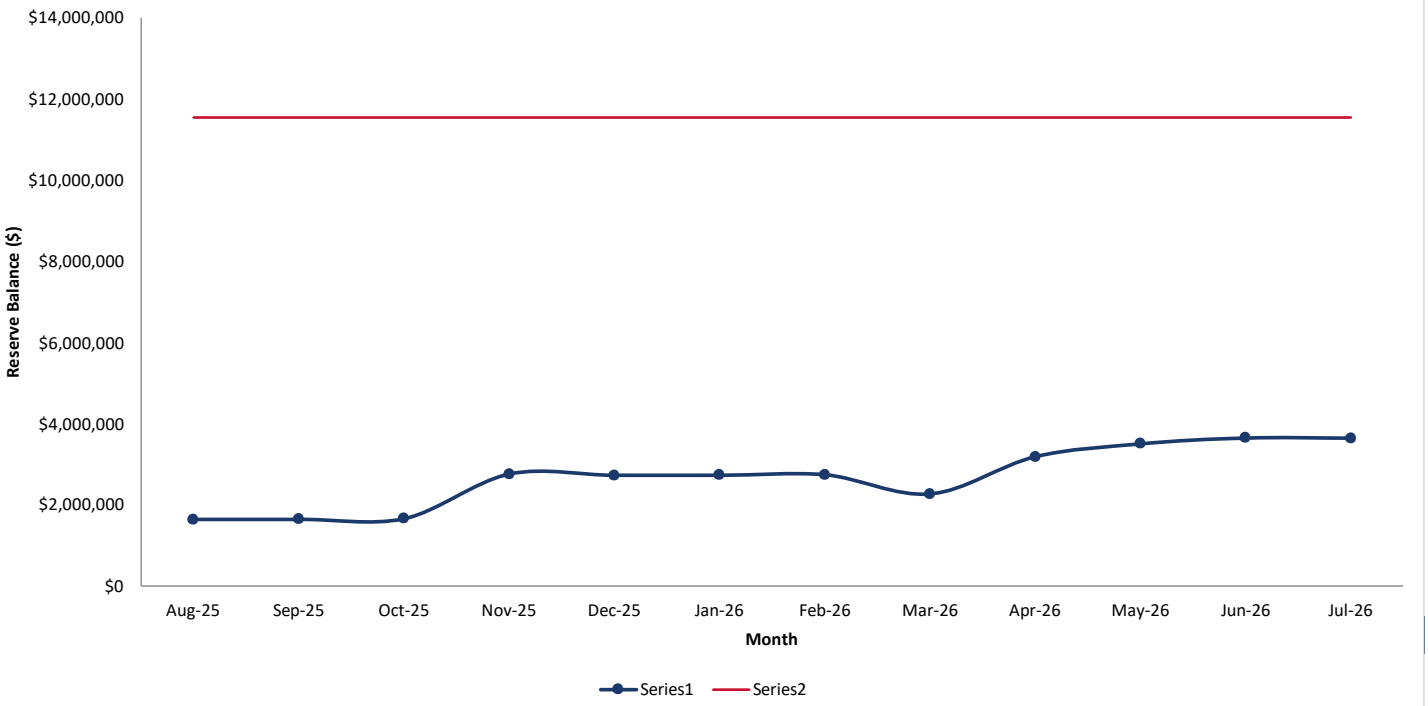
Reserve Balance vs. Goal **31.6%**

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	
OPERATING CASH SUMMARY AS OF JULY 31, 2026	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(57,916.60)
HEAD START/EARLY HEAD START	5,073,132.70
SJCOE Head Start	(92,246.97)
SUBTOTAL	**4,922,969.13**
CACFP - San Joaquin	(25,636.96)
SAN JOAQUIN COE GENERAL CHILD CARE	(65,595.17)
MIGRANT CHILD CARE	257,520.18
MIGRANT SPECIALIZED SERVICES	26,444.00
GENERAL CHILD CARE	391,504.67
STATE PRESCHOOL	1,911,727.86
SJCOE State Preschool (CSPP)	(102,558.28)
Child Care Facilities	114,084.67
MIGRANT A/P	3,644,313.98
Child Development Reserve Fund No. 1	120,371.27
Child Development Reserve Fund No. 2	90,354.03
SUBTOTAL	**6,362,530.25**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(157,002.77)
EF&S	0.00
EFAP	(300,915.74)
USDA Commodities	0.00
County of Kern Food Distribution	(82,583.57)
FOOD BANK	(652,307.12)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	0.00
FOOD BANK - STATE	21,834.91
WONDERFUL FOOD BANK EXPANSION	0.00
WONDERFUL FOUNDATION	162,471.87
CDFA Healthy Refrigeration Grant Program (HRGP)	0.00
SUBTOTAL	**(1,059,071.99)**
ENERGY	(124,892.16)
LIHEAP	(522,234.09)
DOE	(323,622.95)
LIWHAP	0.00
PG&E	(15,720.99)
PG&E Arrears Case Management Program	7,616.21
TRANSFER NEGATIVE BALANCE	978,853.98
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	(235,447.28)
CSBG Discretionary 2025	0.00
WIC	(654,498.35)
City of Bakersfield Home Repair SLFRF	(204,157.38)
Local Purchase Assistance (LFPA) USDA	(29,907.53)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(82,813.67)
NEOPB CAL FRESH HEALTHY LIVING	523.36
IRS - VITA	(12,790.83)
SSVF 2025-26	(121,593.87)
Grant Per Diem	65,372.08
HUD-COORDINATED ENTRY SYSTEM	(67,603.21)
HOME TBRA - City of Bakersfield	(302.84)
HOME ARP - City of Bakersfield	(68,602.95)
CAL FRESH	(21,439.51)
CalCAPA-Diaper Distribution Pilot	(10,355.24)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	75.16
KCCD CERF REGIONAL CONVENOR	(50,934.84)
KCCD CWDB High Road Training Partnership	56,699.72
City of Bakersfield Ramkabir Project HHAP 4	(174,821.02)
City of Bakersfield - FHCC Sports Field	(19,688.00)
California SGC - CRC	(236,436.73)
CALEITC	(141,492.20)
211 Call Center Tobacco Cessation	(21,288.98)
City of Bakersfield - Community Vitality	(5,981.42)
TCC Low Income Energy Efficiency Program	(93,458.96)
City of Bkfd-Cal VIP Outreach	(1,111.32)
Youth Centers Nature and Culture Program 2025-2027	(216,107.42)
CITY OF BAKERSFIELD CAL VIP	(23,149.42)
CA Farm to School Incubator Grant	(7,910.75)
HOME VISIT INITIATIVE (CO OF KERN)	(89,369.67)
POSITIVE YOUTH DEV SVC	(37,393.99)
POSITIVE YOUTH M	(1,319.65)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(426,880.24)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(142,841.77)
ARG III - Warm Handoff	(189,648.25)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(34,590.13)
FIRST 5 HELP ME GROW	761.93
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(46,911.03)
FIRST 5 KERN 211	0.00
BKRHC-Encampment Resolution	0.00
City of Bakersfield HHAP	(611.68)
BKRHC HHAP Youth Services (VSS)	(58,810.85)
Day 1 Families Housing Support	4,745,164.09
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	43,615.25
SCE - 211 Access PSPS	(78,893.15)
California Veterans Assistance Foundation	(34,048.69)
GENERAL FUND	30,058.88
DISCRETIONARY FUND	5,130,140.28
SHAFTER YOUTH CENTER	24,047.25
FRIENDSHIP HOUSE	(48,038.35)
EAST KERN FAMILY RESOURCE CENTER	19,967.47
OASIS FAMILY RESOURCE CENTER	19,984.79
211	48,096.56
M ST NAVIGATION CENTER	(5,841.55)
M Street Workforce	8,969.90
TAX ASSISTANCE	41,785.97
CALAIM HOMELESS PREVENTION SERVICES	386,928.99
CalAIM Enhanced Case Management	(205,885.34)
CalAIM Asthma	(165.00)
CalAIM East Kern Family Resource Center	274,653.06
Veterans Services	116,552.87
CAPK FOUNDATION	(26,503.24)
GAAP FUND	0.22
INDIRECT FUND	1,322,151.06
COST POOLS	101,607.73
Facilities Cost Pools	226,194.58
LESS: ENERGY NEGATIVE BALANCE	(978,853.98)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**7,834,915.92**
TOTAL OPERATING CASH	18,061,343.31

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
July 31, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**07/31/26**		**120,369.32**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/26**		**120,369.32**

BALANCE PER G/L	**06/30/26**		**120,367.28**
ADD:	DEPOSITS/WAIVE FEE	0.00	
	INTEREST	2.04	
	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	**07/31/26**		**120,369.32**
		DIFFERENCE:	0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 08/10/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/10/2026

Community Action Partnership of Kern
Journal Entries
07/31/2026
CDR #1 - Bank Charges

	Initials	Date
Prepared By:	Yolanda Nunez	8/10/2026
Approved By:	Lili Solorio	08/10/2026

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	7/31/2026	1125-262000- 1000-100-100-100	2.04	
Interest Income	7/31/2026	4310-262000-1000-100-100-100		2.04
Interest Income	7/31/2026	6695-262000-1000-100-100-100	-	0.00
Restricted Bank Account	7/31/2026	1125-262000- 1000-100-100-100	0.00	-
		Total	2.04	2.04

Explanation:
To Rec Processing Fees, Int., and Trans. Fees for July 2026

ABILA DESCRIPTION

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

BANK BALANCE ENDING:	**07/31/26**		**55,276.58**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/26**		**55,276.58**

BALANCE PER G/L	**06/30/26**		**55,275.64**
ADD:	DEPOSITS	0.00	
	INTEREST	0.94	
	BANK ACCOUNT TRANSFER	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER	0.00	
BALANCE PER G/L	**07/31/26**		**55,276.58**
		DIFFERENCE:	0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant II DATE: 08/07/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/10/2026

Community Action Partnership of Kern
Journal Entries
07/31/2026
CDR #2 - Bank Charges

	Initials	Date
Prepared By:	Yolanda Nunez	8/7/2026
Approved By:	Lili Solorio	08/10/2026

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	7/31/2026	1125-265000-1000-100-100-101	0.00	
Interest Income	7/31/2026	6695-265000-1000-101-100-101		0.00
Restricted Bank Account	7/31/2026	1125-265000-1000-100-100-100	0.94	
Interest Income	7/31/2026	4310-265000-1000-101-100-100		0.94
		Total	0.94	0.94

Explanation:
TO REC PROCESSING FEES, INT., AND TRANS. FEES FOR July 2026

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**07/31/26**		**896.92**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/26**		**896.92**

BALANCE PER G/L	**06/30/26**		**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	**07/31/26**		**896.92**
		DIFFERENCE:	0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 08/10/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/10/2026

Community Action Partnership of Kern

		Initials	Date
Journal Entries	Prepared By:	Yolanda Nunez	08/10/26
#			
CSD ADVANCES ACCOUNT	Approved By:	Lili Solorio	08/10/2026

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 July 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
July 31, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

BANK BALANCE ENDING:	**07/31/26**		**5,554.10**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/26**		**5,554.10**

BALANCE PER GENERAL LEDGER	**06/30/26**		**5,554.01**
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:	**07/31/26**		**5,554.10**

Difference: **0.00**

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 08/07/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/10/2026

Community Action Partnership of Kern
Journal Entries
07/31/2026

Initiated By Yolanda Nunez 8/7/2026

Approved By Lili Solorio 8/10/26 08/10/2026

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	7/31/2026	1125-410023-4000-100-400-100	0.09	
Interest Income	7/31/2026	4310-410023-4000-100-400-100		0.09
Client Analysis Charge	7/31/2026	6695-410023-4000-100-400-100	694.31	
Restricted Bank Account	7/31/2026	1155-410023-4000-100-400-100		694.31
Restricted Bank Account	7/31/2026	1155-410023-4000-100-400-100	13,630.18	
Donation	7/31/2026	4310-410023-4000-100-400-100		13,630.18
TO REC DAY 1 FAMILIES, INT, & FEES FOR July 2026			14,324.58	14,324.58

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
July 31, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X5933

BANK BALANCE AT 07/31/26		12,999,505.01
LESS: OUTSTANDING CHECKS	563,303.57	
ADJUSTED BANK BALANCE AT 07/31/26		12,436,201.44
GENERAL LEDGER BALANCE AT 06/30/26		4,109,933.33
ADD: DEPOSITS	1,483,981.46	
US TREAS DRAWDOWNS	4,409,242.75	
FUNDS FROM OTHER GRANTS	13,385,830.17	
TRANSFERS FROM CT x9906	527,278.00	
ADP /HEALTH EQUITY REFUND	32,519.44	
REIMBURSEMENT OF ALTERED PAYEE	205.30	
LOAN	-	
LESS: CHECKS	1,274,113.70	
ADP PAYROLL 07/10/2026	1,781,217.02	
ADP PAYROLL 07/24/2026	1,810,561.42	
ADP PAYROLL	-	
ADP PAYROLL	-	
EFTS FOR HRA/HSA/ STD/403B	609,114.34	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS FROM RESTRICTED ACCOUNTS		
TRANSFERS TO RESTRICTED ACCOUNTS 0	-	
CREDIT CARD	76,636.02	
BANK FEES	-	
ACH VOUCHERS	5,961,146.51	
RETURN DEPOSITS	-	
GENERAL LEDGER BALANCE AT 07/31/26		12,436,201.44
	DIFFERENCE:	-

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant II DATE: 08/14/2026

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/14/2026

Lili Solorio 08/14/2026

521105933 - GEN RECS/07.31.2026

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2026

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**07/31/26**		**1,228,008.83**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/26**		**1,228,008.83**

BALANCE PER G/L	**06/30/26**		**1,227,987.97**
ADD:	DEPOSITS	0.00	
	INTEREST	20.86	
	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	**07/31/26**		**1,228,008.83**
		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: 08/10/26

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/10/2026

Community Action Partnership of Kern
Journal Entries
07/31/26
Head Start Accrued Vacation

		Initials	Date
Prepared By:		Yolanda Nunez	8/10/2026
Approved By:		Lili Solorio	8/10/2026

Account Description	Account Code						Debit	Credit
Restricted Bank Account	1145	108000	1000	100	100	100	5.51	
Interest Income	4310	108000	1001	100	100	100		5.51
Restricted Bank Account	1145	109000	1000	100	100	100	11.95	
Interest Income	4310	109000	1001	100	100	100		11.95
Restricted Bank Account	1145	117000	1000	100	100	100	3.40	
Interest Income	4310	117000	1001	100	100	100		3.40

Explanation:

To record interest income for headstart accrued vac 07/31/26 acct. #4945066256 with CBB

Account Allocation:		
Fund - 108	324,450.41	26.42%
Fund - 109	703,273.09	57.27%
Fund - 110	-	0.00%
Fund - 117	200,264.46	16.31%
Fund - 502	0.01	0.00%
	1,227,987.97	100.00%

Current Month's Interest:		
Fund - 108	5.51	26.42%
Fund - 109	11.95	57.27%
Fund - 110	0.00	0.00%
Fund - 117	3.40	16.31%
TOTAL	20.86	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	20.86	20.86
Batch Total		$ 41.72

COMMUNITY ACTION PARTNERSHIP OF KERN
ELAN (CBB) VISA SUMMARY
STATEMENTS DATED July 1, 2026 - July 31, 2026

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ 604.82
Catherine Anspach	Foundation Director of Development	126.21
Gloria Barbero	Administrator - EHS San Joaquin	4,476.68
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,287.89
Freddy Hernandez	Director of Youth and Community Services	8,099.81
Lisa McGranahan	Director of Human Resources	1,262.56
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	4,846.55
Pritika Ram	Chief Business Development Officer	433.59
Jeremy Tobias	Chief Executive Officer	8,834.32
Emilio Wagner	Chief Facilities and Technology Officer	12,649.88
Tracy Webster	Chief Financial Officer	2,916.36
Rebecca Moreno	Director of Housing Support Services	6,523.89
Susana Magana	Director of Nutrition Services	11,537.30
Sabrina Jones	Administrator - 211	-
Veterans (VSS)	Veterans - Food Service	4,707.54
Veterans (VSS)	Veterans - Fuel Card	767.45
Energy	Energy - Team Cards - 5	2,325.11
Misc	Gas Cards - 20	236.06
	Total	$ 76,636.02

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/15/2026 07/16/2026	SPECTRUM 855-707-7328, MO	**$175.41** $175.41	USD	175.41	PAY FOR WIC SPECTRUM INVOICE @ ROBERTS LN
07/16/2026 07/17/2026	SPECTRUM 855-707-7328, MO	**$215.41** $215.41	USD	215.41	PAY WIC INVOICE DELANO OFFICE
07/17/2026 07/20/2026	SPECTRUM 855-707-7328, MO	**$214.00** $214.00	USD	214.00	PAY DELANO HEAD START CENTER INVOICE

Activity Totals	Purchases	Payments
$604.82	$604.82	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/25/2026 06/26/2026	MICHAELS STORES 1591 BAKERSFIELD, CA	**$5.40** $5.40	USD	5.40	Gifts for Gourmet for Good Volunteers
06/25/2026 06/29/2026	THE HOME DEPOT 1064 BAKERSFIELD, CA	**$84.40** $84.40	USD	84.40	Gifts for Gourmet for Good Volunteers
06/27/2026 06/29/2026	HOLIDAY DRY CLEANERS OF A BAKERSFIELD, CA	**$30.00** $30.00	USD	30.00	Dry Cleaning for Foundation Table Cloth
06/29/2026 06/30/2026	WALGREENS #11532 BAKERSFIELD, CA	**$4.86** $4.86	USD	4.86	Printing a photo for a donor recognition Plaque
07/08/2026 07/09/2026	SMITHS BAKERIES INC 661-8271926, CA	**$174.24** $174.24	USD	174.24	Cookies for Oasis Baby Shower
07/16/2026 07/17/2026	FRIAR TUX-BAKERSFIELD BAKERSFIELD, CA	**($172.69)** ($172.69)	USD	(172.69)	Refund for Client- Gourmet for Good

Activity Totals	Purchases	Payments
$126.21	$126.21	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/29/2026 06/30/2026	WWW.MATAGA.COM MATAGA.COM, CA	**$2,188.60** $2,188.60	USD	2,188.60	Replace transmission speed sensors on the 2019 GMC Van LIC 70486N2
06/30/2026 07/01/2026	TARGET T-0313 STOCKTON, CA	**$120.12** $120.12	USD	120.12	Items purchased for San Joaquin Pre Service Event on 7/01/26.
06/30/2026 07/02/2026	HOBBY-LOBBY #504 STOCKTON, CA	**$98.96** $98.96	USD	98.96	Items purchased for San Joaquin Pre-Service Event on 7/01/26
06/30/2026 07/02/2026	THE BALLOONERY INC STOCKTON, CA	**$63.00** $63.00	USD	63.00	Balloons purchased for decoration for the San Joaquin Pre-Service Event on 7/01/26
07/11/2026 07/13/2026	START EARLY 312-922-3863, IL	**$1,398.00** $1,398.00	USD	1,398.00	Registration payment for Maria Lievanos and Lucero Gonzalez to attend the 2026 National Home Visiting Summit on 9/29/26.
07/13/2026 07/14/2026	PB *ADVANCED MINI STORAGE 209-4664444, CA	**$282.00** $282.00	USD	282.00	Auto payment for Advance mini storage unit L005.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/14/2026 07/15/2026	PB *ADVANCED MINI STORAGE 209-4664444, CA	**$326.00** $326.00	USD	326.00	Auto payment for the advance mini storage unit L004.

Activity Totals	Purchases	Payments
$4,476.68	$4,476.68	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 07/24/2026

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
06/29/2026 06/30/2026	FLOCKLER WWW.FLOCKLER., GA	**$1,056.00** $1,056.00	USD	1,056.00	108000@36%=$380.16/109000@64%=$675.84 Flockler yearly susbcriptions renewal
06/30/2026 07/02/2026	HILTONSAC ARDEN W-ROOM SACRAMENTO, CA	**$173.10** $173.10	USD	173.10	108000@31%=$53.66/109000@56%=$96.94/117000@13%=$22.50 Lodging for R9HSA/HS West Director Interviews in Sacramento, CA on 6/30-Yolanda G
07/01/2026 07/02/2026	AMTRAK .COM 1810728130387 WASHINGTON, DC	**$45.00** $45.00	USD	45.00	108000@31%=$13.95/109000@56%=$25.20/117000@13%=$5.85 Amtrak ticket to return home from SJC Preservice on July 1st. - Yolanda G
07/03/2026 07/06/2026	AMTRAK .COM 181072813038 WASHINGTON, DC	**($6.75)** ($6.75)	USD	(6.75)	108000@31%=$2.09/109000@56%=$3.78/117000@13%=$.88 Refund: Amtrak route cancellation for Yolanda's trip back home from SJC on July 2nd
07/03/2026 07/06/2026	CANVA* 04931-37485118 737-2853388, DE	**$699.99** $699.99	USD	699.99	108000@36%=$251.99/109000@64%=$448.00 Canva yearly subscription renewal for Education and Support Services
07/04/2026 07/06/2026	UNITED 0162117572850 UNITED.COM, TX	**$360.77** $360.77	USD	360.77	108000@36%=$129.88/109000@64%=$230.89 United Flight to attend the 2026 HS West Executive Leadership Council in Denver, CO on 7/21-7/29-Elsa N
07/04/2026 07/06/2026	UNITED 0164710882147 UNITED.COM, TX	**$73.10** $73.10	USD	73.10	108000@36%=$26.32/109000@64%=$46.78 United Seat purchase to attend the 2026 HS West Executive Leadership Council in Denver, CO on 7/21-7/29-Elsa N
07/04/2026 07/06/2026	UNITED 0164710882148 UNITED.COM, TX	**$73.10** $73.10	USD	73.10	108000@36%=$26.32/109000@64%=$46.78 United Seat purchase to attend the 2026 HS West Executive Leadership Council in Denver, CO on 7/21-7/29-Elsa N

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/06/2026 07/08/2026	UNITED 0164710882147 UNITED.COM, TX	**($73.10)** ($73.10)	USD	(73.10)	108000@36%=$26.32/109000@64%=$46.78 Refund:United Seat purchase to attend the 2026 HS West Executive Leadership Council in Denver, CO on 7/21-7/29-Elsa N
07/06/2026 07/08/2026	UNITED 0164710882148 UNITED.COM, TX	**($73.10)** ($73.10)	USD	(73.10)	108000@36%=$26.32/109000@64%=$46.78 Refund:United Seat purchase to attend the 2026 HS West Executive Leadership Council in Denver, CO on 7/21-7/29-Elsa N
07/08/2026 07/09/2026	AMERICAN AIR0012358120822 FORT WORTH, TX	**$588.80** $588.80	USD	588.80	108000@36%=$211.97/109000@64%=$376.83 AA Flight to attend NCAP's 2026 Annual Convention in St. Louis, MO on 9/2-9/4- Sylvia Ortega
07/15/2026 07/16/2026	NEIGHBORHOODHO USEASSOC WWW.NEIGHBORH, CA	**$675.00** $675.00	USD	675.00	108000@31%=$209.25/109000@56%=$378/117000@13%=$87.75 Registration for NHA Father's for Families Leadership Summit in San Diego, CA on 8/24-8/27-Yolanda G
07/15/2026 07/16/2026	NEIGHBORHOODHO USEASSOC WWW.NEIGHBORH, CA	**$675.00** $675.00	USD	675.00	108000@36%=$243/109000@64%=$432 Registration for NHA Father's for Families Leadership Summit in San Diego, CA on 8/24-8/27- Jerry M
07/15/2026 07/17/2026	HILTON HOTEL SAN DIEGO 619-5643333, CA	**$288.97** $288.97	USD	288.97	108000@31%=$89.58/109000@56%=$161.82/117000@13%=$37.57 Lodging deposit for NHA Father's for Families Leadership Summit in San Diego, CA on 8/24-8/27- Yolanda G.
07/16/2026 07/17/2026	MARRIOTT SAINT LOUIS ST LOUIS, MO	**$595.85** $595.85	USD	595.85	108000@36%=$214.51/109000@64%=$381.34 Lodging for NCAP's 2026 Annual Convention in St. Louis, MO on 9/2-9/4-Sylvia O.
07/16/2026 07/20/2026	HILTON WAIKOLOA 808-8861234, HI	**$378.72** $378.72	USD	378.72	108000@31%=$117.40/109000@56%=$212.08/117000@13%=$49.24 Lodging deposit for HS West 2026 Pre-Conf & Family Engagement Conf. in Kona, HI on 10/12-10/16-Yolanda G.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/16/2026 07/20/2026	HILTON WAIKOLOA 808-8861234, HI	**$378.72** $378.72	USD	378.72	108000@36%=$136.34/109000@64%=$242.38 Lodging deposit for HS West 2026 Pre-Conf & Family Engagement Conf. in Kona, HI on 10/12-10/16-Elsa N.
07/16/2026 07/20/2026	HILTON WAIKOLOA 808-8861234, HI	**$378.72** $378.72	USD	378.72	108000@36%=$136.34/109000@64%=$242.38 Lodging deposit for HS West 2026 Pre-Conf & Family Engagement Conf. in Kona, HI on 10/13-10/16-Sylvia O

Activity Totals	Purchases	Payments
$6,287.89	$6,287.89	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/26/2026 06/29/2026	MGM GRAND - FRONT DESK LAS VEGAS, NV	**($422.68)** ($422.68)	USD	(422.68)	Latino Tax Fest Conference- Las Vegas, NV. -6/22/2026-6/25/2026 -VITA- Sulema Garcia
06/26/2026 06/29/2026	MGM GRAND - FRONT DESK LAS VEGAS, NV	**($322.68)** ($322.68)	USD	(322.68)	Latino Tax Fest Conference- Las Vegas, NV. -6/22/2026-6/25/2026 -VITA- Jayshree Makeda
06/26/2026 06/29/2026	MGM GRAND - FRONT DESK LAS VEGAS, NV	**$788.22** $788.22	USD	788.22	Latino Tax Fest Conference- Las Vegas, NV. -6/22/2026-6/25/2026 -VITA- Jacqueline Guerra
07/02/2026 07/03/2026	CAESARS PALACE ADV RSVN 866-209-4732, NV	**$1,546.50** $1,546.50	USD	1,546.50	WIPFLI 2026- July 13-18, 2026- Lois Hannible (Total on receipt includes the $206.35 deposit paid on 3/3/26)
07/03/2026 07/06/2026	ADT SECURITY*405683066 WWW.ADT.COM, FL	**$197.13** $197.13	USD	197.13	Security/ Alarm- ADT security system Installation FEE- EKFRC
07/07/2026 07/08/2026	ZEFFY* RAISE TEXAS ZEFFY.COM, DE	**$200.00** $200.00	USD	200.00	2026 Raise TEXAS VITA Conference- Sept, 22-23, 2026- Sulema Garcia
07/07/2026 07/08/2026	ZEFFY* RAISE TEXAS ZEFFY.COM, DE	**$200.00** $200.00	USD	200.00	2026 Raise TEXAS VITA Conference- Sept, 22-23, 2026- Jacqueline Guerra
07/07/2026 07/08/2026	ZEFFY* RAISE TEXAS ZEFFY.COM, DE	**$200.00** $200.00	USD	200.00	2026 Raise TEXAS VITA Conference- Sept, 22-23, 2026- Andrea Chavez

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/07/2026 07/08/2026	ZEFFY* RAISE TEXAS ZEFFY.COM, DE	**$200.00** $200.00	USD	200.00	2026 Raise TEXAS VITA Conference- Sept, 22-23, 2026- Jayshree Madeka
07/17/2026 07/20/2026	SQ *GLOBAL LEADERSHIP SUM GOSQ.COM, IL	**$916.00** $916.00	USD	916.00	The Global Leadership Summit- 8/6/2026-8/7/2026- VITA Program- Jacqueline Guerra, Sulema Garcia, Jayshree Madeka, and Vanessa Munoz
07/19/2026 07/20/2026	CAESARS HOTEL & CASINO 8662094732, NV	**($500.00)** ($500.00)	USD	(500.00)	WIPFLI Stronger to Serve 2026- Las Vegas, NV. -7/13-7/17/2026- Lois Hannible- FHCC
07/19/2026 07/20/2026	MARRIOTTJW L.A.LIVE FD 866-435-7627, CA	**$690.54** $690.54	USD	690.54	CVI Conference and Training- Los Angeles, Ca. 7/20-7/21/2026- Lois Hannible- FHCC
07/19/2026 07/20/2026	MARRIOTTJW L.A.LIVE FD 866-435-7627, CA	**$690.54** $690.54	USD	690.54	CVI Conference and Training- Los Angeles, Ca. 7/20-7/21/2026- Jessica Reyes Gonzalez- FHCC
07/21/2026 07/23/2026	MARRIOTTJW L.A.LIVE FD LOS ANGELES, CA	**$143.00** $143.00	USD	143.00	CVI Conference and Training- Los Angeles, Ca. 7/20-7/21/2026- Lois Hannible- FHCC
07/22/2026 07/22/2026	AMERICAN AIR0012361927479 FORT WORTH, TX	**$865.81** $865.81	USD	865.81	VITA Raise Texas Conference- Austin, TX. -9/22-9/23/2026- Sulema Garcia- VITA
07/22/2026 07/22/2026	AMERICAN AIR0012361927478 FORT WORTH, TX	**$865.81** $865.81	USD	865.81	VITA Raise Texas Conference- Austin, TX. -9/22-9/23/2026- Andrea Chavez - VITA

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/22/2026 07/22/2026	AMERICAN AIR0012361927477 FORT WORTH, TX	**$865.81** $865.81	USD	865.81	VITA Raise Texas Conference- Austin, TX. -9/22-9/23/2026- Jacqueline Guerra- VITA
07/22/2026 07/22/2026	AMERICAN AIR0012361927480 FORT WORTH, TX	**$865.81** $865.81	USD	865.81	VITA Raise Texas Conference- Austin, TX. -9/22-9/23/2026- Jayshree Madeka- VITA
07/23/2026 07/24/2026	DD *DOORDASH TOOFATSAN 855-973-1040, CA	**$110.00** $110.00	USD	110.00	Financial Literacy Training- VITA

Activity Totals	Purchases	Payments
$8,099.81	$8,099.81	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: LISA MC GRANAHAN **Account Number: **7461**

Cycle End Date: 7/25/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
07/10/26	Biometrics4All	**$14.00**	Relay Fees for New Hire Fingerprints
07/13/2026	Proforte Inc/GRC Forte	**$189.00**	Training Expenses
07/15/2026	Safety Holdings	**$1,059.56**	Driving Monitoring Service
		$1,262.56	**Total Expenses for Cycle with End Date of 7/25/2026**

Account Number : 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
LISA MCGRANAHAN
Statement Date : 07-24-2026

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$1,262.56
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$1,262.56**
Disputed Amount	$0.00

General Information

Total Activity $1,262.56

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-344-5696**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-13	07-10	24755426191181912176154	BIOMETRICS4ALL 714-5689888 CA	14.00
07-14	07-13	24064666195100001886484	WWW.GRCFORTE.COM GRCFORTE.COM CA	189.00
07-16	07-15	24906416196262482141192	SAFETY HOLDINGS 888-9472622 NM	1,059.56

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

106481971659226 S

LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

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Cardholder Activity

Name: JERRY MEADE **Account Number:** **9143 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/01/2026 07/02/2026	AMERICAN AIR0012356317278 FORT WORTH, TX	**$1,105.79** $1,105.79	USD	1,105.79	Airfare for Assistant Director attending the NHSA Fall Leadership Institute to be held in Washington DC Septmeber 28th - October 1st 2026.
07/01/2026 07/02/2026	AMERICAN AIR0012356321647 FORT WORTH, TX	**$1,105.79** $1,105.79	USD	1,105.79	Airfare for Administrative Coordinator attending the NHSA Fall Leadership Institute to be held in Washington DC September 28th - October 1st.
07/01/2026 07/07/2026	NATIONAL HEAD START ASSO 7037390875, VA	**$559.00** $559.00	USD	559.00	Registration for Assistant Director to Attend the NHSA Fall Leadership Institute to be held in Washington DC September 28th - October 1st.
07/01/2026 07/07/2026	NATIONAL HEAD START ASSO 7037390875, VA	**$559.00** $559.00	USD	559.00	Registration for Governance Coordinator and Policy Council Parent to attend the NHSA Fall Leadership Institute in Washington DC September 28th - October 1st.
07/01/2026 07/07/2026	NATIONAL HEAD START ASSO 7037390875, VA	**$1,118.00** $1,118.00	USD	1,118.00	Registration for Administrative Coordinator to attend the NHSA Fall Leadership Institute in Washington DC September 28th - October 1st.
07/07/2026 07/09/2026	DOMO JAPANESE SUSHI GR 209-9184223, CA	**$110.00** $110.00	USD	110.00	Deposit for venue location for the Leadership Planning Meeting to be held on August 19th 2026 In Stockton, CA.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/16/2026 07/20/2026	HILTON HOTEL SAN DIEGO 619-5643333, CA	**$288.97** $288.97	USD	288.97	Hotel first night deposit for Assistant Director attending the Father's for Families Leadership Summit to be held August 24th - 27th 2026 in San Diego CA.

Activity Totals	Purchases	Payments
$4,846.55	$4,846.55	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/26/2026 06/29/2026	SHELL OIL10014303019 CAMBRIA, CA	**$61.59** $61.59	USD	61.59	Gasoline for the Community Development - FHCC Field trip
07/08/2026 07/09/2026	VMO*VIMEO.COM 848-359-5618, NY	**$108.00** $108.00	USD	108.00	Annual software renewal for marketing department media platform
07/20/2026 07/21/2026	WWW.TANGO.AI TANGO.AI, CA	**$264.00** $264.00	USD	264.00	Annual subscription to project management platform for community development staff

Activity Totals	Purchases	Payments
$433.59	$433.59	$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 : 07-24-2026

elan

Account Summary

Previous Balance	$0.00	
Purchases and Other Charges	$9,674.32	
Cash Advances	$0.00	
Cash Advance Fees	$0.00	
Late Payment Charges	$0.00	
Credits	$840.00	CR
Payments	$0.00	PY
Total Activity	**$8,834.32**	
Disputed Amount	$0.00	

General Information

Total Activity $8,834.32

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-344-5696**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-24	24122596176017013096039	JAKES ORIGINAL TEX-MEX CA BAKERSFIELD CA	574.21
06-29	06-27	24941666179328412319808	BROOKSIDE AT THE OAKS BAKERSFIELD CA	95.11
07-01	06-30	24943006181459068510714	CAESARS PALACE ADV RSVN 866-209-4732 NV	1,595.03
			183986538662094732 ARRIVAL:07-14-26	
07-01	06-30	24943006181459068510755	CAESARS PALACE ADV RSVN 866-209-4732 NV	845.36
			183986578662094732 ARRIVAL:07-14-26	
07-01	06-30	24943006181459068510789	CAESARS PALACE ADV RSVN 866-209-4732 NV	865.58
			183986608662094732 ARRIVAL:07-14-26	
07-02	07-01	24036296182714519323933	EZCATER*CALI RAYS SOUR 800-488-1803 MA	231.46
07-02	07-01	24269796182500882269028	FRUGATTIS ITALIAN EATERY BAKERSFIELD CA	305.20
07-02	07-02	24692166183402395743817	PANERA BREAD #601790 O 661-395-9300 CA	58.29
07-02	07-01	24801976183807541725700	COMMUNITY ACTION PARTNER 202-265-7546 DC	1,005.00
07-03	07-02	24071056183939109888424	MISTER CAR WASH #1006 866-2543229 CA	32.99
07-03	07-02	24137466184001840961135	USPS PO 0504720502 BAKERSFIELD CA	27.32
07-07	07-06	24492166187100052207765	RESTO RUNN* RESTO RUNN WWW.RESTAURAN CA	221.08
07-09	07-08	24053456190464134049707	AMERICAN AIR0014202852699 FORT WORTH TX	45.00
			LIZARRAGA/GEOVANY DEPARTURE09-01-26	
			BFLAA SDFW AA SSTLAA SDFW	

(New Activity continued on next page)

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number:	4807 9510 0000 8558
Unique ID:	XXXX XXXX XXXX 2222
Amount Due:	$0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481971661558 S

JEREMY T TOBIAS
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

JEREMY T TOBIAS
Account Number : 4807 9510 0000 8558
Unique ID: XXXX XXXX XXXX 2222
Statement Date : 07-24-2026

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-09	07-08	24053456190464134049723	AMERICAN AIR0012358176247 FORT WORTH TX LIZARRAGA/GEOVANY DEPARTURE09-01-26 BFL AA S DFW AA S STL AA S DFW	505.80	
07-09	07-08	24053456190464134049731	AMERICAN AIR0014202852698 FORT WORTH TX LIZARRAGA/GEOVANY DEPARTURE09-01-26 BFL AA S DFW AA S STL AA S DFW	45.00	
07-09	07-09	24053456190464134137114	AMERICAN AIR0014202860843 FORT WORTH TX MARTINEZ/GINA DEPARTURE09-01-26 BFL AA S DFW AA S STL AA S DFW	45.00	
07-09	07-09	24053456190464134137155	AMERICAN AIR0012358196782 FORT WORTH TX MARTINEZ/GINA DEPARTURE09-01-26 BFL AA S DFW AA S STL AA S DFW	835.79	
07-09	07-09	24053456190464134137163	AMERICAN AIR0014202860842 FORT WORTH TX MARTINEZ/GINA DEPARTURE09-01-26 BFL AA S DFW AA S STL AA S DFW	45.00	
07-13	07-09	24941666191333117000319	JIM BURKE FORD BAKERSFIELD CA	1,947.94	
07-17	07-16	24692166197403327378114	CHEVRON 0380243 BAKERSFIELD CA	93.80	
07-20	07-18	74943006199469915747877	CAESARS HOTEL & CASINO 8662094732 NV	240.00	CR
07-20	07-18	74943006199469915750111	CAESARS HOTEL & CASINO 8662094732 NV	280.00	CR
07-20	07-19	74943006200470488697231	CAESARS HOTEL & CASINO 8662094732 NV	320.00	CR
07-22	07-21	24036296202712706572417	EZCATER*BAJA FRESH MEX 800-488-1803 MA	254.36	

Cardholder Activity

Name: JEREMY T TOBIAS **Account Number: **8558**

Statement Date: 7/25/2026

Transaction Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
06/24/26	Jakes Original Tex Mex	**$574.21**	Lunch for Board Meeting on 6/24/26. Agenda & Attendee List are attached to receipt.
06/27/2026	Brookside at the Oaks	**$95.11**	Gasoline for CEO's Agency Vehicle
06/30/2026	Caesars Palace Adv. Resv.	**$1595.03**	Advance Hotel Payment for Board Member M. Jimenez to attend Wipfli Conference in Las Vegas, NV. Conference dates 7/14/26 - 7/17/26
06/30/2026	Caesars Palace Adv. Resv.	**$845.36**	Advance Hotel Payment for Board Member F. Plane to attend Wipfli Conference in Las Vegas, NV. Conference dates 7/14/26 - 7/17/26
06/30/2026	Caesars Palace Adv. Resv.	**$865.58**	Advance Hotel Payment for Board Member D. Boshers to attend Wipfli Conference in Las Vegas, NV. Conference dates 7/14/26 - 7/17/26
07/01/2026	EzCater	**$231.46**	Lunch for CSD Program Monitoring Review / Tours on 7/1/26. Agenda & Attendee List attached to receipt.
07/01/2026	Frugatti's Italian Eatery	**$305.20**	CSD Audit Review Dinner Meeteing on 6/30/26. Agenda & Attendee List attached to receipt.
07/02/2026	Panera Bread	**$58.29**	Breakfast refreshments for CSD Site Monitoring Review Meeting.
07/01/2026	Community Action Partnership	**$1005.00**	Registration Fee for Board Member G. Lizarraga to attend the NCAP Annual Convention. Convention Dates 9/2/26 - 9/4/26
07/02/2026	Mister Car Wash	**$32.99**	Monthly Car Wash Fee for CEO's Agency Vehicle
07/02/2026	USPS	**$27.32**	US Postage Fee to mail Appreciation Plaques for outgoing Board Members L. Whisenant & M. Willer
07/06/2026	Restaurant Runner	**$221.08**	Lunch for Kern County Food Bank Policy Council Meeting. Aganda & Attendee List are attached.
07/08/2026	American Airlines	**$45.00**	Airline Baggage Fee for Board Member G.Martinez (NCAP Convention in St. Louis, MO. Convention Dates: 9/2/26 - 9/4/26
07/08/2026	American Airlines	**$505.80**	Airline ticket for Board Member G. Lizarraga for NCAP Convention. Convention Dates: 9/2/26 - 9/4/26
07/08/2026	American Airlines	**$45.00**	Airline Baggage Fee for Board Member G. Lizarraga (NCAP Convention in St. Louis, MO. Convention Dates: 9/2/26 - 9/4/26
07/09/2026	American Airlines	**$45.00**	Airline Baggage Fee for Board Member G. Lizarraga (NCAP Convention in St. Louis, MO. Convention Dates: 9/2/26 - 9/4/26

07/09/2026	American Airlines	**$835.79**	Airline ticket & baggage fees for Board Member G. Martinez for NCAP Convention. Convention Dates: 9/2/26 - 9/4/26
07/09/2026	American Airlines	**$45.00**	Airline Baggage Fee for Board Member M. Jimenez (NCAP Convention in St. Louis, MO. Convention Dates: 9/2/26 - 9/4/26
07/09/2026	Jim Burke Ford	**$1947.94**	Service / New Tires for CEO's Agency Vehicle
07/16/2026	Chevron	**$93.80**	Gasoline for CEO's Agency Vehicle
07/18/2026	Caesars Hotel	**-$240.00**	Hotel refund for Board Member D. Boshers (Original charge included an overage to cover incidental fees, which was credited back to the agency credit card).
07/18/2026	Caesars Hotel	**-$280.00**	Hotel refund for Board Member F. Plane (Original charge included an overage to cover incidental fees, which was credited back to the agency credit card).
07/19/2026	Caesars Hotel	**-$320.00**	Hotel refund for Board Member M. Jimenez (Original charge included an overage to cover incidental fees, which was credited back to the agency credit card).
07/21/2026	EzCater	**$254.36**	Lunch for Executive Committee Meeting on July 21, 2026. Attendee List and Agenda are attached to receipt
		$8,834.32	**Total Expenses for Statement Date of 7/25/2026**

Account Number : 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
EMILIO WAGNER
Statement Date : 07-24-2026

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$12,649.88
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$12,649.88**
Disputed Amount	$0.00

General Information

Total Activity $12,649.88

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-344-5696**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
06-26	06-25	24445006176300847708064	MS POWER PLATFORM CONF 508-737-5519 FL	3,846.00	PowerPlatform J.Figueroa 10/25-10/30
06-26	06-25	24445006176300847708148	MS POWER PLATFORM CONF 508-737-5519 FL	1,947.00	PowerPlatform A.Palan 10/25-10/30
07-02	07-01	24445006182300967594585	MS POWER PLATFORM CONF 508-737-5519 FL	1,899.00	PowerPlatform E.Wagner 10/27-10/29
07-09	07-08	24011346189100113027739	ANTHROPIC ANTHROPIC.COM CA	185.75	Anthropic AI for IS development
07-09	07-09	24011346190100060918085	MICROSOFT#G169593346 MICROSOFT.COM WA	395.64	MS Azure Standard 6/1-6/30/26
07-09	07-09	24011346190100071243978	MICROSOFT#G169886709 MICROSOFT.COM WA	1,725.68	MS Azure Standard 6/1-6/30/26
07-14	07-13	24027626194067192097307	PAYPAL *AIACALIFORN 916-448-9082 CA	175.00	AIA California fee to post SYC RFP
07-17	07-15	24755426197171974415602	CITY OF STOCKTON 209-9378561 CA	523.00	Plan check& permit fees, University Park
07-20	07-19	24011346200100083416024	MINDBODY, INC. WWW.MINDBODYO CA	578.65	Monthly Subscription
07-20	07-18	24692166200406219758488	MGM GRAND - FRONT DESK LAS VEGAS NV CONCESSION ARRIVAL:07-18-26	281.18	PowerPlatform Conf. Hotel Reservation fee 10/26-10/30 Emilio Wagner
07-20	07-18	24692166200406219758629	MGM GRAND - FRONT DESK LAS VEGAS NV CONCESSION ARRIVAL:07-18-26	405.90	PowerPlatform Conf. Hotel Reservation fee 10/24-10/31 Amruta Palan
07-20	07-18	24692166200406219758926	MGM GRAND - FRONT DESK LAS VEGAS NV CONCESSION ARRIVAL:07-18-26	405.90	PowerPlatform Conf. Hotel Reservation fee 10/24-10/31 Jose Figueroa
07-20	07-18	24692166200406219759072	MGM GRAND - FRONT DESK LAS VEGAS NV CONCESSION ARRIVAL:07-18-26	281.18	PowerPlatform Conf. Hotel Reservation fee 10/26-10/30 Rommel Almanza

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

106481971659450 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:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/28/2026 06/30/2026	HOMES TO SUITES BY HILTON 661-3682527, CA	**$1,351.82** $1,351.82	USD	1,351.82	CALVIP Client Hotel Stay
06/28/2026 06/30/2026	HOMES TO SUITES BY HILTON 661-3682527, CA	**$1,251.82** $1,251.82	USD	1,251.82	CALVIP Client Hotel Stay
06/28/2026 06/30/2026	HOMES TO SUITES BY HILTON 661-3682527, CA	**$216.97** $216.97	USD	216.97	CALVIP Client Hotel Stay
07/02/2026 07/07/2026	HILTON BALTIMORE 443-5738704, MD	**($173.25)** ($173.25)	USD	(173.25)	Hotel Overcharged for Pre-payment
07/10/2026 07/13/2026	INTUIT *QBOOKS ONLINE CL.INTUIT.COM, CA	**$275.00** $275.00	USD	275.00	Monthly Quickbooks Charge for VSS
07/14/2026 07/22/2026	HILTON BALTIMORE 443-5738704, MD	**($6.00)** ($6.00)	USD	(6.00)	Incorrect charge from hotel

Activity Totals	Purchases	Payments
$2,916.36	$2,916.36	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/30/2026 07/01/2026	VCN*KERNCORECORDER 866-255-1857, CA	**$38.00** $38.00	USD	38.00	Order of client marriage certificate for M St. Client
06/30/2026 07/02/2026	HILTON WASHINGTON SERTIFI 202-4833000, DC	**$1,012.25** $1,012.25	USD	1,012.25	Hotel for Jeremy Guidry while attending NAEH Conference in Washington, DC (pre-payment for credit card authorization)
06/30/2026 07/02/2026	HILTON WASHINGTON SERTIFI 202-4833000, DC	**$1,012.25** $1,012.25	USD	1,012.25	Hotel for Lavecia Page-Harris while attending NAEH Conference in Washington, DC (pre-payment for credit card authorization)
07/01/2026 07/03/2026	PY *US STORAGE CENTERS - 949-748-5900, CA	**$95.00** $95.00	USD	95.00	Storage fee for Housing and Supportive Services
07/01/2026 07/03/2026	HILTON WASHINGTON SERTIFI 202-4833000, DC	**$1,012.25** $1,012.25	USD	1,012.25	Hotel for Jamie Lujan while attending NAEH Conference in Washington, DC (pre-payment for credit card authorization)
07/02/2026 07/03/2026	HILTON BALTIMORE SERTIFI 443-5738704, MD	**$358.50** $358.50	USD	358.50	Hotel for Raul Jimenez while attending SSVF Management & Oversight Conference in Baltimore, MD
07/05/2026 07/07/2026	PPY*DERRELS MINI STORAGE, 949-8944500, CA	**$550.00** $550.00	USD	550.00	Storage fee for Housing and Supportive Services

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/08/2026 07/09/2026	UBER *TRIP HELP.UBER.COM, CA	**$40.99** $40.99	USD	40.99	Uber fees for Rebecca Moreno while attending NAEH in Washington, DC
07/09/2026 07/13/2026	SECURCARE SELF STORAGE 661-3227834, CA	**$411.00** $411.00	USD	411.00	Storage fee for Housing and Supportive Services
07/11/2026 07/13/2026	UBER *TRIP HELP.UBER.COM, CA	**$53.87** $53.87	USD	53.87	Uber fees for Rebecca Moreno while attending NAEH in Washington, DC
07/11/2026 07/13/2026	HILTON INTERNATIONALS WASHINGTON, DC	**$1,012.23** $1,012.23	USD	1,012.23	Hotel for Rebecca Moreno while attending NAEH Conference in Washington, DC
07/14/2026 07/15/2026	APF*ERIC VAN DENK 419-2067117, CA	**$50.00** $50.00	USD	50.00	Rental application fee for VSS client
07/15/2026 07/16/2026	ETT*SUNRISEAPART MENTSRENT 801-8775491, CA	**$40.00** $40.00	USD	40.00	Rental Application fee for VSS client
07/16/2026 07/17/2026	VCN*FLBAYCOUNTY HEALTHDEPT 866-255-1857, FL	**$39.50** $39.50	USD	39.50	Birth Certificate replacement fee for VSS client
07/16/2026 07/20/2026	HOMES TO SUITES BY HILTON 916-4511459, CA	**$513.45** $513.45	USD	513.45	Hotel for Joseph Aguilar while attending
07/16/2026 07/20/2026	CLCKPAY*CALIFORNI A AVE SE 800-5337901, TX	**$32.60** $32.60	USD	32.60	Rental Application fee for VSS client

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/17/2026 07/20/2026	APF*ASCEND PROPERTY MANAG 661-8735770, CA	**$50.00** $50.00	USD	50.00	Rental application fee for VSS Client
07/18/2026 07/20/2026	APF*LOCKHART INVESTMENTS 661-3796923, CA	**$52.00** $52.00	USD	52.00	Rental application fee for VSS Client
07/21/2026 07/22/2026	APF*ASCEND PROPERTY MANAG 661-8735770, CA	**$50.00** $50.00	USD	50.00	Rental application fee for VSS Client
07/21/2026 07/22/2026	APF*ASCEND PROPERTY MANAG 661-8735770, CA	**$50.00** $50.00	USD	50.00	Rental application fee for VSS Client
07/21/2026 07/22/2026	APF*ASCEND PROPERTY MANAG 661-8735770, CA	**$50.00** $50.00	USD	50.00	Rental application fee for VSS Client

Activity Totals	Purchases	Payments
$6,523.89	$6,523.89	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/26/2026 06/29/2026	EZCATER*PANINI KABOB G 800-488-1803, MA	**$808.97** $808.97	USD	808.97	Lunch for MCAP Training
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Nora Castellanos while attending MCAP Training
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Isabel Mendoza while attending MCAP Training
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Ana Hernandez while attending MCAP Training
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Alfonso Morales while attending MCAP Training
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Perla Rodriguez while attending MCAP Training
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Guadalupe Farias while attending MCAP Training
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Mayra Zambrano while attending MCAP Training

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/26/2026 06/29/2026	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$480.28** $480.28	USD	480.28	Hotel for Bertoldo Zaragoza while attending MCAP Training
06/29/2026 06/30/2026	TEXTEDLY TEXTEDLY.COM, CA	**$317.00** $317.00	USD	317.00	Monthly text service CSFP
07/06/2026 07/07/2026	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$101.14** $101.14	USD	101.14	Purchase of Special Diet Foods/Milk/Supplies
07/07/2026 07/08/2026	WALMART.COM 8009256278 800-966-6546, AR	**$128.40** $128.40	USD	128.40	Purchase of Special Diet Foods/Milk/Supplies
07/08/2026 07/10/2026	PY *MADERA SECURE STORAGE 559-674-6464, CA	**$972.00** $972.00	USD	972.00	Madera Vehicle Parking Fees MCAP
07/11/2026 07/16/2026	WALMART.COM 8009256278 BENTONVILLE, AR	**$81.85** $81.85	USD	81.85	Essential items needed for satellite office, water and cleaning supplies
07/15/2026 07/16/2026	WALMART.COM 8009256278 800-966-6546, AR	**$100.75** $100.75	USD	100.75	Essential items needed for satellite office water and cleaning supplies (this order is connected to above; some items shipped later
07/16/2026 07/17/2026	2026 FALL EDUCATION EV 191-6572070, CA	**$150.00** $150.00	USD	150.00	WIC Annual Meeting Registration for Marissa Cortez-Ortiz

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/16/2026 07/20/2026	HOLIDAY INN EXPRESS MONT 8313945335, CA	**$955.39** $955.39	USD	955.39	Hotel cost for Evelyn Ramirez while attending
07/16/2026 07/20/2026	HOLIDAY INN EXPRESS MONT 8313945335, CA	**$955.39** $955.39	USD	955.39	Hotel Cost for Susana Magana while attending
07/16/2026 07/20/2026	HOLIDAY INN EXPRESS MONT SEASIDE, CA	**$955.39** $955.39	USD	955.39	Hotel cost for Laura Porta while attending
07/16/2026 07/20/2026	HOLIDAY INN EXPRESS MONT SEASIDE, CA	**$955.39** $955.39	USD	955.39	Hotel Cost for Susana Bailon while attending
07/16/2026 07/20/2026	HOLIDAY INN EXPRESS MONT 8313945335, CA	**$955.39** $955.39	USD	955.39	Hotel cost for Brenda Quintero while attending
07/17/2026 07/20/2026	USPS PO 0532820530 HANFORD, CA	**$258.00** $258.00	USD	258.00	Cost for MCAP P.O. Box for Kings County

Activity Totals	Purchases	Payments
$11,537.30	$11,537.30	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SABRINA JONES-ROBERTS **Account Number:** **6725 **Cycle End Date:** 07/24/2026

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:** _____

501

Cardholder Activity

Name: VETERANS A FOOD SERVICES **Account Number:** **2152 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/25/2026 06/26/2026	IC* INSTACART 888-246-7822, CA	**$713.30** $713.30	USD	713.30	Grocery charge for GPD program (FoodsCo)
07/02/2026 07/03/2026	IC* INSTACART 888-246-7822, CA	**$385.43** $385.43	USD	385.43	Grocery Charge for GPD program (FoodsCo)
07/09/2026 07/10/2026	IC* INSTACART INSTACART.COM, CA	**$521.74** $521.74	USD	521.74	Grocery charge for GPD program (FoodMaxx)
07/09/2026 07/10/2026	IC* INSTACART 888-246-7822, CA	**$368.76** $368.76	USD	368.76	Grocery charge for GPD program (Smart &Final)
07/15/2026 07/15/2026	IC* INSTACART*SUBSCRIP INSTACART.COM, CA	**$99.00** $99.00	USD	99.00	Instacart+ recurring renewal membership
07/16/2026 07/17/2026	IC* INSTACART INSTACART.COM, CA	**$351.50** $351.50	USD	351.50	Grocery charge for GPD program (Smart&final)
07/16/2026 07/17/2026	IC* INSTACART 888-246-7822, CA	**$983.39** $983.39	USD	983.39	Grocery charge for GPD program (FoodsCo)
07/17/2026 07/20/2026	IC* INSTACART 888-246-7822, CA	**$755.18** $755.18	USD	755.18	Grocery charge for GPD program (FoodsCo)

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/21/2026 07/22/2026	IC* INSTACART INSTACART.COM, CA	**$529.24** $529.24	USD	529.24	Grocery charge for GPD program (FoodsCo)

Activity Totals	Purchases	Payments
$4,707.54	$4,707.54	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: VETERANS SVC FUEL CARD **Account Number:** **2335 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/25/2026 06/29/2026	ARCO 911938 BAKERSFIELD, CA	**$84.00** $84.00	USD	84.00	GPD program fuel charge vehicle (Caravan)
06/26/2026 06/26/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$21.95** $21.95	USD	21.95	Uber Charge for GPD residents
06/26/2026 06/29/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$13.99** $13.99	USD	13.99	Uber Charge for GPD residents
06/26/2026 06/29/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$12.95** $12.95	USD	12.95	Uber charge for GPD residents
06/29/2026 06/30/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$85.73** $85.73	USD	85.73	Fuel charge for GPD program vehicle (Chrysler 1)
06/29/2026 06/30/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$69.30** $69.30	USD	69.30	Fuel charge for GPD program vehicle (Chrysler 2)
06/30/2026 06/30/2026	UBER *TRIP HELP.UBER.COM, CA	**$13.18** $13.18	USD	13.18	Uber charge for GPD residents
07/02/2026 07/06/2026	ARCO 911938 BAKERSFIELD, CA	**$44.00** $44.00	USD	44.00	Fuel charge for GPD program vehicle (Caravan)
07/08/2026 07/09/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$12.96** $12.96	USD	12.96	Uber charge for GPD residents

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/09/2026 07/09/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$14.17** $14.17	USD	14.17	Uber charge for GPD residents
07/09/2026 07/13/2026	ARCO 911938 BAKERSFIELD, CA	**$75.00** $75.00	USD	75.00	Fuel charge for GPD program vehicle (Caravan)
07/10/2026 07/13/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$12.89** $12.89	USD	12.89	Uber charge for GPD residents
07/11/2026 07/13/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$14.94** $14.94	USD	14.94	Uber charge for GPD residents
07/16/2026 07/20/2026	ARCO 911938 BAKERSFIELD, CA	**$84.01** $84.01	USD	84.01	Fuel charge for GPD program vehicle (Caravan)
07/17/2026 07/20/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$50.00** $50.00	USD	50.00	Fuel charge for SSVF program vehicle (Rogue1)
07/17/2026 07/20/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$57.10** $57.10	USD	57.10	Fuel charge for SSVF program vehicle (Rogue 2)
07/17/2026 07/20/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$69.37** $69.37	USD	69.37	Fuel charge for SSVF program vehicle (Rogue 3)
07/21/2026 07/22/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$15.95** $15.95	USD	15.95	Uber charge for GPD residents

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/21/2026 07/22/2026	UBER *BUSINESS TRIP HELP.UBER.COM, CA	**$15.96** $15.96	USD	15.96	Uber charge for GPD residents

Activity Totals	Purchases	Payments
$767.45	$767.45	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: FHCC GAS CARD **Account Number:** **6442 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/09/2026 07/10/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$76.01** $76.01	USD	76.01	Paid for gas for the FHCC Agency vehicle used to transport youth participants.
07/09/2026 07/10/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$22.75** $22.75	USD	22.75	Paid for gas for the FHCC Agency vehicle used to transport youth participants.

Activity Totals	Purchases	Payments
$98.76	$98.76	$0.00

Cardholder Name: Lois Hawnible **Signature:** Lois Hawnible

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GAS CARD COMMUNITY DEV **Account Number:** **7365 **Cycle End Date:** 07/24/2026

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:** _____

508

Cardholder Activity

Name: GAS CARD EAST KERN FRC **Account Number:** **4107 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
07/08/2026 07/09/2026	OASIS TRAVEL STOP MOJAVE, CA	**$67.28** $67.28	USD	67.28

Activity Totals	Purchases	Payments
$67.28	$67.28	$0.00

Gas for Pilot

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

JB.

Cardholder Activity

Name: GAS CARD M STREET **Account Number:** **4131 **Cycle End Date:** 07/24/2026

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:** _____

510

Cardholder Activity

Name: GAS CARD MCAP 1 **Account Number:** **7407 **Cycle End Date:** 07/24/2026

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:** _____

511

Cardholder Activity

Name: GAS CARD MCAP 2 **Account Number:** **7415 **Cycle End Date:** 07/24/2026

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:** _____

512

Cardholder Activity

Name: GAS CARD MCAP 3 **Account Number:** **7779 **Cycle End Date:** 07/24/2026

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:** _____

513

Cardholder Activity

Name: GAS CARD MCAP 4 **Account Number:** **7787 **Cycle End Date:** 07/24/2026

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:** _____

514

Cardholder Activity

Name: GAS CARD MCAP 5 **Account Number:** **7795 **Cycle End Date:** 07/24/2026

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:** _____

515

Cardholder Activity

Name: GAS CARD MCAP 6 **Account Number:** **7803 **Cycle End Date:** 07/24/2026

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:** _____

516

Cardholder Activity

Name: GAS CARD MCAP 7 **Account Number:** **7811 **Cycle End Date:** 07/24/2026

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:** _____

517

Cardholder Activity

Name: GAS CARD MCAP 8 **Account Number:** **7829 **Cycle End Date:** 07/24/2026

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:** _____

518

Cardholder Activity

Name: GAS CARD OASIS FRC **Account Number:** **4099 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
07/02/2026 07/03/2026	BUTTERMILK ACRES RIDGECREST, CA	**$70.02** $70.02	USD	70.02

Activity Totals	Purchases	Payments
$70.02	$70.02	$0.00

Refill gas tank for OASIS FRC Ford explorer for case management home visits and meeting in Bakersfield.

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GAS CARD OPERATIONS 1 **Account Number:** **3025 **Cycle End Date:** Open

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:** _____

520

Cardholder Activity

Name: GAS CARD OPERATIONS 2 **Account Number:** **3033 **Cycle End Date:** Open

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:** _____

521

Cardholder Activity

Name: GAS CARD OPERATIONS 3 **Account Number:** **3041 **Cycle End Date:** Open

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:** _____

522

Cardholder Activity

Name: GAS CARD WIC 1 **Account Number:** **7373 **Cycle End Date:** 07/24/2026

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:** _____

523

Cardholder Activity

Name: GAS CARD WIC 2 **Account Number:** **7381 **Cycle End Date:** 07/24/2026

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:** _____

524

Cardholder Activity

Name: GAS CARD WIC 3 **Account Number:** **7399 **Cycle End Date:** 07/24/2026

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:** _____

525

Cardholder Activity

Name: TEAM 1 ENERGY **Account Number:** **7425 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/13/2026 07/15/2026	SHELL OIL 12582344011 BAKERSFIELD, CA	**$172.60** $172.60	USD	172.60	WX- GASOLINE FOR VEHICLE 24-18 7/13/2026
07/13/2026 07/15/2026	THE HOME DEPOT #1060 BAKERSFIELD, CA	**$110.16** $110.16	USD	110.16	WX- Emergency purchase Supply COB25-017 7/13/2026
07/15/2026 07/16/2026	CHEVRON 0357728 BAKERSFIELD, CA	**$128.31** $128.31	USD	128.31	WX- GASOLINE FOR VEHICLE 24-36 7/15/2026
07/15/2026 07/17/2026	THE HOME DEPOT #1064 BAKERSFIELD, CA	**($48.08)** ($48.08)	USD	(48.08)	WX- REFUND FOR COB25-017 SUPPLY 7/15/2026
07/15/2026 07/17/2026	THE HOME DEPOT #1064 BAKERSFIELD, CA	**$32.91** $32.91	USD	32.91	WX- Emergency purchase Inventory DOEIIJA22-169 7/15/2026
07/16/2026 07/17/2026	CHEVRON 0091536 BAKERSFIELD, CA	**$147.34** $147.34	USD	147.34	WX- GASOLINE FOR VEHICLE 24-31 7/16/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/21/2026 07/22/2026	FLOYDS GEN HARDWARE 106 BAKERSFIELD, CA	**$40.68** $40.68	USD	40.68	WX- Emergency purchase Inventory DOEIIJA22-171 7/21/2026

Activity Totals	Purchases	Payments
$583.92	$583.92	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: TEAM 2 ENERGY **Account Number:** **7433 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/14/2026 07/15/2026	EXXON H & G CORNER MAR BAKERSFIELD, CA	**$58.62** $58.62	USD	58.62	WX- GASOLINE FOR VEHICLE 24-37 7/14/2026
07/22/2026 07/24/2026	7-ELEVEN 38530 BAKERSFIELD, CA	**$131.84** $131.84	USD	131.84	WX- GASOLINE FOR VEHICLE 24-08 7/22/2026

Activity Totals	Purchases	Payments
$190.46	$190.46	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: TEAM 3 ENERGY **Account Number:** **7441 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/01/2026 07/02/2026	EMKCO FOOD MART BAKERSFIELD, CA	**$52.22** $52.22	USD	52.22	WX- GASOLINE FOR VEHICLE 24-33 7/1/2026
07/06/2026 07/08/2026	CHEVRON 0371739 BAKERSFIELD, CA	**$77.14** $77.14	USD	77.14	WX- GASOLINE FOR VEHICLE 24-26 7/6/2026
07/07/2026 07/08/2026	EXXON H & G CORNER MAR BAKERSFIELD, CA	**$122.51** $122.51	USD	122.51	WX- GASOLINE FOR VEHICLE 24-32 7/7/2026
07/10/2026 07/13/2026	CHEVRON 0209125 BAKERSFIELD, CA	**$82.70** $82.70	USD	82.70	WX- GASOLINE FOR VEHICLE 24-28 7/10/2026
07/14/2026 07/15/2026	CHEVRON 0205790 BAKERSFIELD, CA	**$76.31** $76.31	USD	76.31	WX- GASOLINE FOR VEHICLE 24-35 7/14/2026

Activity Totals	Purchases	Payments
$410.88	$410.88	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: TEAM 4 ENERGY **Account Number:** **4149 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/29/2026 06/30/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$66.25** $66.25	USD	66.25	WX- GASOLINE FOR VEHICLE 24-34 6/29/2026
06/30/2026 07/01/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$73.85** $73.85	USD	73.85	WX- GASOLINE FOR VEHICLE 24-37 6/30/2026
07/01/2026 07/02/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$168.18** $168.18	USD	168.18	WX- GASOLINE FOR VEHICLE 24-26 7/1/2026
07/06/2026 07/07/2026	CHEVRON 0371739 BAKERSFIELD, CA	**$91.69** $91.69	USD	91.69	WX- GASOLINE FOR VEHICLE 24-36 7/06/2026
07/09/2026 07/10/2026	LOWES #02424* BAKERSFIELD, CA	**$43.26** $43.26	USD	43.26	WX- Emergency purchase Supply LIHEAP L26-074 7/9/2026
07/14/2026 07/15/2026	CHEVRON 0355920 BAKERSFIELD, CA	**$122.54** $122.54	USD	122.54	WX- GASOLINE FOR VEHICLE 24-26 7/14/2026

Activity Totals	Purchases	Payments
$565.77	$565.77	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: TEAM 5 ENERGY **Account Number:** **4156 **Cycle End Date:** 07/24/2026

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/01/2026 07/03/2026	ARCO 911938 BAKERSFIELD, CA	**$188.54** $188.54	USD	188.54	WX- GASOLINE FOR VEHICLE 24-04 7/1/2026
07/10/2026 07/13/2026	775 FASTRIP FOOD STORE BAKERSFIELD, CA	**$90.26** $90.26	USD	90.26	WX- GASOLINE FOR VEHICLE 24-36 7/10/2026
07/16/2026 07/20/2026	THE HOME DEPOT #6687 BAKERSFIELD, CA	**$19.92** $19.92	USD	19.92	WX- Emergency purchase Supply DOEIIJA22-160 7/16/2026
07/16/2026 07/20/2026	THE HOME DEPOT #6687 BAKERSFIELD, CA	**$15.07** $15.07	USD	15.07	WX- Emergency purchase Supply DOEIIJA22-160 7/16/2026
07/17/2026 07/20/2026	CHEVRON 0358476 BAKERSFIELD, CA	**$175.00** $175.00	USD	175.00	WX- GASOLINE FOR VEHICLE 24-04 7/17/2026
07/21/2026 07/22/2026	CHEVRON 0205790 BAKERSFIELD, CA	**$85.29** $85.29	USD	85.29	WX- GASOLINE FOR VEHICLE 24-26 7/21/2026

Activity Totals	Purchases	Payments
$574.08	$574.08	$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 (5 OF 12 MONTHS OR 41.66%)

Line Item	2026/27 Budget	3/1/26 - 2/28/27 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	593,333	36.4%	1,036,852
Head Start Subsidy	930,137	689,725	74.2%	240,412
Total Revenue	2,560,322	1,283,058	50.1%	1,277,264
Expenditures (Note B)				
Salaries	1,013,002	320,117	31.6%	692,885
Benefits	341,693	99,242	29.0%	242,451
Vehicle Gasoline, Repair/Maintenance	62,300	16,602	26.6%	45,698
Space Costs	94,700	77,535	81.9%	17,165
Supplies - Office & Food Service	6,000	78,014	1300.2%	(72,014)
Equipment Repair/Maintenance & Lease	27,000	9,841	36.4%	17,159
Communication	13,000	3,143	24.2%	9,858
Risk Insurance	12,700	12,972	102.1%	(272)
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	533,332	54.7%	441,429
Sub Total	2,546,756	1,150,798	45.2%	1,395,958
Adult Meals Prepared	128,794	79,849	62.0%	48,945
Indirect	193,994	52,412	27.0%	141,582
Total Expenditures	2,869,544	1,283,058	44.7%	1,586,486

	Prior Period	JULY 2026	Cumulative
Total Meals Prepared and Vended (Note C)	221,169	40,482	261,651
Total Meals Claimed	166,263	21,137	187,400
Difference	54,906	19,345	74,251

Percentage Claimed to Prepared/Vended		52.2%	71.6%

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 7/1/26 - 6/30/27 (1 OF 12 MONTHS = 8.3%)

Contract CMAP-5000	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Total	%	% Earned to MRA
Provider Payments	$ 2,725,406	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,725,406.19		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 2,725,406	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,725,406	81.48%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**9.27%**
Administration & Support Services Revenue															
Provider Payments	$ 2,725,406	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,725,406		
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	$ 724,476	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 724,476		
Program Administration/Support Services Costs	264,169	-	-	-	-	-	-	-	-	-	-	-	264,169	7.90%	
Indirect (12% x MTDC) Costs	355,120	-	-	-	-	-	-	-	-	-	-	-	355,120	10.62%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 619,288	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	619,288	18.52%	
Revenue Earned Over/(Under) Costs	$ 105,187	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	105,187		
TOTAL COSTS - NET OF FAMILY FEES	$ 3,344,695	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	3,344,694.65	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	2,725,406
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	724,476

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 7/1/26 - 6/30/27 (1 OF 12 MONTHS = 8.3%)

	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5068)														
Adjusted Days of Enrollment - Certified	8,182	-	-	-	-	-	-	-	-	-	-	-	8,182	
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	$ 421,771	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 421,771	**10.55%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	93.92%													**93.92%**
Five Percent Flexibility, Maximum = 100 Percent	98.92%													98.92%
CALIFORNIA STATE PRESCHOOL (CSPP-5118)														
Adjusted Days of Enrollment - Certified	6,573	-	-	-	-	-	-	-	-	-	-	-	6,573	
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	$ 363,309	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 363,309	**4.49%**
Maximum Reimburseable Amount (MRA)													**$8,087,274**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	93.97%													**93.97%**
Five Percent Flexibility, Maximum = 100 Percent	98.97%													98.97%
MIGRANT CHILD CARE (CMIG-5004)														
Adjusted Days of Enrollment - Certified	11	-	-	-	-	-	-	-	-	-	-	44	55	
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	$ 567	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,180	$ 2,747	**0.93%**
Maximum Reimburseable Amount (MRA)													**$293,823**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%													**100.00%**
Five Percent Flexibility, Maximum = 100 Percent	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 2026/27 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 7/1/26 - 6/30/27 (1 OF 12 MONTHS = 8.3%)

	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5XXX)														
Adjusted Days of Enrollment - Certified	3,684	-	-	-	-	-	-	-	-	-	-	-	3,684	
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	$ 179,941	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 179,941	**5.83%**
Maximum Reimburseable Amount (MRA)													**$3,086,688**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.95%													**99.39%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5XXX)														
Adjusted Days of Enrollment - Certified	1,862	-	-	-	-	-	-	-	-	-	-	-	1,862	
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	$ 91,518	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 91,518	**4.20%**
Maximum Reimburseable Amount (MRA)													**$2,176,902**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.32%													**99.20%**
Five Percent Flexibility, Maximum = 100 Percent	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 Educatio

Community Action Partnership of Kern

Finance Division — Monthly Activity Report | Helping People...Changing Lives.

Division/CFO:	Tracy Webster, CFO	**Month/Year:**	July 2026
Program/Work Unit:	Finance	**Director of Finance:**	Gabrielle Alexander
Services:	Overall financial and accounting functions of the organization		

Activities

Description	July 2026 Number	July 2026 Amount	Year to Date Number	Year to Date Amount
Bank/Wire Deposits	85	19,839,057	347	54,517,070
Vendor Checks Issued	1,920	7,304,941	7,330	29,920,969
Payroll Disbursed		$3,591,778		18,208,656
Grant Reports Prepared	43		172	
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	11,880,543
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	90,756,668
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	698,685
Deferred Revenue	15,888,569
Operating Lease Liability	2,626,165
Total Liabilites	35,399,969
Total Net Assets	55,356,699
Total Liabilities and Net Assets	90,756,668

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026

REVENUE	
Grant Revenue	133,580,025
Donations	44,182,382
Other Revenue	2,487,831
In-Kind	30,754
Total Revenue	180,280,993
EXPENDITURES	
Salaries	49,858,174
Benefits	17,388,917
Travel	843,924
Space Costs	9,347,695
Supplies	3,946,964
Consultant/Contract Services	3,429,656
Other Costs	3,749,423
Program Costs	76,165,798
Capital Expenditures	-
Indirect	11,802,342
In-Kind	30,754
Total Expenditures	176,563,647
Net Change in Assets	3,717,346
Net Assets, beginning	51,639,353
Net Assets, ending	55,356,699

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF JUNE 30, 2026

ASSETS	
Cash in Bank	16,833,312
Cash - Vacation Reserve	1,228,009
Petty Cash	-
Accounts Receivable	8,096,219
Travel Advance	35,188
Prepaid Expense	1,362,901
Inventory	3,607,059
Net Fixed Assets - Unrestricted	10,002,408
Net Fixed Assets - Restricted	42,539,985
Operating lease ROU	3,611,463
Total Assets	87,316,544
LIABILITES AND NET ASSETS	
Accounts Payable	4,989,922
Accrued Expenses	226,455
Accrued Vacation	1,086,506
Line of Credit	1,500,000
Note Payable	7,146,648
Advance Payable	792,483
Deferred Revenue	2,217,858
Operating Lease Liability	2,357,488
Total Liabilites	20,317,359
Total Net Assets	66,999,185
Total Liabilities and Net Assets	87,316,545

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2026 TO JUNE 30, 2026

REVENUE	
Grant Revenue	70,421,427
Donations	224,068
Other Revenue	5,238,766
In-Kind	4,767,525
Total Revenue	80,651,787
EXPENDITURES	
Salaries	19,773,162
Benefits	7,888,414
Travel	405,651
Space Costs	4,858,717
Supplies	1,612,113
Consultant/Contract Services	3,177,520
Other Costs	2,165,580
Program Costs	19,246,422
Capital Expenditures	-
Indirect	5,114,197
In-Kind	4,767,525
Total Expenditures	69,009,300
Net Change in Assets	11,642,486
Net Assets, beginning	55,356,699
Net Assets, ending	66,999,185

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-26 TO 07-31-26 (41.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,054,666	18,100,485	33,954,181	35%
BENEFITS	16,958,590	7,212,889	9,745,701	43%
TRAVEL	847,800	357,940	489,860	42%
SPACE COST	7,431,356	3,065,734	4,365,622	41%
SUPPLIES	2,480,901	1,404,367	1,076,534	57%
EQUIPMENT	120,000	-	120,000	0%
CONSULTANT/CONTRACT SERVICES	3,583,586	2,510,902	1,072,684	70%
OTHER COSTS	3,349,644	1,657,510	1,692,134	49%
PROGRAM COSTS	39,641,476	19,246,422	20,395,054	49%
INDIRECT	13,983,484	5,098,892	8,884,592	36%
TOTAL	140,451,503	58,655,141	81,796,362	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-26 TO 07-31-26 (41.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,310,569	13,277,018	25,033,551	35%
BENEFITS	12,375,549	5,426,933	6,948,616	44%
TRAVEL	609,486	169,310	440,176	28%
SPACE COST	3,518,156	1,862,998	1,655,159	53%
SUPPLIES	1,804,230	920,596	883,634	51%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,485,575	670,764	814,811	45%
OTHER COSTS	1,703,800	681,238	1,022,562	40%
PROGRAM COSTS	34,577,866	16,430,851	18,147,015	48%
INDIRECT	10,814,414	3,859,731	6,954,683	36%
TOTAL	105,199,645	43,299,438	61,900,207	41%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-26 TO 07-31-26 (41.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,587,972	1,504,313	3,083,659	33%
BENEFITS	1,484,997	501,684	983,313	34%
TRAVEL	90,986	103,572	(12,586)	114%
SPACE COST	944,161	329,046	615,115	35%
SUPPLIES	187,641	246,071	(58,430)	131%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	17,554	74,427	(56,873)	424%
OTHER COSTS	445,652	330,389	115,263	74%
PROGRAM COSTS	2,746,552	2,153,741	592,811	78%
INDIRECT	1,021,392	517,755	503,637	51%
TOTAL	11,526,907	5,760,997	5,765,910	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-26 TO 07-31-26 (41.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,769,656	910,478	1,859,178	33%
BENEFITS	886,289	374,371	511,918	42%
TRAVEL	50,000	19,102	30,898	38%
SPACE COST	396,500	104,890	291,610	26%
SUPPLIES	100,000	17,404	82,596	17%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,538,131	330,770	1,207,361	22%
OTHER COSTS	505,338	156,923	348,415	31%
PROGRAM COSTS	500,000	89,243	410,757	18%
INDIRECT	674,594	213,970	460,624	32%
TOTAL	7,420,508	2,217,151	5,203,357	30%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-26 TO 07-31-26 (41.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,159,887	1,986,114	3,173,773	38%
BENEFITS	1,735,537	706,445	1,029,092	41%
TRAVEL	70,478	47,532	22,946	67%
SPACE COST	2,353,093	703,756	1,649,337	30%
SUPPLIES	308,675	207,307	101,368	67%
EQUIPMENT	120,000	-	120,000	0%
CONSULTANT/CONTRACT SERVICES	539,451	1,387,441	(847,990)	257%
OTHER COSTS	557,069	342,769	214,300	62%
PROGRAM COSTS	1,813,808	572,425	1,241,383	32%
INDIRECT	1,250,264	446,649	803,615	36%
TOTAL	13,908,262	6,400,438	7,507,824	46%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-26 TO 07-31-26 (41.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	945,735	300,430	645,305	32%
BENEFITS	378,559	173,167	205,392	46%
TRAVEL	18,750	11,038	7,712	59%
SPACE COST	200,446	58,219	142,227	29%
SUPPLIES	60,855	4,948	55,907	8%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	875	-	875	0%
OTHER COSTS	35,725	19,977	15,748	56%
PROGRAM COSTS	2,000	-	2,000	0%
INDIRECT	159,170	57,990	101,180	36%
TOTAL	1,802,115	625,770	1,176,345	35%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-26 TO 07-31-26 (41.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	280,847	122,132	158,715	43%
BENEFITS	97,659	30,288	67,371	31%
TRAVEL	8,100	7,386	714	91%
SPACE COST	19,000	6,826	12,174	36%
SUPPLIES	19,500	8,042	11,458	41%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,000	47,500	(45,500)	0%
OTHER COSTS	102,060	126,214	(24,154)	124%
PROGRAM COSTS	1,250	162	1,088	0%
INDIRECT	63,650	2,796	60,854	4%
TOTAL	594,066	351,347	242,719	59%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2026/27
BUDGET TO ACTUAL - 3/1/26 TO 7/31/26 (5 OF 12 MONTHS = 41.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 13,983,484**	**$ 5,116,431**	**36.6%**	**$ 8,867,053**
Expenditures				
Salaries	7,443,532	2,283,843	30.7%	5,159,689
Benefits @ 33.4% actual	2,482,552	722,279	29.1%	1,760,273
Total Personnel Costs	9,926,084	3,006,122	30.3%	6,919,962
Operating Costs				
Travel	143,000	44,435	31.1%	98,565
Space Costs	620,412	288,878	46.6%	331,534
Supplies	324,572	205,164	63.2%	119,408
Equipment	-	-	0.0%	-
Consultant/Contract	1,327,500	638,618	48.1%	688,882
Other Operating Costs	834,600	506,747	60.7%	327,853
Total Operating Costs	3,250,084	1,683,842	51.8%	1,566,242
Total Expenditures	**$ 13,176,168**	**$ 4,689,964**	**35.6%**	**$ 8,486,204**
Excess (Deficit) Indirect Revenue	**$ 807,316**	**$ 426,468**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,903,340	$ 457,897	24.1%	$ 1,445,443
Operations	4,478,821	1,846,100	41.2%	2,632,721
Executive	1,053,605	352,028	33.4%	701,577
Finance	4,084,436	1,513,585	37.1%	2,570,851
Community Development	1,655,966	520,355	31.4%	1,135,611
	$ 13,176,168	$ 4,689,964	35.6%	$ 8,486,204

Prepared Date: 09/14/26

Company name: Community Action Partnership of Kern (CAPK)

Report name: Check register

Created on: 9/4/2026

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank				
	7/1/2026	V00092--AT&T	310817	62.72
	7/1/2026	V00255--COVERALL NORTH AMERICA INC	310834	1,025.00
	7/1/2026	V04757--JAIME VALLES	310842	425.00
	7/1/2026	V00035--ALAMO ALARM CO INC	310811	203.50
	7/1/2026	V05344--RHONDA Q HART	310887	1,450.00
	7/1/2026	V04635--HOUSING AUTHORITY OF THE COUNTY OF KERN	310841	660.00
	7/1/2026	TN00012--MARK GAMBLE	310851	50.00
	7/1/2026	V05352--AMERICAN PROPERTY MANAGEMENT, INC	310814	975.00
	7/1/2026	V00229--COMCAST CORPORATION	310830	1,834.76
	7/1/2026	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	310903	1,044.39
	7/1/2026	V05237--A-1 GARAGE	310809	60.00
	7/1/2026	V04314--JORGE MENDEZ	310844	14.50
	7/1/2026	V05003--PAPERCUT PROPERTIES L.P.	310870	455.00
	7/1/2026	V04595--LOCKHART INVESTMENTS	310847	533.00
	7/1/2026	V01748--1047 ROSAMOND BLVD LP	310808	1,500.00
	7/1/2026	V00806--PROTECTION 1/ADT	310885	428.41
	7/1/2026	V05345--MI CASITA MOBILE HOME PARK LLC	310854	450.00
	7/1/2026	V03094--MASS MUTUAL	310853	8,929.00
	7/1/2026	V00229--COMCAST CORPORATION	310829	249.06
	7/1/2026	V03314--VESTIS GROUP, INC	310902	76.54
	7/1/2026	V01009--ULINE	310898	1,751.34
	7/1/2026	V00207--CINTAS CORPORATION #668	310827	340.49
	7/1/2026	V00760--PACIFIC STORAGE COMPANY	310868	120.00
	7/1/2026	V01801--BAKERSFIELD REALTY MANAGEMENT SERVICES INC	310818	80.00
	7/1/2026	V04716--UNUM GROUP	310900	7,912.00
	7/1/2026	V05353--LOUISIANA DEPARTMENT OF HEALTH	310849	27.50
	7/1/2026	V00787--PG&E	310882	473.35
	7/1/2026	V00787--PG&E	310881	344.35
	7/1/2026	V00787--PG&E	310880	279.94
	7/1/2026	V00787--PG&E	310879	108.70
	7/1/2026	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	310904	929.55
	7/1/2026	V05085--CONSULTADD INC.	310832	18,202.95
	7/1/2026	V00192--CHARLIE'S DAY & NITE, INC.	310824	249.56
	7/1/2026	V00787--PG&E	310878	7,138.73
	7/1/2026	V00787--PG&E	310877	17.15
	7/1/2026	V00787--PG&E	310876	1,108.67
	7/1/2026	V00370--FEDEX	310837	292.35
	7/1/2026	V00919--SPECTRUM	310893	185.41
	7/1/2026	V00252--COUNTY OF KERN PUBLIC WORKS	310833	19.50
	7/1/2026	V00854--SAFEWAY INC VONS DIVISION	310888	329.78
	7/1/2026	V00801--PRODUCERS DAIRY FOODS INC	310884	1,386.53
	7/1/2026	V00787--PG&E	310875	1,063.76
	7/1/2026	V03430--SPECTRUM/CHARTER	310895	220.00
	7/1/2026	V05321--MORE PREPARED LLC	310855	4,688.54
	7/1/2026	V04859--BETA PROPERTY INVESTMENTS, LLC	310820	674.50
	7/1/2026	V04859--BETA PROPERTY INVESTMENTS, LLC	310819	200.00
	7/1/2026	V00787--PG&E	310874	113.48
	7/1/2026	V00169--CALIFORNIA WATER SERVICE	310821	2,733.34
	7/1/2026	V00907--SOCALGAS	310889	69.21
	7/1/2026	V01022--VALLEY PROPANE SERVICE	310901	386.48
	7/1/2026	V00787--PG&E	310873	616.10
	7/1/2026	V00787--PG&E	310872	239.50
	7/1/2026	V05331--CITY OF LOS ANGELES - LOS ANGELES ZOO DEPT	310828	996.00
	7/1/2026	V03430--SPECTRUM/CHARTER	310894	945.00
	7/1/2026	V00562--KEITH C PFEFFER	310846	1,174.97
	7/1/2026	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	310896	520.54
	7/1/2026	V00919--SPECTRUM	310892	245.41
	7/1/2026	V03172--OFFICE1 LEASING	310867	495.31
	7/1/2026	V00914--SOUTHERN CALIFORNIA EDISON	310890	2,385.27
	7/1/2026	V03172--OFFICE1 LEASING	310866	454.93
	7/1/2026	V04938--PINNACLE RECRUITING SERVICES LLC	310883	4,436.73
	7/1/2026	V00917--SOUTHWEST GAS CORPORATION	310891	11.00
	7/1/2026	V00202--CHILD CARE RESULTS, INC.	310826	649.60
	7/1/2026	V00194--CHARTER COMMUNICATIONS	310825	135.41
	7/1/2026	V05248--MARISOL AGUILERA	310850	90.00
	7/1/2026	V00787--PG&E	310871	370.37
	7/1/2026	V00821--REGION IX HEAD START ASSOCIATION	310886	3,920.00

Bank	Date	Vendor	Document no.	Amount
	7/1/2026	V04925--EMTS, INC	310836	4,461.74
	7/1/2026	V05343--ELIZABETH MARTINEZ	310835	90.00
	7/1/2026	V04331--LORETTA SERRA	310848	65.00
	7/1/2026	V03172--OFFICE1 LEASING	310865	231.83
	7/1/2026	V03172--OFFICE1 LEASING	310864	321.58
	7/1/2026	V03172--OFFICE1 LEASING	310863	1,959.60
	7/1/2026	V03172--OFFICE1 LEASING	310862	662.75
	7/1/2026	V03172--OFFICE1 LEASING	310861	206.92
	7/1/2026	V03172--OFFICE1 LEASING	310860	206.92
	7/1/2026	V03172--OFFICE1 LEASING	310859	206.92
	7/1/2026	V03172--OFFICE1 LEASING	310858	206.45
	7/1/2026	V03172--OFFICE1 LEASING	310857	153.49
	7/1/2026	V03172--OFFICE1 LEASING	310856	151.73
	7/1/2026	V05342--ANASARY ROSALES CRUZ	310815	70.00
	7/1/2026	V05341--ALMA R ORONA-GARCIA	310813	98.32
	7/1/2026	V00092--AT&T	310816	277.65
	7/1/2026	V00374--FERGUSON ENTERPRISES INC #1350	310838	239.33
	7/1/2026	V05340--ALMA MENDOZA	310812	102.65
	7/1/2026	V00014--Accrue Solutions Holding Co, LLC	310810	30.00
	7/1/2026	V00389--FLYERS ENERGY LLC	310839	2,072.25
	7/1/2026	V05282--SUSIE STEVENS	310897	17.40
	7/1/2026	P02182--KAREN BACA MORENO	310845	2,212.15
	7/1/2026	V04203--MARTIN GONI	310852	1,275.00
	7/1/2026	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY MARRIOT	310869	978.37
	7/1/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	310840	3,795.54
	7/1/2026	V01016--UNIVISION TELEVISION GROUP INC	310899	4,410.00
	7/1/2026	V00241--COMPUTER LINX	310831	295.00
	7/1/2026	V03222--JOE CHAVARRIA	310843	112.58
	7/1/2026	V05038--CENTRAL VALLEY PROPERTY ADVISORS	310823	900.00
	7/1/2026	V05038--CENTRAL VALLEY PROPERTY ADVISORS	310822	900.00
	7/1/2026	V03117--IGNACIO VALDOVINOS OCHOA	122234140021136	525.00
	7/1/2026	V03326--CLEMMER AND COMPANY	122234140021135	4,082.00
	7/1/2026	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE	122234140021134	4,500.00
	7/1/2026	V00937--STINSON STATIONERS	122234140021133	364.37
	7/1/2026	V00920--SSD ALARM, INC	122234140021132	218.49
	7/1/2026	V03584--DENISE COOPER	122234140021131	118.90
	7/1/2026	V00770--KERN PRINT SERVICES, INC	122234140021130	1,315.02
	7/1/2026	V00231--COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	122234140021129	83.00
	7/1/2026	V00005--A-1 BATTERY COMPANY	122234140021128	124.59
	7/1/2026	V03114--FS FORTIETH STREET LP	122234140021127	608.50
	7/1/2026	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140021126	25,450.00
	7/1/2026	V00631--M AND S SECURITY SERVICES INC	122234140021125	120.00
	7/1/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021124	395.00
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021123	30.76
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021122	440.10
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021121	419.18
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021120	133.56
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021119	1,039.76
	7/1/2026	V00820--RAYMOND'S TROPHY AWARDS	122234140021118	38.16
	7/1/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140021117	1,933.75
	7/1/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140021116	1,496.00
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021115	171.78
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021114	1,881.77
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021113	318.49
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021112	1,900.34
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021111	138.73
	7/1/2026	V03080--AZUGA, INC.	122234140021110	638.93
	7/1/2026	V03082--IDEAL SPECIALTIES INC	122234140021109	37,415.04
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021108	195.77
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021107	242.92
	7/1/2026	V00883--SEIU LOCAL 521	122234140021106	14,439.49
	7/1/2026	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140021105	38.80
	7/1/2026	V04034--RINGCENTRAL INC.	122234140021104	17,419.80
	7/1/2026	V01064--WIPFLI LLP	122234140021103	463.76
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021102	820.37
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021101	232.06
	7/1/2026	V03174--OFFICE IMAGING, INC	122234140021100	130.92
	7/1/2026	V03070--RELIABLE ENERGY MANAGEMENT, INC.	122234140021099	2,451.00
	7/1/2026	V03353--Cynthia Magdaleno	122234140021098	23.20
	7/1/2026	V03255--CYNTHIA BORJON-COSBY	122234140021097	2,250.00
	7/1/2026	V03191--VAL-PRO, INC	122234140021096	1,262.55

Bank	Date	Vendor	Document no.	Amount
	7/1/2026	V03060--JAB COMMUNICATION INC.	122234140021095	11,236.11
	7/1/2026	V03057--CSG-NAM, LLC	122234140021094	5.00
	7/1/2026	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140021093	400.17
	7/1/2026	V00704--MISSION LINEN SUPPLY	122234140021092	1,568.43
	7/1/2026	V00704--MISSION LINEN SUPPLY	122234140021091	919.42
	7/1/2026	V00704--MISSION LINEN SUPPLY	122234140021090	67.66
	7/1/2026	V00704--MISSION LINEN SUPPLY	122234140021089	51.97
	7/1/2026	V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CC	122234140021088	5,862.33
	7/1/2026	V04776--DATAFLOW BUSINESS SYSTEMS, INC.	122234140021087	23.15
	7/1/2026	V03326--CLEMMER AND COMPANY	122234140021086	65.00
	7/1/2026	V03326--CLEMMER AND COMPANY	122234140021085	65.00
	7/1/2026	V02482--ROSITA C CURRY	122234140021084	185.00
	7/1/2026	V00874--SAVE MART SUPERMARKETS	122234140021083	745.50
	7/1/2026	V00127--BOOT BARN	122234140021082	200.00
	7/1/2026	V00127--BOOT BARN	122234140021081	200.00
	7/1/2026	V00127--BOOT BARN	122234140021080	199.71
	7/1/2026	V00127--BOOT BARN	122234140021079	185.10
	7/1/2026	V00127--BOOT BARN	122234140021078	175.31
	7/1/2026	V00127--BOOT BARN	122234140021077	146.13
	7/1/2026	V00127--BOOT BARN	122234140021076	143.20
	7/1/2026	V00127--BOOT BARN	122234140021075	141.26
	7/1/2026	V00127--BOOT BARN	122234140021074	121.77
	7/1/2026	V00099--AUTOCELL ELECTRONICS, INC.	122234140021073	6,711.50
	7/1/2026	V05056--CAL OAK HOSPITALITY L.L.C.	122234140021072	1,254.40
	7/1/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140021071	1,552.97
	7/1/2026	V00820--RAYMOND'S TROPHY AWARDS	122234140021070	38.16
	7/1/2026	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140021069	829.44
	7/1/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140021068	1,159.40
	7/1/2026	V00820--RAYMOND'S TROPHY AWARDS	122234140021067	162.38
	7/1/2026	V00384--FIVE9 INC	122234140021066	3,740.98
	7/1/2026	V00284--DELK PEST CONTROL	122234140021065	450.00
	7/1/2026	V04180--DIESEL DIRECT LLC	122234140021064	3,059.94
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021063	22.88
	7/1/2026	V00794--PLC SYSTEM SERVICES LLC	122234140021062	2,107.50
	7/1/2026	V00592--LAKESHORE PARENT, LLC	122234140021061	1,227.88
	7/1/2026	V00428--GREATER BAKERSFIELD CHAMBER OF COMMERCE	122234140021060	1,000.00
	7/1/2026	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE	122234140021059	500.00
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021058	37.88
	7/1/2026	V00029--ADVANCED DATA STORAGE, INC	122234140021057	52.80
	7/1/2026	V04865--CHRISTIAN F. VARGAS	122234140021056	350.00
	7/1/2026	V04575--LOWE'S COMPANIES, INC.	122234140021055	132.61
	7/1/2026	V05351--ISAIAH CASTRO	122234140021054	125.00
	7/1/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140021053	699.78
	7/1/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140021052	27.19
	7/1/2026	V00585--KNIGHT'S SITE SERVICES INC	122234140021051	4,469.58
	7/1/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021050	883.00
	7/1/2026	V00312--DONAHUE TRUCK CENTERS	122234140021049	2,383.34
	7/1/2026	V00683--MCWILLIAMS & WALDEN INC	122234140021048	125.35
	7/1/2026	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140021047	5,015.24
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021046	138.30
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021045	85.29
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021044	79.13
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021043	72.31
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021042	55.94
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021041	53.13
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021040	45.45
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021039	44.37
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021038	40.74
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021037	9.73
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021036	9.73
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021035	9.56
	7/1/2026	V05145--VRUNDA PATWA	122234140021034	3,148.00
	7/1/2026	V00475--INDEPENDENT FIRE AND SAFETY, INC.	122234140021033	369.97
	7/1/2026	V04575--LOWE'S COMPANIES, INC.	122234140021032	42.82
	7/1/2026	V01044--W W GRAINGER INC	122234140021031	348.47
	7/1/2026	V04575--LOWE'S COMPANIES, INC.	122234140021030	189.22
	7/1/2026	V03186--BLUETRITON BRANDS INC	122234140021029	31.97
	7/1/2026	V05145--VRUNDA PATWA	122234140021028	3,472.00
	7/1/2026	V04575--LOWE'S COMPANIES, INC.	122234140021027	13.66
	7/1/2026	V00475--INDEPENDENT FIRE AND SAFETY, INC.	122234140021026	254.37
	7/1/2026	V03690--JOCELINE LUCAS	122234140021025	70.00

Bank	Date	Vendor	Document no.	Amount
	7/1/2026	V00236--COMMUNITY PRODUCTS LLC	122234140021024	1,884.63
	7/1/2026	V00049--AMAZON CAPITAL SERVICES, INC	122234140021023	13,566.72
	7/1/2026	V02330--JEREMY T TOBIAS	122234140021022	75.00
	7/1/2026	V03288--OASIS AIR AND SOLAR	122234140021021	3,767.57
	7/1/2026	V00905--SMART & FINAL	122234140021020	904.28
	7/1/2026	V00182--CDW LLC	122234140021019	10,735.57
	7/1/2026	V05145--VRUNDA PATWA	122234140021018	1,540.00
	7/1/2026	V04575--LOWE'S COMPANIES, INC.	122234140021017	215.85
	7/1/2026	V00384--FIVE9 INC	122234140021016	5,687.52
	7/1/2026	V00384--FIVE9 INC	122234140021015	4,304.06
	7/1/2026	V04799--SIXTH AND UNION LLC	122234140021014	400.00
	7/1/2026	P03016--EMILY TOPETE	122234140021013	2,653.15
	7/1/2026	P02769--BEATRIZ BUENO	122234140021012	4,277.84
	7/1/2026	P02762--MARIA ELENA LEAL	122234140021011	1,151.37
	7/1/2026	P02368--CARMEN SANTOS PACHECO	122234140021010	12,578.95
	7/1/2026	P02118--ODAIVA GUADALUPE CENTENO	122234140021009	9,418.59
	7/1/2026	P01189--RAQUEL POSADAS DE GIRON	122234140021008	5,503.38
	7/1/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140021007	2,369.25
	7/1/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140021006	7,310.25
	7/1/2026	V04459--SPECIALTY TRIM AND AWNING INC	122234140021005	3,254.93
	7/1/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140021004	743.85
	7/1/2026	V04556--SPRITE HEALTH, INC.	122234140021003	3,000.00
	7/1/2026	V00961--TEL TEC SECURITY SYSTEMS INC	122234140021002	3,550.68
	7/1/2026	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	122234140021001	605.57
	7/1/2026	V03327--G.T. MICHELLI CO., LLC	122234140021000	938.50
	7/1/2026	V04556--SPRITE HEALTH, INC.	122234140020999	3,000.00
	7/1/2026	V05254--WIZER INC	122234140020998	2,232.00
	7/1/2026	V05254--WIZER INC	Voided - 309645	-2,232.00
	7/1/2026	V05038--CENTRAL VALLEY PROPERTY ADVISORS	Voided - 309176	-900.00
	7/1/2026	V05038--CENTRAL VALLEY PROPERTY ADVISORS	Voided - 309175	-900.00
	7/2/2026	V03284--MICHELLI MEASUREMENT GROUP, LLC	Voided - 310475	-938.50
	7/2/2026	V05335--JEREMY GUIDRY	310906	336.00
	7/2/2026	V03737--LAVECIA PAGE-HARRIS	310907	336.00
	7/2/2026	V03372--EFRAIN RODRIGUEZ RAMIREZ	310905	4,274.67
	7/2/2026	V03666--Jamie Lujan	122234140021137	336.00
	7/6/2026	V05249--MARTHA CASILLAS	310909	1,878.79
	7/6/2026	V05359--AMY ANN YANEZ	310908	126.84
	7/7/2026	V00091--AT&T	310916	32.14
	7/7/2026	V00092--AT&T	310915	1,550.11
	7/7/2026	V03733--LAURA PORTA	310946	238.00
	7/7/2026	V00821--REGION IX HEAD START ASSOCIATION	310965	899.00
	7/7/2026	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	310979	811.88
	7/7/2026	V00801--PRODUCERS DAIRY FOODS INC	310964	1,662.83
	7/7/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	310937	57.00
	7/7/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	310936	57.00
	7/7/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	310935	57.00
	7/7/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	310934	57.00
	7/7/2026	V04567--MANJINDER SINGH	310948	215.00
	7/7/2026	V00397--FRED PLANE	310933	301.00
	7/7/2026	V00671--MARITZA JIMENEZ	310949	387.00
	7/7/2026	V05357--NATALIE MARISCAL	310955	1,717.00
	7/7/2026	V03314--VESTIS GROUP, INC	310978	172.82
	7/7/2026	V01009--ULINE	310976	534.88
	7/7/2026	V00252--COUNTY OF KERN PUBLIC WORKS	310928	11.79
	7/7/2026	V04025--NANCY PEREZ	310954	160.00
	7/7/2026	V00281--DELANO PROPANE	310929	650.00
	7/7/2026	V04802--PAYSTAND, INC.	310961	500.00
	7/7/2026	V03444--ST. MICHAEL'S EPISCOPAL CHURCH	310974	300.00
	7/7/2026	V00681--MB APPRAISALS, INC.	310951	13,250.00
	7/7/2026	V05347--PAULINA ESCAMILA-VESTAL	310960	5,000.00
	7/7/2026	V00058--AMERIGAS LAKE ISABELLA	310912	796.77
	7/7/2026	V00290--DELTA LIQUID ENERGY	310930	1,539.60
	7/7/2026	V00207--CINTAS CORPORATION #668	310923	210.42
	7/7/2026	V01022--VALLEY PROPANE SERVICE	310977	233.44
	7/7/2026	V00599--LANGUAGE LINE SERVICES INC	310943	201.00
	7/7/2026	V03729--LARA POPKIN	310944	100.78
	7/7/2026	V03508--ANTHONY CONRAD CHAVEZ	310913	76.13
	7/7/2026	V04777--OILDALE MUTUAL WATER COMPANY	310958	219.91
	7/7/2026	V00212--CITY OF DELANO	310924	235.21
	7/7/2026	V04971--NISSAN NORTH AMERICA, INC.	310956	309.90
	7/7/2026	V00114--BERKSHIRE HATHAWAY HOMESTATE CO	310917	101,645.54

Bank	Date	Vendor	Document no.	Amount
	7/7/2026	V00617--LODI MEMORIAL HOSPITAL ASSOCIATION, INC.	310947	1,232.82
	7/7/2026	V03825--MELODY ALDEN	310952	102.65
	7/7/2026	V00601--LASTAND, INC	310945	22.00
	7/7/2026	V04886--MARLIN LEASING CORPORATION	310950	119.00
	7/7/2026	V02996--DEPARTMENT OF HUMAN RESOURCES	310931	18,061.27
	7/7/2026	V03430--SPECTRUM/CHARTER	310972	170.00
	7/7/2026	V04602--SEQUOIA PEST SOLUTIONS	310967	140.00
	7/7/2026	V00178--CATHY DOUMA	310920	853.77
	7/7/2026	V00919--SPECTRUM	310971	361.44
	7/7/2026	V03890--ROBERT BRECHFELDT	310966	200.00
	7/7/2026	V00169--CALIFORNIA WATER SERVICE	310918	4,931.67
	7/7/2026	V04090--ALEJANDRA VERDUZCO	310911	31.18
	7/7/2026	V00787--PG&E	310962	13,648.61
	7/7/2026	V00914--SOUTHERN CALIFORNIA EDISON	310969	266.59
	7/7/2026	V00907--SOCALGAS	310968	98.19
	7/7/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	310973	165.41
	7/7/2026	V00215--CITY OF SHAFTER	310926	642.17
	7/7/2026	V00919--SPECTRUM	310970	210.00
	7/7/2026	V03059--T-MOBILE USA INC	310975	8,865.91
	7/7/2026	V04824--A-1 PLUMBING SERVICE, INC.	310910	1,550.00
	7/7/2026	V00562--KEITH C PFEFFER	310940	1,697.36
	7/7/2026	V03544--CAROL HENDRICKS	310919	347.28
	7/7/2026	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY MARRIOT	310959	745.06
	7/7/2026	V00213--CITY OF MANTECA	310925	332.77
	7/7/2026	V03172--OFFICE1 LEASING	310957	1,264.93
	7/7/2026	V04938--PINNACLE RECRUITING SERVICES LLC	310963	2,608.92
	7/7/2026	V00202--CHILD CARE RESULTS, INC.	310921	4,248.50
	7/7/2026	V04925--EMTS, INC	310932	4,699.26
	7/7/2026	V00092--AT&T	310914	217.13
	7/7/2026	V03280--JEREMY MARRS	310939	1,230.00
	7/7/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	310938	308.76
	7/7/2026	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	310942	10,370.50
	7/7/2026	V02437--MONIQUE TAYLOR JACKSON	310953	98.32
	7/7/2026	V00206--CHRISTOPHER PERCIVAL	310922	2,073.38
	7/7/2026	V00565--KERN COMMUNITY COLLEGE DISTRICT	310941	21,466.96
	7/7/2026	V04020--CLAUDIA SOLORIO SANCHEZ	310927	125.00
	7/7/2026	V03421--REBECCA MORENO	122234140021260	331.50
	7/7/2026	V04077--RAUL JIMENEZ	122234140021259	301.00
	7/7/2026	V03532--BRENDA QUINTERO FLETES	122234140021258	238.00
	7/7/2026	V03627--EVELYN RAMIREZ	122234140021257	238.00
	7/7/2026	V02504--SUSANA R MAGANA	122234140021256	238.00
	7/7/2026	V03422--LOIS HANNIBLE	122234140021255	473.00
	7/7/2026	V03413--DENISE BOSHERS	122234140021254	301.00
	7/7/2026	V00683--MCWILLIAMS & WALDEN INC	122234140021253	27.06
	7/7/2026	V03114--FS FORTIETH STREET LP	122234140021252	570.50
	7/7/2026	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140021251	11,245.58
	7/7/2026	V03940--SUSANA BAILON	122234140021250	238.00
	7/7/2026	V03175--RACE TELECOMMUNICATIONS INC	122234140021249	238.69
	7/7/2026	V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING	122234140021248	620.00
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021247	97.60
	7/7/2026	V00874--SAVE MART SUPERMARKETS	122234140021246	222.19
	7/7/2026	V00770--KERN PRINT SERVICES, INC	122234140021245	1,992.35
	7/7/2026	V00683--MCWILLIAMS & WALDEN INC	122234140021244	129.99
	7/7/2026	V00683--MCWILLIAMS & WALDEN INC	122234140021243	69.99
	7/7/2026	V00937--STINSON STATIONERS	122234140021242	662.59
	7/7/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021241	131.00
	7/7/2026	V03191--VAL-PRO, INC	122234140021240	889.95
	7/7/2026	V03122--PERFORMANCE PROPERTY ADVISORS, INC	122234140021239	1,175.00
	7/7/2026	V00992--TOKAY PRESS INC	122234140021238	6,089.18
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021237	766.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021236	766.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021235	766.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021234	766.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021233	766.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021232	766.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021231	766.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021230	746.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021229	746.00
	7/7/2026	V00576--KERN RIVER PROPANE INC	122234140021228	746.00
	7/7/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021227	435.00
	7/7/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021226	311.00

Bank	Date	Vendor	Document no.	Amount
	7/7/2026	V00057--AMERICAN REFUSE, INC.	122234140021225	661.97
	7/7/2026	V00053--AMERICAN BUSINESS MACHINES	122234140021224	256.19
	7/7/2026	V00029--ADVANCED DATA STORAGE, INC	122234140021223	748.50
	7/7/2026	V05224--FAITH HAMMOND	122234140021222	500.00
	7/7/2026	V05223--AYDEN MOLINA	122234140021221	500.00
	7/7/2026	V05222--AYANARIH AGUILAR	122234140021220	500.00
	7/7/2026	V05221--ALEXANDER GARZA	122234140021219	500.00
	7/7/2026	V04778--BAKER TILLY ADVISORY GROUP PARENT, LP	122234140021218	8,793.72
	7/7/2026	V05233--ZA'NIYRA SMITH	122234140021217	500.00
	7/7/2026	V05231--TRINITY HAMMOND	122234140021216	500.00
	7/7/2026	V05230--NICKOLAS FLORES	122234140021215	500.00
	7/7/2026	V05229--LUIE GARCIA	122234140021214	500.00
	7/7/2026	V05228--KAYLA FLORES	122234140021213	500.00
	7/7/2026	V05227--JAI'LYN JACKSON	122234140021212	500.00
	7/7/2026	V05226--JACK RUELAS	122234140021211	500.00
	7/7/2026	V05225--ISABELLA VANNORSDALL	122234140021210	500.00
	7/7/2026	V03246--YESENIA SALAZAR PENA	122234140021209	9,000.00
	7/7/2026	V00937--STINSON STATIONERS	122234140021208	215.77
	7/7/2026	V00812--QUADIENT FINANCE USA INC	122234140021207	2,000.00
	7/7/2026	V00704--MISSION LINEN SUPPLY	122234140021206	1,675.04
	7/7/2026	V00704--MISSION LINEN SUPPLY	122234140021205	1,097.32
	7/7/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021204	131.00
	7/7/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021203	130.00
	7/7/2026	V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	122234140021202	3,255.00
	7/7/2026	V05086--CALIFORNIA PUBLIC POLICY GROUP, INC.	122234140021201	12,500.00
	7/7/2026	V04727--ALEXIS SAVEDRA	122234140021200	6,000.00
	7/7/2026	V03939--SULEMA GARCIA	122234140021199	36.25
	7/7/2026	V03671--JAYSHREE MADEKA	122234140021198	12.33
	7/7/2026	V03316--YESENIA MONTOYA	122234140021197	7,500.00
	7/7/2026	V03301--COLLETTE ROYAL	122234140021196	11,250.00
	7/7/2026	V03084--SUNRISE GARDENING SERVICE, LLC	122234140021195	7,080.00
	7/7/2026	V03159--JOHN REY	122234140021194	184.20
	7/7/2026	V01062--WESTED	122234140021193	3,825.00
	7/7/2026	V00794--PLC SYSTEM SERVICES LLC	122234140021192	12,170.00
	7/7/2026	V00478--INDOFF INCORPORATED	122234140021191	5,926.26
	7/7/2026	V03122--PERFORMANCE PROPERTY ADVISORS, INC	122234140021190	1,175.00
	7/7/2026	V05056--CAL OAK HOSPITALITY L.L.C.	122234140021189	627.20
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021188	254.56
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021187	253.50
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021186	210.37
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021185	73.85
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021184	109.80
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021183	181.90
	7/7/2026	V00595--LAMONT GENERAL STORE	122234140021182	23.80
	7/7/2026	V00937--STINSON STATIONERS	122234140021181	1,109.29
	7/7/2026	V01044--W W GRAINGER INC	122234140021180	273.86
	7/7/2026	V00312--DONAHUE TRUCK CENTERS	122234140021179	213.80
	7/7/2026	V00180--CCI OFFICE TECHNOLOGIES	122234140021178	700.09
	7/7/2026	V02482--ROSITA C CURRY	122234140021177	339.30
	7/7/2026	V00087--ARVIN COMMUNITY SERVICE DISTRICT	122234140021176	342.05
	7/7/2026	V00711--MOLLY & BRUCE BUSACCA INC	122234140021175	89.00
	7/7/2026	V00985--THE WARDENS OFFICE	122234140021174	1,928.21
	7/7/2026	V00683--MCWILLIAMS & WALDEN INC	122234140021173	390.00
	7/7/2026	V04575--LOWE'S COMPANIES, INC.	122234140021172	24.64
	7/7/2026	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140021171	25,668.90
	7/7/2026	V03186--BLUETRITON BRANDS INC	122234140021170	41.31
	7/7/2026	V03492--Andrea Chavez	122234140021169	104.18
	7/7/2026	V04575--LOWE'S COMPANIES, INC.	122234140021168	5,894.23
	7/7/2026	V04575--LOWE'S COMPANIES, INC.	122234140021167	476.36
	7/7/2026	V03186--BLUETRITON BRANDS INC	122234140021166	41.12
	7/7/2026	V00592--LAKESHORE PARENT, LLC	122234140021165	30.84
	7/7/2026	V00721--NARAMA INC. - TREK IMAGING	122234140021164	8,706.01
	7/7/2026	V04575--LOWE'S COMPANIES, INC.	122234140021163	9.03
	7/7/2026	V03186--BLUETRITON BRANDS INC	122234140021162	45.45
	7/7/2026	V03186--BLUETRITON BRANDS INC	122234140021161	51.76
	7/7/2026	V03186--BLUETRITON BRANDS INC	122234140021160	5.40
	7/7/2026	V00146--CA ASSOCIATION OF FOOD BANKS	122234140021159	1,958.04
	7/7/2026	V01064--WIPFLI LLP	122234140021158	987.84
	7/7/2026	V03186--BLUETRITON BRANDS INC	122234140021157	44.37
	7/7/2026	V03493--ANDREA MARQUEZ	122234140021156	81.00
	7/7/2026	V03174--OFFICE IMAGING, INC	122234140021155	298.73

Bank	Date	Vendor	Document no.	Amount
	7/7/2026	V00406--GARCIA INDUSTRIES INC	122234140021154	4,953.00
	7/7/2026	V04575--LOWE'S COMPANIES, INC.	122234140021153	101.25
	7/7/2026	V03288--OASIS AIR AND SOLAR	122234140021152	4,783.81
	7/7/2026	V03692--JOSEPH AGUILAR	122234140021151	407.45
	7/7/2026	V03741--LILIANA GONZALEZ GABRIEL	122234140021150	131.10
	7/7/2026	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140021149	11,245.58
	7/7/2026	V03986--YOLANDA GONZALES	122234140021148	131.92
	7/7/2026	V02658--ELSA NAVARRETE LEON	122234140021147	146.60
	7/7/2026	V03681--JERRY MEADE	122234140021146	97.95
	7/7/2026	V03641--GLORIA BARBERO	122234140021145	49.52
	7/7/2026	V04575--LOWE'S COMPANIES, INC.	122234140021144	54.16
	7/7/2026	V05145--VRUNDA PATWA	122234140021143	100.00
	7/7/2026	V03392--Unum Insurance Company	122234140021142	33,958.83
	7/7/2026	V00920--SSD ALARM, INC	122234140021141	9,403.40
	7/7/2026	P03097--FELIPE ROMAN MARTINEZ	122234140021140	3,686.19
	7/7/2026	V00049--AMAZON CAPITAL SERVICES, INC	122234140021139	3,248.15
	7/7/2026	V00227--COFER & OBERLIES INC	122234140021138	650.11
	7/7/2026	P03097--FELIPE ROMAN MARTINEZ	Voided - 310662	-3,686.19
	7/8/2026	V05242--MARY VERGARA CHAPARRO	310981	1,091.03
	7/8/2026	V05358--RUMESA KHAN	310982	1,218.68
	7/8/2026	V03920--SARA VAZQUEZ	310983	5,164.03
	7/8/2026	V03526--BELVINDER BIRING	310980	6,165.43
	7/10/2026	V05366--TAMIKO CHANEL PRUETT	310984	2,289.28
	7/14/2026	V03871--PERLA RODRIGUEZ	311011	5,956.05
	7/14/2026	V05360--MANDY LYNN CAMMANN	311010	1,524.91
	7/14/2026	V05322--GERALDINE MACIAS	311009	2,335.28
	7/14/2026	V04765--COMCAST CORPORATION	311019	1,029.04
	7/14/2026	V03098--GEAHI GREEN GARDENS LP	311025	550.00
	7/14/2026	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	311073	14,770.36
	7/14/2026	V00229--COMCAST CORPORATION	311018	115.89
	7/14/2026	V00229--COMCAST CORPORATION	311017	345.47
	7/14/2026	V00806--PROTECTION 1/ADT	311051	508.11
	7/14/2026	V03314--VESTIS GROUP, INC	311069	86.41
	7/14/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311029	57.00
	7/14/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311028	57.00
	7/14/2026	V02159--ALICIA D RODRIGUEZ	311012	2,062.00
	7/14/2026	V03430--SPECTRUM/CHARTER	311065	77.21
	7/14/2026	V04417--YANUARIA LLAMAS- GUERRERO	311074	90.00
	7/14/2026	V05251--SAMANTHA SUAREZ	311052	90.00
	7/14/2026	V04411--VETH CHUM	311070	90.00
	7/14/2026	V05077--WENDY COWART	311072	98.32
	7/14/2026	V03430--SPECTRUM/CHARTER	311064	160.83
	7/14/2026	V03430--SPECTRUM/CHARTER	311063	180.83
	7/14/2026	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	311071	1,155.25
	7/14/2026	V00919--SPECTRUM	311055	215.41
	7/14/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	311066	256.56
	7/14/2026	V00370--FEDEX	311022	121.44
	7/14/2026	V00728--NEEDLES PUBLIC UTILITY AUTHORITY	311036	116.72
	7/14/2026	V03351--DOUBLE TREE HOTEL BAKERSFIELD	311020	36,189.75
	7/14/2026	V03430--SPECTRUM/CHARTER	311062	3,206.34
	7/14/2026	V00357--EVERYCHILD CALFORNIA	311021	2,500.00
	7/14/2026	V00230--NATIONAL COMMUNITY ACTION PARTNERSHIP	311035	1,005.00
	7/14/2026	V01026--VARNER & SON INC	311067	720.95
	7/14/2026	V04160--MOUNTAINSIDE DISPOSAL, INC.	311034	442.32
	7/14/2026	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY MARRIOT	311048	334.16
	7/14/2026	V03430--SPECTRUM/CHARTER	311061	262.77
	7/14/2026	V03430--SPECTRUM/CHARTER	311060	214.00
	7/14/2026	V03430--SPECTRUM/CHARTER	311059	214.00
	7/14/2026	V03430--SPECTRUM/CHARTER	311058	214.00
	7/14/2026	V00209--CITY OF BAKERSFIELD	311015	12,944.25
	7/14/2026	V00169--CALIFORNIA WATER SERVICE	311013	2,019.83
	7/14/2026	V01027--VARNER BROS INC	311068	54.00
	7/14/2026	V00799--PRICE DISPOSAL	311050	639.01
	7/14/2026	V04777--OILDALE MUTUAL WATER COMPANY	311047	237.74
	7/14/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311027	57.00
	7/14/2026	V05049--GM FINANCIAL	311026	416.08
	7/14/2026	V03172--OFFICE1 LEASING	311046	171.78
	7/14/2026	V03172--OFFICE1 LEASING	311045	171.78
	7/14/2026	V03172--OFFICE1 LEASING	311044	171.78
	7/14/2026	V00914--SOUTHERN CALIFORNIA EDISON	311054	4,767.39
	7/14/2026	V00178--CATHY DOUMA	311014	330.35

Bank	Date	Vendor	Document no.	Amount
	7/14/2026	V00596--LAMONT PUBLIC UTILITY DISTRICT	311032	684.20
	7/14/2026	V03172--OFFICE1 LEASING	311043	2,048.50
	7/14/2026	V05356--GARRETT T RICE	311024	1,600.00
	7/14/2026	V03172--OFFICE1 LEASING	311042	702.90
	7/14/2026	V03172--OFFICE1 LEASING	311041	395.61
	7/14/2026	V03172--OFFICE1 LEASING	311040	361.93
	7/14/2026	V03172--OFFICE1 LEASING	311039	285.14
	7/14/2026	V03172--OFFICE1 LEASING	311038	186.82
	7/14/2026	V03172--OFFICE1 LEASING	311037	273.57
	7/14/2026	V00787--PG&E	311049	23,709.54
	7/14/2026	V00220--CITY OF WASCO	311016	574.18
	7/14/2026	V00912--SOUTH TULARE RICHGROVE REFUSE INC	311053	495.71
	7/14/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	311030	5,864.71
	7/14/2026	V04203--MARTIN GONI	311033	158.55
	7/14/2026	V00392--FOUR POINTS HOTEL SHERATON	311023	10,360.00
	7/14/2026	V00562--KEITH C PFEFFER	311031	51.96
	7/14/2026	V03430--SPECTRUM/CHARTER	311057	170.00
	7/14/2026	V03430--SPECTRUM/CHARTER	311056	77.21
	7/14/2026	V05364--ABDO A KORIN	122234140021512	2,500.00
	7/14/2026	V03692--JOSEPH AGUILAR	122234140021511	215.00
	7/14/2026	V03423--Jessica Reyes Gonzalez	122234140021510	136.25
	7/14/2026	V03422--LOIS HANNIBLE	122234140021509	136.25
	7/14/2026	V03191--VAL-PRO, INC	122234140021508	842.30
	7/14/2026	V03174--OFFICE IMAGING, INC	122234140021507	23.38
	7/14/2026	V00226--RLH FIRE PROTECTION, INC.	122234140021506	151.00
	7/14/2026	V00937--STINSON STATIONERS	122234140021505	1,773.73
	7/14/2026	V00937--STINSON STATIONERS	122234140021504	115.73
	7/14/2026	V03174--OFFICE IMAGING, INC	122234140021503	48.95
	7/14/2026	V01795--ATA PROPERTIES, LLC	122234140021502	1,145.00
	7/14/2026	V00874--SAVE MART SUPERMARKETS	122234140021501	494.64
	7/14/2026	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140021500	664.74
	7/14/2026	V01795--ATA PROPERTIES, LLC	122234140021499	1,145.00
	7/14/2026	V02284--ESTHER DODD	122234140021498	102.65
	7/14/2026	V03893--ROONECIA MORADO	122234140021497	100.00
	7/14/2026	V03927--SHARON BRIGGS	122234140021496	102.65
	7/14/2026	V04727--ALEXIS SAVEDRA	122234140021495	234.00
	7/14/2026	V04749--PHONTHIP PADICHITH	122234140021494	90.00
	7/14/2026	V05362--A FRIENDS HOUSE LLC	122234140021493	350.00
	7/14/2026	V05362--A FRIENDS HOUSE LLC	122234140021492	910.00
	7/14/2026	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140021491	6,885.24
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021490	31.04
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021489	67.52
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021488	110.01
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021487	40.68
	7/14/2026	V03096--PUBLIC AGENCY COALITION ENTERPRISE	122234140021486	967,244.82
	7/14/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140021485	109.74
	7/14/2026	V03849--NELLY MENDOZA	122234140021484	81.93
	7/14/2026	V05267--NIKKI BOLES	122234140021483	82.65
	7/14/2026	V02411--MARISELA P. GONZALEZ	122234140021482	60.18
	7/14/2026	V02482--ROSITA C CURRY	122234140021481	104.40
	7/14/2026	V02868--SAFIYA PRICE	122234140021480	21.03
	7/14/2026	V03006--GRACE COMMUNITY CHURCH	122234140021479	2,261.32
	7/14/2026	V00182--CDW LLC	122234140021478	323.88
	7/14/2026	V04755--CITIGUARD, INC	122234140021477	693.00
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021476	18.48
	7/14/2026	V03866--PATRICIA MEXICANO	122234140021475	94.25
	7/14/2026	V03852--NICOLE NINO	122234140021474	123.98
	7/14/2026	V00938--STOCKTON COMMUNITY KITCHEN	122234140021473	43,891.60
	7/14/2026	V03402--VERLINDA DENWITTY	122234140021472	116.73
	7/14/2026	V03331--TINA MOUA	122234140021471	43.50
	7/14/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140021470	139.69
	7/14/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140021469	379.75
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021468	14.98
	7/14/2026	V03186--BLUETRITON BRANDS INC	122234140021467	31.97
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021466	409.29
	7/14/2026	V00559--KAPLAN EARLY LEARNING CO	122234140021465	33.08
	7/14/2026	V00920--SSD ALARM, INC	122234140021464	129.34
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021463	24.24
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021462	13.01
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021461	71.94
	7/14/2026	V00721--NARAMA INC. - TREK IMAGING	122234140021460	1,238.38

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	7/14/2026	V00794--PLC SYSTEM SERVICES LLC	122234140021459	950.72
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021458	20.56
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021457	20.52
	7/14/2026	V00794--PLC SYSTEM SERVICES LLC	122234140021456	540.00
	7/14/2026	V00794--PLC SYSTEM SERVICES LLC	122234140021455	994.56
	7/14/2026	V03186--BLUETRITON BRANDS INC	122234140021454	68.75
	7/14/2026	V03186--BLUETRITON BRANDS INC	122234140021453	41.12
	7/14/2026	V03057--CSG-NAM, LLC	122234140021452	9.99
	7/14/2026	V03410--ELIZABETH GARCIA-VARGAS	122234140021451	95.00
	7/14/2026	V04575--LOWE'S COMPANIES, INC.	122234140021450	90.41
	7/14/2026	V03083--CHALK SPINNER LLC	122234140021449	4,320.27
	7/14/2026	V00592--LAKESHORE PARENT, LLC	122234140021448	21,730.01
	7/14/2026	V00265--CWP CALIFORNIA CORP	122234140021447	1,252.80
	7/14/2026	V03544--CAROL HENDRICKS	122234140021446	347.28
	7/14/2026	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140021445	1,427.63
	7/14/2026	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140021444	3,030.70
	7/14/2026	P02985--CRYSTAL MARIE REYES	310992	7,229.22
	7/14/2026	P02171--IRMA DIAZ ALVAREZ	310998	7,177.73
	7/14/2026	P02770--GUADALUPE AYON DE MENDOZA	310996	5,706.99
	7/14/2026	P02982--MARIA DEL SOCORRO PADILLA MONTES	311002	5,693.09
	7/14/2026	P01593--MANUELA P MEDINA	311000	5,685.94
	7/14/2026	P02813A--YESENIA CAYETANO HERNANDEZ	311007	760.00
	7/14/2026	P00716--ELIZABETH MARTINEZ	310993	3,871.80
	7/14/2026	P02938--ANGELICA IBARRA DE ALVAREZ	310986	2,640.41
	7/14/2026	P00039--GUILLERMINA ORNELAS DE RAMIREZ	310997	2,744.83
	7/14/2026	P01775--CECILIA GAYTAN DE ZARATE	310989	2,739.83
	7/14/2026	P02943--YOLANDA GARCIA SABINO	311008	1,810.20
	7/14/2026	P02746--MARIA A MORALES LOPEZ	311001	2,790.50
	7/14/2026	P02932--SILVIA ELENA ACOSTA RODRIGUEZ	311005	1,583.76
	7/14/2026	P02315--CRISTINA SOTO DE MARTINEZ	310991	1,681.64
	7/14/2026	P02939--GRISELDA PALMERIN	310995	2,100.00
	7/14/2026	P02986--BRENDA ALCAZAR MAGANA	310988	1,046.14
	7/14/2026	P01884--BLANCA NELLY VERA	310987	1,767.26
	7/14/2026	P02709--ANA MARIA ACOSTA DE ARIZAGA	310985	1,373.39
	7/14/2026	P03077--NATIVIDAD REYES MARCOS	311004	1,277.08
	7/14/2026	P02614--TOMASA MARISOL RODRIGUEZ ORELLANA	311006	1,262.76
	7/14/2026	P02528--MARIA SOFIA MENDOZA DE ORTIZ	311003	1,222.80
	7/14/2026	P03086--CEYDI VIANEY GUZMAN	310990	657.54
	7/14/2026	P02876--ESPERANZA GALLEGOS-RUIZ	310994	757.67
	7/14/2026	P03081--JULIANA ZAMORA CEJA	310999	1,162.25
	7/14/2026	P03110--SANDRA TREJO	122234140021443	2,342.84
	7/14/2026	P03109--MARCELA MARILYN BARAJAS	122234140021442	1,613.46
	7/14/2026	P03094--JULIANA GONZALEZ DE VARGAS	122234140021441	4,825.87
	7/14/2026	P03092--LETICIA ORTEGA GAZCA	122234140021440	5,693.09
	7/14/2026	P03088--MARITZA GARCIA	122234140021439	4,825.87
	7/14/2026	P03083--ALEJANDRA BONILLA	122234140021438	1,050.00
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	7/14/2026	P03070--DARIA RUIZ ORTIZ	122234140021436	4,597.19
	7/14/2026	P03063--MARIA DE LA LUZ LEDESMA DE GUZMAN	122234140021435	2,766.25
	7/14/2026	P03056--HANNA AYALA	122234140021434	3,850.54
	7/14/2026	P03055--MARIA D SANTANDER	122234140021433	1,963.44
	7/14/2026	P03053--MARIELA ROCHA FRAGA	122234140021432	5,449.85
	7/14/2026	P03040--SILVIA RODRIGUES LOPEZ	122234140021431	1,264.08
	7/14/2026	P03039--AIDE MORAMAY RODRIGUEZ-AMBRIZ	122234140021430	3,414.27
	7/14/2026	P03030--ANA B CEJA CISNEROS	122234140021429	1,050.00
	7/14/2026	P03011--ERIKA RUBYK NARVAEZ	122234140021428	1,767.26
	7/14/2026	P03005--EDITH DURAN	122234140021427	3,606.34
	7/14/2026	P03003--KARLA MARILIN BUSTILLO RIVERA	122234140021426	5,833.84
	7/14/2026	P02998--SAMANTHA TRIGUEROS	122234140021425	1,868.88
	7/14/2026	P02994--MARTHA ELENA MARTINEZ PRADO	122234140021424	1,917.22
	7/14/2026	P02993--MARIA DEL CARMEN SEGURA	122234140021423	2,008.31
	7/14/2026	P02992--MARIA SANTOS MEDRANO	122234140021422	1,345.89
	7/14/2026	P02977--SUSANA SALAZAR CONTRERAS	122234140021421	4,793.43
	7/14/2026	P02970--TEODORA LANDEROS RAMIREZ	122234140021420	6,655.78
	7/14/2026	P02958--LESLIE ESPINOZA MOSQUEDA	122234140021419	2,790.61
	7/14/2026	P02954A--CLAUDIA ALEJANDRA MONTES GUDINO	122234140021418	921.95
	7/14/2026	P02946--GLADY RABANALES MORALES	122234140021417	444.88
	7/14/2026	P02945--GABRIELA FRANCO DE ALCANTAR	122234140021416	5,364.77
	7/14/2026	P02944--ELEAZAR VALENZUELA	122234140021415	6,581.92
	7/14/2026	P02941--NANCY M GUILLEN CORTES	122234140021414	4,117.87
	7/14/2026	P02935--MAYRA PATRICIA LOPEZ BARRAZA	122234140021413	7,348.04

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	7/14/2026	P02934--ESTELA CHAVEZ ANTONIO	122234140021412	5,034.29
	7/14/2026	P02922--ROSAURA MARTINEZ GARCIA	122234140021411	3,256.70
	7/14/2026	P02897--MARTHA ALICIA CEJA	122234140021410	3,279.13
	7/14/2026	P02892--SANDRA GABRIELA ARMENDARIZ	122234140021409	5,484.85
	7/14/2026	P02885--ANA RIOS	122234140021408	5,967.60
	7/14/2026	P02877--GRISELDA FERNANDEZ SALGADO	122234140021407	3,673.33
	7/14/2026	P02859--DEISY GUADALUPE FERNANDEZ ARCEO	122234140021406	1,807.64
	7/14/2026	P02851--MARIA A ROMERO DE CRUZ	122234140021405	4,674.86
	7/14/2026	P02848--ANA LAURA RODRIGUEZ	122234140021404	4,418.15
	7/14/2026	P02845--CARLOS ESTEVAN GARCIA	122234140021403	2,324.50
	7/14/2026	P02843--ESMERALDA OSEGUERA HERRERA	122234140021402	4,279.38
	7/14/2026	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140021401	6,860.59
	7/14/2026	P02839--CARLAANGELA RUIZ	122234140021400	2,545.25
	7/14/2026	P02831--CINDY G CORONA	122234140021399	1,807.64
	7/14/2026	P02828--MARIA FERNANDA GARIBAY	122234140021398	4,372.86
	7/14/2026	P02813A--YESENIA CAYETANO HERNANDEZ	122234140021397	3,862.39
	7/14/2026	P02802--GUADALUPE DURAN	122234140021396	7,090.50
	7/14/2026	P02796--NEREYDA LIRA LOPEZ	122234140021395	12,682.64
	7/14/2026	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140021394	4,900.91
	7/14/2026	P02788--SILVIA MAGALLON DE REYES	122234140021393	1,001.71
	7/14/2026	P02781--YESENIA GUADALUPE QUINTERO TAPIA	122234140021392	849.03
	7/14/2026	P02779--REBECCA MENDOZA VAZQUEZ	122234140021391	1,050.00
	7/14/2026	P02775--NORA E LEMUS	122234140021390	8,306.67
	7/14/2026	P02768--ALICIA MONTEJANO PENA	122234140021389	7,168.56
	7/14/2026	P02764--MARGARITA GARIBAY CORTES	122234140021388	8,336.38
	7/14/2026	P02760--JUANA INEZ SALGADO RENTERIA	122234140021387	1,767.26
	7/14/2026	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140021386	1,718.37
	7/14/2026	P02736--CLAUDIA ZAVALA CISNEROS	122234140021385	2,687.51
	7/14/2026	P02717--JOSELINE ARREDONDO	122234140021384	2,337.92
	7/14/2026	P02711--MARIA ELIZABETH MARIN	122234140021383	1,767.26
	7/14/2026	P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ	122234140021382	2,177.77
	7/14/2026	P02690--STEPHANIE VERDUGO	122234140021381	1,119.93
	7/14/2026	P02689--GUADALUPE OLAZABAL	122234140021380	1,145.58
	7/14/2026	P02687--ELIM RODRIGUEZ	122234140021379	4,569.61
	7/14/2026	P02683--MARIA GUADALUPE GONZALEZ	122234140021378	8,845.72
	7/14/2026	P02673--NANCY GARIBAY HERNANDEZ	122234140021377	3,093.96
	7/14/2026	P02659--ARACELI MORALES DE MARTINEZ	122234140021376	6,643.00
	7/14/2026	P02650--MA BELEN RODRIGUEZ BRAVO	122234140021375	5,857.89
	7/14/2026	P02635--MARIA E CUARA	122234140021374	1,290.81
	7/14/2026	P02615--NINFA E. RODRIGUEZ	122234140021373	5,264.44
	7/14/2026	P02613--MAYRA HERNANDEZ	122234140021372	2,818.31
	7/14/2026	P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	122234140021371	4,336.28
	7/14/2026	P02606A--CLARA ACOSTA FERREL	122234140021370	3,926.58
	7/14/2026	P02602--ADRIANA GOMEZ	122234140021369	12,941.28
	7/14/2026	P02598--MIRIAM LOPEZ GUTIERREZ	122234140021368	10,509.27
	7/14/2026	P02597--INES MARISCAL MACIAS	122234140021367	611.40
	7/14/2026	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140021366	5,506.70
	7/14/2026	P02579--YOLANDA LIRA LEMUS	122234140021365	12,201.08
	7/14/2026	P02578--MARIA NANCY CRUZ	122234140021364	1,767.26
	7/14/2026	P02562--IRMA FLORES	122234140021363	1,767.26
	7/14/2026	P02557--MARIA A LOPEZ	122234140021362	2,602.61
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	7/14/2026	P02555--OGARIDT ALCANZAR MAGANA	122234140021360	3,775.87
	7/14/2026	P02545--ROCIO OROZCO IBARRA	122234140021359	9,077.77
	7/14/2026	P02542A--LA ESTACION CHILDCARE LLC	122234140021358	3,095.94
	7/14/2026	P02525--LETICIA HERNANDEZ PEREZ	122234140021357	1,084.68
	7/14/2026	P02519--ANDREA PIMENTEL DE DOMINGUEZ	122234140021356	11,036.44
	7/14/2026	P02515--MARTHA ALICIA MADRIGAL SOSA	122234140021355	5,701.24
	7/14/2026	P02505--YANELY GARCIA	122234140021354	1,698.44
	7/14/2026	P02476--DOLORES M PLATERO	122234140021353	3,537.45
	7/14/2026	P02468--DAVID PANTOJA	122234140021352	5,526.72
	7/14/2026	P02466--ROSA ELENA ARELLANO	122234140021351	2,809.43
	7/14/2026	P02464--GLADYS ISELA RODRIGUEZ	122234140021350	6,862.37
	7/14/2026	P02454--INOCENCIA SALAS ROJAS	122234140021349	10,294.72
	7/14/2026	P02453--LORENA TRUJILLO ESCOBEDO	122234140021348	2,922.40
	7/14/2026	P02450--RUBICEL RUIZ SOLORIO	122234140021347	8,516.06
	7/14/2026	P02446--MARIA DOLORES GOMEZ	122234140021346	2,689.74
	7/14/2026	P02424--DALILA J CAVAZOS	122234140021345	13,044.25
	7/14/2026	P02422--ELIZABETH DIAZ	122234140021344	3,609.50
	7/14/2026	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140021343	2,629.78
	7/14/2026	P02374--DARLENE JIMENEZ	122234140021342	1,024.91

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	7/14/2026	P02336--PAULA GARCIA	122234140021340	11,153.56
	7/14/2026	P02333--MITZI G CHAVEZ MAGALLON	122234140021339	4,029.96
	7/14/2026	P02329--JULISSA MARIE ARAGON	122234140021338	1,842.24
	7/14/2026	P02322--MARGARITA BUSTAMANTE DE FELIX	122234140021337	4,836.78
	7/14/2026	P02310--MARIA G RAMIREZ DE MARTINEZ	122234140021336	7,819.28
	7/14/2026	P02267--MARTHA SALGADO	122234140021335	12,032.46
	7/14/2026	P02266--ELIZABETH CHAVEZ	122234140021334	4,896.24
	7/14/2026	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140021333	2,650.89
	7/14/2026	P02260--MARIA GUADALUPE ALVAREZ	122234140021332	7,127.95
	7/14/2026	P02259--MARIA GUADALUPE CONTRERAS VARGAS	122234140021331	3,775.87
	7/14/2026	P02249--ADRIANA AGUIRRE GAONA	122234140021330	4,944.01
	7/14/2026	P02246--CAROLINA GIL	122234140021329	1,894.77
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	7/14/2026	P02237--IRMA SANDOVAL ROBLES	122234140021327	5,150.38
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	7/14/2026	P02235--GABRIELA ARREGUIN	122234140021325	2,967.22
	7/14/2026	P02184--ADRIANA SERNAS	122234140021324	2,753.90
	7/14/2026	P02172--MARIA LEDESMA DE GARCIA	122234140021323	6,356.67
	7/14/2026	P02163--ALICIA DE LA GARZA	122234140021322	3,134.25
	7/14/2026	P02152--EDELMIRA L VIVEROS	122234140021321	2,677.49
	7/14/2026	P02144--MARICELA SANDOVAL RODRIGUEZ	122234140021320	8,398.77
	7/14/2026	P02130--ARACELY CRUZ DE MONTERROSA	122234140021319	12,891.45
	7/14/2026	P02128--MARIA ARACELI CRUZ	122234140021318	1,842.24
	7/14/2026	P02109--JACLYN PRADO	122234140021317	1,518.79
	7/14/2026	P02053--ANA BERTHA BALLESTEROS JAIME	122234140021316	7,880.12
	7/14/2026	P02044--AYDE JAIME	122234140021315	4,584.58
	7/14/2026	P01984--IRMA YOLANDA ARCINIEGA	122234140021314	3,604.41
	7/14/2026	P01968--LOURDES PEREZ DE GARCIA	122234140021313	8,599.49
	7/14/2026	P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ	122234140021312	5,088.72
	7/14/2026	P01951--IRENE R SIXTOS	122234140021311	5,027.96
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	7/14/2026	P01934--MARIA A MAGALLON OROZCO	122234140021309	1,856.48
	7/14/2026	P01917--DAISY ALMIDA GONZALEZ	122234140021308	7,006.03
	7/14/2026	P01889--MARIA SANDRA L DE ESTRADA	122234140021307	1,917.22
	7/14/2026	P01877A--ANTONIA PANIAGUA	122234140021306	5,861.10
	7/14/2026	P01867--IRMA AYALA CONTRERAS	122234140021305	1,050.00
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	7/14/2026	P01843--MARIANELA G ORTIZ	122234140021303	4,166.93
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	7/14/2026	P01754--VERONICA L ESCOBAR	122234140021301	3,139.14
	7/14/2026	P01735--MARGARITA PADILLA BARAJAS	122234140021300	5,812.87
	7/14/2026	P01734--MARGARITA CORTES DE BARAJAS	122234140021299	12,556.28
	7/14/2026	P01724--HEIDY ESMERALDA SANDOVAL	122234140021298	8,295.72
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	7/14/2026	P01664--ELIDA CRUZ	122234140021296	1,899.03
	7/14/2026	P01638--ELIZABETH GONZALEZ	122234140021295	4,101.16
	7/14/2026	P01628--DORA LUZ RIVERA	122234140021294	9,478.45
	7/14/2026	P01570--MARIA SOCORRO GOMEZ CABRERA	122234140021293	1,887.54
	7/14/2026	P01507--MARIANA NAVA	122234140021292	7,147.30
	7/14/2026	P01456--ESTHER MELENDREZ	122234140021291	832.05
	7/14/2026	P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ	122234140021290	14,498.61
	7/14/2026	P01366--MARIA R GARCIA DE ARAMBULA	122234140021289	4,020.93
	7/14/2026	P01298--LETICIA MORALES	122234140021288	6,315.35
	7/14/2026	P01280--SILVIA MEJIA	122234140021287	11,070.56
	7/14/2026	P01187--MARIA LOURDES NIEVAS DE SALAZAR	122234140021286	1,476.74
	7/14/2026	P01114--ROCIO SALAZAR	122234140021285	4,734.48
	7/14/2026	P01108--IMELDA MARIN DE JUAREZ	122234140021284	9,880.96
	7/14/2026	P01105--ANGELICA MAGANA MARES	122234140021283	6,539.65
	7/14/2026	P01091--BIVIANA MANRIQUEZ	122234140021282	13,682.52
	7/14/2026	P01054--IRMA VERONICA OSEGUERA	122234140021281	1,933.63
	7/14/2026	P01024--MACARMEN LUCATERO	122234140021280	762.75
	7/14/2026	P01013--MARIA DE JESUS REYNA	122234140021279	5,518.68
	7/14/2026	P00931--CARMEN MORALES DIAZ	122234140021278	6,554.23
	7/14/2026	P00852--ELISA GONZALES	122234140021277	4,307.66
	7/14/2026	P00832--YOLANDA CORTES DE MENDOZA	122234140021276	944.04
	7/14/2026	P00769--LETICIA MARIA BOTELLO	122234140021275	5,615.86
	7/14/2026	P00699--BLANCA EVELIA RUIZ DE SOLORIO	122234140021274	9,680.66
	7/14/2026	P00661--SOCORRO A MENDOZA	122234140021273	3,746.28
	7/14/2026	P00635--ESTELA N. VEGA	122234140021272	714.00
	7/14/2026	P00608--ISABEL GARCIA	122234140021271	1,925.24

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	7/14/2026	P00446--OLGA ZAMAGO	122234140021269	1,735.23
	7/14/2026	P00402--YOLANDA MUNOZ	122234140021268	13,545.48
	7/14/2026	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140021267	7,305.14
	7/14/2026	P00163--LETICIA G HERNANDEZ	122234140021266	6,776.52
	7/14/2026	P00147--JOSEFINA GARCIA	122234140021265	1,842.24
	7/14/2026	P00114--MARTHA ANGELICA SOLORIO DE ARCEO	122234140021264	4,788.43
	7/14/2026	P00090--MARIA ELENA CEJA	122234140021263	2,435.22
	7/14/2026	P00076--LILIA HORTENCIA OSEGUERA	122234140021262	7,987.79
	7/14/2026	P00019--TERESA CAROLINA OROPEZA	122234140021261	5,342.16
	7/17/2026	V04633--MERCEDES MILLER	311076	2,120.95
	7/17/2026	V04986--KARINA HERNANDEZ GALVAN	311075	5.41
	7/20/2026	V00216--CITY OF STOCKTON	Voided - 310570	-195.44
	7/21/2026	P01633--MARIA G LUNA PEREZ	311136	1,676.76
	7/21/2026	P03113--DANA ITZEL CASTILLO MILLAN	311135	336.48
	7/21/2026	V04635--HOUSING AUTHORITY OF THE COUNTY OF KERN	311158	550.00
	7/21/2026	V04576--LILIANA SANTIAGO	311162	1,200.00
	7/21/2026	V05368--CHROMIUM MANAGEMENT LLC	311143	2,874.95
	7/21/2026	V03453--ADILENE NAVA	311137	183.43
	7/21/2026	V04195--CARLA DAVILA	311141	2,952.00
	7/21/2026	V04567--MANJINDER SINGH	311164	127.93
	7/21/2026	V04229--ANGELICA COBIAN	311140	3,000.00
	7/21/2026	V04420--YVETTE PEREZ	311181	1,869.00
	7/21/2026	V03967--VERONICA AMAYA	311178	3,000.00
	7/21/2026	V04866--EAST HILLS ASSOCIATES LP	311150	360.00
	7/21/2026	V04866--EAST HILLS ASSOCIATES LP	311149	360.00
	7/21/2026	V04495--CITY OF STOCKTON - REVENUE SERVICES DIVISION	311146	28.00
	7/21/2026	V04495--CITY OF STOCKTON - REVENUE SERVICES DIVISION	311145	28.00
	7/21/2026	V03592--DIANA OROZCO	311148	395.85
	7/21/2026	V03785--MARIA MORENO GOMEZ	311167	166.03
	7/21/2026	V03370--ROSLYN TORRES	311172	157.33
	7/21/2026	V05118--LETICIA ADAMS	311161	155.88
	7/21/2026	V03628--FRANCIS VEGA	311154	152.25
	7/21/2026	V04159--Estela Corrales	311153	118.90
	7/21/2026	V03840--NALLELY SANCHEZ	311169	116.73
	7/21/2026	V04102--IRIS LOPEZ	311159	111.65
	7/21/2026	V05325--FRANCISCO PALACIOS BALTAZAR	311155	99.33
	7/21/2026	V00657--MARIA MARTINEZ	311166	94.25
	7/21/2026	V00998--TRANISHA HARTMAN	311177	89.90
	7/21/2026	V03377--ALEJANDRA BAHENA	311138	86.28
	7/21/2026	V05197--LOGAN WALKER	311163	82.65
	7/21/2026	V04002--RUBEN RIVERA	311175	79.75
	7/21/2026	V03386--JAZMIN LEON	311160	76.13
	7/21/2026	V04094--ANA MARTINEZ	311139	71.05
	7/21/2026	V05370--ESMERALDA VEGA	311151	69.60
	7/21/2026	V04115--ESTEFANY AVITIA	311152	68.88
	7/21/2026	V04828--CLAUDIA HUERTA	311147	42.78
	7/21/2026	V04413--VIOLETA SWANSON	311179	42.78
	7/21/2026	V03951--TOMMIE SUE CORDOVA	311176	42.05
	7/21/2026	V02786--MARIA LAURA GONZALEZ	311165	38.43
	7/21/2026	V04254--CHARLETTE R MCRAE	311142	34.80
	7/21/2026	V05322--GERALDINE MACIAS	311157	52.20
	7/21/2026	V04133--MARIA VILLANUEVA	311168	31.90
	7/21/2026	V04122--YESENIA RUBIRA	311180	20.30
	7/21/2026	V00216--CITY OF STOCKTON	311144	139.44
	7/21/2026	V04002--RUBEN RIVERA	311174	353.80
	7/21/2026	V04855--FREDY COLOP	311156	100.00
	7/21/2026	V03894--ROSA CALLEJAS	311171	293.63
	7/21/2026	V05285--NATALIE PINON	311170	105.13
	7/21/2026	V04002--RUBEN RIVERA	311173	58.00
	7/21/2026	V02658--ELSA NAVARRETE LEON	122234140021984	267.00
	7/21/2026	V05365--MIDHAT GHAZAL	122234140021983	2,200.00
	7/21/2026	V03986--YOLANDA GONZALES	122234140021982	267.00
	7/21/2026	V03681--JERRY MEADE	122234140021981	267.00
	7/21/2026	V03641--GLORIA BARBERO	122234140021980	224.00
	7/21/2026	V02330--JEREMY T TOBIAS	122234140021979	75.20
	7/21/2026	V03641--GLORIA BARBERO	122234140021978	285.29
	7/21/2026	V03848--NAYELI ARAMBULA	122234140021977	63.08
	7/21/2026	V03822--MELISSA DELA GARZA	122234140021976	105.85
	7/21/2026	V03756--LORRAINE PALOMO	122234140021975	5.80
	7/21/2026	V03740--LILIANA ALTAMIRANO	122234140021974	282.75

Bank	Date	Vendor	Document no.	Amount
	7/21/2026	V03645--GLORIANA TEIXEIRA	122234140021973	304.50
	7/21/2026	V03620--ESTEFANIE VIDAURY	122234140021972	87.73
	7/21/2026	V03603--ELIZABETH CISNEROS	122234140021971	68.15
	7/21/2026	V03601--ELENA GARCIA	122234140021970	88.45
	7/21/2026	V03583--DELORES PATRICIO	122234140021969	87.00
	7/21/2026	V03531--BRENDA HERNANDEZ	122234140021968	30.45
	7/21/2026	V03496--ANDREW CHAVEZ	122234140021967	76.85
	7/21/2026	V03493--ANDREA MARQUEZ	122234140021966	75.40
	7/21/2026	V03484--AMBER PUMPHREY	122234140021965	56.55
	7/21/2026	V03441--JANEY FELSOCI	122234140021964	30.45
	7/21/2026	V03439--MARY ANN MOONEY	122234140021963	75.40
	7/21/2026	V03438--LIZETTE BRAVO	122234140021962	117.45
	7/21/2026	V03437--LETISHA BROOKS	122234140021961	46.40
	7/21/2026	V03423--Jessica Reyes Gonzalez	122234140021960	36.98
	7/21/2026	V03415--STACY MERRIFIELD	122234140021959	5.80
	7/21/2026	V03414--ALMA SANCHEZ	122234140021958	2.18
	7/21/2026	V03411--SAVANNAH OATES	122234140021957	62.35
	7/21/2026	V03407--CINDY RUIZ	122234140021956	104.40
	7/21/2026	V03406--KATHYA CORRALES VARGAS	122234140021955	55.10
	7/21/2026	V03398--OLGA CASTRO	122234140021954	150.80
	7/21/2026	V03385--GABRIELA PADILLA	122234140021953	26.83
	7/21/2026	V03384--GLORIA GONZALEZ	122234140021952	127.60
	7/21/2026	V03376--ANGELICA PALMA	122234140021951	78.30
	7/21/2026	V03374--ADRIANA LOPEZ	122234140021950	146.45
	7/21/2026	V03371--LUCERO GONZALEZ	122234140021949	15.95
	7/21/2026	V03367--VALERIE CAMACHO	122234140021948	42.05
	7/21/2026	V03353--Cynthia Magdaleno	122234140021947	17.40
	7/21/2026	V03344--ANNELISA CORONA	122234140021946	85.91
	7/21/2026	V02875--SHENG THAO	122234140021945	83.38
	7/21/2026	V04525--BRENDA ORTIZ	122234140021944	16.68
	7/21/2026	V04390--ROSA GUERRERO	122234140021943	43.50
	7/21/2026	V04123--AYLEEN CERNAS	122234140021942	33.35
	7/21/2026	V04096--JUANA CAMACHO	122234140021941	160.23
	7/21/2026	V04095--KATERINA GONZALEZ-ROSARIO	122234140021940	135.58
	7/21/2026	V04062--SOPHIN LOCK	122234140021939	18.13
	7/21/2026	V04036--NANCY COSTA	122234140021938	235.63
	7/21/2026	V03867--PATRICIA ROBLES WESLEY	122234140021937	13.78
	7/21/2026	V05169--AMANDA CHARLON	122234140021936	5.80
	7/21/2026	V04749--PHONTHIP PADICHITH	122234140021935	65.98
	7/21/2026	V04647--TRISHA LOR	122234140021934	26.10
	7/21/2026	V03095--AMERITAS LIFE INSURANCE CORP.	122234140021933	6,425.32
	7/21/2026	V03095--AMERITAS LIFE INSURANCE CORP.	122234140021932	41,273.50
	7/21/2026	P00444--LUZ E VENEGAS	311103	12,090.21
	7/21/2026	P02457--MARIA ELENA CORONA DE IBARRA	311106	11,057.04
	7/21/2026	P00485--MARIA P COSIO	311112	9,955.71
	7/21/2026	P02951--IRENE FUENTES-TAPIA	311093	8,154.64
	7/21/2026	P00053--GLORIA GARCIA DE MADERA	311090	10,954.48
	7/21/2026	P01544--MARIA B CRUZ DE PULIDO	311105	10,675.93
	7/21/2026	P02910--VIRGINIA OSORIO ARANDA	311132	7,269.24
	7/21/2026	P01849--LORI MACIAS CERNA	311100	7,374.57
	7/21/2026	P02887--LAURA IVETH ESQUIVEL	311098	8,107.12
	7/21/2026	P02950--NORA NOELIA LUCATERO MORENO	311116	7,437.68
	7/21/2026	P02224--ROCIO JOSEFINA HERNANDEZ	311121	7,656.92
	7/21/2026	P03044--VIRGINIA ESTRELLA MEDINA	311131	7,898.53
	7/21/2026	P02979--VENUSTIANA P DURAN	311129	7,379.54
	7/21/2026	P02855--CLAUDIA OROZCO CORONA	311084	5,699.82
	7/21/2026	P00383--PATRICIA H MARTINEZ	311118	6,491.33
	7/21/2026	P02431--ROCIO VERONICA MUNIZ CERECEDA	311122	5,731.69
	7/21/2026	P02626--YULISA OROZCO LEMUS	311134	3,692.75
	7/21/2026	P02252--ANDREA R RIVERA	311081	3,224.55
	7/21/2026	P00801--ROSAURA QUINTERO DE LOPEZ	311124	4,135.30
	7/21/2026	P02953--LAURA CELENE DIAZ RAMOS	311097	3,690.78
	7/21/2026	P02226--LILIA ESQUIVEL MONROY	311099	2,674.28
	7/21/2026	P00833--GLORIA LEMUS DE LEMUS	311091	3,653.87
	7/21/2026	P02873--GABRIELA IBARRA	311089	3,901.22
	7/21/2026	P02820--ROCIO GARDUNO MAGO	311120	2,722.38
	7/21/2026	P03105--MERERY LEDEZMA-PEREZ	311115	1,337.67
	7/21/2026	P01856--VELINA LEON ZAMUDIO	311128	2,463.61
	7/21/2026	P02213--AIDEE ARIANA SANDOVAL	311077	3,149.13
	7/21/2026	P03085--MARIA ALVAREZ ROCHA	311104	2,712.11
	7/21/2026	P02326--MARIA J MARTINEZ DE GARCIA	311110	1,806.00

Bank	Date	Vendor	Document no.	Amount
	7/21/2026	P02903--MARIA GUADALUPE LEMUS ORTIZ	311109	2,729.92
	7/21/2026	P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	311080	2,061.94
	7/21/2026	P00705--AMPARO MAGANA	311079	2,650.50
	7/21/2026	P03062--ALMA DELIA LOPEZ DIAZ	311078	2,577.67
	7/21/2026	P03017--OFELIA SANDOVAL ELIZONDO	311117	3,024.85
	7/21/2026	P02854--FERNANDO MARQUEZ ROMERO	311088	2,554.66
	7/21/2026	P02908--ROSA ELVIA ROJAS DE LOPEZ	311123	2,022.53
	7/21/2026	P03074--CINDY LILIANA JUAREZ	311083	1,768.68
	7/21/2026	P02777--BELEN IZAZAGA MERCADO	311082	1,909.97
	7/21/2026	P02617--SONIA C LOPEZ DE JUAREZ	311126	1,764.33
	7/21/2026	P03000--LOURDES MARTEL	311101	1,301.24
	7/21/2026	P02811--YECENIA GARCIA RAMIREZ	311133	1,880.16
	7/21/2026	P02407--GUADALUPE ELIZABETH PENUELAS	311092	1,935.90
	7/21/2026	P02289--DOMINGA ESQUIVEL DE VILLANUEVA	311087	2,030.35
	7/21/2026	P00614--DIANA ELIZABETH VALENZUELA	311086	2,008.61
	7/21/2026	P01633--MARIA G LUNA PEREZ	311108	304.00
	7/21/2026	P02100--SOCORRO LARA DE GOVEA	311125	1,628.68
	7/21/2026	P01229--MARIA PICOS DE GARCIA	311113	1,840.44
	7/21/2026	P00823--MARIA EUGENIA GARCIA DE VEGA	311107	1,833.69
	7/21/2026	P03058--JAZMIN LOPEZ MAGDALENO	311095	1,692.65
	7/21/2026	P03041--VERONICA SAAVEDRA MAYA	311130	1,245.83
	7/21/2026	P02881--PERLA GUADALUPE DIAZ MORENO	311119	1,264.99
	7/21/2026	P02643--MARIA V SOSA	311114	1,310.98
	7/21/2026	P02494A--MARIA LOURDES MORENO ESQUIVEL	311111	1,326.20
	7/21/2026	P02791--LUZ A ESQUIVEL MORENO	311102	1,290.81
	7/21/2026	P03073--KAREN MORENO LEMUS	311096	1,031.69
	7/21/2026	P03113--DANA ITZEL CASTILLO MILLAN	311085	152.00
	7/21/2026	P00525--TERESA DENIZ MACIAS	311127	934.19
	7/21/2026	P02819--JAQUILINA GARCIA OSORIO	311094	584.48
	7/21/2026	P02208--CELFIDA SANTOS DE RUIZ	122234140021931	3,659.23
	7/21/2026	P02200--GLORIA PADILLA MONTES DE OCA	122234140021930	2,493.60
	7/21/2026	P02122--JOANNA GONZALEZ	122234140021929	304.00
	7/21/2026	P01304--MARIA GUADALUPE JAYME	122234140021928	608.00
	7/21/2026	P03107--MARIA ELIZABETH MEDINA ONTIVEROS	122234140021927	304.00
	7/21/2026	P03106--YAZMIN HERNANDEZ ZARAGOZA	122234140021926	2,089.34
	7/21/2026	P03104--NANCY MARTINEZ HERNANDEZ	122234140021925	2,808.59
	7/21/2026	P03103--MARIA NOEMI HERNANDES CEJA	122234140021924	2,905.68
	7/21/2026	P03102--TERESITA DE JESUS LEMUS MEDINA	122234140021923	1,031.69
	7/21/2026	P03101--KAREN JACQUELINE VASQUEZ	122234140021922	4,133.27
	7/21/2026	P03100--YAZMIN ORTIZ	122234140021921	1,092.10
	7/21/2026	P03099--IRMA SOLIS	122234140021920	1,092.10
	7/21/2026	P03096--CYNTHIA PEREZ ROJAS	122234140021919	1,290.81
	7/21/2026	P03090--JESSIKA Y BATRES ZAVALA	122234140021918	4,888.34
	7/21/2026	P03089--TERESA DE JESUS RODRIGUEZ VALEZQUEZ	122234140021917	2,450.37
	7/21/2026	P03087--DAISY CLARETH MARES ARRATIA	122234140021916	2,328.32
	7/21/2026	P03084--MARGARITA ALVAREZ	122234140021915	2,408.16
	7/21/2026	P03082--MARIA G HERNANDEZ RAMIREZ	122234140021914	5,641.00
	7/21/2026	P03080--DIANNA HERNANDEZ	122234140021913	904.55
	7/21/2026	P03079--ANA VIANEY RESENDIZ	122234140021912	1,889.50
	7/21/2026	P03078--SUSANA GABRIELA PALMERIN	122234140021911	2,602.08
	7/21/2026	P03069--IRMA DEL CARMEN BARRERA MARTINEZ	122234140021910	7,574.35
	7/21/2026	P03068--ANA FAMILY CHILD CARE	122234140021909	2,705.24
	7/21/2026	P03066--MARLEN CEJA FARFAN	122234140021908	1,842.24
	7/21/2026	P03065--AMALIA MOLINA MEDRANO	122234140021907	759.68
	7/21/2026	P03064--MARIA ANGELICA MANZO ALVAREZ	122234140021906	1,324.59
	7/21/2026	P03061--MARINA PANTOJA RAMIREZ	122234140021905	900.54
	7/21/2026	P03060--MARIA CARMEN ZARCO	122234140021904	7,845.08
	7/21/2026	P03059--OROPEZA NAVARRO TERESA FAMILY CHILD	122234140021903	2,921.49
	7/21/2026	P03116--AURORA B A ROMERO	122234140021902	236.44
	7/21/2026	P03115--MARIA ROSA RODRIGUEZ GUARDADO	122234140021901	474.12
	7/21/2026	P03112--YARALDIN LOMBERA VILLA	122234140021900	2,446.55
	7/21/2026	P03107--MARIA ELIZABETH MEDINA ONTIVEROS	122234140021899	1,472.90
	7/21/2026	P03057--AGUSTINA JOSEFA SANTOS DE VILLAVICENC	122234140021898	1,188.78
	7/21/2026	P03054--LORENA GABRIELA MAGANA MORALES	122234140021897	4,083.82
	7/21/2026	P03051--MARIA DE LOURDES SALAZAR CONTRERAS	122234140021896	2,771.48
	7/21/2026	P03049--MA AUXILIO CEBALLOS LEMUS	122234140021895	2,869.53
	7/21/2026	P03048--DUBIS Y ESCOBAR GOMEZ	122234140021894	7,575.89
	7/21/2026	P03047--MARGARITA TRINIDAD SANCHEZ	122234140021893	606.25
	7/21/2026	P03046--ANA M LEON GONZALEZ	122234140021892	1,962.95
	7/21/2026	P03045--CRISTINA GUADALUPE SANCHEZ DE AREVALO	122234140021891	8,102.01
	7/21/2026	P03043--SUSANA RAMIREZ	122234140021890	4,277.81

Bank	Date	Vendor	Document no.	Amount
	7/21/2026	P03038--GISELA HERNANDEZ	122234140021889	8,384.69
	7/21/2026	P03037--MAYRA GARCIA CAMACHO	122234140021888	4,102.82
	7/21/2026	P03036--MONTSERRAT RAMIREZ ALDAPA	122234140021887	1,014.00
	7/21/2026	P03035--JEANNETTE ESCOBAR	122234140021886	2,253.20
	7/21/2026	P03034--DULCE LUCERO VIRGEN VIRGEN	122234140021885	3,355.66
	7/21/2026	P03033--MA GUADALUPE BRAVO MARTINEZ	122234140021884	1,912.72
	7/21/2026	P03031--VERONICA VALDES VELIZ	122234140021883	2,049.24
	7/21/2026	P03029--ASUSENA MERAZ SAMANO	122234140021882	5,726.38
	7/21/2026	P03028--ASHLEY VERA	122234140021881	3,062.56
	7/21/2026	P03027--GABRIELA ECHEVARRIA	122234140021880	5,441.50
	7/21/2026	P03026--MARIA DE JESUS GARCIA	122234140021879	5,076.00
	7/21/2026	P03023--MARIA A QUINTEROS DE SEGOVIA	122234140021878	6,870.86
	7/21/2026	P03022--MARIA GUADALUPE GARCIA PEREZ	122234140021877	3,583.24
	7/21/2026	P03020--YESICA LOPEZ MENDOZA	122234140021876	2,089.34
	7/21/2026	P03019--LEONORILDA YUNUEN ARREZOLA	122234140021875	7,762.82
	7/21/2026	P03018--OLIVIA DE LOS SANTOS GARCIA	122234140021874	9,009.40
	7/21/2026	P03013--SILVIA ELIZABETH SANDOVAL MORENO	122234140021873	5,584.24
	7/21/2026	P03012--GUADALUPE DOMINGUEZ	122234140021872	3,425.34
	7/21/2026	P03010--YOLANDA IBARRA LEMUS	122234140021871	5,932.65
	7/21/2026	P03009--MARIA CRISTINA ALVAREZ FIGUEROA	122234140021870	2,668.89
	7/21/2026	P03007--BERENISE LEMUS	122234140021869	6,382.68
	7/21/2026	P03004--ARACELI GONZALEZ ANAYA	122234140021868	1,007.36
	7/21/2026	P03001--BERTHA MENDOZA HERNANDEZ	122234140021867	3,548.00
	7/21/2026	P02997--ADRIANA CHAVEZ OROZCO	122234140021866	1,917.22
	7/21/2026	P02996--JENNIFER RENNE TENORIO	122234140021865	1,476.44
	7/21/2026	P02995--NATIVIDAD ALCOCER DELGADO	122234140021864	7,182.81
	7/21/2026	P02991--ESMERALDA DIAZ LEON	122234140021863	9,081.71
	7/21/2026	P02989--YERALTDIN CUEVAS MEDINA	122234140021862	2,506.96
	7/21/2026	P02988--EULOGIA LEON MENDOZA	122234140021861	2,873.18
	7/21/2026	P02987--EVERSPRING PLAY INC	122234140021860	1,544.61
	7/21/2026	P02984--JULIETA GONZALEZ GONZALEZ	122234140021859	2,067.96
	7/21/2026	P02983--ALEJANDRA PELAYO MACIAS	122234140021858	1,290.81
	7/21/2026	P02981--ANA M PORTILLO DE SERRANO	122234140021857	5,069.99
	7/21/2026	P02980--MA REYNA SICAIROS HEREDIA	122234140021856	6,020.45
	7/21/2026	P02978--MARIA DE JESUS LEON	122234140021855	3,889.35
	7/21/2026	P02975--DAISY RUBI SUAREZ HUERTA	122234140021854	7,184.90
	7/21/2026	P02974--BERENICE RAMOS QUEVEDO	122234140021853	2,663.84
	7/21/2026	P02972--MARIA GUADALUPE RAMIREZ DE MENDOZA	122234140021852	1,094.13
	7/21/2026	P02969--MARIA ELENA CASTANEDA	122234140021851	6,607.22
	7/21/2026	P02965--VALERIA P DIAZ	122234140021850	1,853.65
	7/21/2026	P02964--ROSA OROZCO IBARRA	122234140021849	1,229.39
	7/21/2026	P02963--NEREIDA PONCE	122234140021848	7,527.88
	7/21/2026	P02962--MARIA ALEJANDRA MEJIA RUIZ	122234140021847	4,824.24
	7/21/2026	P02960--JUANA ESQUIVEL	122234140021846	11,697.70
	7/21/2026	P02959--IMELDA TORRES RANGEL	122234140021845	6,502.96
	7/21/2026	P02957--LETICIA VARGAS	122234140021844	7,193.93
	7/21/2026	P02956--DANIA URBINA MALDONADO	122234140021843	914.09
	7/21/2026	P02955--CELIA MARTINEZ	122234140021842	4,560.71
	7/21/2026	P02949--ANDREA MEDRANO MANDUJANO	122234140021841	1,756.36
	7/21/2026	P02942--CECILIA SANCHEZ	122234140021840	3,864.95
	7/21/2026	P02937--MAGDALENA MAGANA	122234140021839	4,753.89
	7/21/2026	P02936--ERICKA PEREZ SAUCEDO	122234140021838	4,178.68
	7/21/2026	P02933--MARIBEL RIVERA RAMIREZ	122234140021837	3,660.67
	7/21/2026	P02929--ELOISA E RAMIREZ GARCIA	122234140021836	3,571.32
	7/21/2026	P02928--JOCELYN MARTEL	122234140021835	1,708.00
	7/21/2026	P02926--ELIA AYALA	122234140021834	1,842.24
	7/21/2026	P02925--SANTOS MIRIAM CRUZ	122234140021833	7,763.90
	7/21/2026	P02923--ARACELI SANTOS PACHECO	122234140021832	6,631.71
	7/21/2026	P02920--SOFIA ALONSO ALVARADO	122234140021831	2,967.22
	7/21/2026	P02919--ANA KAREN VALENCIA TRUJILLO	122234140021830	4,165.77
	7/21/2026	P02918A--LITTLE DREAMERS CHILD CARE LLC	122234140021829	4,825.87
	7/21/2026	P02913--ANA MARIA RODRIGUEZ	122234140021828	3,825.62
	7/21/2026	P02912--ELENA GONZALEZ	122234140021827	7,068.76
	7/21/2026	P02909--MAYRA ALEJANDR GONZALEZ GOMEZ	122234140021826	2,995.04
	7/21/2026	P02907--MARIA MENDEZ DE CASTRO	122234140021825	4,705.18
	7/21/2026	P02905--ALICIA MORENO CISNEROS	122234140021824	1,823.07
	7/21/2026	P02904--MAYRA ESTHER MENDOZA	122234140021823	7,368.96
	7/21/2026	P02901--MARIA D REYES-SOTO	122234140021822	4,814.40
	7/21/2026	P02900--FABIOLA LEDEZMA DE NAVARRO	122234140021821	1,424.67
	7/21/2026	P02899--ANGELICA MORENO ESPINO	122234140021820	1,011.39
	7/21/2026	P02898--JASMIN HERRERA	122234140021819	5,632.17

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	7/21/2026	P02893--GABRIELA OLIVA LOPEZ	122234140021817	4,998.46
	7/21/2026	P02888--FANY J PEREZ DE RAMIREZ	122234140021816	2,076.89
	7/21/2026	P02879--MAYRA A. RAMIREZ	122234140021815	1,809.10
	7/21/2026	P02874--DELMA CERVANTES CORTES	122234140021814	3,719.41
	7/21/2026	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140021813	3,867.26
	7/21/2026	P02871--MIRIAM ELIZABETH JAIME	122234140021812	10,552.67
	7/21/2026	P02870--ANA MARIA MARTINEZ	122234140021811	735.58
	7/21/2026	P02869--DINA GONZALEZ	122234140021810	6,722.59
	7/21/2026	P02866--BIBIANA LIZETTE HUERTA ARIAS	122234140021809	7,228.14
	7/21/2026	P02865--JENNIFER REYES	122234140021808	3,807.67
	7/21/2026	P02864--REINA SANTIAGO PEREZ	122234140021807	11,337.16
	7/21/2026	P02863--LAURA ANDRADE	122234140021806	3,427.90
	7/21/2026	P02857--IRMA VILLA DE OLIVARES	122234140021805	7,943.43
	7/21/2026	P02856--CONSUELO LIRA DE LEMUS	122234140021804	4,350.61
	7/21/2026	P02853--BERTHA LILIA RUELAS DEL TORO	122234140021803	6,330.41
	7/21/2026	P02847--ELSA LARREYNAGA BATRES	122234140021802	13,160.26
	7/21/2026	P02846--ELIZABETH GUZMAN DE ARELLANO	122234140021801	2,266.49
	7/21/2026	P02838--MALVINA RAMIREZ LOPEZ	122234140021800	11,085.44
	7/21/2026	P02837A--ADELINA BELTRAN MOLINA	122234140021799	2,530.84
	7/21/2026	P02835--LORENA QUINTERO	122234140021798	7,867.66
	7/21/2026	P02833--MANUEL VILLAGOMEZ	122234140021797	5,399.63
	7/21/2026	P02826--SILVIA LEMUS DE OROZCO	122234140021796	6,026.40
	7/21/2026	P02825--DORA ALICIA ALAPIZCO BARRON	122234140021795	2,479.21
	7/21/2026	P02824--ODILIA ELIZABETH VALENCIA	122234140021794	6,119.73
	7/21/2026	P02823--DANIELA ALVAREZ	122234140021793	2,989.18
	7/21/2026	P02815--VICTORIA GOMEZ CRUZ	122234140021792	6,328.17
	7/21/2026	P02810--MARIA R LEMUS OROZCO	122234140021791	4,525.65
	7/21/2026	P02808--MARIELA SANCHEZ	122234140021790	432.00
	7/21/2026	P02803--JAQUELINE MATURINO MONARREZ	122234140021789	4,656.81
	7/21/2026	P02799--ARACELI CASTRO BARRAZA	122234140021788	10,913.89
	7/21/2026	P02798--MARGARITA VALENCIA AVILA	122234140021787	12,570.90
	7/21/2026	P02783A--CELENY FLORES	122234140021786	4,641.12
	7/21/2026	P02780--MARISSA LOPEZ LOPEZ	122234140021785	4,232.87
	7/21/2026	P02776--BRENDA BENAVIDEZ	122234140021784	958.61
	7/21/2026	P02772--ROSA ELENA BUSTOS	122234140021783	4,554.58
	7/21/2026	P02771--MARIA TERESA HERNANDEZ	122234140021782	2,108.12
	7/21/2026	P02767--LUCERO L IBARRA	122234140021781	420.94
	7/21/2026	P02766A--MIREYA GUZMAN CRISTOBAL	122234140021780	6,293.70
	7/21/2026	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	122234140021779	9,026.82
	7/21/2026	P02762--MARIA ELENA LEAL	122234140021778	997.24
	7/21/2026	P02759--VIANEY VILLANUEVA MAGALLON	122234140021777	1,547.22
	7/21/2026	P02755--LORRAINE DIAZ	122234140021776	10,911.46
	7/21/2026	P02754A--ANTONIO PERALTA DUQUE	122234140021775	7,522.63
	7/21/2026	P02753--MAYRA ALEJANDRA RIOS	122234140021774	2,068.77
	7/21/2026	P02750--ROSA HILDA NAVARRO	122234140021773	2,030.66
	7/21/2026	P02744--CAROLINA HERNANDEZ DE SOLORIO	122234140021772	1,631.71
	7/21/2026	P02740A--LUCEROS DAYCARE	122234140021771	892.26
	7/21/2026	P02738--LETICIA FUENTES LOPEZ	122234140021770	2,658.11
	7/21/2026	P02731A--BERNARDINA GOMEZ ARAUJO	122234140021769	918.92
	7/21/2026	P02730--YANELA PLACIDO MEJIA	122234140021768	3,013.97
	7/21/2026	P02728--AMALIA BUENROSTRO	122234140021767	9,275.61
	7/21/2026	P02725--BAUDELINA SANTOS PACHECO	122234140021766	6,134.15
	7/21/2026	P02722--BRENDA SUJEY MARTINEZ	122234140021765	6,851.57
	7/21/2026	P02721--OLGA LIRA DE GALLARDO	122234140021764	7,179.20
	7/21/2026	P02720--GUADALUPE LEMUS LEMUS	122234140021763	1,869.33
	7/21/2026	P02716--ESPERANZA RESENDEZ	122234140021762	1,880.78
	7/21/2026	P02713--MARIA ESTHER GONZALEZ AVALOS	122234140021761	4,493.13
	7/21/2026	P02707--MAGDALENA GUERRERO DE PARRA	122234140021760	7,541.01
	7/21/2026	P02704--JANETH G SARABIA	122234140021759	13,578.61
	7/21/2026	P02699--CONSUELO MEJIA	122234140021758	1,950.61
	7/21/2026	P02692--KASANDRA LOPEZ-CORDERO	122234140021757	1,187.36
	7/21/2026	P02679--ROSELIA MADERA DE CALDERA	122234140021756	3,089.74
	7/21/2026	P02670--GUADALUPE AVILA DE SEGOVIA	122234140021755	7,647.72
	7/21/2026	P02667--MARIA ANGELA DIAZ	122234140021754	5,793.74
	7/21/2026	P02666--LUCERO MILLAN GARCIA	122234140021753	2,007.10
	7/21/2026	P02663--DIANE LOMELI	122234140021752	7,806.96
	7/21/2026	P02662--SILVIA MENDEZ URIBE	122234140021751	3,058.61
	7/21/2026	P02661--MARIA TERESA HEREDIA	122234140021750	10,951.69
	7/21/2026	P02660--MONICA LEMUS	122234140021749	1,959.37
	7/21/2026	P02653--SILVIA LETICIA SANCHEZ DE GARCIA	122234140021748	1,892.46

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	7/21/2026	P02645--JANET IBARRA	122234140021746	3,852.34
	7/21/2026	P02640--TERESA MENDOZA	122234140021745	1,001.71
	7/21/2026	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140021744	12,941.03
	7/21/2026	P02637--DEANNA RAMIREZ	122234140021743	8,911.67
	7/21/2026	P02636--YAZMIN ARACELI NAVARRO HERRERA	122234140021742	3,611.44
	7/21/2026	P02634--EVA DILMA VARGAS	122234140021741	5,686.73
	7/21/2026	P02622--DARYLMIKA DAVAJANA SWANSON	122234140021740	2,170.32
	7/21/2026	P02620--ARACELI JIMENEZ AVILA	122234140021739	4,458.53
	7/21/2026	P02609--ROSAURA IBARRA OROZCO	122234140021738	7,636.87
	7/21/2026	P02603--SILVIA DAVALOS DE ANGUIANO	122234140021737	1,909.97
	7/21/2026	P02601--DELFINA VAZQUEZ	122234140021736	1,092.10
	7/21/2026	P02592--ELDA KARINA IBARRA	122234140021735	9,065.03
	7/21/2026	P02589--BEATRIZ GONZALEZ DUENAS	122234140021734	1,168.96
	7/21/2026	P02587--LORENA IBARRA	122234140021733	1,988.72
	7/21/2026	P02584--NORMA PULIDO CRUZ	122234140021732	2,792.29
	7/21/2026	P02581--MARIA ELENA ESCOBAR	122234140021731	2,530.83
	7/21/2026	P02572--ESTHER NAVARRO	122234140021730	6,805.88
	7/21/2026	P02570--TINA MARIE LOPEZ	122234140021729	6,810.76
	7/21/2026	P02567--LORENA PEREZ MELGOZA	122234140021728	12,792.36
	7/21/2026	P02560--VERONICA HERNANDEZ	122234140021727	4,750.89
	7/21/2026	P02554--YESICA SANCHEZ ARRIAGA	122234140021726	7,211.60
	7/21/2026	P02553--ELENA OCHOA CONTRERAS	122234140021725	1,274.50
	7/21/2026	P02551--ANGELICA VALIENTE DE BARRAGAN	122234140021724	15,917.98
	7/21/2026	P02549--MARIA REINA OROZCO MORA	122234140021723	4,805.99
	7/21/2026	P02547--CLAUDIA GARCIA	122234140021722	2,522.23
	7/21/2026	P02544--ANABEL A MARTINEZ	122234140021721	1,715.96
	7/21/2026	P02543--MARISOL PEREZ	122234140021720	2,016.80
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	7/21/2026	P02535--JESSICA MICHELLE ANDRADE	122234140021718	5,546.35
	7/21/2026	P02533--LIZET MONSERRAT PRECIADO	122234140021717	4,622.29
	7/21/2026	P02526--MARTINA RANGEL	122234140021716	7,156.30
	7/21/2026	P02513--ESMERALDA Y GONZALES	122234140021715	875.99
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	7/21/2026	P02507--LETICIA HERNANDEZ	122234140021713	1,889.50
	7/21/2026	P02499--MARIA DOLORES ARIAS	122234140021712	4,287.17
	7/21/2026	P02486--ROSALINDA VARGAS MATA	122234140021711	11,441.44
	7/21/2026	P02483--JASMINE CANCHOLA	122234140021710	712.00
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	7/21/2026	P02480--NYELI GONZALEZ	122234140021707	1,950.61
	7/21/2026	P02479--ORALIA QUIROZ	122234140021706	5,346.32
	7/21/2026	P02477--MAGANA IRIS FCC LLC	122234140021705	6,200.89
	7/21/2026	P02471--ISAIAH MONTELONGO VELASCO	122234140021704	5,542.75
	7/21/2026	P02470--ANDREA ESTRADA JIMENEZ	122234140021703	5,459.82
	7/21/2026	P02467--KARLA ELIZABETH HULING	122234140021702	3,723.14
	7/21/2026	P02463--YADIRA REBOLLEDO	122234140021701	11,544.30
	7/21/2026	P02462--IRMA L IBARRA	122234140021700	11,493.07
	7/21/2026	P02459--NEREYDA DAWN GONZALEZ	122234140021699	2,081.42
	7/21/2026	P02455--LUCIA MENDOZA OCHOA	122234140021698	2,476.00
	7/21/2026	P02448--JANET RODRIGUEZ	122234140021697	7,742.26
	7/21/2026	P02443--MONICA VEGA	122234140021696	5,515.54
	7/21/2026	P02438--GEORGINA CONCEPCION WARREN COSTALES	122234140021695	10,453.42
	7/21/2026	P02435--JANET GARCIA-ALAPIZCO	122234140021694	6,907.74
	7/21/2026	P02430--ALMA AYDE GOMEZ ALVAREZ	122234140021693	7,965.94
	7/21/2026	P02429--KARLA IVETTE MARTINEZ HERNANDEZ	122234140021692	3,534.57
	7/21/2026	P02426--ANNA DELFINA REYES	122234140021691	12,879.05
	7/21/2026	P02418--BERTHA ALICIA GOMEZ	122234140021690	1,629.80
	7/21/2026	P02416--DANIELA GUADALUPE ESPINOZA	122234140021689	6,693.47
	7/21/2026	P02415--TERESA DE LA LUZ SALAZAR MARTINEZ	122234140021688	13,529.51
	7/21/2026	P02414--BERTHA PEREZ DE NERTO	122234140021687	8,198.17
	7/21/2026	P02411--MAYRA ELENA GONZALEZ MORALES	122234140021686	9,992.81
	7/21/2026	P02397--ELVIRA GAMBOA	122234140021685	2,884.80
	7/21/2026	P02396--ANA MARIA RAMIREZ MEJIA	122234140021684	5,633.60
	7/21/2026	P02393--ADRIANA CEJA GONZALEZ	122234140021683	6,576.72
	7/21/2026	P02386--GREGORIA GALLEGOS	122234140021682	8,811.80
	7/21/2026	P02385--TEODORA GIRON MORALES	122234140021681	9,758.57
	7/21/2026	P02381--LUZ A LOPEZ ZARATE	122234140021680	4,865.11
	7/21/2026	P02375--MARTHA ESTHELA SANCHEZ	122234140021679	13,307.08
	7/21/2026	P02368--CARMEN SANTOS PACHECO	122234140021678	9,720.20
	7/21/2026	P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ	122234140021677	5,827.38

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	7/21/2026	P02345--GENOVEVA LOPEZ	122234140021675	1,784.34
	7/21/2026	P02344--MARIA SANCHEZ IBARRA	122234140021674	1,008.40
	7/21/2026	P02342--SANDRA PEREZ	122234140021673	11,479.09
	7/21/2026	P02334--SILVIA E ZUNIGA	122234140021672	9,097.11
	7/21/2026	P02331--PAULA LARA VALDOVINOS	122234140021671	11,153.94
	7/21/2026	P02328--YADIRA CARDONA FAMILY CHILD CARE	122234140021670	2,445.86
	7/21/2026	P02327--REYNA TORRES DE CASTRO	122234140021669	13,925.86
	7/21/2026	P02325--ANDREA FRANCISCA SANTOS MENDOZA	122234140021668	9,304.18
	7/21/2026	P02324--LUZ MARIA RAMIREZ	122234140021667	958.82
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	7/21/2026	P02320--LILIANA REYES GONZALEZ	122234140021665	958.61
	7/21/2026	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140021664	3,105.67
	7/21/2026	P02314--KENDAHL ROSE ROWE	122234140021663	8,291.76
	7/21/2026	P02313--MARIA GUADALUPE BARAJAS DE GARCIA	122234140021662	1,298.93
	7/21/2026	P02303--MARTHA A ANGUIANO REYES	122234140021661	1,776.90
	7/21/2026	P02302--MARIBEL SANTOS GALINDO	122234140021660	3,721.24
	7/21/2026	P02300--ELOISA MONTES DE ROMERO	122234140021659	1,300.57
	7/21/2026	P02298--SIDRONIA G VALDEZ	122234140021658	997.24
	7/21/2026	P02296--DOLORES SANCHEZ LOPEZ	122234140021657	3,396.80
	7/21/2026	P02295--EDUVIJES SUAREZ	122234140021656	2,702.61
	7/21/2026	P02287--SILVIA BAHENA OCAMPO	122234140021655	6,098.52
	7/21/2026	P02284--ANDREA GUADALUPE DIAZ	122234140021654	480.21
	7/21/2026	P02280--NORMA MENDOZA	122234140021653	10,611.34
	7/21/2026	P02278--HAYDEE ESTEBAN	122234140021652	857.98
	7/21/2026	P02277--MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	122234140021651	11,913.54
	7/21/2026	P02271--GUADALUPE CARRIZOZA DE CASTILLO	122234140021650	4,533.79
	7/21/2026	P02263--MARISOL GONZALEZ	122234140021649	4,246.57
	7/21/2026	P02261--JUANA MORILLON GUILLEN	122234140021648	5,063.74
	7/21/2026	P02258--MARISOL MEDINA	122234140021647	5,662.35
	7/21/2026	P02242--TERESA LUZ RUIZ	122234140021646	2,438.06
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	7/21/2026	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140021644	5,815.30
	7/21/2026	P02222--MARIA GARCIA	122234140021643	9,049.98
	7/21/2026	P02218--ADELA RUIZ	122234140021642	3,724.30
	7/21/2026	P02217--MARIA LUISA CASAS	122234140021641	10,942.40
	7/21/2026	P02215--ERIKA L CENTENO	122234140021640	12,515.00
	7/21/2026	P02210--ANA HERMELINDA SANTOS PACHECO	122234140021639	11,007.29
	7/21/2026	P02208--CELFIDA SANTOS DE RUIZ	122234140021638	1,216.00
	7/21/2026	P02206--CECILIA ALONSO DE RODRIGUEZ	122234140021637	3,014.85
	7/21/2026	P02201--BERTHA GOMEZ NUNEZ	122234140021636	10,253.28
	7/21/2026	P02200--GLORIA PADILLA MONTES DE OCA	122234140021635	545.97
	7/21/2026	P02195--LINDA'S CHILD CARE PROVIDER INC	122234140021634	10,619.28
	7/21/2026	P02190--ESPERANZA TORRES	122234140021633	1,524.00
	7/21/2026	P02180--SANDRA ELIZABETH SAMAYOA	122234140021632	3,690.35
	7/21/2026	P02176--MA DEL CARMEN GOMEZ GRANADOS	122234140021631	11,491.29
	7/21/2026	P02173--BERTHA CONTRERAS	122234140021630	1,059.44
	7/21/2026	P02163--ALICIA DE LA GARZA	122234140021629	795.45
	7/21/2026	P02161--SANDRA MARTINEZ VARELA	122234140021628	3,128.40
	7/21/2026	P02158--CASA DE ADORACION TULARE	122234140021627	5,727.99
	7/21/2026	P02154--GUADALUPE CABRERA	122234140021626	9,561.34
	7/21/2026	P02147--MARIA GUADALUPE CHAVEZ	122234140021625	14,195.95
	7/21/2026	P02146--RAQUEL SANCHEZ	122234140021624	1,315.30
	7/21/2026	P02138--JACOBA C DE ANDRACA	122234140021623	7,009.05
	7/21/2026	P02122--JOANNA GONZALEZ	122234140021622	1,704.61
	7/21/2026	P02118--ODAIVA GUADALUPE CENTENO	122234140021621	9,017.55
	7/21/2026	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140021620	4,798.59
	7/21/2026	P02092--CATALINA RIVERA DE ESPINOZA	122234140021619	5,250.86
	7/21/2026	P02090--HERMELINDA VILLEDA	122234140021618	1,464.90
	7/21/2026	P02089--MARIA LAURA RAYA GOMEZ	122234140021617	7,498.56
	7/21/2026	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140021616	2,726.12
	7/21/2026	P02083--MARIA PAZ	122234140021615	8,148.44
	7/21/2026	P02080--MARIA F MARTINEZ	122234140021614	1,407.73
	7/21/2026	P02078--GUADALUPE AVILES LEYVA	122234140021613	3,009.60
	7/21/2026	P02051--ANA MARTINEZ	122234140021612	994.75
	7/21/2026	P02036--VIRGINIA FERREIRA	122234140021611	7,872.68
	7/21/2026	P01999--BERENICE IBARRA	122234140021610	804.00
	7/21/2026	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140021609	2,781.20
	7/21/2026	P01972--RUBICELA ALCANTAR DE TORRES	122234140021608	4,462.60
	7/21/2026	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140021607	5,550.53
	7/21/2026	P01963--ELVIRA OCHOA GOMEZ	122234140021606	13,138.09

Bank	Date	Vendor	Document no.	Amount
	7/21/2026	P01955--LIDIA ALONDRA BRAVO DE MENDOZA	122234140021605	8,798.92
	7/21/2026	P01944A--JOSE FRANCISCO ALVARADO MENDEZ	122234140021604	3,343.62
	7/21/2026	P01943--GLORIA MORENO DE HERNANDEZ	122234140021603	7,954.29
	7/21/2026	P01928--ANGELINA VASQUEZ	122234140021602	1,870.92
	7/21/2026	P01919--MARIA FRANCISCA MENA	122234140021601	7,451.59
	7/21/2026	P01910--ANDREA BUENROSTRO	122234140021600	10,370.37
	7/21/2026	P01908A--JAIMES ADELA FAMILY CHILD CARE INC	122234140021599	9,393.98
	7/21/2026	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140021598	10,052.14
	7/21/2026	P01903--MARIA I ARROYO DE VAZQUEZ	122234140021597	1,092.10
	7/21/2026	P01901--XOCHITL QUIROZ DE ALCALA	122234140021596	3,750.71
	7/21/2026	P01870--MARCELA G NUNEZ DE GUTIERREZ	122234140021595	7,965.36
	7/21/2026	P01865--DINA BEATRIZ GONZALEZ	122234140021594	4,046.67
	7/21/2026	P01853--MARIA C ZEPEDA DE NUNEZ	122234140021593	2,991.72
	7/21/2026	P01850--RUTH CARINA PAREDES	122234140021592	7,145.69
	7/21/2026	P01837--ISABEL C MEDINA DE GARCIA	122234140021591	1,264.94
	7/21/2026	P01807--FELISITA GOMEZ DE GOMEZ	122234140021590	5,508.29
	7/21/2026	P01806--MARIA E SANCHEZ DE GOMEZ	122234140021589	4,672.59
	7/21/2026	P01804--CECILIA ZAMORA	122234140021588	3,057.93
	7/21/2026	P01802--SAIDY LORENA MAYEN	122234140021587	5,286.76
	7/21/2026	P01793--MARIA GUADALUPE BELTRAN SALCIDO	122234140021586	7,363.02
	7/21/2026	P01789--MARIA G AYALA	122234140021585	5,054.29
	7/21/2026	P01782--MONICA MARTINEZ	122234140021584	1,527.14
	7/21/2026	P01765--VERONICA ALVAREZ	122234140021583	6,162.78
	7/21/2026	P01759--MARIBEL MEDINA VARGAS	122234140021582	3,850.78
	7/21/2026	P01755--BEATRIZ JACQUEZ NUNEZ	122234140021581	2,125.21
	7/21/2026	P01718--ONOFRE ZAMORA	122234140021580	13,052.95
	7/21/2026	P01702--ALICIA SANCHEZ	122234140021579	1,668.24
	7/21/2026	P01692--MARIA PAZ RUIZ	122234140021578	3,581.11
	7/21/2026	P01685--SILVIA PRECIADO	122234140021577	1,704.52
	7/21/2026	P01654--HILDA ARACELI ARAMBULA MORENO	122234140021576	6,528.11
	7/21/2026	P01652--TRINIDAD TINOCO	122234140021575	4,091.68
	7/21/2026	P01640--SYLVIA SCOTT CARRASCO	122234140021574	3,897.06
	7/21/2026	P01594--LETICIA FLORES	122234140021573	2,704.44
	7/21/2026	P01561--ANA M. DAVILA	122234140021572	4,102.31
	7/21/2026	P01561--ANA M. DAVILA	122234140021571	1,064.00
	7/21/2026	P01556--YNEZ ATHENA CHAVEZ-ANDRADE	122234140021570	8,914.64
	7/21/2026	P01518--ROMELIA MORENO DE ESPINOZA	122234140021569	5,608.80
	7/21/2026	P01508--ROCELIA OROZCO LEMUS	122234140021568	7,200.42
	7/21/2026	P01482--ROSA ANGELA ORTIZ	122234140021567	7,417.08
	7/21/2026	P01465--ESMERALDA ALCANTARA	122234140021566	4,258.40
	7/21/2026	P01460--MARILU GARZA	122234140021565	10,256.72
	7/21/2026	P01382--LUZ MARIA VILLAGOMEZ	122234140021564	13,166.02
	7/21/2026	P01377--MARIA GUADALUPE NAVARRO DE ORTIZ	122234140021563	3,456.88
	7/21/2026	P01373--ELOISA LEMUS	122234140021562	10,581.12
	7/21/2026	P01318--MARIA CONCEPCION CEJA	122234140021561	4,347.33
	7/21/2026	P01307--MELANEA FIERROS HIDALGO	122234140021560	11,759.34
	7/21/2026	P01304--MARIA GUADALUPE JAYME	122234140021559	1,147.82
	7/21/2026	P01288--DOLORES PALACIOS DE GUZMAN	122234140021558	12,390.67
	7/21/2026	P01279--AIDEE SANDOVAL	122234140021557	3,971.27
	7/21/2026	P01266--MARIA CARRILLO DE GUTIERREZ	122234140021556	9,192.73
	7/21/2026	P01256--ALMA R RANGEL	122234140021555	6,977.14
	7/21/2026	P01208--MARIA M ANGULO	122234140021554	5,995.38
	7/21/2026	P01177--SARA ESTELA POSADA	122234140021553	6,314.59
	7/21/2026	P01171--ARACELI EMMA GUERRERO DE MENDEZ	122234140021552	5,705.53
	7/21/2026	P01128--VIRGINIA RANGEL	122234140021551	2,441.56
	7/21/2026	P01122--MARIA DEL SOCORRO CARMONA	122234140021550	1,036.40
	7/21/2026	P01106--HILDA BARAJAS JUAREZ	122234140021549	1,880.78
	7/21/2026	P01096--LAURA A RODRIGUEZ	122234140021548	4,454.40
	7/21/2026	P01075--ROSALBA GONZALEZ	122234140021547	8,645.22
	7/21/2026	P01067--ANNA V MENDEZ	122234140021546	685.00
	7/21/2026	P01050--LILIA YAZMIN JUAREZ	122234140021545	6,368.09
	7/21/2026	P01033--BLANCA ESTELA JIMENEZ	122234140021544	1,579.42
	7/21/2026	P01033--BLANCA ESTELA JIMENEZ	122234140021543	304.00
	7/21/2026	P01027--MA L MONROY DE SEVILLA	122234140021542	1,784.52
	7/21/2026	P01000--CLAUDIA ANDREA MUNOZ RAMIREZ	122234140021541	11,519.39
	7/21/2026	P00903--PATRICIA HERNANDEZ	122234140021540	13,113.70
	7/21/2026	P00837--AGUSTINA MORENO	122234140021539	3,731.84
	7/21/2026	P00835--AIDA SALAZAR PACHECO	122234140021538	1,829.36
	7/21/2026	P00818--MARICELA CORTEZ	122234140021537	2,905.38
	7/21/2026	P00810--MAGDA F. SALDIVAR	122234140021536	5,017.78
	7/21/2026	P00808--MERCEDES CORRALES HIGUERA	122234140021535	1,884.13

Bank	Date	Vendor	Document no.	Amount
	7/21/2026	P00805--ELVA BORUNDA FLORES	122234140021534	9,461.67
	7/21/2026	P00803--DELIA IRENE ARAUJO DOMINGUEZ	122234140021533	7,375.79
	7/21/2026	P00780--MAYRA FLORES	122234140021532	936.35
	7/21/2026	P00773--ROSALINDA G. OCHOA	122234140021531	3,776.75
	7/21/2026	P00760--MARYPAZ ALVARADO PEREZ	122234140021530	5,025.34
	7/21/2026	P00735--LAURA A GUTIERREZ	122234140021529	10,486.81
	7/21/2026	P00718--JUANA CORTEZ DE PEREZ	122234140021528	7,570.99
	7/21/2026	P00682--BERTHA MORENO	122234140021527	11,513.49
	7/21/2026	P00593--RITA GARCIA	122234140021526	9,837.91
	7/21/2026	P00524--IRMA GUTIERREZ	122234140021525	7,603.80
	7/21/2026	P00523--BEATRIZ TELLEZ DE TORRES	122234140021524	2,777.25
	7/21/2026	P00489--ESPERANZA B TOBAR	122234140021523	2,650.43
	7/21/2026	P00468--GABRIELA GARCIA DE RODRIGUEZ	122234140021522	11,514.94
	7/21/2026	P00435--PATRICIA MUNOZ VASQUEZ	122234140021521	9,359.23
	7/21/2026	P00431--TERESA LOERA DE QUINTERO	122234140021520	1,040.45
	7/21/2026	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140021519	2,889.18
	7/21/2026	P00251--EVANGELINA CERVANTES DE RAMOS	122234140021518	6,543.91
	7/21/2026	P00161--ALICIA GARCIA DE LEYVA	122234140021517	4,167.21
	7/21/2026	P00043--MARIA TERESA ALANIS	122234140021516	3,571.36
	7/21/2026	P00021--ANA ROSA M SANCHEZ	122234140021515	8,974.88
	7/21/2026	P00014--LILIA ISORDIA DE RANGEL	122234140021514	5,136.26
	7/21/2026	P00003--CATALINA CASTRO AYALA	122234140021513	14,469.69
	7/22/2026	V05080--AMBER JACKSON	311182	23.20
	7/22/2026	V05080--AMBER JACKSON	Voided - 310549	-23.20
	7/27/2026	V03411--SAVANNAH OATES	311209	3,234.71
	7/27/2026	V03411--SAVANNAH OATES	311208	6,344.70
	7/27/2026	V04408--TRINISHA PITTS	311215	5,645.16
	7/27/2026	V05078--ALFREDO LOPEZ VILLALOBOS	311184	2,461.03
	7/27/2026	V05282--SUSIE STEVENS	311212	2,288.14
	7/27/2026	V04974--BECKY LYNN AYALA	311186	1,886.40
	7/27/2026	V05118--LETICIA ADAMS	311200	1,913.27
	7/27/2026	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	311195	5,130.05
	7/27/2026	V00689--MERCED COUNTY OFFICE OF EDUCATION	311202	300.00
	7/27/2026	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	311203	450.00
	7/27/2026	V02673--FIRST 5 MADERA COUNTY	311194	1,223.15
	7/27/2026	V00365--FAIRFAX SCHOOL DISTRICT	311193	3,303.00
	7/27/2026	V00932--STELLAR PLAZA LLC	311210	3,383.76
	7/27/2026	V02967--MORE THAN ONE DIMENSION, INC.	311204	1,800.00
	7/27/2026	V01819--CENTRAL CAL MANAGEMENT, INC	311189	1,201.00
	7/27/2026	V01819--CENTRAL CAL MANAGEMENT, INC	311188	1,045.00
	7/27/2026	V01819--CENTRAL CAL MANAGEMENT, INC	311187	975.00
	7/27/2026	V01005--TULARE COUNTY OFFICE OF EDUCATION	311216	500.00
	7/27/2026	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	311192	363.12
	7/27/2026	V01041--VINELAND SCHOOL DISTRICT	311217	375.00
	7/27/2026	V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN	311214	735.00
	7/27/2026	V00947--SUNRISE VILLA PARTNERS	311211	700.00
	7/27/2026	V00953--TAFT CITY SCHOOL DISTRICT	311213	5,071.35
	7/27/2026	V03157--KERN ISLAND INVESTORS, GP	311199	8,100.00
	7/27/2026	V03157--KERN ISLAND INVESTORS, GP	311198	7,399.50
	7/27/2026	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	311197	2,200.00
	7/27/2026	V02479--RONALD SHELAN	311207	5,704.14
	7/27/2026	V00798--PREWITT FAMILY DECEDENTS TRUST	311206	1,500.00
	7/27/2026	V02424--MCFARLAND UNIFIED SCHOOL DISTRICT	311201	100.00
	7/27/2026	V02227--CITY OF ARVIN	311190	692.11
	7/27/2026	V02973--OMNI FAMILY HEALTH	311205	6,680.00
	7/27/2026	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.	311191	1,007.86
	7/27/2026	V02690--HEARTS & LIVES	311196	550.00
	7/27/2026	V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT	311185	3,800.00
	7/27/2026	V03124--1020 CECIL LLC	311183	945.00
	7/27/2026	V00808--PROTEUS INC	122234140022007	500.00
	7/27/2026	V00747--OLLIE SHANKLE TRUSTEE (LESSOR)	122234140022006	10,525.00
	7/27/2026	V00718--M-R PROPERTIES	122234140022005	7,291.00
	7/27/2026	V03159--JOHN REY	122234140022004	1,875.00
	7/27/2026	V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY	122234140022003	44,367.81
	7/27/2026	V03007--JANET Y YU	122234140022002	700.00
	7/27/2026	V03006--GRACE COMMUNITY CHURCH	122234140022001	5,690.37
	7/27/2026	V02796--MARK AND HELENE MCELYEA	122234140022000	4,000.00
	7/27/2026	V02263--DIVERSIFIED PROJECT SERVICES INTL., INC.	122234140021999	9,842.00
	7/27/2026	V02261--DIOCESE OF FRESNO EDUCATION CORPORATION	122234140021998	3,617.47
	7/27/2026	V02150--5905 NILES ST LLC	122234140021997	5,164.70
	7/27/2026	V01072--YABITO CORPORATION	122234140021996	1,598.00

Bank	Date	Vendor	Document no.	Amount
	7/27/2026	V04773--EASTON BUSINESS COMPLEX	122234140021995	331.00
	7/27/2026	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN C	122234140021994	5,858.64
	7/27/2026	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN C	122234140021993	2,022.08
	7/27/2026	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN C	122234140021992	666.98
	7/27/2026	V04640--NEEDLES FOR THE FUTURE	122234140021991	457.91
	7/27/2026	V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL	122234140021990	21,641.00
	7/27/2026	V04591--STAR 2 HOLDING LLC	122234140021989	1,158.30
	7/27/2026	V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINGH	122234140021988	6,525.05
	7/27/2026	V03295--RANCHO DE STINE LLC	122234140021987	21,892.00
	7/27/2026	V03278--LODI MUSLIM MOSQUE	122234140021986	5,700.00
	7/27/2026	V03247--BKAT, INC	122234140021985	11,585.03
	7/28/2026	V04544--ELAN	46204	76,636.02
	7/28/2026	V00092--AT&T	311232	217.13
	7/28/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	311299	45.34
	7/28/2026	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	311416	415.87
	7/28/2026	V05381--HILLIS RAY HORTON	311297	600.00
	7/28/2026	V05384--DEBBIE A HAAS	311218	47.98
	7/28/2026	V05346--BLESSED HANDS TRANSITIONAL HOUISING CORP	311239	1,600.00
	7/28/2026	V04859--BETA PROPERTY INVESTMENTS, LLC	311237	674.50
	7/28/2026	V00229--COMCAST CORPORATION	311255	1,834.89
	7/28/2026	V00229--COMCAST CORPORATION	311254	249.06
	7/28/2026	V05355--RAMON BARAJAS	311360	6,000.00
	7/28/2026	V05003--PAPERCUT PROPERTIES L.P.	311351	455.00
	7/28/2026	V04684--SIMON SOLUTIONS, INC.	311370	10,000.00
	7/28/2026	V03813--MATTHEW JACOBS	311320	215.00
	7/28/2026	V04595--LOCKHART INVESTMENTS	311314	533.00
	7/28/2026	V01796--AUTUMN GLEN APARTMENTS LLC	311233	1,497.00
	7/28/2026	V02996--DEPARTMENT OF HUMAN RESOURCES	311262	19,211.59
	7/28/2026	V04491--National CACFP Sponsors Association	311323	1,495.00
	7/28/2026	V04906--SPECTRUMVOIP, INC	311398	1,904.54
	7/28/2026	V05383--EARONIESHA LONEL FORD	311219	952.01
	7/28/2026	V00919--SPECTRUM	311378	361.58
	7/28/2026	V00743--OBESO VENTS	311331	1,250.00
	7/28/2026	V04774--CERTIFIED HVAC INCORPORATED	311245	833.53
	7/28/2026	V02147--ZIMMERMAN REAL ESTATE SERVICES, INC	311417	1,800.00
	7/28/2026	V02092--SPRINGWOOD COURT APARTMENTS	311400	1,075.00
	7/28/2026	V00154--CALIFORNIA COMMUNITY ACTION PARTNERSHIP ASSOCIATI	311241	1,950.00
	7/28/2026	V00178--CATHY DOUMA	311244	1,369.26
	7/28/2026	V00035--ALAMO ALARM CO INC	311223	203.50
	7/28/2026	V02092--SPRINGWOOD COURT APARTMENTS	311399	1,075.00
	7/28/2026	V00806--PROTECTION 1/ADT	311359	107.51
	7/28/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	311397	165.41
	7/28/2026	V00919--SPECTRUM	311377	210.00
	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311272	769.00
	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311271	694.00
	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311270	635.00
	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311269	525.00
	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311268	525.00
	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311267	462.00
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	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311265	28.00
	7/28/2026	V00295--DEPARTMENT OF MOTOR VEHICLES	311264	28.00
	7/28/2026	V04344--MARIA LUNA	311316	92.01
	7/28/2026	V00919--SPECTRUM	311376	185.41
	7/28/2026	V00671--MARITZA JIMENEZ	311318	436.24
	7/28/2026	V04962--SHARRATT PROVISIONS, INC	311368	16,969.20
	7/28/2026	V03430--SPECTRUM/CHARTER	311394	220.00
	7/28/2026	V03314--VESTIS GROUP, INC	311414	172.82
	7/28/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311294	57.00
	7/28/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311293	57.00
	7/28/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311292	57.00
	7/28/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311291	57.00
	7/28/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311290	57.00
	7/28/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311289	57.00
	7/28/2026	V00419--GOLDEN EMPIRE TRANSIT DISTRICT	311288	57.00
	7/28/2026	V00397--FRED PLANE	311287	443.84
	7/28/2026	V05211--SIERRA WOOD SHAVINGS INC.	311369	495.95
	7/28/2026	V04971--NISSAN NORTH AMERICA, INC.	311329	330.23
	7/28/2026	V03430--SPECTRUM/CHARTER	311393	945.00
	7/28/2026	V01009--ULINE	311407	3,016.97
	7/28/2026	V04949--ALLY FINANCIAL	311224	998.89

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	7/28/2026	V00724--NATIONAL HEAD START ASSOCIATION	311325	559.00
	7/28/2026	V00919--SPECTRUM	311375	245.41
	7/28/2026	V00477--INDIAN WELLS VALLEY WATER DISTRICT	311301	1,751.95
	7/28/2026	V00320--EAST NILES COMMUNITY SERVICES DIST	311280	124.85
	7/28/2026	V04595--LOCKHART INVESTMENTS	311313	52.00
	7/28/2026	V01022--VALLEY PROPANE SERVICE	311410	319.19
	7/28/2026	V00320--EAST NILES COMMUNITY SERVICES DIST	311279	1,981.71
	7/28/2026	V04971--NISSAN NORTH AMERICA, INC.	311328	325.21
	7/28/2026	V00192--CHARLIE'S DAY & NITE, INC.	311247	54.50
	7/28/2026	V00917--SOUTHWEST GAS CORPORATION	311374	11.00
	7/28/2026	V05335--JEREMY GUIDRY	311303	100.00
	7/28/2026	V03737--LAVECIA PAGE-HARRIS	311312	100.00
	7/28/2026	V00194--CHARTER COMMUNICATIONS	311248	135.41
	7/28/2026	V00094--AT&T	311231	2,432.50
	7/28/2026	V03430--SPECTRUM/CHARTER	311392	180.00
	7/28/2026	V04604--PEGBOARD	311354	342.48
	7/28/2026	V04658--BEAR MOUNTAIN ROOFING INC.	311235	700.00
	7/28/2026	V00370--FEDEX	311283	401.09
	7/28/2026	V03136--KERN COMMUNITY FOUNDATION	311309	700.00
	7/28/2026	V04519--ROTARY CLUB OF BAKERSFIELD WEST	311361	400.00
	7/28/2026	V04602--SEQUOIA PEST SOLUTIONS	311367	230.00
	7/28/2026	V00801--PRODUCERS DAIRY FOODS INC	311358	4,672.72
	7/28/2026	V00207--CINTAS CORPORATION #668	311250	1,137.62
	7/28/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	311396	165.41
	7/28/2026	V00907--SOCALGAS	311371	101.23
	7/28/2026	V00169--CALIFORNIA WATER SERVICE	311242	3,162.58
	7/28/2026	V03280--JEREMY MARRS	311304	1,850.00
	7/28/2026	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	311401	450.13
	7/28/2026	V03172--OFFICE1 LEASING	311349	231.83
	7/28/2026	V00429--GRIMMWAY ENTERPRISES, INC.	311296	6,370.00
	7/28/2026	V04406--TRACY SUNKES	311405	6.53
	7/28/2026	V03430--SPECTRUM/CHARTER	311391	170.00
	7/28/2026	V01003--TRES HOMBRES FENCE COMPANY	311406	3,700.00
	7/28/2026	V03172--OFFICE1 LEASING	311348	516.25
	7/28/2026	V00884--SEQUOIA PAINT COMPANY	311365	24.97
	7/28/2026	V03133--CREATIVE CONCEPTS	311259	3,406.09
	7/28/2026	V03430--SPECTRUM/CHARTER	311390	499.00
	7/28/2026	V03430--SPECTRUM/CHARTER	311389	320.25
	7/28/2026	V03430--SPECTRUM/CHARTER	311388	229.99
	7/28/2026	V03430--SPECTRUM/CHARTER	311387	229.99
	7/28/2026	V03430--SPECTRUM/CHARTER	311386	200.00
	7/28/2026	V00914--SOUTHERN CALIFORNIA EDISON	311373	4,002.79
	7/28/2026	V04144--GRIDSTONE	311295	2,500.00
	7/28/2026	V04972--BIOMEDICAL WASTE DISPOSAL INC.	311238	184.00
	7/28/2026	V03430--SPECTRUM/CHARTER	311385	335.83
	7/28/2026	V03430--SPECTRUM/CHARTER	311384	235.83
	7/28/2026	V03430--SPECTRUM/CHARTER	311383	180.83
	7/28/2026	V03430--SPECTRUM/CHARTER	311382	180.83
	7/28/2026	V03430--SPECTRUM/CHARTER	311381	160.83
	7/28/2026	V03430--SPECTRUM/CHARTER	311380	122.48
	7/28/2026	V03430--SPECTRUM/CHARTER	311379	55.83
	7/28/2026	V03172--OFFICE1 LEASING	311347	349.17
	7/28/2026	V02978--SPECTRUM/CHARTER COMMUNICATIONS	311395	165.39
	7/28/2026	V03172--OFFICE1 LEASING	311346	304.37
	7/28/2026	V03172--OFFICE1 LEASING	311345	284.72
	7/28/2026	V03172--OFFICE1 LEASING	311344	240.14
	7/28/2026	V03172--OFFICE1 LEASING	311343	206.92
	7/28/2026	V03172--OFFICE1 LEASING	311342	206.92
	7/28/2026	V03172--OFFICE1 LEASING	311341	206.92
	7/28/2026	V03172--OFFICE1 LEASING	311340	206.45
	7/28/2026	V03172--OFFICE1 LEASING	311339	153.49
	7/28/2026	V03172--OFFICE1 LEASING	311338	152.43
	7/28/2026	V03172--OFFICE1 LEASING	311337	151.73
	7/28/2026	V03172--OFFICE1 LEASING	311336	1,959.60
	7/28/2026	V03172--OFFICE1 LEASING	311335	662.75
	7/28/2026	V00093--AT&T	311230	192.70
	7/28/2026	V04824--A-1 PLUMBING SERVICE, INC.	311221	3,575.00
	7/28/2026	V00216--CITY OF STOCKTON	311253	507.22
	7/28/2026	V00864--SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DI	311363	936.00
	7/28/2026	V00846--ROUTE 66 BROADBAND LLC	311362	215.86
	7/28/2026	V00091--AT&T	311229	26.74

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	7/28/2026	V00091--AT&T	311228	15.76
	7/28/2026	V03172--OFFICE1 LEASING	311334	889.33
	7/28/2026	V03172--OFFICE1 LEASING	311333	328.68
	7/28/2026	P02226--LILIA ESQUIVEL MONROY	311419	629.89
	7/28/2026	P01544--MARIA B CRUZ DE PULIDO	311420	1,025.51
	7/28/2026	V02979--SUBURBAN PROPANE	311402	682.99
	7/28/2026	V00597--LAMONT SANITATION INC	311311	1,665.24
	7/28/2026	V00948--SUPERIOR SANITATION SERVICE INC	311403	930.70
	7/28/2026	V01012--UNITED RENTALS INC	311408	638.93
	7/28/2026	V04788--UTILITY TELECOM GROUP LLC	311409	1,254.22
	7/28/2026	V00761--PACIFICA HOST INC / STOCKTON HOSPITALITY LP	311350	18,224.43
	7/28/2026	V04866--EAST HILLS ASSOCIATES LP	311278	161.00
	7/28/2026	V04978--WASH MULTIFAMILY ACQUISITION INC.	311415	119.22
	7/28/2026	V01027--VARNER BROS INC	311412	8.00
	7/28/2026	V04868--ELBA J HERNANDEZ	311281	550.00
	7/28/2026	V02207--BRYAN LOPEZ	311240	239.25
	7/28/2026	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.	311256	53,726.59
	7/28/2026	V04901--ICOS GARDENING & LANDSCAPE	311300	1,087.00
	7/28/2026	V04396--SANDRA MEJIA ESPARZA	311364	211.70
	7/28/2026	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	311285	3,158.02
	7/28/2026	V00294--DEPARTMENT OF JUSTICE	311263	347.00
	7/28/2026	V00288--DELTA BAY BUILDERS & ROOFING	311261	1,000.00
	7/28/2026	V00273--DANIELLS PHILLIPS VAUGHAN & BOCK	311260	6,500.00
	7/28/2026	V00187--CERTIFIX INC	311246	312.00
	7/28/2026	V00389--FLYERS ENERGY LLC	311286	938.64
	7/28/2026	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	311310	10,370.50
	7/28/2026	V03405--NICOLE CALLAHAN	311327	209.53
	7/28/2026	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	311258	8,337.81
	7/28/2026	V03810--MARTHA ORDUNA	311319	95.70
	7/28/2026	V00775--PATRIOTS INC	311353	97.41
	7/28/2026	V05152--VERENICE GARCIA	311413	105.13
	7/28/2026	V05200--JOSEPH TANJA	311306	11.60
	7/28/2026	V04877--CARMEN TOZCANO PARRA	311243	7.25
	7/28/2026	V05244--JOSEPH GUERRA	311305	125.00
	7/28/2026	V03172--OFFICE1 LEASING	311332	834.74
	7/28/2026	V04093--AT&T	311227	93.86
	7/28/2026	V04938--PINNACLE RECRUITING SERVICES LLC	311357	11,580.66
	7/28/2026	V00215--CITY OF SHAFTER	311252	638.17
	7/28/2026	V05237--A-1 GARAGE	311220	1,306.98
	7/28/2026	V04001--MAYRA ZAMBRANO TORRES	311321	31.00
	7/28/2026	V03871--PERLA RODRIGUEZ	311355	31.00
	7/28/2026	V04680--ISABEL MENDOZA	311302	31.00
	7/28/2026	V05268--NORA ISABEL CASTELLANOS	311330	31.00
	7/28/2026	V00102--BAKERSFIELD COLLEGE	311234	200.00
	7/28/2026	V00787--PG&E	311356	42,201.08
	7/28/2026	V00374--FERGUSON ENTERPRISES INC #1350	311284	31.38
	7/28/2026	V00555--JULIE KURTZ	311307	3,600.00
	7/28/2026	V00206--CHRISTOPHER PERCIVAL	311249	2,235.91
	7/28/2026	V03147--SEQUOIA PAINT ENTERPRISE	311366	23.45
	7/28/2026	V03459--AIDE AVELAR	311222	100.00
	7/28/2026	V00092--AT&T	311226	2,575.77
	7/28/2026	V00094--AT&T	311225	2,415.39
	7/28/2026	V00458--HOME DEPOT COMMERCIAL CREDIT	311298	11,872.77
	7/28/2026	V00230--NATIONAL COMMUNITY ACTION PARTNERSHIP	311324	8,090.00
	7/28/2026	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	311418	1,450.90
	7/28/2026	V04192--BERTOLDO ZARAGOZA VIVEROS	311236	84.65
	7/28/2026	V00241--COMPUTER LINX	311257	4,855.78
	7/28/2026	V03963--VANESSA MOLINA	311411	97.15
	7/28/2026	V03950--TINA NUNEZ	311404	97.15
	7/28/2026	V03770--MANUELA CASTILLO	311315	188.50
	7/28/2026	V04849--MELISSA BARROGA	311322	51.48
	7/28/2026	V04866--EAST HILLS ASSOCIATES LP	311277	161.00
	7/28/2026	V04866--EAST HILLS ASSOCIATES LP	311276	161.00
	7/28/2026	V04866--EAST HILLS ASSOCIATES LP	311275	161.00
	7/28/2026	V04866--EAST HILLS ASSOCIATES LP	311274	161.00
	7/28/2026	V04866--EAST HILLS ASSOCIATES LP	311273	109.00
	7/28/2026	V05138--SONIA JEFFERY-WEBSTER	311372	300.00
	7/28/2026	V00732--NEXSTAR MEDIA INC	311326	1,000.00
	7/28/2026	V00209--CITY OF BAKERSFIELD	311251	1,747.30
	7/28/2026	V04925--EMTS, INC	311282	1,200.00
	7/28/2026	V04831--KATHERINE GAMA MIRANDA	311308	97.15

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	7/28/2026	V05363--PATRICIA FOLEY	311352	92.54
	7/28/2026	V03799--MARISSA REYNOSO-ORTIZ	311317	170.38
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022299	154.73
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022298	238.44
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022297	216.92
	7/28/2026	V00231--COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	122234140022296	83.00
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022295	121.92
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022294	30.76
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022293	138.73
	7/28/2026	V00883--SEIU LOCAL 521	122234140022292	13,566.04
	7/28/2026	V00813--QUADIENT LEASING USA, INC	122234140022291	668.01
	7/28/2026	V00770--KERN PRINT SERVICES, INC	122234140022290	1,693.87
	7/28/2026	V00770--KERN PRINT SERVICES, INC	122234140022289	672.49
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022288	122.72
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022287	121.34
	7/28/2026	V03117--IGNACIO VALDOVINOS OCHOA	122234140022286	525.00
	7/28/2026	V03114--FS FORTIETH STREET LP	122234140022285	570.50
	7/28/2026	V04865--CHRISTIAN F. VARGAS	122234140022284	350.00
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022283	26.00
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022282	26.00
	7/28/2026	V00284--DELK PEST CONTROL	122234140022281	285.00
	7/28/2026	V00937--STINSON STATIONERS	122234140022280	432.52
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022279	123.82
	7/28/2026	V00286--DELL TECHNOLOGIES, INC.	122234140022278	2,202.34
	7/28/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140022277	1,756.23
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022276	514.21
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022275	789.74
	7/28/2026	V00920--SSD ALARM, INC	122234140022274	80.00
	7/28/2026	V04776--DATAFLOW BUSINESS SYSTEMS, INC.	122234140022273	23.15
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022272	5.42
	7/28/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140022271	100.00
	7/28/2026	V00286--DELL TECHNOLOGIES, INC.	122234140022270	3,510.53
	7/28/2026	V00123--BLACKHAWK NETWORK, INC	122234140022269	1,981.41
	7/28/2026	V00820--RAYMOND'S TROPHY AWARDS	122234140022268	10.83
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022267	1,801.14
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022266	1,172.95
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022265	70.97
	7/28/2026	V03057--CSG-NAM, LLC	122234140022264	9.99
	7/28/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140022263	298.00
	7/28/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140022262	162.00
	7/28/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140022261	135.00
	7/28/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140022260	67.00
	7/28/2026	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	122234140022259	390.00
	7/28/2026	V00478--INDOFF INCORPORATED	122234140022258	1,368.00
	7/28/2026	V00478--INDOFF INCORPORATED	122234140022257	1,108.04
	7/28/2026	V00384--FIVE9 INC	122234140022256	3,735.84
	7/28/2026	V00285--DELL FINANCIAL SERVICES LLC	122234140022255	247.55
	7/28/2026	V00108--BALCO HOLDINGS, INC.	122234140022254	1,214.76
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022253	975.60
	7/28/2026	V03114--FS FORTIETH STREET LP	122234140022252	608.50
	7/28/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140022251	1,196.80
	7/28/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140022250	1,870.10
	7/28/2026	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140022249	959.04
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022248	6.87
	7/28/2026	V03411--SAVANNAH OATES	122234140022247	50.41
	7/28/2026	V00785--PERFECT GIFT LLC	122234140022246	2,951.50
	7/28/2026	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140022245	4,921.51
	7/28/2026	V00905--SMART & FINAL	122234140022244	597.65
	7/28/2026	V03057--CSG-NAM, LLC	122234140022243	175.98
	7/28/2026	V00005--A-1 BATTERY COMPANY	122234140022242	274.79
	7/28/2026	V00937--STINSON STATIONERS	122234140022241	78.98
	7/28/2026	V03245--TIMOTHY SEXTON	122234140022240	513.57
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022239	37.43
	7/28/2026	V04958--UDEMY INC.	122234140022238	6,804.00
	7/28/2026	V05154--JAELYN RAQUEL LEON	122234140022237	750.00
	7/28/2026	V00585--KNIGHT'S SITE SERVICES INC	122234140022236	4,469.58
	7/28/2026	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140022235	1,621.97
	7/28/2026	V00134--BRONCO ELECTRIC INC	122234140022234	1,985.00
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022233	25.72
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022232	25.72
	7/28/2026	V03064--CUSTOM L & A CONSTRUCTION INC	122234140022231	980.00

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	7/28/2026	V00979--THE MARCOM GROUP, INC.	122234140022230	95.00
	7/28/2026	V00979--THE MARCOM GROUP, INC.	122234140022229	95.00
	7/28/2026	V00128--BRADY INDUSTRIES OF CALIFORNIA, LLC, A BRADY PLUS CC	122234140022228	11,550.12
	7/28/2026	V00937--STINSON STATIONERS	122234140022227	9,712.62
	7/28/2026	V00874--SAVE MART SUPERMARKETS	122234140022226	1,863.30
	7/28/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140022225	397.76
	7/28/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140022224	114.24
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022223	1,180.53
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022222	1,146.03
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022221	75.15
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022220	152.20
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022219	138.13
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022218	91.78
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022217	82.24
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022216	53.13
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022215	45.45
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022214	45.45
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022213	40.74
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022212	36.37
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022211	25.80
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022210	9.73
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022209	9.73
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022208	5.40
	7/28/2026	V03057--CSG-NAM, LLC	122234140022207	9.99
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022206	1,335.91
	7/28/2026	V03288--OASIS AIR AND SOLAR	122234140022205	2,628.38
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022204	880.96
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022203	653.42
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022202	565.93
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022201	495.25
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022200	237.49
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022199	236.03
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022198	212.44
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022197	144.71
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022196	91.75
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022195	87.74
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022194	51.99
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022193	51.39
	7/28/2026	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140022192	34.49
	7/28/2026	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140022191	1,803.88
	7/28/2026	V05145--VRUNDA PATWA	122234140022190	2,900.00
	7/28/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140022189	699.61
	7/28/2026	V00744--ODP BUSINESS SOLUTIONS LLC	122234140022188	31.45
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022187	287.77
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022186	65.29
	7/28/2026	V03239--AMAROK, LLC	122234140022185	6,241.74
	7/28/2026	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140022184	146.00
	7/28/2026	V04884--PAUL V BRIANO III	122234140022183	3,435.00
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022182	88.74
	7/28/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140022181	1,496.00
	7/28/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140022180	1,803.36
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022179	84.37
	7/28/2026	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140022178	829.44
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022177	14.61
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022176	26.00
	7/28/2026	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140022175	192.20
	7/28/2026	V03666--Jamie Lujan	122234140022174	100.00
	7/28/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140022173	350.13
	7/28/2026	V00770--KERN PRINT SERVICES, INC	122234140022172	8,536.93
	7/28/2026	V00770--KERN PRINT SERVICES, INC	122234140022171	5,070.17
	7/28/2026	V01064--WIPFLI LLP	122234140022170	15,600.48
	7/28/2026	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140022169	37.65
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022168	772.75
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022167	159.99
	7/28/2026	V01064--WIPFLI LLP	122234140022166	1,400.00
	7/28/2026	V03288--OASIS AIR AND SOLAR	122234140022165	2,087.13
	7/28/2026	V00226--RLH FIRE PROTECTION, INC.	122234140022164	2,115.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022163	1,455.00
	7/28/2026	V00721--NARAMA INC. - TREK IMAGING	122234140022162	2,954.41
	7/28/2026	V03070--RELIABLE ENERGY MANAGEMENT, INC.	122234140022161	10,214.95
	7/28/2026	V03191--VAL-PRO, INC	122234140022160	3,169.15

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	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022159	179.55
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022158	2,296.96
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022157	1,600.80
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022156	1,017.08
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022155	367.14
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022154	77.43
	7/28/2026	V03057--CSG-NAM, LLC	122234140022153	300.81
	7/28/2026	V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING	122234140022152	2,745.00
	7/28/2026	V04556--SPRITE HEALTH, INC.	122234140022151	3,000.00
	7/28/2026	V00005--A-1 BATTERY COMPANY	122234140022150	1,581.30
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022149	97.05
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022148	97.05
	7/28/2026	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140022147	37,906.41
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022146	943.37
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022145	240.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022144	240.00
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022143	41.41
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022142	41.41
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022141	40.93
	7/28/2026	V02284--ESTHER DODD	122234140022140	102.65
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022139	228.58
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022138	40.06
	7/28/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140022137	1,196.80
	7/28/2026	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140022136	1,869.44
	7/28/2026	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140022135	829.44
	7/28/2026	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140022134	1,203.27
	7/28/2026	V05145--VRUNDA PATWA	122234140022133	1,836.00
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022132	1,100.53
	7/28/2026	V03986--YOLANDA GONZALES	122234140022131	224.00
	7/28/2026	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE	122234140022130	7,702.02
	7/28/2026	V00820--RAYMOND'S TROPHY AWARDS	122234140022129	10.00
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022128	188.72
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022127	91.01
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022126	51.93
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022125	51.93
	7/28/2026	V03290--PLANTS FOR YOUR SOLIE	122234140022124	200.00
	7/28/2026	V04751--COMPSYCH EMPLOYEE ASSISTANCE PROGRAMS, INC.	122234140022123	3,360.00
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022122	84.31
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022121	19.07
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022120	5.11
	7/28/2026	V03288--OASIS AIR AND SOLAR	122234140022119	10,495.38
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022118	96.67
	7/28/2026	V03095--AMERITAS LIFE INSURANCE CORP.	122234140022117	40,475.52
	7/28/2026	V03095--AMERITAS LIFE INSURANCE CORP.	122234140022116	6,302.90
	7/28/2026	V03064--CUSTOM L & A CONSTRUCTION INC	122234140022115	7,412.00
	7/28/2026	V01032--VERIZON WIRELESS	122234140022114	3,693.43
	7/28/2026	V00384--FIVE9 INC	122234140022113	5,687.94
	7/28/2026	V00384--FIVE9 INC	122234140022112	5,140.82
	7/28/2026	V00349--ERIE CUSTOM COMPUTER APPLICATIONS	122234140022111	2,940.00
	7/28/2026	V00260--CROWN EQUIPMENT CORPORATION	122234140022110	5,970.30
	7/28/2026	V00127--BOOT BARN	122234140022109	141.26
	7/28/2026	P03097--FELIPE ROMAN MARTINEZ	122234140022108	4,792.65
	7/28/2026	P03076--IRMA YOLANDA AMAYA DE GOMEZ	122234140022107	500.60
	7/28/2026	P03016--EMILY TOPETE	122234140022106	2,757.51
	7/28/2026	P02610--SULMA REYNOSO	122234140022105	1,370.77
	7/28/2026	P02539--KASANDRA BASURTO	122234140022104	901.11
	7/28/2026	P02345--GENOVEVA LOPEZ	122234140022103	886.17
	7/28/2026	P00524--IRMA GUTIERREZ	122234140022102	3,102.67
	7/28/2026	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140022101	1,489.67
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022100	5,250.00
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022099	2,492.10
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022098	1,819.80
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022097	668.25
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022096	581.40
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022095	442.05
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022094	243.00
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022093	12.75
	7/28/2026	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALI	122234140022092	12.75
	7/28/2026	V00265--CWP CALIFORNIA CORP	122234140022091	36.00
	7/28/2026	V00182--CDW LLC	122234140022090	874.16
	7/28/2026	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140022089	18,173.50

Bank	Date	Vendor	Document no.	Amount
	7/28/2026	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140022088	50,409.96
	7/28/2026	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140022087	2,241.91
	7/28/2026	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140022086	3,268.75
	7/28/2026	V04077--RAUL JIMENEZ	122234140022085	55.14
	7/28/2026	V03288--OASIS AIR AND SOLAR	122234140022084	951.81
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022083	50.37
	7/28/2026	V03082--IDEAL SPECIALTIES INC	122234140022082	218,263.73
	7/28/2026	V01062--WESTED	122234140022081	4,500.00
	7/28/2026	V01033--VERNON SORENSON MD INC	122234140022080	25.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022079	240.00
	7/28/2026	V00753--ORKIN PEST CONTROL	122234140022078	5,189.02
	7/28/2026	V00704--MISSION LINEN SUPPLY	122234140022077	75.15
	7/28/2026	V04755--CITIGUARD, INC	122234140022076	2,217.60
	7/28/2026	V04077--RAUL JIMENEZ	122234140022075	11.86
	7/28/2026	V03288--OASIS AIR AND SOLAR	122234140022074	1,287.13
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022073	3,747.14
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022072	927.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022071	412.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022070	412.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022069	190.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022068	110.00
	7/28/2026	V04961--HARVEST FARMS SOLUTIONS, INC	122234140022067	167,206.00
	7/28/2026	V04733--GARCIA ELECTRIC	122234140022066	445.00
	7/28/2026	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140022065	1,036.80
	7/28/2026	V03186--BLUETRITON BRANDS INC	122234140022064	5.40
	7/28/2026	V04894--ARMANDO SANTACRUZ	122234140022063	2,360.00
	7/28/2026	V04180--DIESEL DIRECT LLC	122234140022062	14,343.60
	7/28/2026	V04077--RAUL JIMENEZ	122234140022061	29.00
	7/28/2026	V03650--GUADALUPE FARIAS	122234140022060	31.00
	7/28/2026	V03487--ANA HENRIQUEZ ARTIGA	122234140022059	31.00
	7/28/2026	V03470--ALFONSO MORALES	122234140022058	31.00
	7/28/2026	V03288--OASIS AIR AND SOLAR	122234140022057	881.19
	7/28/2026	V02324--JACQUELINE GUERRA	122234140022056	405.28
	7/28/2026	V03939--SULEMA GARCIA	122234140022055	405.28
	7/28/2026	V03671--JAYSHREE MADEKA	122234140022054	405.28
	7/28/2026	V03492--Andrea Chavez	122234140022053	510.28
	7/28/2026	V01064--WIPFLI LLP	122234140022052	560.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022051	180.00
	7/28/2026	V00683--MCWILLIAMS & WALDEN INC	122234140022050	2,262.12
	7/28/2026	V00591--LA FOODS LLC	122234140022049	113,992.06
	7/28/2026	V00631--M AND S SECURITY SERVICES INC	122234140022048	195.00
	7/28/2026	V05067--FRESNO BIPOC PRODUCE INC.	122234140022047	3,960.00
	7/28/2026	V01033--VERNON SORENSON MD INC	122234140022046	955.00
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022045	792.50
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022044	660.00
	7/28/2026	V00029--ADVANCED DATA STORAGE, INC	122234140022043	508.47
	7/28/2026	V00127--BOOT BARN	122234140022042	194.84
	7/28/2026	V04459--SPECIALTY TRIM AND AWNING INC	122234140022041	1,654.05
	7/28/2026	V00127--BOOT BARN	122234140022040	116.91
	7/28/2026	V05056--CAL OAK HOSPITALITY L.L.C.	122234140022039	10,662.40
	7/28/2026	V00127--BOOT BARN	122234140022038	189.97
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022037	1,907.30
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022036	240.00
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022035	44.59
	7/28/2026	V00406--GARCIA INDUSTRIES INC	122234140022034	8,708.00
	7/28/2026	V00146--CA ASSOCIATION OF FOOD BANKS	122234140022033	2,041.75
	7/28/2026	V00127--BOOT BARN	122234140022032	170.48
	7/28/2026	V03248--ALVAREZ & GUINILING, LLC	122234140022031	177.94
	7/28/2026	V03174--OFFICE IMAGING, INC	122234140022030	25.72
	7/28/2026	V00961--TEL TEC SECURITY SYSTEMS INC	122234140022029	4,960.00
	7/28/2026	V04896--TOM GROSS	122234140022028	3,464.33
	7/28/2026	V04575--LOWE'S COMPANIES, INC.	122234140022027	756.85
	7/28/2026	V04690--SAGASER WATKINS & WIELAND PC	122234140022026	3,381.05
	7/28/2026	V00127--BOOT BARN	122234140022025	165.61
	7/28/2026	V00302--RESTAURANT RUNNER INC	122234140022024	1,202.37
	7/28/2026	V01044--W W GRAINGER INC	122234140022023	2,038.48
	7/28/2026	V04964--PHOUNANG KEOVONGSACK	122234140022022	100.00
	7/28/2026	V00312--DONAHUE TRUCK CENTERS	122234140022021	127.27
	7/28/2026	V00592--LAKESHORE PARENT, LLC	122234140022020	10,605.60
	7/28/2026	V00127--BOOT BARN	122234140022019	185.10
	7/28/2026	V00127--BOOT BARN	122234140022018	194.80

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	7/28/2026	V05169--AMANDA CHARLON	122234140022017	14.50
	7/28/2026	V00127--BOOT BARN	122234140022016	170.48
	7/28/2026	V03083--CHALK SPINNER LLC	122234140022015	121.38
	7/28/2026	V00794--PLC SYSTEM SERVICES LLC	122234140022014	2,347.00
	7/28/2026	V05354--UNITED WAY OF TULARE COUNTY	122234140022013	640.00
	7/28/2026	V05265--GREGORY J FRANK ARCHITECTS, INC	122234140022012	29,252.28
	7/28/2026	V00127--BOOT BARN	122234140022011	200.00
	7/28/2026	V04556--SPRITE HEALTH, INC.	122234140022010	3,000.00
	7/28/2026	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	122234140022009	17,368.36
	7/28/2026	V00049--AMAZON CAPITAL SERVICES, INC	122234140022008	40,177.80
	7/28/2026	V02284--ESTHER DODD	Voided - 12223414002149	-102.65
	7/29/2026	V02284--ESTHER DODD	122234140022300	102.65
	7/29/2026	V05393--ROSARIO OLIVARES	311422	461.59
	7/29/2026	V04001--MAYRA ZAMBRANO TORRES	311421	237.00
	7/29/2026	V02284--ESTHER DODD	Voided - 12223414002214	-102.65
	7/29/2026	V04001--MAYRA ZAMBRANO TORRES	Voided - 310615	-237.00
	7/31/2026	V02742--KIMBERLY D FREIBERG	311423	163.28
Total for CBB - Operating Acct			Count: 1920	**7,304,940.93**

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Date: September 30, 2026

Subject: *Agenda Item V(f):* Head Start Notice of Proposed Rulemaking - Impact of the Proposed Head Start Administrative Cap and Draft Comment Letter - **Info Item**

On August 7, 2026, the Administration for Children and Families (ACF) published a Notice of Proposed Rulemaking (NPRM), "Reducing Federal Burden for Head Start Programs" (Docket ACF-2026-0595; RIN 0970-AD30; 91 FR 51248). This NPRM as written would reduce the maximum allowable administrative cost rate for the Head Start and Early Head Start grantees from 15 percent to 5 percent of total program costs. The 15 percent administrative cost ceiling in Head Start includes both the Indirect Rate charges and direct program charged administrative costs. The public comment period closes October 6, 2026. The memo explains how this change would impact CAPK specifically.

We have attached a two-panel exhibit showing the following:

1. The compression of the CAPK's Head Start/Early Head Start administrative budget under the proposed cap
2. The resulting ripple effect on CAPK's agency-wide centralized administration budget
3. A draft comment letter directed to ACF identifying the impact of the NPRM on CAPK's operations and services.

<u>Key Takeaways:</u>

- Our Head Start/EHS administrative budget for FY 2026-27 is already running very efficiently at 10.5% of total program funding ($5,262,907 of $50,114,281). This is well below the current 15% ceiling.
- A 5% cap would force a $2,757,193 cut (a 67% reduction) to the indirect/centralized-administration portion of the budget. Direct administrative costs would be unaffected in the provided model. In this scenario, the entire cut would fall on indirect cost rate recovery. This is the mechanism that funds shared Finance, HR, IT, and compliance functions. These costs are not superfluous and, instead, required to maintain high performance and accountability.
- The indirect rate allocation is part of what funds CAPK's centralized administration (Human Resources, Operations, Executive, Finance and Community Development). The CAPK centralized administration for the entire agency costs $13,216,757 annually and serves all of CAPK's programs, not Head Start alone. Losing $2,757,193 of indirect rate collections would turn centralized administration's current $1,057,464 surplus into a $1,699,729 shortfall.

<u>Next Steps:</u>

Staff is requesting feedback from the Board of Directors about the content of the comment letter which must be submitted by October 6, 2026.

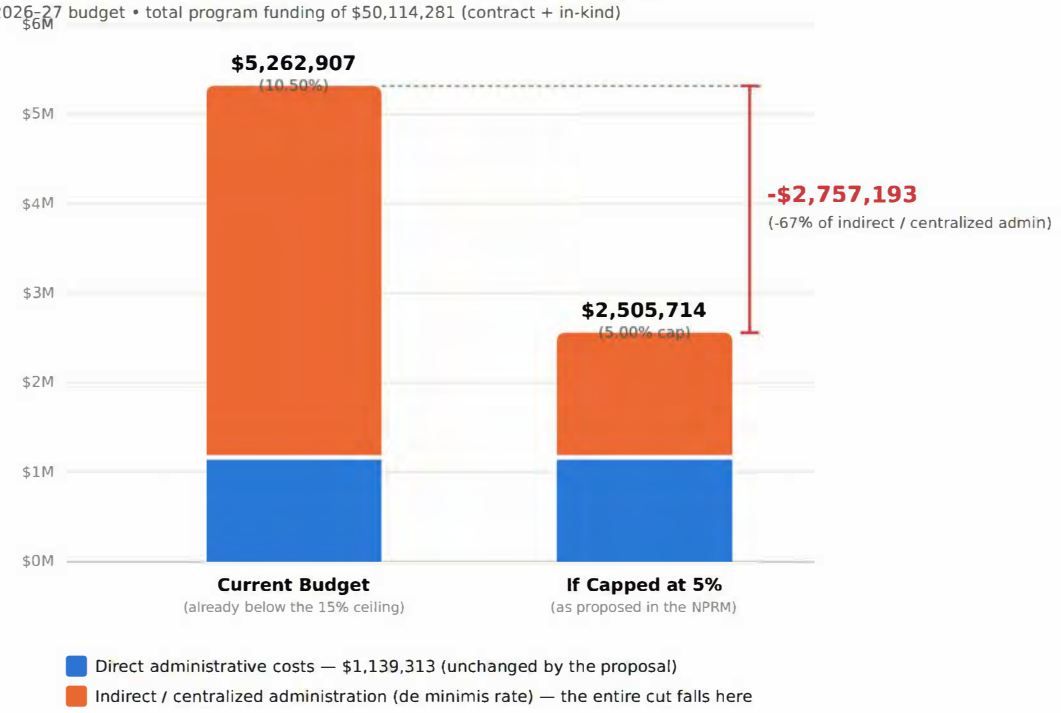
Attachments:
Administrative budget impacts
Draft Comment Letter

What a 5% Administrative Cost Cap Would Mean for CAPK

Proposed reduction of the Head Start/Early Head Start administrative cost cap from 15% to 5% — NPRM Docket ACF-2026-0595 (91 FR 51248)

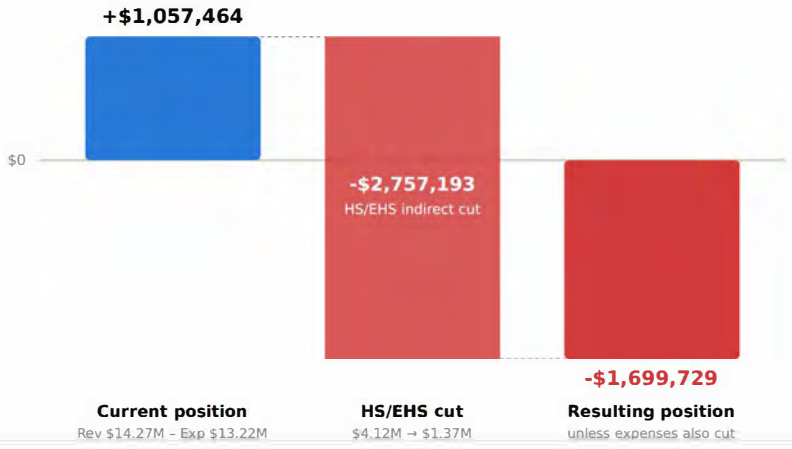
1. Head Start / Early Head Start administrative budget

FY2026–27 budget • total program funding of $50,114,281 (contract + in-kind)



2. Ripple effect on CAPK's centralized administration budget

Human Resources, Operations, Executive, Finance & Community Development — funded mainly by indirect cost recovery across CAPK's grant portfolio



Centralized admin spends $13,216,757 a year across:

Operations $4,478,821

Finance $4,084,436

Community Development $1,685,555

Human Resources $1,914,340

Executive $1,053,605

Mostly salaries ($7,473,121) and benefits ($2,482,552) agency-wide.

Centralized admin currently runs a modest surplus..

...that would flip to a shortfall — covered by cuts elsewhere, or by other grants absorbing more indirect cost.

10.50% → 5.00%	-$2,757,193	-67%	+$1,057,464 → -$1,699, 729
Required Head Start/EHS admin cost rate under the NPRM	Cut required from HS/EHS's admin/indirect budget	Reduction to the indirect recovery funding centralized admin	Swing in CAPK's centralized administration budget

Source: CAPK FY2026–27 Head Start/EHS budget and centralized administration budget (Human Resources, Operations, Executive, Finance, Community Development).
Assumes direct HS/EHS admin line items and all other centralized-admin revenue/expense hold constant; the modeled cut falls entirely on HS/EHS's indirect (de minimis) cost recovery.
NPRM "Reducing Federal Burden for Head Start Programs," Docket ACF-2026-0595, RIN 0970-AD30, 91 FR 51248 (Aug. 7, 2026). Comment period closes Oct. 6, 2026.

September 17, 2026

Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street SW
Washington, DC 20201

Submitted via: regulations.gov

RE: Docket No. ACF-2026-0595; RIN 0970-AD30 – Comment on Notice of Proposed Rulemaking, "Reducing Federal Burden for Head Start Programs," 91 FR 51248 (August 7, 2026) – Opposition to the Proposed Reduction of the Administrative Cost Cap from 15 Percent to 5 Percent

To the Administration for Children and Families:

Community Action Partnership of Kern (CAPK) submits this comment on the above-referenced Notice of Proposed Rulemaking (NPRM), specifically the proposal to reduce the maximum allowable rate of administrative costs for Head Start and Early Head Start grant recipients from 15 percent to 5 percent of total approved program costs. CAPK is a community action agency and a Head Start and Early Head Start grantee serving children and families throughout Kern County, California. We appreciate ACF's stated interest in reducing unnecessary burden on grantees and reinvesting savings into additional enrollment slots. However, as explained below, a 5 percent cap would not remove burden or excess spending. Rather, it would remove the staffing and systems CAPK relies on to operate Head Start and Early Head Start responsibly and in compliance with federal requirements. We urge ACF to withdraw this specific provision, or at minimum substantially revise it as recommended in Section V below.

I. CAPK's Administrative Costs Are Already Below the Current Ceiling and Reflect Necessary, Not Excessive, Spending

For its 2026–27 program year, CAPK's Head Start/Early Head Start budget totals $50,114,281 (contract funding of $40,091,425 plus $10,022,856 in required in-kind match). Total administrative costs — salaries, benefits, rent/lease, utilities, insurance, hiring, and other operating line items, together with indirect costs are budgeted at $5,262,907, or 10.50 percent of total program costs, already below the current 15 percent statutory and regulatory ceiling. Of that $5,262,907, $4,123,594 represents CAPK's de minimis indirect cost allocation, which funds the centralized administrative infrastructure that CAPK, as a multi-program community action agency, shares across its federally funded programs: finance and accounting, human resources, information technology and data security, procurement, risk management and insurance, facilities and licensing support, and the internal controls and compliance monitoring required by the Head Start Act, the Head Start Program Performance Standards, and the Uniform Guidance at 2 CFR part 200. The remaining direct administrative line items include rent/lease ($348,306), salaries and benefits for administrative staff ($535,176), hiring costs, risk insurance, security, and equipment. These fund the balance of the program's compliant administrative operations.

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Reducing the allowable rate to 5 percent would require CAPK to cut its already-compliant, currently budgeted administrative spending by more than 52 percent and by two-thirds relative to the existing 15 percent ceiling. This is not a reduction of waste or excess. It is a reduction well below the level of administrative investment CAPK has determined, through its own budgeting and audit processes, is necessary to operate Head Start and Early Head Start programs of its size and scope in a compliant and accountable manner.

II. The Proposed Across-The-Board Reduction Exceeds the Structure Congress Established

Section 644(b) of the Head Start Act (42 U.S.C. § 9839(b)) and its implementing regulation, 45 CFR § 1303.5, set 15 percent as a ceiling on administrative costs. This is not a target rate subject to unilateral, across-the-board revision. The statute and regulation give the Secretary two specific, narrow tools for addressing administrative costs: (1) authority to require an individual Head Start agency to reduce costs found to be excessive, on a case-by-case basis; and (2) authority to grant a time-limited waiver, of up to 12 months, when an agency demonstrates it cannot operate within the 15 percent limitation despite efforts to reduce costs. Neither provision contemplates ACF resetting the percentage itself, for every grantee nationwide, through generally applicable rulemaking untethered to any individual agency's actual costs or performance. We ask ACF to reconsider whether this provision is consistent with the case-by-case framework Congress enacted.

III. The Proposal Would Force CAPK to Cut the Functions that Keep Federal Funds Accountable

The administrative costs within CAPK's 10.50 percent rate are not duplicative or discretionary. They fund the fiscal, human resources, IT, and compliance functions that federal grants management itself requires background-check systems, payroll and benefits administration for Head Start staff, financial systems and internal controls capable of withstanding a Single Audit under 2 CFR part 200, subpart F, data systems supporting the federally mandated Program Information Report and periodic monitoring reviews, and governance support for CAPK's Policy Council and Board of Directors. A cap set at 5 percent would not cut paperwork; it would cut the staff and systems that produce accurate financial reporting, guard against fraud, and keep the agency in compliance with the very Performance Standards and Uniform Guidance requirements ACF also enforces. We are concerned this would increase, rather than decrease, compliance risk and audit findings across the Head Start system.

IV. Any Final Rule Should Not be Read to Override the Federally Authorized De Minimis Indirect Cost Rate

CAPK currently uses the de minimis indirect cost rate authorized under 2 CFR § 200.414(f) of the Uniform Guidance, available to Head Start grantees on the same terms as other federal awardees. Nothing in the Head Start Act suggests Congress intended the administrative cost limitation in Section 644(b) to override or effectively repeal a separate cost-recovery mechanism that applies government-wide. We ask ACF to clarify; and, if necessary, to revise the rule text to make it explicit that any administrative cost cap does

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not curtail a Head Start grantee's independent right to claim indirect costs under the de minimis rate or under a negotiated indirect cost rate agreement.

V. This is Not a CAPK-Specific Problem

Published analyses of this NPRM indicate that only a small fraction of Head Start grantees nationally. Reportedly under 4 percent of Head Start agencies currently operate at or below a 5 percent administrative cost rate. If accurate, this indicates the proposed cap is not calibrated to the actual, defensible cost structures of Head Start grantees, and would place the large majority of grantees out of compliance on the rule's effective date regardless of how efficiently they operate.

VI. Recommendations

CAPK respectfully requests that ACF:

1. Withdraw the proposed reduction of the administrative cost cap from 15 percent to 5 percent, and retain the existing 15 percent ceiling, administered through the case-by-case excessive-cost and waiver mechanisms Congress established in Section 644(b) of the Head Start Act; or, in the alternative,

2. If ACF proceeds with a lower cap, do so only after gathering and publishing grantee-level cost data supporting a specific percentage, and provide a realistic multi-year transition period rather than the compressed timeline reflected in this NPRM; and

3. Expressly confirm, in any final rule, that the de minimis indirect cost rate and negotiated indirect cost rate agreements under 2 CFR part 200 remain available to Head Start grantees independent of, and are not absorbed into, any administrative cost cap.

We appreciate the opportunity to comment on this NPRM and would welcome the opportunity to provide ACF with additional financial details as it considers this rule.

Respectfully submitted,

Jeremy T. Tobias	Maritza Jimenez
Chief Executive Officer	Board Chair

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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. <u>Policy Council Chairperson Report</u>

The Chairperson did not have anything to share at this time.

9. <u>Policy Council Member Comments</u>

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. <u>Next Scheduled Meeting</u>

The next Policy Council meeting will be held on June 23, 2026 at 5:30 p.m. in the Board Room.

11. <u>Adjournment</u>

The meeting was adjourned at 6:44 p.m.