



**Community Action Partnership of Madera County, Inc.
Board of Directors Meeting**

Agenda

**Thursday, July 13, 2023
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, Inc., 1225 Gill Avenue, Madera, CA 93637.

Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours.

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – June 8, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – June 20, 2023.

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – June 21, 2023.

D-4 Review and consider accepting the Bank of America Credit Card Statements:

- June 2023

D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- May 2023

D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – June 2023
- In-Kind Report – June 2023
- CACFP Program Report – June 2023

D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:

- Monthly Enrollment Report – June 2023
- In-Kind Report – June 2023
- CACFP Program Report – June 2023

D-8 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

D-9 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.

D-10 Review and consider approving the 2023-2024 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

D-11 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Madera Migrant/Seasonal Head Start program.

- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-13 Review and consider approving the 2023-2024 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-14 Consider authorizing the new representative to CACFP to submit monthly claims and annual application online to Child Nutrition Information & Payment System (CNIPS).
- D-15 Review the Madera County Child Advocacy Center Report for June 2023. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2023. (Informational Only)
- D-17 Review the Community Services Program Report for June 2023. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2022.
- E-2 Review and authorize a line of credit with West America Bank.
- E-3 Review and consider ratifying the submission of the Valley Community Economic Resilience Fund (CERF) application.
- E-4 Review and consider approving the submission of the 2024-2025 Community Action Plan and Community Needs Assessment.
- E-5 Review and consider ratifying the submission of the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) Program Self-Evaluation (PSE) Survey for the Child Care Alternative Payment and Resource & Referral Program (APP/R&R).
- E-6 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the *Domestic Violence Assistance (DV)* Program due July 28, 2023, including any extensions and/or amendments during the funding period.
- E-7 Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the *Transitional Housing (XH)* Program due July 28, 2023, including any extensions and/or amendments during the funding period.
- E-8 Review and consider authorizing submission of the application to the California Office of Emergency Services (Cal OES), to support the *Rape Crisis (RC)* Program due July 26, 2023, including any extensions and/or amendments during the funding period.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – July 12, 2023
- F-2 Personnel Committee Report
- F-3 Executive Director Monthly Report – June 2023
- F-4 Financial Statements – June 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – June 2023
- F-7 CAPMC Board of Directors Attendance Report – June 2023
- F-8 Staffing Changes Report for June 1, 2023 – July 6, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for July 13, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on July 10, 2023.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
June 8, 2023
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:30 p.m. by Chairperson Eric LiCalsi.

Members Present

Eric LiCalsi, Chair
Sheriff Tyson Pogue, Secretary/Treasurer
Deborah Martinez
Supervisor Leticia Gonzalez
Steve Montes
Jeff Troost
Donald Holley
Martha Garcia
Richard Gutierrez
Molly Hernandez

Members Absent

David Hernandez, Vice-Chair
Debi Bray
Trinice Lee, HS Representative
Aurora Flores

Personnel Present

Mattie Mendez
Daniel Seeto
Cristal Sanchez
Irene Yang
Nancy Contreras-Bautista

Public – Other Present

None

A. PUBLIC COMMENT

Ana Ibanez, Community Services Program Manager, shared the CAPMC Community Needs Assessment as part of the 30-day read.

Donald Holley, Board Member, shared information for a summer vacation bible school community event.

B. ADOPTION OF THE AGENDA

ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Jeff Troost

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

Items at the request of any member of the Board or any person in the audience.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – May 11, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – May 9, 2023.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – April 12, 2023.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – April 6, 2023.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - April 2023
 - May 2023
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - March 2023
 - April 2023
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – March & April 2023
 - In-Kind Report – March & April 2023
 - CACFP Program Report – March & April 2023
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – March & April 2023
 - In-Kind Report – March & April 2023
- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – April 2023

- In-Kind Report – April 2023
- CACFP Program Report – April 2023

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – March & April 2023
 - In-Kind Report – March & April 2023
 - CACFP Program Report – March & April 2023
- D-11 Review and approve the Fresno Migrant and Seasonal Head Start’s 2021-2022 Annual Report.
- D-12 Review the Madera County Child Advocacy Center Report for May 2023. (Informational Only)
- D-13 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2023. (Informational Only)
- D-14 Review the Community Services Program Report for May 2023. (Informational Only)
- D-15 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the updated Employee Compensation Schedules and Salary Schedule.

Daniel Seeto, Chief Financial Officer, presented regarding the approval of the updated Employee Compensation Schedules and Salary Schedule. Daniel noted that the salary increases were previously approved by the Board of Directors on February 9, 2023.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-2 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2023.

Daniel Seeto, Chief Financial Officer, presented regarding the 5% discretionary

employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2023. Daniel highlighted that there was no change from the prior year.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-3 Consider ratifying the monthly credit card limit for the Bank of America Business Card to \$25,000 from \$22,500 and restore previously approved credit card limit for CAPMC Head Start Director from \$2,500 to \$5,000.

Daniel Seeto, Chief Financial Officer, presented regarding the ratification of the monthly credit card limit for the Bank of America Business Card to \$25,000 from \$22,500 and restore the previously approved credit card limit for CAPMC Head Start Director from \$2,500 to \$5,000. Daniel emphasized that the change occurred when new managers were added to the credit card holder list. Head Start should have remained at \$5,000.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-4 Consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2023 through September 30, 2024 including any extensions and/or amendments during the funding period.

Jennifer Coronado, Victim Services Program Manager, presented regarding the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2023 through September 30, 2024 including any extensions and/or amendments during the funding period. Jennifer highlighted the additional funding in the application allocated for mass victimization.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

E-5 Consider authorizing the Executive Director to sign and submit the 2023 SLIHEAP contract to the Department of Community Services & Development (CSD).

Ana Ibanez, Community Services Program Manager, presented regarding the

submission of the 2023 SLIHEAP contract to the Department of Community Services & Development (CSD). Ana explained that SLIHEAP would allow the uncovered energy assistance balances that were not fully covered by LIHEAP to be addressed.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-6 Review and consider approving the submission of the 2023-2024 Training & Technical Assistance budget revision to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2023-2024 Training & Technical Assistance budget revision to Stanislaus County Office of Education. Maritza noted that changes came about due to the annual conference being held in person rather than virtually. The reallocation is to cover the aforementioned costs.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Donald Holley

Vote: Carried Unanimously

E-7 Review and consider approving the 2023-2024 Fresno Madera Migrant Head Start COLA and Quality Improvement Grant Application.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Fresno Madera Migrant Head Start COLA and Quality Improvement Grant Application. Maritza notes a 7.5% COLA and Quality Improvement increase. The COLA increase will be utilized for personnel/salaries, fringe, and building repairs. The Quality Improvement increase will be utilized for additional service days.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Deborah Martinez

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – TBD (Anticipated Audit Completion Date – June 2023)
- F-2 Personnel Committee Report – June 2023
- F-3 Executive Director Monthly Report – May 2023
- F-4 Financial Statements – May 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – May 2023

- F-7 CAPMC Board of Directors Attendance Report – May 2023
- F-8 Staffing Changes Report for May 3 – May 31, 2023

G. CLOSED SESSION
None

H. CORRESPONDENCE
Correspondence from the Office of Head Start dated May 23, 2023, regarding American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF.

I. ADJOURN
Chair Eric LiCalsi adjourned the Board of Directors Meeting at 5:54 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, June 20, 2023

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:40 p.m. by Margarita Cruz Santiago.

Committee Members Present

Fabiola Rendon
Lidia Tinajero
Luis Pinacho
Catalina Venegas
Yuritsi Ortiz
Luxceli Eufrazio
Irene Juarez
Ramon Garcia
Deldi Fuentes
Margarita Cruz Santiago
Lidia Jimenez
Angelica Ramirez Juarez
Yadira Alvarado

Committee Members Absent

Aracely Vasquez

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maribel Aguirre, Parent and Governance Specialist
Araseli Vasquez-Perez, Program Technician

Others

None

A. Public Comment

New parent committee members were not given May 9th approval of minutes agenda (Mis Angelitos member was the only exception.) Ms. Gomez-Zaragoza went over what they had discussed in that meeting.

Ms. Gomez-Zaragoza noticed and disclosed to the committee members that the charges were not separate from the others, for Bank of America credit card account statement (G2).

B. Training

None

C. Adoption of the Agenda

Margarita Cruz Santiago asked for a motion to approve the agenda as presented. Motion made by Lidia Tinajero, seconded motion by Yadira Alvarado to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Margarita Cruz Santiago requested a motion to approve the minutes of the meeting on May 9, 2022. Motion made by Irene Juarez, seconded motion by Lidia Tinajero to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Nominate and Elect Interested Policy Committee members to serve on as officers; as per By-Laws, Article 10, Sections 1 and 2 –

Position	Representative
Chair Person	Catalina Venegas
Vice Chair Person	Yuritsi Ortiz
Secretary	Irene Juarez

Catalina Venegas nominated themselves for the Chair Person position. Yuritsi Ortiz nominated themselves for the Vice Chair Person. Irene Juarez nominated themselves for the position Secretary. Fabiola Rendon made the motion to approve the nominations, Luis Pinacho seconded. Motion carried unanimously.

F-2 Nominate and Elect on member of the Policy Committee to serve on the Executive Committee – Lidia Tinajero nominated herself for the Executive Committee. Yuritsi Ortiz made the motion to approve the Executive Committee member and alternate, seconded by Irene Juarez. Motion carried unanimously.

F-3 Nominate and Elect three representatives and three alternate representatives to serve on the 2023-2024 Central California Migrant Head Start Policy Council -

Representative	Alternates
Irene Juarez	Fabiola Rendon
Luis Pinacho	Catalina Venegas
Deldi Fuentes	

Margarita Cruz Santiago requested a motion to approve the three representatives and three alternate representatives to serve on the 2023-2024 Central California Migrant Head Start Policy Council. Fabiola Rendon made the first motion, seconded by Catalina Venegas. Motion carried unanimously.

F-4 Review and consider approving the submission of the 2023-2024 Training & Technical Assistant budget revision to Stanislaus County Office of Education. Comparison budget report included – Ms. Gomez-Zaragoza mentioned the budget submitted in October of 2022 did not include travel cost to attend in-person conferences.
Margarita Cruz Santiago requested a motion to approve the submission of the 2023-2024 Training & Technical Assistant budget revision to Stanislaus County Office of Education. Catalina Venegas made the first motion, seconded by Yuritsi Ortiz. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes – None.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (May 2023) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (April 2023) – Ms. Aguirre reviewed the budget for March and April.

G-4 In-kind Report (April 2023) – Ms. Aguirre reviewed the In-kind percentage which is at 2%.

G-5 Report of enrollment in the program and attendance report (April 2023) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (April 2023) – Ms. Aguirre reviewed CACFP and noted that there isn't a reimbursements month.

G-7 PIR Program Information Monthly Report (April 2023) – This report provides information and data about the program. This information is presented to the Head Start Office to show that there is a need for the Head Start program in our community.

H. Policy Committee Members Reports

H-1 Center Reports – None.

H-2 Board of Directors Report – None. Items approved during tonight's meeting will be presented to the Board for approval.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza mentioned to ask the parents to double check the gates are closed. In addition, if a teacher is not properly supervising the children to bring it up to the Center Director.

I. Correspondence

I-1 Information Memorandum from the Office of Head Start regarding Head Start *American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF*; Date of Issuance: 05/23/2023

J. Future Agenda Items

J-1 CAPMC Audit

J-2 First Reading of the 2023-2024 Bylaws

J-3 Internal Dispute Resolution

J-4 Suspension and Expulsion Policy

J-5 2023-2024 Reimbursement Policy

J-6 Planning Process Policy with Planning Calendar

J-7 Approve No Fee Policy

K. Adjournment

Margarita Cruz Santiago requested a motion to adjourn the session. Motion made by Yuritsi Ortiz to adjourn the meeting at 6:34 p.m., in the afternoon, seconded by Irene Juarez. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Council Meeting
Wednesday, June 21, 2023

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:39 p.m. by Nadya Luvian.

Committee Members Present

Marlim Contreras
Fabiola Hernández
Rosalia Ceja
Ignacio De Loera
Jhoana Casillas Reynosa
Juana Gallegos
Aurora Flores
Nadya Luvian
Irma Alvarez Solorzano
Ivette Oregon
Anabel Torres
Patricia Hernandez

Committee Members Absent

Angelica Garcia
Marianayelly Angeles

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maribel Aguirre, Parent and Governance Specialist

Others

None

A. Public Comment

None.

B. Training

None

C. Adoption of the Agenda

C-1 Nadya Luvian asked for a motion to approve the agenda as presented. Motion made by Ivette Oregon, seconded motion by Anabel Torres to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Nadya Luvian requested a motion to approve the minutes of the meeting on April 12, 2023. Motion made by Ivette Oregon, seconded motion by Ignacio De Lorea to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Nominate and Elect Interested Policy Committee members to serve as officers; as per By-Laws, Article 10, Sections 1 and 2 –

Position	Representative
Chair Person	Fabiola Hernandez
Vice Chair Person	Ignacio De Lorea
Secretary	Juana Gallegos

Fabiola Hernandez nominated themselves for the Chair Person position. Ignacio De Lorea nominated themselves for the Vice Chair Person. Juana Gallegos nominated themselves for the position Secretary. Ivette Oregon made the motion to approve the nominations, Aurora Flores seconded. Motion carried unanimously.

F-2 Nominate and Elect one member of the Policy Committee to serve on the Executive Committee – Johana Casillas nominated herself for the Executive Committee. Ivette Oregon made the motion to approve the Executive Committee member and alternate, seconded by Juana Gallegos. Motion carried unanimously.

F-3 Nominate and Elect three (3) representatives and (1) one alternate to serve on the 2023-2024 Community Action Partnership of San Luis Obispo Migrant Head Start Policy Council -

Representative	Alternates
Johana Casillas	Ignacio De Lorea
Marlim Contreras	
Juana Gallegos	

Nadya Luvian requested a motion to approve the three (3) representatives and (1) one alternate to serve on the 2023-2024 Community Action Partnership of San Luis Obispo Migrant Head Start Policy Council. Ivette Oregon made the first motion, seconded by Fabiola Hernandez. Motion carried unanimously.

F-4 Review and consider approving the 2023-2024 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications – Ms. Gomez-Zaragoza went over the percentage of COLA and Quality Improvement Grant. The overall percentage is 3%. She also went over the budget and explained the breakdown.

Nadya Luvian requested a motion to approve the 2023-2024 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. Ivette Oregon made the first motion, seconded by Fabiola Hernandez. Motion carried unanimously.

F-5 Review Fresno Migrant and Seasonal Head Start’s 2021-2022 Annual Report – Information only.

G. Administrative Reports

G-1 Staff Changes – None.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (March & April 2023) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (February - May 2023) – Ms. Aguirre reviewed the budget.

G-4 In-kind Report (April 2023) – Ms. Aguirre reviewed the In-kind percentage which is at 63.11%.

G-5 Report of enrollment in the program and attendance report (March & April 2023) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

G-6 CACFP Monthly Report (March & April 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the months of March and May. There were no questions.

H. Policy Committee Members Reports

H-1 Center Reports – None.

H-2 Board of Directors Report – None. Items approved during tonight’s meeting will be presented to the Board for approval.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza mentioned to ask the parents to double check the gates are closed. In addition, if a teacher is not properly supervising the children to bring it up to the Center Director.

I. Correspondence

I-1 Program Instruction from the Office of Head Start regarding *Hurricanes Fiona and Ian Disaster Recovery Funds; Issuance Date: 03/15/2023*

I-2 Information Memorandum from the Office of Head Start regarding Head Start *The Role of Head Start Program in Addressing Lead in Water; Issuance Date: 03/28/2023*

J. Future Agenda Items

J-1 CAPMC Audit

J-2 First Reading of the 2022-2023 bylaws

J-3 Planning Process Policy with Planning Calendar

J-4 2022-2023 Reimbursement Policy

J-5 No Fee Policy

K. Adjournment

Nadya Luvian requested a motion to adjourn the session. Motion made by Anabel Torres to adjourn the meeting at 6:40 p.m., in the afternoon, seconded by Ivette Oregon. Motion approved unanimously.

Bank of America Business Card
Credit Card Charges

JUNE 2023 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
05/09/2023	MAILCHIMP	No	Newsletter Software (IT)	\$60.00	200.0-6112-2.0-000-90	Yes
05/11/2023	AMAZON.COM	No	Blank DVDs for the recording of Child Forensic Interviews	\$50.37	535.0-6130-5.0-000-00	Yes
05/11/2023	DOOR DASH EL EPAZOTE	No	Board of Directors Meeting	\$395.11	200.0-6121-2.0-000-90	Yes
05/10/2023	MOUNTAIN MIKES PIZZA	No	Preliminary Weatherization Working Lunch Meeting	\$174.11	200.0-6121-2.0-000-90	Yes
05/12/2023	AMAZON.COM	No	Program Supplies	\$185.67	200.0-6130-2.0-000-90	Yes
05/12/2023	AMAZON.COM	No	Program Supplies	\$42.16	200.0-6130-2.0-000-90	Yes
05/16/2023	DOOR DASH PHODERA	No	Weatherization Working Lunch Meeting	\$155.80	200.0-6121-2.0-000-90	Yes
05/24/2023	KIMPTON SWAYER HOTEL SACRAMENTO	No	Erroneous Parking Fee for Mattie Mende – CalCAPA Board of Directors Retreat (Credit Anticipated)	\$98.27	200.0-6714-2.0-000-90	Yes
05/24/2023	KIMPTON SWAYER HOTEL SACRAMENTO	No	Adjustment	-\$18.27	200.0-6714-2.0-000-90	Yes
			Total	\$1,143.22		

I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

Mattie Mendez, Executive Director

Date: June 14, 2023

**Bank of America Business Card
Credit Card Charges**

June 2023 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
5/10/2023	Biometrics4all, Inc.	No	Livescan relay fees	1.50	311.0-6852-3.1-000-00	Yes
				0.75	321.0-6852-3.2-000-00	
				2.25	500.0-6852-5.0-000-00	
				0.75	533.0-6852-5.0-000-00	
5/31/2023	Indeed	No	May 2023 advertising for job openings	160.00	225.0-6852-2.0-000-00	Yes
				153.00	533.0-6852-5.0-000-00	
				153.00	500.0-6852-5.0-000-00	
TOTAL:				471.25		

**Bank of America Business Card ending 8462
Credit Card Charges**

E-4

**June 2023 Statement
Ana Ibanez / Community Services**

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/1/2023	McDonald's Restaurant	None	10 Gift cards for homeless clients	\$100.00	249.0-7230-2.0-000-00	Yes
6/1/2023	McDonald's Restaurant	None	10 Gift cards for homeless clients	\$100.00	249.0-7230-2.0-000-00	Yes
			Total	\$200.00		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available)

_____ June 22, 2023
Ana Ibanez, Community Services Program Manager

Bank of America Business Card
Credit Card Charges

June 2023 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/6/2023	LinkedIn	N/A	LinkedIn learning subscription renewal	\$ 323.88	200.0-6112-2.0-000-90	Yes
6/9/2023	Wonder Idea Technology Limited	N/A	FlipBook service for Agency PPP	\$ 35.00	200.0-6112-2.0-000-90	Yes
6/10/2023	Flywheel	N/A	Website Hosting for CAPMC	\$ 30.00	200.0-6112-2.0-000-90	Yes
6/23/2023	Amazon	N/A	Power adapter tips for HP Laptops	\$ 61.65	331.0-6112-3.3-031-00	Yes
6/26/2023	Amazon	N/A	iPad Chargers	\$ 59.47	331.0-6112-3.3-027-00 331.0-6112-3.3-030-00	Yes
6/27/2023	Amazon	N/A	Battery replacement for network battery backup	\$ 81.18	331.0-6112-3.3-023-00	Yes
			Total	\$ 591.18		

MBNA America Business Card
Credit Card Charges
June / junio 2023 Statement
Maritza Gomez / Fresno Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/04/2023	NA	Fresno Glass	Window replacement for Firebaugh center	\$688.46	331.0-6432-3.3-023-00	Yes
05/11/2023	NA	Olive Garden	Lunch for Fresno CD pre-service	\$201.41	330.0-6121-3.3-000-00	Yes
05/21/2023	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-000-00	Yes
TOTAL				\$905.86		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

 Maritza Gomez, Head Start Director

 Date

Platinum Plus Business Card
Credit Card Charges

June Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
5/11/23	No	The Madera Drop	Notary for client	\$15.83	500.0-6130-5.0-000-00	Yes
5/15/23	No	Mixteco.org	Mixteco Indigena Community Organizing Project Training	\$80.00	508.0-6742-5.0-000-00	Yes
6/1/23	TBD	Hilton Parc 55	National Sexual Assault Conference lodging deposit 8/21-8/24/23 J.C.	\$268.99	508.0-6714-5.0-000-00	No
6/1/23	TBD	Hilton Parc 55	National Sexual Assault Conference lodging deposit 8/21-8/24/23 C.L.	\$268.99	500.0-6714-5.0-000-00	No
				Total	\$633.81	

American Express
Credit Card Charges
MAY 2023 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	31987.34	Yes
Comcast	Net service	1113.61	Yes
Community Playthings	Supplies for centers	17727.82	Yes
Discount School Supply	Supplies for centers	5005.61	Yes
Ecolab	Dishwasher rental/repairs	137.46	Yes
Fedex	Postage	145.50	Yes
HD Pro / Suppy Works	Supplies for office/centers	3267.31	Yes
Lakeshore	Supplies for centers	4352.71	Yes
Matson Alarm	Alarm Service	779.00	Yes
Verizon	Wireless devices	5540.62	Yes
Office Depot	Supplies for office/centers	11430.65	Yes
	TOTAL	81487.63	05/29/23 LA

05/23
JDC

Card Member Service

COSTCO Credit Card Charges

MAY 2023 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness cart	313.12
Maritza Gomez-Zaragoza	RHS year end	206.37
Jennifer Coronado	Walk a mile Victim rights event	239.97 51.18
Mattie Mendez	Annual membership fee	99.00
		909.64

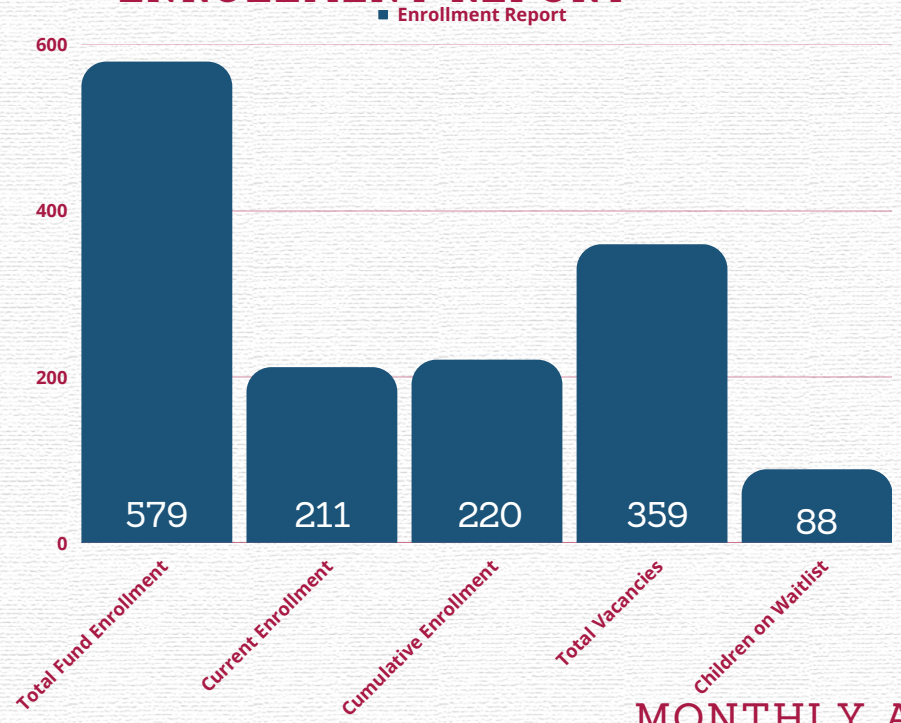
JDC

U/CARD MEMBER BOD

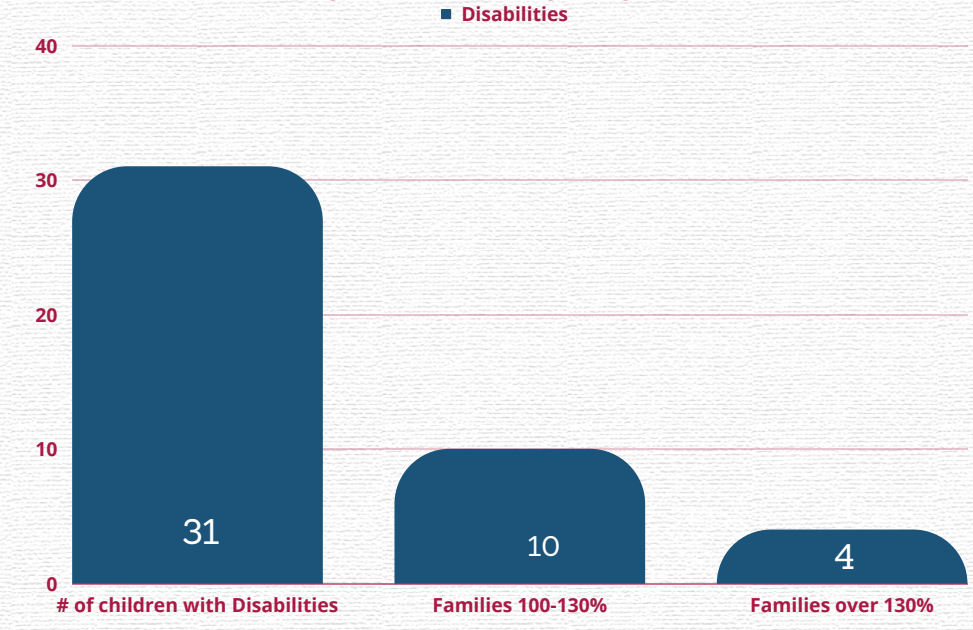


Migrant Seasonal Head Start Monthly Enrollment Report April 2023

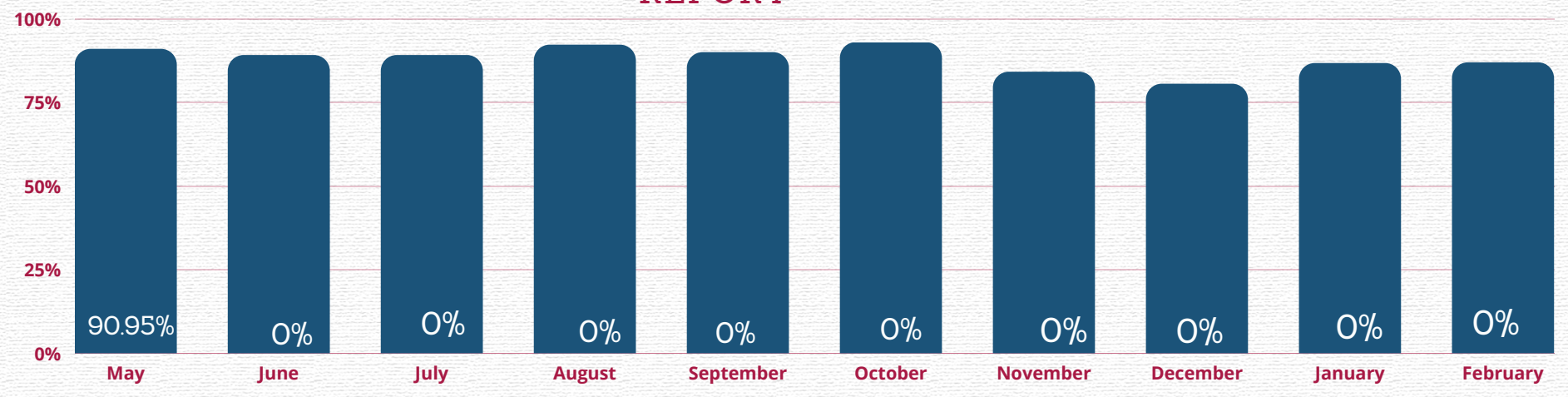
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



Community Action Partnership of Madera County, Inc.
 1225 Gill Avenue
 Madera, CA 93637
 (559) 673-9173

IN-KIND MONTHLY SUMMARY REPORT 2023-2024 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2024

MIGRANT AND SEASONAL HEAD START 2023-2024 MIGRANTE/TEMPORAL HEAD START 2023-2024
Month-Year MAY 2023/ Mes-Año MAYO 2023

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	297,519.00	0.00	23,335.23	23,335.23	274,183.77
A. Professional Services/Servicios Profesionales	0.00	0.00		0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	297,519.00	0.00	23,335.23	23,335.23	274,183.77
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00	853.11	853.11	(853.11)
State Collaboration/Colaboracion de Estado	1,006,468.00	9,868.40	17,441.12	27,309.52	979,158.48
Donated Supplies/Materiales Donanos	0.00	0.00		0.00	0.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	112,210.00	18,502.00	9,351.00	27,853.00	84,357.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,416,197.00	28,370.40	50,980.46	79,350.86	1,336,846.14

A. Y-T-D In-Kind / In-Kind asta ahora	79,350.86
B. Contracted In-Kind/ In-kind Contratado	1,416,197.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	5.60%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
May-2023

FREE MEALS	212	82	
REDUCED	0	0	
BASE	0	0	
TOTAL	212	82	

PERCENTAGES:

FREE	100.0000%	100.0000%	
REDUCED	0.0000%	0.0000%	
BASE	0.0000%	0.0000%	
TOTAL	100.0000%	100.0000%	

MEAL	#		%		RATE	=	
BREAKFAST:	2,392	X	100.0000%	X	\$2.2100	=	\$5,286.32
		X	0.0000%	X	\$1.9100	=	\$0.00
		X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	1,469 865	X	100.0000%	X	\$4.0300	=	\$5,920.07
		X	100.0000%	X	\$4.0300	=	\$3,485.95
		X	0.0000%	X	\$3.6300	=	\$0.00
		X	0.0000%	X	\$0.4700	=	\$0.00
SUPPLEMENTS:	1,188 612	X	100.0000%	X	\$1.1800	=	\$1,401.84
		X	100.0000%	X	\$1.1800	=	\$722.16
		X	0.0000%	X	\$0.6400	=	\$0.00
		X	0.0000%	X	\$0.1900	=	\$0.00

6,526
TOTAL FEDERAL REIMBURSEMENT \$16,816.34

CASH IN LIEU: LUNCHES X **\$0.3000** \$700.20

TOTAL REIMBURSEMENT **\$17,516.54**

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	865	612	1,477
MMHS-MADERA MIGRANT HEAD START	2,392	1,469	1,188	5,049
	2,392	2,334	1,800	6,526

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$12,608.23	\$4,208.11	\$16,816.34
CASH IN LIEU:	<u>\$440.70</u>	<u>\$259.50</u>	<u>\$700.20</u>
	\$13,048.93	\$4,467.61	\$17,516.54

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

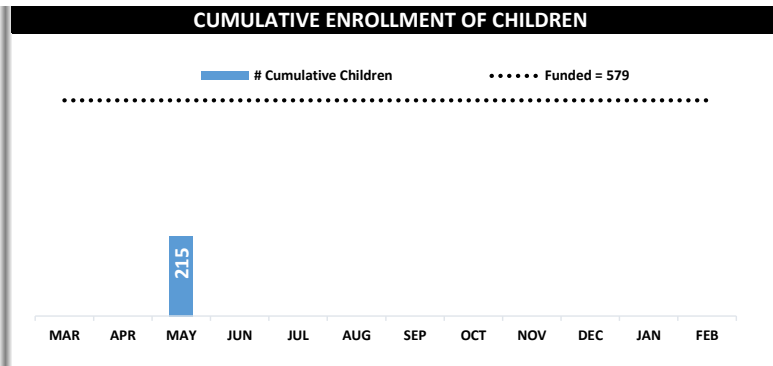
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

May 2023

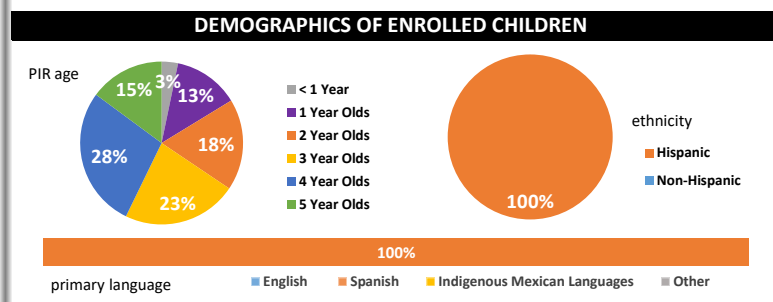
215 cumulative children
 176 cumulative families
 39 teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
	Homeless Children	0%
	Foster Children	0%
145	Receives Public Assistance	67%
58	Income Below Federal Poverty	27%
	Near Low Income (waiver required)	0%
12	Over Income (maximum 10%)	6%



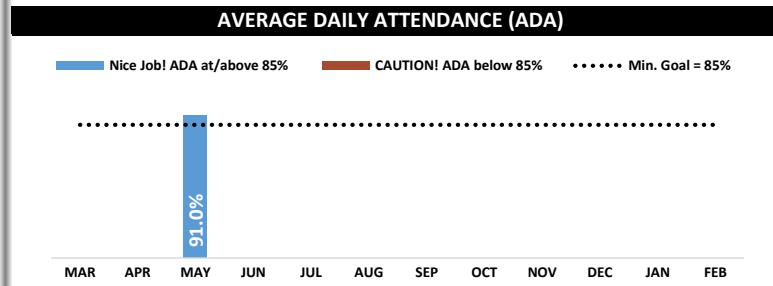
CHILDREN WITH DISABILITIES		
(#)		(%)
22	Disabilities	4%

(% of funded; minimum 10%)



DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
35	New Enrollees (cumulative)	16%
2	Received Screening <45 Days	6%

(Of new enrollees)



CHILDREN'S HEALTH		
(#)		(%)
215	Has Health Insurance	100%
162	EPSDT Up-to-Date	75%
8	Chronic Health Condition	4%
8	Received Medical Treatment	100%

(Of children with diagnosed chronic health conditions)

215	Immunizations Up-to-Date	100%
-----	--------------------------	------

(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)

215	Access to Dental Care	100%
97	Completed Dental Exam	69%
6	Received Dental Treatment	75%

(Of children who needed dental treatment other)

75	Healthy BMI	60%
----	-------------	-----

(Children under 3 years are excluded)

% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **32%**

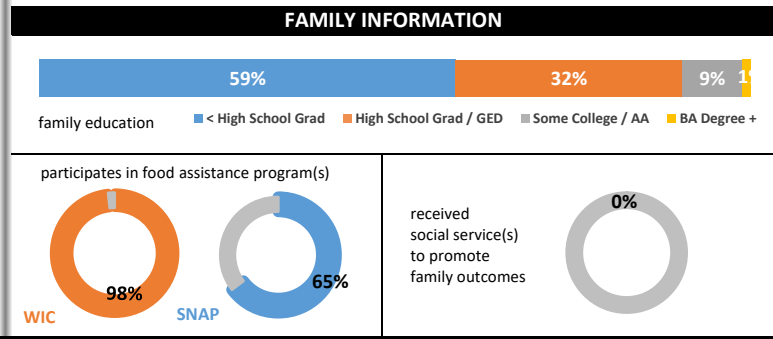
STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
12	Preschool Teacher: BA+	33%
	Preschool Teacher: AA+	92%

(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).

6	Preschool Assistant: CDA+	83%
21	Infant/Toddler Teacher: CDA+	100%

(Includes those who are currently enrolled in a CDA/equivalent program)

All staff should meet minimum education requirements for their position.



symbol key:

★ = Nice job!

Meets or exceeds Head Start regulations or expectations

▶ = Caution!

Results lower than expected

✗ = Take Action!

Does not meet Head Start regulations

All data is cumulative as of report month, unless otherwise indicated.

Resumen Mensual del Informe de Datos Actualizados del Programa (PIR, sigla en ingles) para el Consejo de Políticas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

mayo 2023



215 Niños Acumulados



176 Familias Acumuladas



39 Maestras

Tipo de Elegibilidad

(#)		(%)
	Niños Sin Hogar	0%
	Niños en Adopción Temporal	0%
145	Recibe Asistencia Pública	67%
58	Ingresos por Debajo de la Pobreza Federal	27%
	Ingresos Cerca de Bajos (requiere una exención)	0%
12	Ingresos Sobre las Pautas (maximo 10%)	6%

Niños con Discapacidades

(#)		(%)
22	Discapacidades	4%

(% de la matrícula contratada; mínimo 10%)

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)		(%)
35	Nuevos Niños(as) Inscritos (acumulados)	16%
2	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	6%

Salud de los Niños

(#)		(%)
215	Tiene Seguro Médico	100%
162	al Día Con el Cuidado de Salud Preventivo	75%
8	Condición de Salud Crónica	4%
8	Recibieron Tratamiento Médico	100%

de niños con enfermedades crónicas diagnosticadas

215	al Día con las Vecunas	100%
-----	------------------------	------

También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad

215	Acceso a Servicios Dentales	100%
97	Completaron Exámenes Dentales Profesional	69%
6	Recibió Tratamiento Dental	75%

(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)

75	BMI Saludable	60%
----	---------------	-----

(los niños menores de 3 años están excluidos)

Educación del Personal

# Personal		% llenan los requisitos mínimo de educación
12	Maestras de la Clase Preescolar: BA+	33%
	Maestras de la Clase Preescolar: AA+	92%

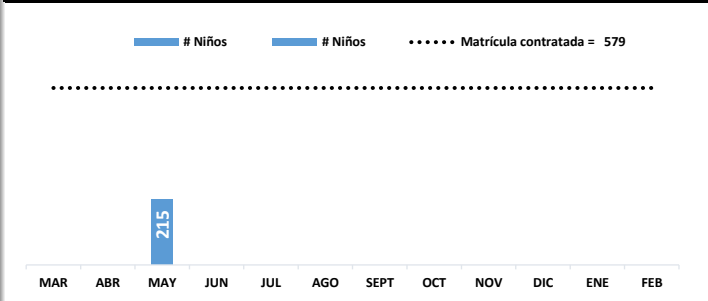
(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)

6	Asistentes de Maestra de la Clase Preescolar: CDA+	83%
21	Maestras de la Clase de Infantes / Niños Pequeños: CDA+	100%

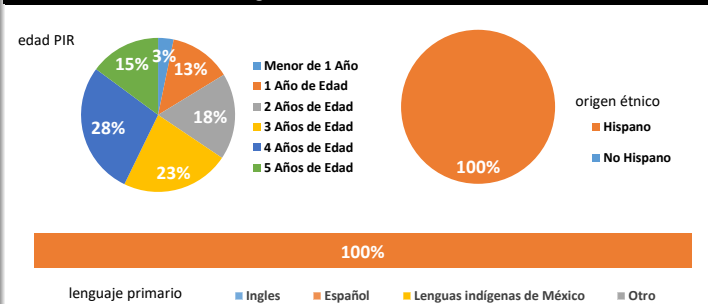
(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)

(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).

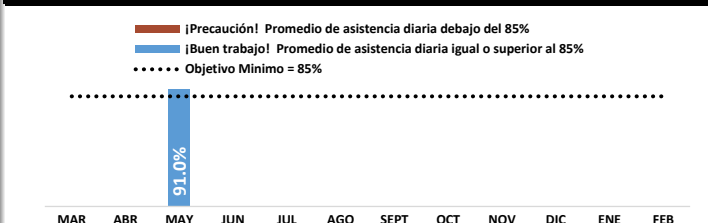
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

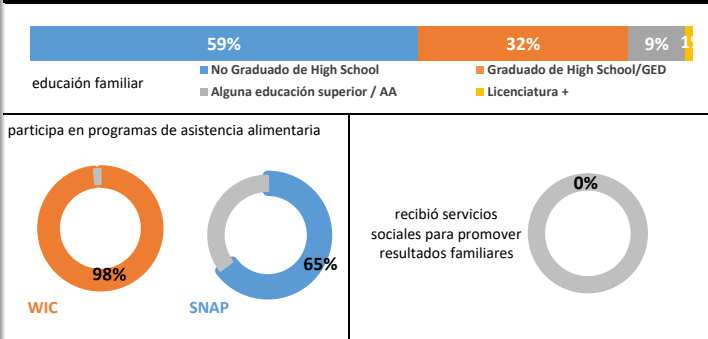


Promedio de Asistencia Diaria



% de niños crónicamente ausentes (ausente más del 10% de los días de clase): 32%

Información Familiar



simbolo clave:

★ = ¡Buen trabajo!
Cumple o excede las regulaciones o expectativas de Head Start

▶ = ¡Precaución!
Resultados más bajos de lo esperado

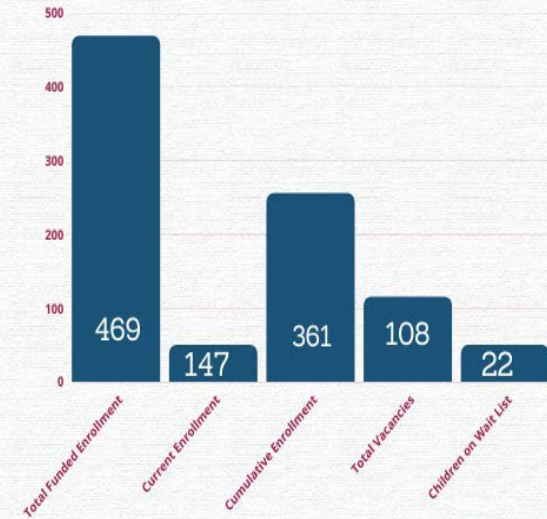
✘ = ¡Tomar acción!
No cumple con las regulaciones de Head Start

Todos los datos son acumulativos al mes del informe, a menos que se indique lo contrario.

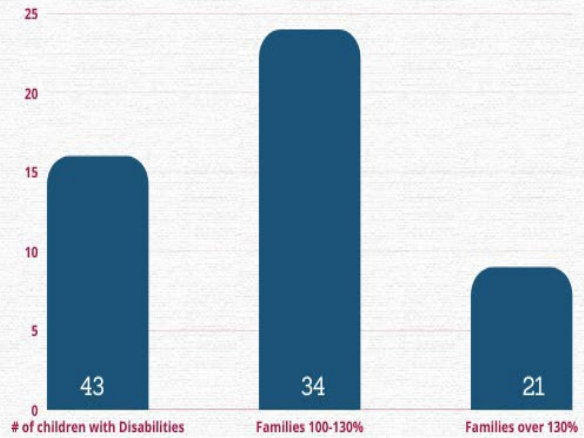


Fresno Migrant Seasonal Head Start Monthly Enrollment Report May 2023

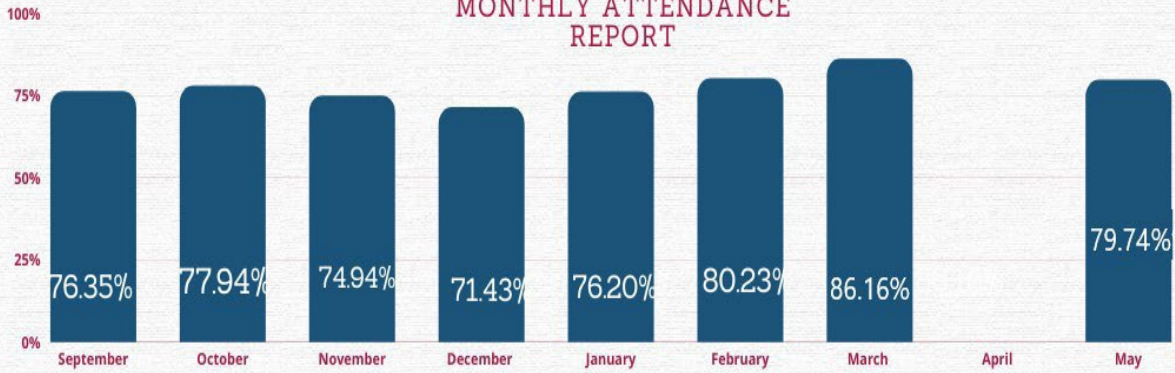
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

May

Year

2023

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	451,921.00	301,217.72	6,150.87	307,368.59	(144,552.41)
A. Professional Services	0.00	230.00	6,150.87	6,380.87	6,380.87
B. Center Volunteers	451,921.00	300,987.72		300,987.72	(150,933.28)
C. Policy Concl/Committee	0.00	0.00		0.00	0.00
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	3,687.00	0.00		0.00	(3,687.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - SPACE	0.00	0.00	14,907.75	14,907.75	14,907.75
DONATED - RENT	210,665.00	119,262.00		119,262.00	(91,403.00)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	666,273.00	420,479.72	21,058.62	441,538.34	(224,734.66)
C. State Match	0.00	0.00		0.00	0.00
Grand Total	666,273.00	420,479.72	21,058.62	441,538.34	(224,734.66)

A. Y-T-D In-Kind	441,538.34
B. Contracted In-Kind	666,273.00
C. Percent Y-T-D In-Kind	66.27%
D. Remaining	224,734.66

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO FOOD PROGRAM - MHS
 INCOME CALCULATIONS
 May-2023**

FREE MEALS		155	
REDUCED		-	
BASE		-	
TOTAL		155	

PERCENTAGES:

FREE		100.0000%	
REDUCED		0.0000%	
BASE		0.0000%	
TOTAL		100.0000%	

MEAL	#		%		RATE		
BREAKFAST:	453	X	100.0000%	X	\$1.9700	=	\$892.41
LUNCH:	440	X	100.0000%	X	\$3.6600	=	\$1,610.40
SUPPLEMENTS:	373	X	100.0000%	X	\$1.0000	=	\$373.00
Total Meals	1,266						
TOTAL FEDERAL REIMBURSEMENT							\$2,875.81
CASH IN LIEU:					LUNCHES X \$0.2600		\$114.40
TOTAL REIMBURSEMENT							\$2,990.21



Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: July 13, 2023

Author: Maritza Gomez-Zaragoza

DATE: July 3, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start No Fee Policy

I. RECOMMENDATIONS:

Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

II. SUMMARY:

Per Head Start Performance Standard 1302.18 states; Head Start programs must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

III. DISCUSSION:

CAPMC Head Start has developed a policy that complies with the Head Start Performance Standards Policy on Fees. The program does not prescribe fees to any families regardless of their income. Although up to 10% of the families participating in the program exceed the established Federal Income Guidelines, the program does not charge any of its services to the children and families.

- The Head Start No Fee Policy will be presented to the Policy Committee for approval on July 12, 2023.

IV. FINANCING:

None



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT/SEASONAL HEAD START**

Policy Number: EL 1.4	Relates to CFR #: 1302.18 (a)	Page # 1 of 1
Notes:		

SUBJECT: Policy on Fees

PERFORMANCE OBJECTIVE: Fresno Migrant and Seasonal Head Start Program must not prescribe any fee schedule for participation in the program, 1302.1BThe program is free to any family who meets the eligibility criteria outlined in 1302.12(c)(1)(i)(ii)(iii)(iv).

OPERATIONAL PROCEDURE:

1. Under no circumstance shall the Fresno Migrant/Seasonal Head Start Program solicit, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.
2. Parent participation is encouraged but parents are never forced to volunteer.
4. Parents are welcomed at the center and are considered vital partners in their child's care and education.
5. Parents will be encouraged to examine how the enrollment process is working in relationship to the requirements of 1302.18 and in understanding the program philosophy and the needs.



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: July 13, 2023

Author: Maritza Gomez-Zaragoza

DATE: July 3, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2023-2024

I. RECOMMENDATIONS:

Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.

II. SUMMARY:

The Policy Committee Members representing Fresno Migrant/Seasonal Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

III. DISCUSSION:

The Policy Committee will decide whether or not to approve the policy at their regular meeting. The Head Start Program and Madera Office of Education met to discuss the possible relocation on August 11, 2020, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30.00 for Local members because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

- The Approval of the Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2023-2024 will be presented to the Policy Committee for approval on July 12, 2023.

IV. FINANCING:

Funds are an allowable cost under the Federal Regulations



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Committee Date:	Approved by Policy Council Date:	Approved by Board of Directors Date:

Subject: Parent Policy Council/Parent Policy Committee Reimbursement

Performance Objective: Community Action Partnership of Madera County Head Start Policy Council and Policy Committee members will be reimbursed for reasonable expenses incurred while participating in approved activities.

Operational Procedure:

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.
2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
 - a. Attend monthly or special Policy Council/Policy Committee meetings.
 - b. Agency/Head Start Grantee sponsored conference/training seminars.
 - c. Parents participate on issues related to the program activities as requested.
 - d. Attend the National Migrant or Head Start Conference.
 - e. Self-assessment process.
 - f. Board of Directors meetings.
3. Parents will be reimbursed in the following manner:
 - a. Parent reimbursement for child care cost is \$30.00 for Policy Council/Policy Committee members that live locally and \$45.00 for members that live out of area (Mountains).
 - b. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.
 - c. Reimbursement is provided to the Policy Council/Policy Committee representative. If the representative does not attend, the alternate is eligible for the reimbursement. Reimbursement is for voting members at the time of the designated meeting only.
 - d. Both Policy Council/Policy Committee member and alternate are eligible for reimbursement at required trainings or upon staff request to attend the event.
 - e. If both the Representative and Alternate decide to car-pool, the reimbursement will be provided to the owner of the vehicle.

The Parent Activity Payment Voucher is to be completed in the following manner:

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned in to the Parent and Program Governance Specialist or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



Community Action Partnership of Madera County

4610 W. Jacquelyn Ave, Fresno, CA 93722 559.276.5831

BENEFICIARY & BOARD REIMBURSEMENT VOUCHER (Complete in Ink)

Instructions: Complete the spaces for your name and home address. Indicate the date of the meeting and the purpose/activity. The beginning and ending odometer readings must be included on the mileage. Subtract the ending odometer reading from the beginning odometer reading and record the difference as mileage. Total miles will be reimbursed at the current IRS reimbursement rate. Remember that if you are car pooling, only the driver is eligible for mileage reimbursement. Circle the appropriate meeting allowance rate. Add the mileage reimbursement and the meeting allowance together. Enter the sum as Total Expenses. Sign and date the form. CAPMC staff will complete the proper account coding.

Name: _____ Date of Meeting: _____

Street Address: _____ Position: Policy Council/Committee Member

City/Zip: _____ Activity: Policy Council/Committee Meeting

Telephone: _____ Center: _____

Program: **Fresno MSHS** **Fresno Early MSHS**

EXPENSES

AMOUNT

Mileage @ _____ Miles x Current IRS Rate Per Mile = \$ _____

Meeting Allowance (Low Income Committee Members)

\$30.00 \$ _____

Other: _____ \$ _____

_____ \$ _____

TOTAL EXPENSES: \$ _____

The expenses listed above were incurred by me while carrying out my duties for Community Action Partnership of Madera County.

Signed _____

Date: _____

This part is to be completed by CAPMC staff.

Program Account Mileage: 3__0-7111-__-__ \$ _____

Allowance: 3__0-7114-__-__ \$ _____

Total: \$ _____

Authorized By: _____

Date: _____



Community Action Partnership del Condado de Madera
 4610 W. Jacquelyn Ave, Fresno, CA 93722 559.276.5831

BONO DE REMBOLSO
 (Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: _____ Fecha de la Reunión: _____

Domicilio: _____ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: _____ Actividad: Reunión del Concilio/Comité

Teléfono: _____ Centro: _____

Programa: **Fresno MHS** **Fresno Early MSHS**

GASTOS

CANTIDAD

Millaje @ _____ Millas x Tarifa Actual del IRS Por Milla =\$ _____

Asignación de Reuniones (miembros del Comité de ingresos bajos)

\$30.00 \$ _____

Otro: _____ \$ _____

TOTAL DE GASTOS: \$ _____

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: _____ Fecha: _____

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa Millaje: 3___.0-7111-__ - \$ _____

Asignación: 3___.0-7114-__ - \$ _____

Total: \$ _____

Autorizado por: _____ Fecha: _____



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: July 13, 2023

Author: Maritza Gomez-Zaragoza

DATE: July 3, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Fresno Migrant/Seasonal Head Start's Planning Process Policy 2023-2024

I. RECOMMENDATION:

Review and consider approving the 2023-2024 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

II. SUMMARY:

The policy/procedure determines and guides staff and Policy Committee in the 2023-2024 program planning and goal setting for Fresno Migrant/Seasonal Head Start.

II. DISCUSSION:

1. The planning process includes a review/analysis of:

- a) Required approvals by the Policy Committee & Board of Directors
- b) Assists in the completion of the annual refunding application
- c) Review the monitoring system of the program
- d) Updates on the 5-year goals and objectives, reviewed annually.

➤ The Fresno Migrant/Seasonal Head Start's Planning Process Policy for 2023-2024 will be presented to the Policy Committee for approval on July 12, 2023.

IV. FINANCING:

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: N/A Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Committee Date:	Approved by Policy Council Date:	Approved by Board of Directors: Date:

Subject: Planning Process

Performance Objective: Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

Operational Procedure:

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
 - a. Community Assessment
 - b. Program Goals & Objectives (long/short term)
 - c. Program Self-Assessment
 - d. On-going monitoring & reporting
 - e. Budget Planning, including service areas.
 - f. School Readiness & Outcome Data
 - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.
2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.
3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.
4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



Fresno Migrant & Seasonal Head Start Planning Process Calendar 2023-2024

	June 21, 2023	July 12, 2023	August 9, 2023	September 13, 2023	October 11, 2023
Policy Committee	<p>*Action</p> <p>*Seating of 2023-2024 Committee</p> <ul style="list-style-type: none"> - Election of Officers - Election of Executive Committee Rep. - Election of Reps to serve on CAPSLO Policy Council - Member of CAPMC Board of Directors - 2023-2024 COLA & Quality Improvement Grant Application <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP <p>*Training June 13, 2023</p> <ul style="list-style-type: none"> - Purpose - Brown Act - Structure of Governance - Shared Governance - Proposed Governance - Regulations/Ethics - PC Code of Conduct - ERSEA - Eligibility, Recruitment, Selection, Enrollment and Attendance 	<p>*Action</p> <ul style="list-style-type: none"> - First Reading of the 2023-2024 Bylaws - Planning Process Policy with Planning Calendar - 2023-2024 Reimbursement Policy - Approve No Fee Policy - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> - Approve the 2023-2024 Bylaws - Internal Dispute Resolution - Suspension and Expulsion Policy - Approve Self-Assessment Procedure (Distribute Health & Safety Checklist) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start <p>*Training</p> <ul style="list-style-type: none"> - Classroom Assessment Scoring System (CLASS) 	<p>*Action</p> <ul style="list-style-type: none"> - Self-Assessment Review Results/Findings - Distribution of final Bylaws 2023-2024 <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start <p>*Training</p> <ul style="list-style-type: none"> - Conscious Discipline 	<p>*Action</p> <ul style="list-style-type: none"> - Self-Assessment Review Corrective Plan of Action - Review & Accept Basic 2022-2023 Program Information Report - PIR numbers. <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start <p>*Training</p> <ul style="list-style-type: none"> - Child Outcomes
	June 8, 2023	July 13, 2023	August 10, 2023	September 14, 2023	October 12, 2023
Board of Directors	<p>*Action</p> <ul style="list-style-type: none"> - 2023-2024 COLA & Quality Improvement Grant Application <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> - First Reading of the 2023-2024 Bylaws - Planning Process Policy with Planning Calendar - 2023-2024 Reimbursement Policy - Approve No Fee Policy - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> - Approve the 2023-2024 Bylaws - Internal Dispute Resolution - Suspension and Expulsion Policy - Approve Self-Assessment Procedure (Distribute Health & Safety Checklist) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> - Self-Assessment Review Results/Findings - Distribution of final Bylaws 2023-2024 <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> - Monitoring Review Corrective Plan of Action - Review & Accept Basic 2022-2023 PIR numbers. <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Correspondence from the Office of Head Start

	November 8, 2023	December 13, 2023	January 10, 2024	February 7, 2024	March 13, 2024	April 10, 2024	May 8, 2024
Policy Committee	<p>*Action – None</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – None</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p> <p>*Training – School Readiness Goals</p>	<p>*Action – None</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Approves Financial Audit and monitors the agency’s actions to correct any audit findings – Approve Community Assessment – Budget Revision (if applicable)</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – Review & Approve 2020-2025 Goals and Objectives Year three Update</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p> <p>*Training Parent Curriculum – Ready Rosie</p>	<p>*Action – Approve 2022-2023 Application/ Budget for Fresno Migrant/Seasonal Head Start and Early Head Start</p> <ul style="list-style-type: none"> ▪ Training Plan ▪ Basic Budget ▪ Administrative Budget ▪ Non Federal Share Budget ▪ Service Area Plan <p>– Budget Revision (if applicable)</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – None</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>
	Board of Directors	<p>*Action – None</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – None</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – None</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Approve Community Assessment – Budget Revision (if applicable)</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – Approve 2020-2025 Goals and Objectives Report- Year three Update</p> <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p>*Action – Approve 2022-2023 Application/ Budget for Fresno Migrant/Seasonal Head Start and Early Head Start</p> <ul style="list-style-type: none"> ▪ Training Plan ▪ Basic Budget ▪ Administrative Budget ▪ Non Federal Share Budget ▪ Service Area Plan <p>*Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start</p>
		November 9, 2023	December 14, 2023	January 11, 2024	February 8, 2024	March 14, 2024	April 11, 2024



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: July 13, 2023

Author: Maritza Gomez-Zaragoza

DATE: June 30, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2023-2024

I. RECOMMENDATIONS:

Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Committee Members representing the Madera Migrant/Seasonal Head Start program.

II. SUMMARY:

The Policy Committee Members representing Madera Migrant/Seasonal Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

III. DISCUSSION:

The Policy Committee will decide whether or not to approve the policy at their regular meeting. The Head Start Program and Madera Office of Education met to discuss the possible relocation on July 11, 2023, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30.00 for Local members because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

- The Madera Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2023-2024 will be presented to the Policy Committee on July 11, 2023.

IV. FINANCING:

Funds are an allowable cost under the Federal Regulations



Community Action Partnership del Condado de Madera
1225 Gill Avenue, Madera, CA 93637 559.673.0012

BONO DE REMBOLSO
(Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: _____ Fecha de la Reunión: _____

Domicilio: _____ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: _____ Actividad: Reunión del Concilio/Comité

Teléfono: _____ Centro: _____

Programa: **Madera/Mariposa HS Madera/MHS Fresno MHS**

GASTOS

CANTIDAD

Millaje @ _____ Millas x Tarifa Actual del IRS Por Milla =\$ _____

Asignación de Reuniones (miembros del Comité de ingresos bajos)

\$30.00 (Local) \$45 (Montañas/Huron) \$ _____

Otro: _____ \$ _____

TOTAL DE GASTOS: \$ _____

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: _____

Fecha: _____

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa Millaje: 3___.0-7111-__ -__ \$ _____

Asignación: 3___.0-7114-__ -__ \$ _____

Total: \$ _____

Autorizado por: _____

Fecha: _____



Report to the Policy Committee

Agenda Item Number: D-16

Policy Committee Meeting for: July 11, 2023

Author: Maritza Gomez-Zaragoza

DATE: June 30, 2023

TO: Madera Migrant/Seasonal Head Start Policy Committee

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Head Start No Fee Policy

I. RECOMMENDATIONS:

Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

II. SUMMARY:

Per Head Start Performance Standard 1302.18 states; Head Start programs must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

III. DISCUSSION:

CAPMC Head Start has developed a policy that complies with the Head Start Performance Standards Policy on Fees. The program does not prescribe fees to any families regardless of their income. Although up to 10% of the families participating in the program exceed the established Federal Income Guidelines, the program does not charge any of its services to the children and families.

Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.

IV FINANCING:

None



***ELIGIBILITY, RECRUITMENT, SELECTION,
ENROLLMENT, AND ATTENDANCE
POLICIES AND PROCEDURES***

Policy Number: 18	HSPPS: 1302.18	Page: 1 of 1
Effective Date: 11/7/16		
Policy Council Approval Date:	Policy Committee Approval Date:	Board of Directors Approval Date:

SUBJECT: Policy on fees

PERFORMANCE OBJECTIVE: The Migrant/Seasonal and Regional Head Start Programs must not prescribe any fee schedule for participation in the program, 1302.18. The program is free to any family who meets the eligibility criteria outlined in 1302.12(c)(1)(i)(ii)(iii)(iv).

OPERATIONAL PROCEDURE:

1. Under no circumstance shall the Regional or Migrant Head Start Program solicit, or in any other way condition a child’s enrollment or participation in the program upon the payment of a fee.
2. Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California’s Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.
3. Parent participation is encouraged but parents are never forced to volunteer.
4. Parents are welcomed at the center and are considered vital partners in their child’s care and education.
5. Parents will be encouraged to examine how the enrollment process is working in relationship to the requirements of 1302.18 and in understanding the program philosophy and the needs

Forms Needed: N/A



Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors Meeting for: July 13, 2023

Author: Maritza Gomez-Zaragoza

DATE: June 30, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera Migrant/Seasonal Head Start Planning Process

I. **RECOMMENDATION:**

Review and consider approving the 2023-2024 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

II. **SUMMARY:**

The policy/procedure determines and guides staff and Policy Committee in program planning and goal setting.

III. **DISCUSSION:**

The planning process includes a review/analysis of:

- The planning process assists in the completion of the annual funding application.
- Update on the five-year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
- Review the monitoring system of the program.

- The Madera Migrant/Seasonal Head Start Planning Process will be presented to the Policy Committee for approval on July 11, 2023.

IV. **FINANCING:** - Significant

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: N/A Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Committee Date:	Approved by Policy Council Date:	Approved by Board of Directors: Date:

Subject: Planning Process

Performance Objective: Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

Operational Procedure:

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
 - a. Community Assessment
 - b. Program Goals & Objectives (long/short term)
 - c. Program Self-Assessment
 - d. On-going monitoring & reporting
 - e. Budget Planning, including service areas.
 - f. School Readiness & Outcome Data
 - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.

2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.

3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.

4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



Planning Calendar for Madera Migrant/Seasonal Head Start Program Activities Governing Bodies June 2023 – May 2024

	June 20, 2023	July 11, 2023	August 8, 2023	September 12, 2023	October 10, 2023
Policy Committee	<p>*Action</p> <ul style="list-style-type: none"> *Seating of 2023-2024 Committee – Election of Officers – Election of Executive Policy Committee Representative – Election of Reps to serve on CCMHS Policy Council – TSTA Budget Revision <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start <p>*Training – June 13, 2023</p> <ul style="list-style-type: none"> – Purpose – Brown Act – Structure of Governance – Shared Governance – Proposed Governance – Roberts Rule – Head Start Overview – Regulations/Ethics – PC Code of Conduct – ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance 	<p>*Action</p> <ul style="list-style-type: none"> – First Reading of the 2023-2024 Bylaws – Internal Dispute Resolution – Suspension and Expulsion Policy – 2023-2024 Reimbursement Policy – Planning Process Policy with Planning Calendar – Approve No Fee Policy <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start <p>*Training</p> <ul style="list-style-type: none"> – Conscious Discipline 	<p>*Action</p> <ul style="list-style-type: none"> – Approve the 2023-2024 Bylaws – Approve Self-Assessment Procedure (Distribute Health & Safety Checklist) – State Parent Handbook/Goals and Objectives – CMIG <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start <p>*Training</p> <ul style="list-style-type: none"> – Classroom Assessment Scoring System (CLASS) 	<p>*Action</p> <ul style="list-style-type: none"> – Approve 2023-2024 Community Assessment Update – Approve 2024-2025 Application/ Budget for Madera Migrant/Seasonal Head Start – Budgets: <ul style="list-style-type: none"> ▪ Training Plan ▪ Basic Budget ▪ Administrative Budget ▪ Non Federal Share Budget ▪ Service Area Plan <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> – Budget Revision (if applicable) – Monitoring Review Summary of Results and Corrective Plan of Action – Program Annual Report <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) <p>*Training</p> <ul style="list-style-type: none"> – Family Curriculum
	June 8, 2023	July 13, 2023	August 10, 2023	September 14, 2023	October 12, 2023
Board of Directors	<p>*Action</p> <ul style="list-style-type: none"> – TSTA Budget Revision <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> – First Reading of the 2023-2024 Bylaws – Internal Dispute Resolution – Suspension and Expulsion Policy – 2023-2024 Reimbursement Policy – Planning Process Policy with Planning Calendar – Approve No Fee Policy <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> – Approve the 2023-2024 Bylaws – Approve Self-Assessment Procedure (Distribute Health & Safety Checklist) – State Parent Handbook/Goals and Objectives <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> – Approve 2023-2024 Community Assessment Update – Approve 2024-2025 Application/ Budget for Madera Migrant/Seasonal Head Start – Budgets: <ul style="list-style-type: none"> ▪ Training Plan ▪ Basic Budget ▪ Administrative Budget ▪ Non Federal Share Budget ▪ Service Area Plan <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence from the Office of Head Start 	<p>*Action</p> <ul style="list-style-type: none"> – Budget Revision (if applicable) – Monitoring Review Summary of Results and Corrective Plan of Action – Program Annual Report <p>*Monthly Reports</p> <ul style="list-style-type: none"> – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)

	November 7, 2023	December 12, 2023	January 9, 2024	February 6, 2024	March 12, 2024	April 9, 2024	May 7, 2024
Policy Committee	<p>*Action</p> <ul style="list-style-type: none"> - Program Information Report (PIR) 2022-2023 - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) <p>*Training</p> <ul style="list-style-type: none"> - Child Outcomes 	<p>*Action</p> <ul style="list-style-type: none"> - CCMHS Self-Assessment Quarterly Report and Goals Updates - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - 2024-2025 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - CAPMC Audit Reports - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR)
	November 9, 2023	December 14, 2023	January 11, 2024	February 8, 2024	March 14, 2024	April 11, 2024	May 9, 2024
Board of Directors	<p>*Action</p> <ul style="list-style-type: none"> - Program Information Report (PIR) 2022-2023 - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - CCMHS Self-Assessment Quarterly Report and Goals Updates - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - 2024-2025 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - CAPMC Audit Reports - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - Budget Revision (if applicable) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR)



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: July 13, 2023

Author: Sandra Ramirez

DATE: July 10, 2023

TO: Board of Directors

FROM: Sandra Ramirez

SUBJECT: Approve new Agency Certification and Designation of Authorized Representative to maintain and submit monthly claims to California Department of Social Services Child and Adult Care Food Program (CACFP).

I. **RECOMMENDATION:**

Consider authorizing the new representative to CACFP to submit monthly claims and annual application online to Child Nutrition Information & Payment System (CNIPS).

II. **SUMMARY:**

Assign another Accountant Program Manager in the Fiscal Department as new representative.

III. **DISCUSSION:**

1. Prior representative resigned CAPMC on July 7, 2023.
2. Sandra Ramirez, Accountant Program Manager, assigned the CACFP program to manage the program, submit monthly claims and annual application.

IV. **FINANCING:** None

Official Agency Certification and Designation of Authorized Representative

New Child and Adult Care Food Program Agency (Complete Sections One & Three only)

Existing Agency (Complete all sections)

Section One

Authorized Representative for

Centers Day Care Homes

Both Centers and Day Care Homes

Legal Agency Name

Authorized Representative Name

Authorized Representative Title/Position

Telephone Number

Fax Number

Email Address

Section Two

Vendor Number

CNIPS ID Number

Is the previous authorized representative still employed by your agency?

Yes

No

Do you want the previous authorized representative to continue to have access to the Child Nutrition Information and Payment System (CNIPS)?

Yes

No

Printed Name of Previous Authorized Representative

Section Three

As indicated above, I certify the agency has the authority to implement the Child and Adult Care Food Program (CACFP). I authorize the above-named individual as the Authorized Representative to have full oversight of the CACFP. This person will assign the administrative staff necessary to implement and operate the CACFP according to the program's requirements. Furthermore, I agree to notify the California Department of Education (CDE) in the event of a change in the Authorized Representative. In that event, I agree to formally designate a new CACFP Authorized Representative for the agency.

I understand and acknowledge that, although the above-named individual is the Authorized Representative for the CACFP, I am ultimately responsible for the agency's CACFP operations. Furthermore, I understand the CACFP regulations prohibit contracting out the management of the CACFP to a third party.

I assure the CDE that the agency will adhere to all of the CACFP requirements outlined in Title 7, *Code of Federal Regulations*, Part 226 (CACFP Regulations), the CDSS Permanent Agreement, and all CDE and U.S. Department of Agriculture (USDA) guidance provided.

I acknowledge that this information is being given in connection with the receipt of federal funds and any deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes, and placement of all responsible principals and our agency on the USDA's National Disqualified List.

Printed Name of Executive Director/Highest Agency Official

Date

Signature

Printed Name of Board Chair (if applicable)

Date

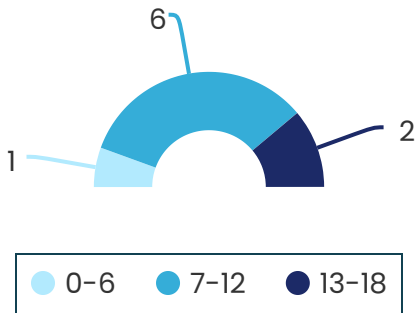
Signature



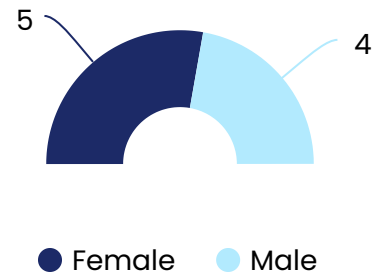
Madera County Child Advocacy Center (CAC)

June 2023

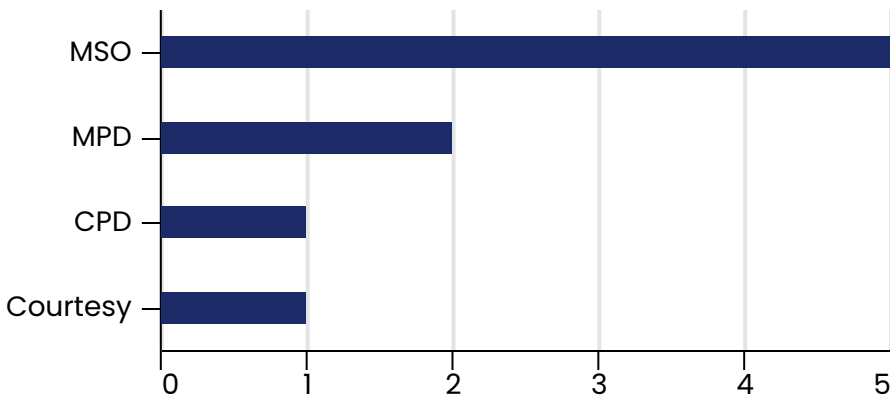
Age



Gender



Requesting Agency



*Law Enforcement investigations are conducted as a joint response with Madera County Child Protective Services

Counseling Services

Referrals Made: 2
Onsite Counseling Sessions: 0

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2023	8	17	27	37	44	53						
2022	10	17	26	33	42	56	61	68	79	93	100	104



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [July 2023](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract - CAPP	448
CalWORKs Stage 2 – C2AP	133
CalWORKs Stage 3 – C3AP	143
Bridge Program - BP	17
Total Children Enrolled	741

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	41
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	42
LICENSE-EXEMPT CHILD CARE PROVIDERS	51
Total Providers Enrolled	134

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	128
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Wellness End-of-Year – 4 attendees
- Wellness End-of-Year (Spanish) – 28 attendees

Family, Friend, and Neighbor Activity:

- No workshops were administered due to planning the end-of-year workshop. Workshops will resume via Zoom in August 2023.

Bridge Program:

- Coaching Session (Spanish) – 19 attendees



Community Services Monthly Report to the Board of Directors

June 2023

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-21 to June 30, 2023 Fiscal YTD Totals
ARPA – Non-Emergency	3	25
ARPA 2021-Emergency	5	23
ARPA 2021 – WPO	0	16
HEAP 2022- Non-Emergency	0	423
FAST TRACK 2022 – Emergency	0	564
2022 WOOD/PROPANE/OIL	0	16
HEAP 2023 –Non-Emergency	29	283
FAST TRACK 2023 - Emergency	146	382
WOOD/PROANE/OIL 2023	3	14
SLIHEAP – HEAP	0	24
SLIHEAP – FAST TRACK 2022	18	25
SLIHEAP – WOOD/PROANE/OIL 2022	0	0
ESLIHEAP – HEAP	14	16
ESLIHEAP – FAST TRACK	52	65
ESLIHEAP - WPO	2	2

LOW INCOME HOME WATER ASSISTANCE PROGRAM

Program	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	53	384

HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	38	3
Madera Mental Health Service Act	10	2

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

June 2023 Homeless Prevention Assistance

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and District 3	17
Total	368

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2022 through June 30, 2023

	Application Submitted	YTD Expenses	Budget Balance	
Funding	\$95,000	\$95,000	\$0	100% achieved
Objective	Goal	YTD Achieved	Balance	% Achieved

Kaiser Permanente Housing for Health Grant

Spending period July 1, 2023 through June 30, 2024

	Application Submitted	YTD Expenses	Budget Balance	
Funding	\$50,000	\$0	\$50,000	0%
Objective	Goal	YTD Achieved	Balance	% Achieved



HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT - June 2023

Outreach and Case Management was conducted both in the City and in the County of Madera.
Below are the number of unsheltered contacts that were made for the period of 06/01/2023 - 06/30/2023.

Location	Madera City	Chowchilla	Oakhurst	Coarsegold	Northfork	Total Contact
Unduplicated Clients Contacted FY 22-23	314	40	19	1	0	374
Veterans FY 22-23	2	1	0	0	0	3
TAY FY 22-23	8	0	0	0	0	8
DV FY 22-23	8	0	0	0	0	8

OUTCOMES - SERVICES OFFERED			
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REUNITED WITH FAMILY VIA BUS OR TRAIN	0	3	3
WENT INTO SHELTER (non CAPMC)	2	10	12
PLACED IN EMERGENCY SHELTER (CAPMC)	1	7	8
WENT INTO TRANSITIONAL / BRIDGE HOUSING	1	0	1
PROVIDED HOUSING RESOURCE GUIDE	3	67	70
ASSISTED WITH AND SUBMITTED RENTAL APPLICATIONS	16	146	162
MOVED INTO PERMANENT HOUSING	3	16	19
ASSISTED WITH MOVE-IN COSTS	0	11	11
REFERRED TO PERMANENT SUPPORTIVE HOUSING (PSH)	4	20	24
MOVED INTO PERMANENT SUPPORTIVE HOUSING (PSH)	1	13	14
REFERRED FOR EMERGENCY HOUSING VOUCHER (EHV)	0	28	28
APPROVED AND COMPLETED BRIEFING FOR EHV (EHV)	0	17	17
DOCUMENT COLLECTION	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	0	15	15
ASSISTED IN OBTAINING BIRTH CERTIFICATE	1	8	9
ASSISTED IN OBTAINING INCOME VERIFICATION	4	95	99
ASSISTED IN OBTAINING EMOTIONAL SUPPORT ANIMAL DOCS	0	3	3
PROVIDED DMV VOUCHER FOR ID	9	52	61
OBTAINED ID IN RESULT OF VOUCHER	1	6	7
OBTAINED DISABILITY CERTIFICATION	3	14	17
OBTAINED SUPPORT LETTERS FOR PSH	8	31	39
REFERRALS	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRAL TO COORDINATED ENTRY BY-NAME LIST (BNL)	9	40	49
REFERRALS MADE TO DSS - HOUSING UNIT	4	82	86
REFERRALS MADE TO DSS - CPS	0	3	3
REFERRALS MADE TO DSS - APS	1	7	8
REFERRALS MADE TO THE VA	1	2	3
REFERRALS MADE TO VICTIM SERVICES	3	13	16
REFERRAL TO FOSTER CARE SERVICES	0	0	0
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO MADERA BHS FOR ASSESSMENT	35	79	114
OBTAINED BHS DUE TO REFERRAL	1	18	19
REFERRED TO DRUG PROGRAM	0	0	0
SUICIDE PREVENTION	1	4	5
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO WORKFORCE	2	19	21
ASSISTED WITH JOB INTERVIEW PROCESS	0	1	1
EMPLOYED AS A RESULT OF ASSISTANCE	0	0	0
ASSISTED IN OBTAINING BICYCLE FOR TRANSPORTATION	0	2	2
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING CASH AID / TANF	0	3	3
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	7	7
ASSISTED IN OBTAINING HEALTH INSURANCE	0	4	4
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	1	7	8
ASSISTED IN OBTAINING A GOVT. PHONE	1	1	2
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	1	1
DELIVERED COMMODITIES	51	149	200
PROVIDED HYGIENE KITS	24	86	110
PROVIDED SHOES OR CLOTHES TO CLIENT	2	33	35
ARRANGED TRANSPORTATION	11	65	76
ADVOCACY WITH LEGAL MATTER	0	3	3



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: July 13, 2023

Author: Donna Tooley, Consultant

DATE: July 3, 2023

TO: Board of Directors

FROM: Finance Committee

SUBJECT: Review and Accept Audit Report and Audited Financial Statements – June 30, 2022

I. RECOMMENDATION:

Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2022.

II. SUMMARY:

CAPMC is required to have an independent, singlewide agency audit every year. Brown Armstrong, CPAs prepared the auditor's report on the financial statements for the fiscal year ended June 30, 2022. The Finance Committee is scheduled for July 12, 2023, and will share the recommendation with the Board of Directors regarding the audit report and the related financial statements for the period ended June 30, 2022.

III. DISCUSSION:

- A. CAPMC is required to have an independent, singlewide agency audit because it expends more than \$750,000 of Federal funding during the agency's fiscal year. Brown Armstrong, CPAs performed the audit work and issued its audit report on the financial statements. A Single Audit includes an audit of both the agency's financial statements and compliance with Federal award requirements for programs identified as "major programs" based on criteria established by the Office of Management and Budget (OMB) Uniform Guidance standards.
- B. The agency audit report was unmodified.
- C. There were not any questioned costs or findings for the year.
- D. Once the CAPMC Board of Directors accepts the audit report, staff will forward it to the Madera County Board of Supervisors for its acceptance.

- E. There is an additional letter attached known by professional standards as the Statement on Auditing Standards 114 that is required communication letter for all financial statement audits. The purpose of the letter is to communicate with those charged with governance, such as the Board of Directors, Audit Committee, or Management, the scope of audit procedures performed, significant findings, and other information, such as disagreements with management, audit adjustments and significant estimates, that are not communicated in the audited financial statements. Another important portion of the letter is the presentation of any passed journal entries. These are entries that were not posted to the audited financials, because, in total, they have no material effect on the financial statements, but are presented to you in this letter to bring to your attention other known errors that were found during the audit. There were no such misstatements.
- F. All the correspondence referred to above is included as attachments for your review and consideration. Additionally, Brown Armstrong provided an presentation agenda that is included as supplementary information.
- G. Brooke Baird, the Audit Manager, on the engagement from Brown Armstrong, CPAs presented the audited financial statements and the management letter to the Finance Committee on Wednesday, July 12, 2023. Eric Xin, Audit Partner, on the engagement will present to the Board of Directors at the meeting on July 13, 2023.

IV. FINANCING:

The audit cost of \$71,430 was budgeted in the Indirect Cost Pool. This is the fifth year that CAPMC has used this outside audit firm.

Board of Directors of
Community Action Partnership of
Madera County, Inc.
Madera, California

We have audited the financial statements of Community Action Partnership of Madera County, Inc., (the Agency) for the year ended June 30, 2022, and we will issue our report thereon dated June 15, 2023. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 8, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. In the current year, the Agency did not implement any new accounting standards. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the fair value of property and equipment is described in Note 1. We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We detected no such misstatements during our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

BAKERSFIELD
4200 Truxtun Avenue, Suite 300
Bakersfield, CA 93309
661-324-4971

FRESNO
10 River Park Place East, Suite 208
Fresno, CA 93720
559-476-3592

STOCKTON
2423 West March Lane, Suite 202
Stockton, CA 95219
209-451-4833

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 15, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Community Action Partnership of Madera County, Inc., and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
June 15, 2023

**COMMUNITY ACTION PARTNERSHIP OF
MADERA COUNTY, INC.**

**REPORT ON EXAMINATION OF FINANCIAL STATEMENTS
AND ADDITIONAL INFORMATION**

**FOR THE YEAR ENDED
JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 REPORT ON EXAMINATION OF FINANCIAL STATEMENTS
 AND ADDITIONAL INFORMATION
 JUNE 30, 2022**

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of
Madera County, Inc.
Madera, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Community Action Partnership of Madera County, Inc. (the Agency), which comprise the statement of financial position as of June 30, 2022; the related statements of activities, functional expenses, and cash flows for the year then ended; and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Agency as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedules on pages 29-103 are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying supplemental schedules schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2023, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have audited the financial statements of the Agency, as of June 30, 2021, and expressed an unmodified opinion on those financial statements in our report dated February 4, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
June 15, 2023

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)

<u>ASSETS</u>	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total June 30, 2022</u>	<u>Total June 30, 2021</u>
CURRENT ASSETS				
Cash and Cash Equivalents (Note 1)	\$ 3,760,124	\$ -	\$ 3,760,124	\$ 2,847,555
Grants Receivable	3,469,586	-	3,469,586	2,735,763
Accounts Receivable	36,989	-	36,989	32,359
Food and Custodial Supply Inventory	29,501	-	29,501	26,446
Prepaid Expenses	57,776	-	57,776	44,833
Total Current Assets	7,353,976	-	7,353,976	5,686,956
PROPERTY AND EQUIPMENT (Note 3)	1,778,397	-	1,778,397	1,771,392
DEPOSITS	140,005	-	140,005	95,376
TOTAL ASSETS	<u>\$ 9,272,378</u>	<u>\$ -</u>	<u>\$ 9,272,378</u>	<u>\$ 7,553,724</u>
 <u>LIABILITIES AND NET ASSETS</u>				
CURRENT LIABILITIES:				
Accounts Payables and Accrued Expenses	\$ 4,788,052	\$ -	\$ 4,788,052	\$ 4,214,964
Due to Funder	2,916	-	2,916	188,853
CDE/DSS Reserves (Note 5)	42,480	-	42,480	39,974
Deferred Revenue	1,785,313	-	1,785,313	470,365
Total Current Liabilities	6,618,761	-	6,618,761	4,914,156
NET ASSETS:				
Unrestricted	438,008	-	438,008	399,997
Unrestricted, Designated	560,000	-	560,000	560,000
Property and Equipment	1,655,609	-	1,655,609	1,679,571
Total Net Assets	2,653,617	-	2,653,617	2,639,568
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 9,272,378</u>	<u>\$ -</u>	<u>\$ 9,272,378</u>	<u>\$ 7,553,724</u>

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)

	Unrestricted	Temporarily Restricted	Total Year Ended June 30, 2022	Total Year Ended June 30, 2021
REVENUES, GAINS, AND OTHER SUPPORT:				
Grant Income - Federal	\$ 24,082,854	\$ -	\$ 24,082,854	\$ 23,752,663
Grant Income - State	6,811,351	-	6,811,351	6,742,662
Grant Income - Local	304,102	-	304,102	321,916
Grant and Contract Income - Other	9,590	-	9,590	9,632
In-Kind Contributions (Note 7)	2,002,170	-	2,002,170	1,531,994
Donations	119,495	-	119,495	114,438
Rental Income	48,962	-	48,962	41,797
Parent Fees	-	-	-	304,447
Investment Income				
Interest	2,270	-	2,270	1,560
Other Income	50,475	-	50,475	62,441
	<u>33,431,269</u>	<u>-</u>	<u>33,431,269</u>	<u>32,883,550</u>
Total Revenues, Gains, and Other Support				
EXPENSES AND LOSSES:				
Corporate	2,497,726	-	2,497,726	2,420,209
CSBG	431,131	-	431,131	599,164
Regional Head Start	5,833,005	-	5,833,005	5,587,533
Migrant Programs	12,219,422	-	12,219,422	11,820,600
Child Care Programs	9,966,880	-	9,966,880	10,084,638
Emergency Food and Shelter	1,954,022	-	1,954,022	1,779,445
Energy Program	941,484	-	941,484	698,318
Senior Services	234,707	-	234,707	383,081
Other Programs	1,759,978	-	1,759,978	1,904,787
Eliminations	(2,445,097)	-	(2,445,097)	(2,404,899)
	<u>33,393,258</u>	<u>-</u>	<u>33,393,258</u>	<u>32,872,876</u>
Total Expenses and Losses				
CHANGE IN NET ASSETS	38,011	-	38,011	10,674
ADJUSTMENTS TO NET ASSETS:				
Changes in Property, Equipment, and Other Net Assets	(23,962)	-	(23,962)	199,243
NET ASSETS, Beginning of Year	<u>2,639,568</u>	<u>-</u>	<u>2,639,568</u>	<u>2,429,651</u>
NET ASSETS, End of Year	<u>\$ 2,653,617</u>	<u>\$ -</u>	<u>\$ 2,653,617</u>	<u>\$ 2,639,568</u>

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)

EXPENSES	Program Services	General and Administrative	Fundraising	Total June 30, 2022
Salaries and Wages	\$ 12,316,512	\$ 1,318,662	\$ 78,372	\$ 13,713,546
Employee Benefits	3,226,481	309,919	20,480	3,556,880
In-Kind Expenses	2,002,170	-	-	2,002,170
Direct Assistance	6,411,425	-	-	6,411,425
Medical Expenses	5,905	-	-	5,905
Consultants and Contractual	912,331	219,241	-	1,131,572
Materials and Supplies	2,387,166	170,020	-	2,557,186
Travel and Training	181,960	20,755	-	202,715
Repairs and Maintenance	76,195	1,984	-	78,179
Vehicle Expenses	176,902	7,552	-	184,454
Rent	978,115	204,768	1,758	1,184,641
Occupancy	1,072,515	85,800	5,435	1,163,750
Insurance	10,613	34,042	-	44,655
Postage and Printing	41,623	10,963	-	52,586
Telephone	409,594	24,271	-	433,865
Rentals	131,641	15,844	-	147,485
Capital Purchases	368,994	-	-	368,994
Other Expenses	124,580	22,860	-	147,440
Depreciation	5,810	-	-	5,810
	<u>\$ 30,840,532</u>	<u>\$ 2,446,681</u>	<u>\$ 106,045</u>	<u>\$ 33,393,258</u>

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES (Continued)
FOR THE YEAR ENDED JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)

	Program Services	General and Administrative	Fundraising	Total June 30, 2021
EXPENSES				
Salaries and Wages	\$ 11,729,461	\$ 1,361,995	\$ 72,181	\$ 13,163,637
Employee Benefits	3,031,171	316,930	18,160	3,366,261
In-Kind Expenses	1,531,994	-	-	1,531,994
Direct Assistance	7,036,119	-	-	7,036,119
Medical Expenses	8,887	2,029	-	10,916
Consultants and Contractua	889,352	185,072	-	1,074,424
Materials and Supplies	2,828,468	229,469	-	3,057,937
Travel and Training	202,425	6,318	-	208,743
Repairs and Maintenance	42,999	2,026	-	45,025
Vehicle Expenses	115,065	5,283	-	120,348
Rent	752,562	144,550	1,779	898,891
Occupancy	1,186,884	83,073	6,105	1,276,062
Insurance	10,380	31,183	-	41,563
Postage and Printing	43,377	8,894	-	52,271
Telephone	365,268	39,238	-	404,506
Rentals	128,732	11,721	-	140,453
Capital Purchases	267,104	-	-	267,104
Other Expenses	139,780	36,842	-	176,622
	<u>\$ 30,310,028</u>	<u>\$ 2,464,623</u>	<u>\$ 98,225</u>	<u>\$ 32,872,876</u>

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)

	Without Donor Restrictions	With Donor Restrictions	Total All Funds	
			June 30, 2022	June 30, 2021
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in Net Assets	\$ 38,011	\$ -	\$ 38,011	\$ 10,674
Adjustments to Reconcile Net Revenue and Support to Cash Provided by Operating Activities:				
Depreciation, net of amount changed to Net Assets (Note 3)	5,810	-	5,810	-
(Increase) Decrease in Assets:				
Grants Receivable	(733,823)	-	(733,823)	759,894
Accounts Receivable	(4,630)	-	(4,630)	(37,922)
Food & Custodial Supply Inventory	(3,055)	-	(3,055)	1,583
Prepaid Expenses	(12,943)	-	(12,943)	(9,405)
Deposits	(44,629)	-	(44,629)	12,282
Increase (Decrease) in Liabilities:				
Accounts Payable and Accrued Expenses	573,088	-	573,088	(147,381)
Due to Funder	(185,937)	-	(185,937)	188,791
CDE Reserve	2,506	-	2,506	(2)
Deferred Revenue	1,314,948	-	1,314,948	235,514
 Total Adjustments	 911,335	 -	 911,335	 1,003,354
 Net Cash Provided (Used) By Operating Activities:	 949,346	 -	 949,346	 1,014,028
CASH FLOWS FROM INVESTING ACTIVITIES:				
Purchase of Property and Equipment	(417,841)	-	(417,841)	(558,629)
Less Additions to Property & Equipment Charged to Net Assets	381,064	-	381,064	544,904
 Net Cash Provided (Used) By Investing Activities:	 (36,777)	 -	 (36,777)	 (13,725)
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	 912,569	 -	 912,569	 1,000,303
 CASH AND CASH EQUIVALENTS, Beginning of year	 2,847,555	 -	 2,847,555	 1,847,252
 CASH AND CASH EQUIVALENTS, End of year	 <u>\$ 3,760,124</u>	 <u>\$ -</u>	 <u>\$ 3,760,124</u>	 <u>\$ 2,847,555</u>
 NON-CASH ACTIVITIES:				
Interest Expense			<u>\$ -</u>	<u>\$ -</u>
In-Kind Services			<u>\$ 2,002,170</u>	<u>\$ 2,391,340</u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Community Action Partnership of Madera County, Inc., (the Agency) was founded as a nonprofit public benefit corporation in December of 1965 as Madera County Action Committee, Inc. The Agency legally changed its name to Madera County Community Action Agency, Inc., in April of 1999 and finally to Community Action Partnership of Madera County, Inc., in April of 2006. The Agency was organized for the purpose of directing available public and private resources for a coordinated effort in the prevention of poverty and the circumstances that perpetuate it. The Agency is primarily funded through federal, state, and local governmental units.

Major Programs

Head Start: The Head Start program provides early education and services for children of low income families in Madera and Mariposa Counties. Services include child care, medical/dental screening, meals for children, mental health and disability services, and health and nutrition education.

Migrant Programs: The migrant programs provide early education and other services to children of low income families and children of migrant workers in Fresno and Madera Counties. Services include child care, medical/dental screening, meals for children, mental health and disability services, and health and nutrition education.

Child Care Programs: The child care programs provide child care and referral services for low income families. Other services provided include nutrition for children enrolled with family day care providers, educational and learning materials, and CPR and first aid classes to providers.

Other major programs of the Agency include *Victim Services* such as domestic violence and sexual assault programs and *Community Services* such as emergency food and shelter program, energy assistance, and senior services.

Basis of Accounting

The accounting records of the Agency are maintained on the accrual basis of accounting.

Fund Accounting

To ensure observance of limitations and restrictions placed on the use of resources available to the Agency, the accounts of the Agency are maintained in accordance with the principles of fund accounting. Fund accounting is the procedures by which resources for the various programs are classified for accounting and reporting according to the activities and objectives specified by donors, grantors, officials, and governing boards. Separate accounts are maintained for each fund.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, net assets, revenue, and expenses for the reporting period. Actual results could differ from those estimates.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Values of Financial Instruments

The following methods and assumptions were used to estimate the fair value of financial instruments:

Cash and Cash Equivalents: The carrying amount reported in the statement of financial position for cash and cash equivalents approximates its fair value.

Grants Receivable and Deferred Revenue: The carrying amounts of grants receivable and deferred revenue in the statement of financial position approximates fair value.

Notes Payable and Lease Obligations: The carrying value of the Agency's debt approximates fair value because of the variable of market interest rates.

Concentration of Credit Risk

Financial instruments that potentially subject the Agency to concentrations of credit risk consist principally of uninsured cash balances. The Agency places its cash deposits with high-credit, quality financial institutions. At times, balances in the Agency's accounts may exceed the Federal Deposit Insurance Corporation (FDIC) limit of \$250,000. The Agency has an agreement with West America Bank, which requires the bank to collateralize all deposits in excess of the first \$250,000 in demand deposits. An independent third party holds assets pledged as collateral by the bank under this agreement.

Concentration of Revenue Sources

During the year ended June 30, 2022, the Agency had four major revenue sources that together accounted for approximately 82% of the total revenue of the Agency. The major revenue sources include the Agency's Head Start Program, its two Migrant Head Start Programs, and the California Department of Social Services grants included within the Child Care programs.

Cash and Cash Equivalents

Cash is defined as cash in demand deposit accounts as well as cash on hand. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and investments so near their maturity that the risk of changes in value due to changes in interest rates is negligible. These are generally investments with maturity dates within three months of their acquisition date. Not included as cash equivalents are funds restricted as to their use, regardless of liquidity or the maturity dates of investments.

Prepaid Expenses

Prepaid expense balances are calculated and adjusted at year-end to properly charge funds in the period benefited.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment

The Agency reports gifts of land, buildings, and equipment as net assets without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as net assets with donor restrictions. Absent of explicit donor stipulations about how those long-lived assets must be maintained, the Agency reports expirations of donor restrictions when the long-lived assets are placed in service.

The Agency capitalizes all asset purchases of \$5,000 or more, except where a grantor may impose a different threshold. The Agency records purchased property and equipment at cost on the date received.

Property and equipment purchased in connection with the restricted funds are expensed during the grant period. These purchases are also capitalized in the equipment fund, and depreciated over their useful lives. Depreciation is shown as a reduction to the restricted net asset account. Retirements are reflected as decreases to the furniture and equipment account, with a corresponding reduction in restricted net assets. Title to those assets vests with the Agency subject to any restrictions or limitations placed on it by the specific original funding source.

As further discussed in Note 3, property and equipment not purchased with grant funds are depreciated by the straight-line method over the estimated useful lives of the respective assets.

Vacation and Sick Leave Policy

Vacation benefits are accrued on a monthly basis. Employees may accumulate up to a maximum of 35 days (280 hours) of vacation at a time. Benefits cease to accrue until the employee's accumulated hours drop below 279.

For full-time, regular, and limited term employees, sick leave accrues at the rate of one day per month. Sick leave can be accumulated without limit. Part-time employees accrue sick leave on a pro-rated basis based on the number of hours worked.

Revenue Recognition

Contributions and unconditional grants are recognized as support and revenues when they are received or unconditionally pledged. These contributions and gifts are shown as net assets with donor restrictions and revenues if they are subject to time or donor restrictions. Net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions when a stipulated time restriction ends, purpose restriction is accomplished, or both. However, contributions and grants with donor restrictions are reported as net assets without donor restrictions if the restriction is met in the same year that the gift is received.

Conditional contributions are not recorded as support and revenues until the conditions are met. Payments classified as exchange transactions (reciprocal transfers between two entities in which goods and services of equal value is exchanged) are not recorded as other support and revenue until allowable expenditures are incurred.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Allocation of Expense

The costs of operating the various programs and other activities have been summarized on a functional basis in the combining statement of activities. As further discussed in Note 10, certain costs have been allocated among the programs benefited based upon the Agency's cost allocation plan.

Income Taxes

The Agency is exempt from Federal and State income tax under Section 501(c)(3) of the Internal Revenue Code, and Section 23701 (d) of the State of California Revenue and Taxation Code.

Accounting principles generally accepted in the United States of America provide accounting and guidance about positions taken by an Agency in its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken by the Agency in its federal and state exempt agency tax returns are more likely than not to be sustained upon examination. The Agency's returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

Net Assets Without Donor Restrictions

These are net asset balances that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. As of June 30, 2022, these include \$438,008 in unrestricted, \$560,000 unrestricted designated, and \$1,655,609 in net investment in capital assets.

Net Assets With Donor Restrictions

These include net asset balances that are subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by action of the Agency or by the passage of time.

Summarized Information for 2021

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Such information should be read in conjunction with the Agency's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Future FASB Accounting Standards

Additional standards recently released by FASB that are required to be implemented in future years are as follows:

In February 2016, the FASB issued ASU 2016-02, *Leases*. The standard requires all leases with lease terms over 12 months to be capitalized as a right-of-use asset and lease liability on the statement of financial position at the date of the lease commencement. Leases will be classified as

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Future FASB Accounting Standards (Continued)

either financing or operating. This distinction will be relevant for the pattern of expense recognition in the income statement. This standard will be effective for the calendar year ending December 31, 2020. As a result of COVID-19, FASB extended the effective date to be for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Agency is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

In January 2020, the FASB issued ASU 2020-01 – *Investments – Equity Securities (Topic 321), Investments – Equity Method and Joint Ventures (Topic 323), and Derivatives and Hedging (Topic 815) – Clarifying the Interactions between Topic 321, Topic 323, and Topic 815 (a Consensus of the FASB Emerging Issues Task Force)*. The updated standard is effective for fiscal years beginning after December 15, 2021, and interim periods within those fiscal years. The update is meant to clarify the accounting for investments under Topics 321, 323, and 815. Management has not yet determined the impact of this update on its financial statements.

In September 2020, the FASB issued ASU 2020-07 – *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The updated standard is meant to provide clarification for entities reporting contributed nonfinancial assets by requiring additional presentation and disclosure for those contributions. The amendment is effective for annual periods beginning after June 15, 2021, and interim periods within annual periods beginning after June 15, 2022 and should be applied retrospectively. Management has not yet determined the impact of this update on its financial statements.

NOTE 2 – LIQUIDITY AND AVAILABILITY

As of June 30, 2022, the following table shows the total financial assets held by the Agency and the amounts of those financial assets that could readily be made available within one-year of the statement of financial position date to meet general expenditures:

Financial assets held at year-end:	
Cash and cash equivalents	\$ 3,760,124
Grants and accounts receivable	<u>3,506,575</u>
	7,266,699
Less: Donor restrictions	<u>-</u>
Financial assets available to meet expenditures over the next 12 months	<u>\$ 7,266,699</u>

The Agency has certain donor-restricted assets limited to use which are available for expenditure within one-year in the normal course of operations. Accordingly, these assets have been included in the qualitative information above for financial asset to meet general expenditures within one year. The Agency has assets limited to use for donor-restricted purposes. These assets are not available for general expenditure within the next year.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 3 – PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2022, consisted of the following:

	<u>Cost/Basis</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>
Buildings	\$ 4,364,110	\$ 3,652,654	\$ 711,456
Building Improvements	408,719	111,246	297,473
Vehicles	1,128,081	869,177	258,904
Equipment	1,525,645	1,109,844	415,801
Land	59,005	-	59,005
Land Improvements	190,835	155,077	35,758
	<u>\$ 7,676,395</u>	<u>\$ 5,897,998</u>	<u>\$ 1,778,397</u>

Total unrestricted depreciation expense for the year ended June 30, 2022, was \$5,810. As indicated in Note 1, depreciation expense that was charged as a reduction in the restricted net assets account was \$405,026.

NOTE 4 – LINE OF CREDIT

The Agency has an unsecured, bank line of credit in the amount of \$200,000, with a maturity date of January 31, 2022. The line of credit's interest rate currently varies with the bank's index rate. At June 30, 2022, the interest rate was 7.25%. As of June 30, 2022, there is no balance due on the line of credit.

NOTE 5 – STATE CHILD DEVELOPMENT RESERVES

Child development contractors with the California Department of Education (CDE) and the California Department of Social Services (CDSS) are allowed, with prior approval, to maintain a reserve account from earned but unexpended child development contract funds.

Transfers from a reserve account are considered restricted income for child development programs, but may be applied to any of the contracts that are eligible to contribute to that particular program type. The Agency maintains reserve accounts where the funds are deposited in an interest bearing account.

The balance for the reserve account at June 30, 2022, totaled \$42,480, which is recorded as an asset in the cash account. Also, upon termination of child development contracts with the CDE and CDSS, the Agency would have to return the reserve funds to the CDE and CDSS. As such, the offsetting balance of \$42,480 is recorded as a liability in the Agency's financial statements.

NOTE 6 – NUTRITION PROGRAMS

The Agency had a nutrition agreement with CDE for Child and Adult Care Food Programs, as reported in the schedule of expenditures of federal and state awards. No nutrition schedules are included in this audit because the audit is not a program-specific nutrition audit, and no program findings or adjustments were calculated with this audit.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022

NOTE 7 – IN-KIND CONTRIBUTIONS

Donated materials and services (in-kind) are reflected as contributions in the accompanying statements at their fair value. A donation is allowable as in-kind under accounting principles generally accepted in the United States of America and grant funding terms and conditions if such materials or services would have been purchased if not provided by donation or if the service required specialized skills and are provided by individuals possessing such specialized skills. The types of in-kind donated to the Agency include volunteer services and supplies. The total in-kind contributions for the year ended June 30, 2022, was \$2,002,170.

NOTE 8 – DEFINED CONTRIBUTION PLAN

The Agency maintains a defined contributory retirement plan (the Plan) available for its employees which allows participants to make tax deferred investment contributions. The Plan qualifies under the provisions of Section 403 (b) of the Internal Revenue Code of 1954, as amended. Total cash contributions made by the Agency to the Plan for the year ended June 30, 2022, were \$703,196.

NOTE 9 – RELATED PARTY TRANSACTIONS

In accordance with state and local laws, the Madera County (County) Board of Supervisors maintains an oversight role with the Agency. Additionally, the Agency's Executive Director is an employee of the County. The County also has executed contracts with the Agency to provide various services to the community. The Agency's management and the Board of Directors (the Board) believe that all transactions with the County were made in the ordinary course of business on substantially the same terms as those prevailing at the time for comparable transactions with other agencies.

NOTE 10 – COST ALLOCATION PLAN

The Agency updates its cost allocation plan annually or more frequently when there is a need due to changes in program enrollment or other cost drivers. The cost allocation plan is reviewed by the Agency's auditors for compliance with applicable laws and regulations. The Agency obtains approval of the cost allocation plan from its Board and the indirect cost rate is approved annually by the U.S. Department of Health and Human Services. Its written cost allocation plan is on file in the Agency's main accounting office. The Agency applies several methods for allocating costs:

Direct Costs. Costs identified 100 percent to a specific program are charged directly to that program.

Shared Direct Costs. Costs identified to specific multiple programs or activities are shared between the programs benefitting.

- Payroll costs are allocated using individual time sheets that report the actual time spent by employees in each program each day. Administrative and fiscal staff whose time benefits all programs have their payroll charged to the administrative cost pool. Head Start program managers allocate their time between Head Start and Migrant Head Start based upon child enrollment.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 10 – COST ALLOCATION PLAN (Continued)

- Rent and associated utilities, maintenance, and insurance are allocated using the square footage of building space occupied by each program, according to the floor plans and/or room measurements.
- Training costs for staff members are allocated to programs in proportion to the actual time employees spent working in those programs.
- IT and computer related expenses are allocated to the programs in proportion to the number of computers in use or assigned to each program.

Indirect Costs. Costs that benefit the operations of the entire Agency, which cannot be identified to specific programs or activities, are allocated according to an indirect cost allocation plan. The Agency follows the Simplified Allocation Method for indirect costs as described in the Uniform Guidance. During the year ended June 30, 2022, the federally approved indirect cost rate was 9.1%. When certain funding sources have a maximum allowable indirect rate that is lower than the Agency's federally approved indirect rate, then unrestricted sources of income are utilized to cover the cost deficit.

NOTE 11 – EMPLOYMENT AGREEMENTS

The Agency's full-time and regular part-time regional, migrant and seasonal Head Start employees are members of the Service Employees International Union, Local 521. The collective bargaining agreement with this Union will continue through June 30, 2025.

NOTE 12 – SUBCONTRACT AGREEMENT

The Agency entered into multiple agreements as a subcontractor to operate their Migrant Head Start Programs and their State Migrant Programs for the year ended June 30, 2022. These subcontracts are included in the schedule of expenditures of federal and state awards. In addition, the State Migrant Programs are also included in the supplemental reporting requirements of the California Department of Social Services in this audit report.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 13 – COMMITMENTS AND CONTINGENCY

Commitments

The Agency leases various office and facility spaces. In addition, the Agency has entered into multiple lease agreements for equipment such as copiers, postage machines, and dishwashers. Future obligations on non-cancelable leases are as follows:

<u>Year Ending June 30,</u>	<u>Facility Leases</u>	<u>Equipment Leases</u>	<u>Total Commitments</u>
2023	\$ 1,146,022	\$ 113,517	\$ 1,259,539
2024	843,126	86,264	929,390
2025	777,177	70,050	847,227
2026	786,777	40,682	827,459
2027	796,487	3,006	799,493
Thereafter	1,034,558	-	1,034,558
	<u>\$ 5,384,147</u>	<u>\$ 313,519</u>	<u>\$ 5,697,666</u>

Total rent expense of facilities for the year ended June 30, 2022, was \$1,184,641. Total rent expense for equipment was \$147,485.

Contingency

Grant awards require the fulfillment of certain conditions as set forth in the instruments of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The Agency deems this contingency remote since by accepting the grants and their terms it has accommodated the objectives of the Agency to the provisions of the grants. The Agency's management is of the opinion that the Agency has complied with the terms of all grants.

NOTE 14 – SUBSEQUENT EVENTS

The Agency has evaluated its financial position and activities from the June 30, 2022 year-end of this report through June 15, 2023, which is the date that the financial statements were available to be issued.

ADDITIONAL INFORMATION

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2022**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount		Expenditures or Earnings	
			Federal	State	Federal	State
U.S. Department of Health & Human Services:						
Regional Head Start-Madera Co.: 6/1/22-5/31/23	93.600	09CH011519/03	\$ 4,901,757	\$ -	\$ 204,767	\$ -
Regional Head Start-Madera Co.: 6/1/21-5/31/22	93.600	09CH011519/02	4,778,029	-	4,575,960	-
RHS-Madera Co. ARP Basic: 6/1/21-3/31/23	93.600	09HE000306-01-01	410,057	-	53,826	-
RHS-Madera Co. CRRSA: 6/1/21-3/31/23	93.600	09HE000306-01-00	108,858	-	64,500	-
Pass-Through Program From:						
<u>Stanislaus County Office of Education-</u>						
Madera Migrant Head Start: 3/1/22-2/28/23	93.600	90CM9830/4	5,664,788	-	1,698,884	-
Madera Migrant Head Start: 3/1/21-2/28/22	93.600	90CM9830/3	5,500,722	-	3,811,153	-
Madera Migrant Head Start COVID-19: 3/1/21-2/28/22	93.600	90CM9830/3	189,396	-	51,341	-
MMHS-Madera Co. ARP Basic: 6/1/21-3/31/23	93.600	90-HN-000009-01	535,575	-	258,856	-
MMHS-Madera Co. CRRSA: 6/1/21-3/31/23	93.600	90-HN-000009-01	163,857	-	38,693	-
<u>Comm. Action Partnership of San Luis Obispo Co. Inc.-</u>						
Fresno Migrant Head Start: 9/1/21-8/31/22	93.600	90CM009851/02	4,735,161	-	3,566,231	-
FMEHS COVID CARES EHS: 4/1/21-3/81/23	93.600	90CM009851-02	702,309	-	370,051	-
Fresno Migrant Head Start: 9/1/20-8/31/21	93.600	90CM009851-01	4,889,340	-	1,232,843	-
FMEHS COVID CARES Basic: 9/1/20-8/31/22	93.600	90CM009851-01	518,703	-	151,558	-
Fresno Migrant Early Head Start: 9/1/20-8/31/21	93.600	90CHM00010-04	317,216	-	32,180	-
FMEHS COVID CARES: 9/1/20-8/31/21	93.600	90HM000010-04	26,250	-	-	-
		Subtotal Head Start:	33,442,018	-	16,110,443	-
Pass-Through Program From:						
<u>California Dept. of Comm. Services & Development-</u>						
CSBG: 1/1/22-5/31/23	93.569	22F-5023	286,748	-	93,312	-
CSBG: 1/1/21-5/31/22	93.569	21F-4023	289,645	-	110,696	-
CSBG Discretionary: 1/1/21-5/31/22	93.569	21F-4424	28,250	-	28,250	-
CSBG CARES Supplemental: 3/27/20-5/31/22	93.569	20F-3662	390,168	-	188,536	-
CSBG CARES Disc: 3/27/20-5/31/22	93.569	20F-3662	40,370	-	10,337	-
LIHEAP: 11/01/21 - 12/31/23	93.568	22B-4019	214,729	-	20,601	-
LIHEAP EHA-16	93.568	22B-4019	35,012	-	3,539	-
LIHEAP Weatherization	93.568	22B-4019	70,088	-	1,117	-
LIHEAP EHA-16 provided to Subrecipient	93.568	22B-4019	301,235	-	6,418	-
LIHEAP Weatherization provided to Subrecipient	93.568	22B-4019	244,092	-	106,214	-
LIHEAP: 11/01/20 - 06/30/22	93.568	21B-5019	46,649	-	20,957	-
LIHEAP EHA-16	93.568	21B-5019	81,967	-	81,967	-
LIHEAP Weatherization	93.568	21B-5019	312,192	-	287,717	-
LIHEAP EHA-16 provided to Subrecipient	93.568	21B-5019	317,507	-	23	-
LIHEAP Weatherization provided to Subrecipient	93.568	21B-5019	51,373	-	-	-
LIHEAP EHA-16	93.568	20B-2019	41,614	-	3,541	-
LIHEAP Weatherization provided to Subrecipient	93.568	20B-2019	343,805	-	62,528	-
LIHEAP CARES: 7/01/20-09/30/21	93.568	20U-2568	98,191	-	2,322	-
LIHEAP EHA-16	93.568	20U-2568	-	-	-	-
LIHEAP Weatherization	93.568	20U-2568	32,400	-	565	-
LIHEAP EHA-16 provided to Subrecipient	93.568	20U-2568	-	-	-	-
LIHEAP Weatherization provided to Subrecipient	93.568	20U-2568	-	-	-	-

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2022**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount		Expenditures or Earnings	
			Federal	State	Federal	State
			Total	Total	Total	Total
LIHEAP ARPA: 8/01/21-09/30/23						
LIHEAP EHA-16	93.568	21V-5568	422,194	-	309,501	-
LIHEAP Weatherization	93.568	21V-5568	-	-	-	-
LIHEAP EHA-16 provided to Subrecipient	93.568	21V-5568	145,989	-	22,854	-
LIHEAP Weatherization provided to Subrecipient	93.568	21V-5568	-	-	-	-
Disorgement Assistance Program: 10/1/19-12/31/21						
DAP EHA-16	93.568	20D-1019	12,854	-	-	-
DAP Weatherization	93.568	20D-1019	-	-	-	-
DAP EHA-16 provided to Subrecipient	93.568	20D-1019	-	-	-	-
DAP Weatherization provided to Subrecipient	93.568	20D-1019	9,085	-	-	-
<u>Pass-Through Program From:</u>						
Fresno Economic Opportunities Commission						
Solar PV Disorgement Assistance Program	93.568	ES-2020-006	92,825	-	6,737	-
California Department of Social Services						
Alternative Payment	93.596	CAPP-0034	1,286,778	1,354,398	2,000	255,649
Alternative Payment - Parent Fees	-	Program Income	-	-	-	-
Alternative Payment	93.575	CAPP-0034	3,905,952	-	471,519	-
Alternative Payment	93.596	CAPP-1033	1,261,778	2,030,106	705,292	1,134,763
Alternative Payment	93.575	CAPP-1033	2,193,973	-	1,226,361	-
Alternative Payment - Stage 2	93.575	CZAP-1031	560,258	1,580,846	464,004	1,074,282
Alternative Payment - Stage 2 Parent Fees	-	Program Income	-	-	-	-
Alternative Payment - Stage 3	93.596	C3AP-1030	56,961	633,451	50,653	633,451
Alternative Payment - Stage 3 Parent Fees	-	Program Income	-	-	-	-
Alternative Payment - Stage 3	93.575	C3AP-1030	589,722	-	555,796	-
Alternative Payment - One-time Provider Stipends	-	N/A	-	453,600	-	451,080
Child Care Initiative Project	93.575	CCIP-1032	26,000	2,503	26,000	2,503
CCIP Expansion ARPA	93.575	FRGT-21-CCD-CCIP30	304,849	2,503	2,092	635
CCDF Health & Safety	93.575	CHST-1032	4,702	-	4,702	-
Resource & Referral	93.575	CRRP-1032	85,182	175,358	85,182	175,358
R&R: Instructional Materials	93.575	FRGT-21-CCD-GAN-IMS27	93,406	-	93,406	-
R&R: PPE Supplies	93.575	FRGT-21-GAN-CCL-PPE-028	45,000	-	45,000	-
R&R: Caf� Stipend	-	N/A	-	4,800	-	4,800
<u>Pass-Through Program From:</u>						
County of Madera Dept. of Social Services-						
Emergency Child Care Bridge Program for						
Foster Children	-	11937-21	-	197,138	-	133,866
Emergency Child Care Bridge Program for						
Foster Children - Stipends	93.600	N/A	22,444	-	22,444	-
<u>Pass-Through Program From:</u>						
Stanislaus County Office of Education-						
State Migrant	-	CMIG-1017	-	989,912	-	989,912
Migrant Specialized Services	-	CMSS-1017	-	137,096	-	137,096
CSPP RHS Layered	-	2-STCDE-D20-00	-	792,621	-	792,621
CSPP RHS Layered ARP	-	2-STCDE-D20-02	-	54,023	-	50,823

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2022**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount		Expenditures or Earnings		
			Federal	State	Federal	State	
			Total	Total	Federal	State	Total
<u>Pass-Through Program From:</u>							
Fresno County Office of Education- Fresno COE - Quality Rating	-	N/A	-	165,600	-	4,389	4,389
Subtotal CCDF Cluster Program			10,437,005	8,573,955	3,754,451	5,841,228	9,595,679
<u>Pass-Through Program From:</u>							
California Office of Emergency Services- Comprehensive Shelter: 10/01/20-9/30/22	93,671	DV20 12 1245	65,000	-	65,000	-	65,000
Total U.S. Department of Health & Human Services			47,853,005	8,573,955	21,297,626	5,841,228	27,138,854
<u>U.S. Department of Agriculture:</u>							
<u>Pass-Through Program From:</u>							
California Department of Education- Child Care Food Program - Centers 10/1/21-9/30/22	10,558	04440-CACFP	513,902	-	258,262	-	258,262
Child Care Food Program - Centers 10/1/20-9/30/21	10,558	04440-CACFP	528,085	-	107,704	-	107,704
Total U.S. Department of Agriculture -			1,041,987	-	365,966	-	365,966
<u>U.S. Department of Justice</u>							
<u>Pass-Through Program From:</u>							
California Office of Emergency Services- Transitional Housing Program - 1/1/22-12/31/22	16,575	XH21 04 1245	103,456	23,351	126,807	5,813	71,167
Transitional Housing Program - 1/1/21-12/31/21	16,575	XH20 03 1245	126,808	-	126,808	-	65,976
Rape & Sexual Assault Program - 10/1/21 - 9/30/23	16,575	RC21 34 1245	284,948	150,345	435,293	150,345	223,608
Rape & Sexual Assault Program - 10/1/20 - 9/30/21	16,575	RC20 34 1245	315,657	15,620	331,277	-	107,390
Victim Witness Program - 10/1/21-9/30/22	16,575	VM21 35 0200	131,424	223,412	354,836	126,724	258,148
Victim Witness Program - 10/1/20-9/30/21	16,575	VM20 34 0200	326,216	37,350	363,566	77,053	83,160
Advocacy and Outreach Program - 1/1/2022-12/31/22	16,575	UV21 06 1245	105,154	58,024	163,178	6,094	73,770
Advocacy and Outreach Program - 1/1/2021-12/31/21	16,575	UV20 05 1245	162,896	-	162,896	-	81,093
Comprehensive Shelter: 10/01/20-9/30/22	16,575	DV20 11 1245	582,857	492,317	1,075,174	336,494	451,693
Total U.S. Department of Justice -			2,139,416	1,000,419	3,139,835	631,577	1,416,005
<u>U.S. Department of Housing & Urban Development</u>							
<u>Perman. Support. Housing - Shunnamite Place - 10/3/1/21</u>							
Rental Income	14,235	CA0772L9T142012	581,016	-	581,016	-	300,817
Rental Income	-	Program Income	-	-	-	-	28,234
Total U.S. Department of Housing & Urban Development -			541,520	-	541,520	-	218,169
<u>Pass-Through Program From:</u>							
City of Madera- Community Development Block Grant	14,218	N/A	20,000	-	20,000	-	20,000
Community Development Block Grant CARES	14,218	N/A	90,000	-	90,000	-	5,235
Community Development Block Grant CARES	14,218	#21-78	122,322	-	122,322	-	22,659
Community Development Block Grant Housing Stabilization	14,218	#21-102	345,027	-	345,027	-	1,706

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2022**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount		Expenditures or Earnings	
			Federal	State	Federal	State
Total	Total	Total	Federal	State	Total	Total
Pass-Through Program From:						
County of Fresno:						
Emergency Solutions Grant Program - 11/16/21-6/30/22	14.231	A21-490	224,347	-	224,347	75,756
Emergency Solutions Grant Program CARES: 01/01/21-11/15/21	14.231	A21-490	144,000	-	144,000	54,917
Emergency Solutions Grant Program CARES: 06/01/21-06/30/21	14.231	A20-160	150,000	-	150,000	150,000
Emergency Solutions Grant Program CARES: 11/16/21-07/31/22	14.231	A21-491	682,324	-	682,324	348,373
<i>Total U.S. Department of Housing & Urban Development -</i>			<u>2,900,556</u>	<u>-</u>	<u>2,900,556</u>	<u>1,244,289</u>
U.S. Department of Treasury						
Pass-Through Program From:						
County of Madera						
ARPA - Senior Meals	21.027	11985-21	220,734	-	220,734	210,728
CARES Act - Senior Meals	21.019	11735-20	480,000	-	480,000	165,931
American Rescue Plan Act - Emergency Rental Assistance Program	21.027	11903-21	61,745	-	61,745	1,910
Emergency Rental Assistance Program	21.023	52926-0001	61,745	-	61,745	50,898
<i>Total U.S. Department of Treasury -</i>			<u>824,224</u>	<u>-</u>	<u>824,224</u>	<u>429,467</u>
Federal Emergency Management Agency						
Pass-Through Program From:						
United Way FEIMA Board:						
Emerg Food & Shelter-FEMA - 01/01/20-10/31/21	97.024	Phase 38	1,588	-	1,588	657
Emerg Food & Shelter-FEMA - 11/01/21-04/30/23	97.024	Phase 39	1,589	-	1,589	567
Emerg Food & Shelter-FEMA CARES - 01/27/20-10/31/21	97.024	CARES	32,603	-	32,603	8,391
Emerg Food & Shelter-FEMA CARES - 11/01/21-04/30/23	97.024	ARPA	4,910	-	4,910	524
<i>Total Federal Emergency Management Agency -</i>			<u>40,690</u>	<u>-</u>	<u>40,690</u>	<u>10,139</u>
U.S. Department of Education						
Pass-Through Program From:						
California Department of Education						
CRRSA One-Time Provider Stipends	84.425	N/A	433,834	-	433,834	-
<i>Total U.S. Department of Education -</i>			<u>433,834</u>	<u>-</u>	<u>433,834</u>	<u>-</u>
California Dept. of Water Resources						
CAA Intern Emergency Drinking Water: 7/1/19-2/28/22						
	-	D1917003	-	115,500	115,500	-
<i>Total California Dept. of Water Resource -</i>			<u>-</u>	<u>115,500</u>	<u>115,500</u>	<u>4,989</u>
California Dept. of Health Care Services						
Pass-Through Program From:						
County of Madera Behavioral Health-						
Mental Health Services Act - Property Management	-	11521-19	-	50,000	50,000	26,736
Mental Health Services Act	-	11715-20	-	45,000	45,000	3,920
Projects for Assistance in Transition from Homelessness	93.150	11770-20	39,138	-	39,138	39,136
<i>Total California Dept. of Health Care Services -</i>			<u>39,138</u>	<u>95,000</u>	<u>134,138</u>	<u>30,656</u>

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
 FOR THE YEAR ENDED JUNE 30, 2022**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount		Expenditures or Earnings	
			Federal	State	Federal	State
California Homeless Coordinating & Financing Council						
Pass-Through Program From:						
County of Madera Behavioral Health- Homeless Housing & Assistance Program		11681-20	-	411,434	-	61,088
Homeless Housing & Assistance Program Round 2		12108-22	-	188,084	-	11,313
<i>Total California Homeless Coordinating & Financing Council -</i>			-	599,518	-	72,401
California Community Development Block Grant AB109						
Pass-Through Program From:						
County of Madera - Homeless Outreach CCP - AB109			-	231,000	-	230,500
<i>Total California Community Development Block Grant AB109 -</i>			-	231,000	-	230,500
Total Federal and State Awards			\$ 55,272,850	\$ 10,615,392	\$ 24,171,051	\$ 6,811,351
				\$ 65,888,242		\$ 30,982,402

See accompanying notes to the schedule of expenditures of federal awards.
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**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc. (the Agency), and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE 2 – DE MINIMIS COST RATE

The Agency did not use the 10% de minimis cost rate within its financial statements.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Community Action Partnership of
Madera County, Inc.
Madera, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Madera County, Inc. (the Agency), which comprise the statement of financial position as of June 30, 2022; the related statements of activities, functional expenses, and cash flows for the year then ended; and the related notes to the financial statements, and have issued our report thereon dated June 15, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
June 15, 2023

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
Community Action Partnership of
Madera County, Inc.
Madera, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Community Action Partnership of Madera County, Inc.'s (the Agency's) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Agency's major federal programs for the year ended June 30, 2022. The Agency's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Agency's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Agency's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Agency's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Agency's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Agency's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Agency's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
June 15, 2023

FINANCIAL STATEMENTS BY OPERATING PROGRAMS

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
COMBINING STATEMENT OF FINANCIAL POSITION
JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)**

	Corporate	CSBG	Regional Head Start	Migrant Programs	Child Care	Emergency Food and Shelter	Energy Program	Senior Services	Other Program	Total All Funds	
										2022	2021
ASSETS											
CURRENT ASSETS											
Cash and Cash Equivalents	\$ 3,759,776	\$ -	\$ 100	\$ (2)	\$ 50	\$ 200	\$ -	\$ -	\$ -	\$ 3,760,124	\$ 2,847,555
Grants Receivable	-	53,698	538,418	703,022	495,793	788,682	353,112	113,196	423,665	3,469,586	2,735,763
Accounts Receivable	36,989	-	-	-	-	-	-	-	-	36,989	32,359
Due to/(from) Other Funds	(1,172,187)	(38,885)	(189,205)	603,960	1,455,039	(575,425)	(50,434)	(97,054)	64,191	-	-
Inventory	12,111	-	-	-	17,390	-	-	-	-	29,501	26,446
Prepaid Expenses	52,391	-	3,248	-	-	-	448	-	1,689	57,776	44,833
Total Current Assets	2,689,080	14,813	352,561	1,306,980	1,968,272	213,457	303,126	16,142	489,545	7,353,976	5,686,956
PROPERTY AND EQUIPMENT	1,778,397	-	-	-	-	-	-	-	-	1,778,397	1,771,392
DEPOSITS	109,438	-	1,780	7,590	-	12,489	-	-	8,728	140,005	95,376
TOTAL ASSETS	\$ 4,576,915	\$ 14,813	\$ 354,341	\$ 1,314,570	\$ 1,968,272	\$ 225,926	\$ 303,126	\$ 16,142	\$ 498,273	\$ 9,272,378	\$ 7,553,724
LIABILITIES AND NET ASSETS											
CURRENT LIABILITIES											
Accounts Payable and Accrued Expenses	\$ 2,401,629	\$ 14,813	\$ 293,065	\$ 754,912	\$ 825,226	\$ 112,251	\$ 248,867	\$ 16,142	\$ 121,147	\$ 4,788,052	\$ 4,214,964
Due to Funder	-	-	-	-	2,916	-	-	-	-	2,916	188,853
CDE Reserve	-	-	-	-	42,480	-	-	-	-	42,480	39,974
Deferred Revenue	-	-	61,276	559,658	1,040,486	100,447	-	-	23,446	1,785,313	470,365
Total Current Liabilities	2,401,629	14,813	354,341	1,314,570	1,911,108	212,698	248,867	16,142	144,593	6,618,761	4,914,156
NET ASSETS	2,175,286	-	-	-	57,164	13,228	54,259	-	353,680	2,653,617	2,639,568
TOTAL LIABILITIES AND NET ASSETS	\$ 4,576,915	\$ 14,813	\$ 354,341	\$ 1,314,570	\$ 1,968,272	\$ 225,926	\$ 303,126	\$ 16,142	\$ 498,273	\$ 9,272,378	\$ 7,553,724

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
COMBINING STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
(WITH COMPARATIVE TOTALS FOR 2021)**

	Corporate	CDBG	Regional Head Start	Migrant Programs	Child Care	Emergency Food and Shelter	Energy Programs	Senior Services	Other Programs	Eliminations	2022	2021
REVENUE												
Grant Income - Federal	\$ -	\$ 431,131	\$ 4,898,653	\$ 11,172,555	\$ 4,120,417	\$ 1,443,341	\$ 936,601	\$ 210,728	\$ 869,428	\$ -	\$ 24,082,854	\$ 23,752,663
Grant Income - State	-	-	-	-	5,841,228	334,626	-	-	635,497	-	6,811,351	6,742,662
Grant Income - Local Govt.	-	-	-	-	-	46,755	-	23,979	233,368	-	304,102	321,916
Grant and Contract Income - Other	-	-	-	-	-	-	4,883	-	4,707	-	9,590	9,632
In-Kind Contributions	-	-	934,352	1,007,632	-	6,863	-	-	53,303	-	2,002,170	1,531,994
Donations	27,488	-	-	-	-	82,313	-	-	9,694	-	119,495	114,438
Rental Income	-	-	-	-	-	48,962	-	-	-	-	48,962	41,797
Parent Fees	-	-	-	-	229	500	-	-	-	-	2,270	1,560
Interest Income	1,541	-	-	-	-	-	-	-	-	-	-	-
Cost Reimbursements	2,445,097	-	-	-	-	-	-	-	-	(2,445,097)	-	-
Other Income	5,761	-	-	39,235	5,006	-	-	-	453	-	50,475	62,441
	2,479,907	431,131	5,833,005	12,219,422	9,966,880	1,963,380	941,484	234,707	1,806,450	(2,445,097)	33,431,269	32,883,550
EXPENSES												
Salaries and Wages	1,354,495	233,933	2,442,549	6,102,697	1,940,653	421,428	230,498	4,608	982,665	-	13,713,546	13,163,637
Employee Benefits	312,323	66,376	641,545	1,610,891	511,646	117,675	54,295	784	241,345	-	3,556,880	3,366,281
In-Kind Expenditures	-	-	934,352	1,007,632	-	6,863	-	-	53,303	-	2,002,170	1,531,994
Direct Assistance	-	43,736	-	-	5,506,257	792,409	54,562	-	14,461	-	6,411,425	7,086,119
Medical Expenses	-	120	3,910	180	515	600	105	-	475	-	5,905	10,916
Consultants and Contractual	219,241	6,372	72,991	122,643	8,320	30,642	452,570	202,237	16,556	-	1,131,572	1,074,424
Materials and Supplies	169,825	13,876	391,181	741,777	993,883	125,107	41,230	152	80,155	-	2,557,186	3,067,937
Travel and Training	20,755	2,439	74,487	82,789	8,266	6,115	60	50	7,754	-	202,715	206,743
Repairs and Maintenance	1,984	473	18,366	40,577	10,917	3,817	1,074	69	902	-	78,179	45,025
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Expenses	7,552	-	45,584	94,539	6,391	5,008	776	-	24,604	-	184,454	120,348
Rent	206,526	19,933	261,912	274,097	97,250	202,867	16,826	19,299	85,931	-	1,184,641	896,891
Occupancy	91,235	25,341	273,649	649,836	26,101	44,032	4,893	243	48,420	-	1,163,750	1,276,062
Insurance	34,042	-	2,835	4,812	131	16	-	-	2,819	-	44,655	41,563
Postage and Printing	10,963	34	10,995	14,175	8,667	711	4,966	81	1,994	-	52,586	52,271
Telephone	24,271	4,816	162,965	179,929	10,139	10,698	1,966	2,185	36,896	-	433,865	404,506
Rentals	15,844	561	25,426	52,464	26,155	9,716	8,821	190	8,308	-	147,485	140,453
Capital Purchases	-	11,433	38,034	258,096	-	29,163	32,268	-	-	-	368,994	267,104
Indirect Administration	-	-	405,423	913,408	800,256	143,314	35,888	4,793	142,015	(2,445,097)	-	-
Other Expenses	22,860	1,688	26,801	68,880	11,333	3,821	666	16	11,355	-	147,440	176,622
Depreciation	5,810	-	-	-	-	-	-	-	-	-	5,810	-
	2,497,726	431,131	5,833,005	12,219,422	9,966,880	1,954,022	941,484	234,707	1,759,878	(2,445,097)	33,393,258	32,872,876
	(17,819)	-	-	-	-	9,358	-	-	46,472	-	36,011	10,674
CHANGE IN NET ASSETS												
ADJUSTMENTS TO NET ASSETS:												
Changes in Property, Equipment, and Other Net Assets	(23,962)	-	-	-	-	-	-	-	-	-	(23,962)	196,243
NET ASSETS, beginning of year	2,217,067	-	-	-	57,164	3,870	54,259	-	307,208	-	2,639,568	2,429,651
NET ASSETS, end of year	\$ 2,175,286	\$ -	\$ -	\$ -	\$ 57,164	\$ 13,228	\$ 54,259	\$ -	\$ 353,680	\$ -	\$ 2,653,617	\$ 2,639,568

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
COMMUNITY SERVICES BLOCK GRANT PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2022**

	Community Service Block Grant		CSBG Discretionary	CSBG CARES	CSBG CARES Supplemental	
	<u>21F-4023</u>	<u>22F-5023</u>	<u>21F-4424</u>	<u>20F-3662</u>	<u>20F-3662</u>	
	<u>7/1/2021 -</u>	<u>1/1/2022 -</u>	<u>7/1/2021 -</u>	<u>7/1/2021 -</u>	<u>7/1/2021 -</u>	
	<u>12/31/2021</u>	<u>6/30/2022</u>	<u>5/31/2022</u>	<u>5/31/2022</u>	<u>5/31/2022</u>	<u>Total</u>
REVENUE						
Grant Income - Federal	\$ 110,696	\$ 93,312	\$ 28,250	\$ 188,536	\$ 10,337	\$ 431,131
	<u>110,696</u>	<u>93,312</u>	<u>28,250</u>	<u>188,536</u>	<u>10,337</u>	<u>431,131</u>
EXPENSES						
Salaries and Wages	59,155	44,409	7,933	112,615	9,821	233,933
Employee Benefits	20,539	16,205	1,515	27,853	264	66,376
Direct Assistance	3,649	2,122	18,800	19,165	-	43,736
Medical Expenses	120	-	-	-	-	120
Consultants and Contractu	3,697	2,475	-	-	200	6,372
Materials and Supplies	1,681	2,792	-	9,358	45	13,876
Travel and Training	24	1,830	-	585	-	2,439
Repairs and Maintenance	215	258	-	-	-	473
Rent	2,879	3,961	-	13,093	-	19,933
Occupancy	6,089	16,531	-	2,721	-	25,341
Postage and Printing	1	33	-	-	-	34
Telephone	889	1,247	-	2,680	-	4,816
Rentals	280	281	-	-	-	561
Capital Purchases	11,433	-	-	-	-	11,433
Other Expenses	45	1,168	2	466	7	1,688
	<u>110,696</u>	<u>93,312</u>	<u>28,250</u>	<u>188,536</u>	<u>10,337</u>	<u>431,131</u>
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
HEAD START PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2022**

	Regional Head Start				
	09CH011519-02 7/01/21-5/31/22	09CH011519-03 6/1/22-6/30/22	C-19 ARP 09HE000306/01 7/1/21-6/30/22	C-19 CRRSA 09HE000306/01 7/1/21-6/30/22	Total All Funds
REVENUE					
Grant Income - Federal	\$ 4,575,560	\$ 204,767	\$ 53,826	\$ 64,500	\$ 4,898,653
In-Kind Contributions	909,379	24,973	-	-	934,352
	<u>5,484,939</u>	<u>229,740</u>	<u>53,826</u>	<u>64,500</u>	<u>5,833,005</u>
EXPENSES					
Salaries and Wages	2,340,307	73,056	29,186	-	2,442,549
Employee Benefits	612,837	22,602	6,106	-	641,545
In-Kind Expenditures	909,379	24,973	-	-	934,352
Medical Expenses	3,910	-	-	-	3,910
Consultants and Contractual	68,967	503	-	3,521	72,991
Materials and Supplies	336,700	7,413	14,000	33,068	391,181
Travel and Training	46,172	5,784	-	22,531	74,487
Repairs and Maintenance	17,054	1,312	-	-	18,366
Vehicle Expenses	42,740	2,844	-	-	45,584
Rent	240,084	21,828	-	-	261,912
Occupancy	253,711	19,938	-	-	273,649
Insurance	2,567	268	-	-	2,835
Postage and Printing	5,988	5,007	-	-	10,995
Telephone	139,248	23,717	-	-	162,965
Rentals	23,452	1,974	-	-	25,426
Capital Purchases	38,034	-	-	-	38,034
Indirect Administration	378,474	17,080	4,489	5,380	405,423
Other Expenses	25,315	1,441	45	-	26,801
	<u>5,484,939</u>	<u>229,740</u>	<u>53,826</u>	<u>64,500</u>	<u>5,833,005</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
MIGRANT PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2022**

	Madera Migrant Head Start					Subtotal Madera Migrant Page 1
	90CM9830/3 7/1/21 - 2/28/22	90CM9830/4 3/1/22 - 6/30/22	CARES 90CM9830/3 7/1/21 - 2/28/22	COVID-19 CRRSA 90HN000009/1 7/1/21 - 6/30/22	COVID-19 ARP 90HN000009/1 7/1/21 - 6/30/22	
REVENUE						
Grant Income - Federal	\$ 3,811,153	\$ 1,662,149	\$ 51,341	\$ 38,693	\$ 258,856	\$ 5,822,192
In-Kind Contributions	401,761	79,724	-	-	-	481,485
Other Revenue	-	36,735	-	-	-	36,735
	<u>4,212,914</u>	<u>1,778,608</u>	<u>51,341</u>	<u>38,693</u>	<u>258,856</u>	<u>6,340,412</u>
EXPENSES						
Salaries and Wages	1,981,445	932,527	-	-	74,467	2,988,439
Employee Benefits	551,015	282,586	-	-	11,506	845,107
In-Kind Expenditures	401,761	79,724	-	-	-	481,485
Medical Expenses	180	-	-	-	-	180
Consultants and Contractual	51,486	9,272	-	-	8,741	69,499
Materials and Supplies	293,241	71,777	35,827	32,839	-	433,684
Travel and Training	6,831	18,049	11,129	2,627	-	38,636
Repairs and Maintenance	8,296	5,346	-	-	-	13,642
Vehicle Expenses	25,101	14,701	-	-	-	39,802
Rent	118,825	60,787	-	-	-	179,612
Occupancy	278,824	86,945	-	-	9,244	375,013
Insurance	2,057	904	-	-	-	2,961
Postage and Printing	6,413	2,885	103	-	-	9,401
Telephone	59,618	52,188	-	-	-	111,806
Rentals	16,833	7,191	-	-	-	24,024
Capital Purchases	81,314	-	-	-	145,438	226,752
Indirect Administration	311,105	141,703	4,282	3,227	9,460	469,777
Other Expenses	18,569	12,023	-	-	-	30,592
	<u>4,212,914</u>	<u>1,778,608</u>	<u>51,341</u>	<u>38,693</u>	<u>258,856</u>	<u>6,340,412</u>
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
MIGRANT PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2022**

	Fresno Migrant Head Start		Fresno Early Head Start Child Care Partnership		Subtotal Madera Migrant Page 1	Total All Funds
	90CM009851-01 7/1/21 - 8/31/21	90CM009851/02 9/1/21 - 6/30/22	90CM009851/1 7/1/21 - 6/30/22	90CHM000010-04 7/1/21 - 8/31/21		
REVENUE						
Grant Income - Federal	\$ 1,232,593	\$ 3,563,981	\$ 151,558	\$ 32,180	\$ 370,051	\$ 11,172,555
In-Kind Contributions	108,168	417,794	-	185	-	1,007,632
Other Revenue	250	2,250	-	-	-	39,235
	<u>1,341,011</u>	<u>3,984,025</u>	<u>151,558</u>	<u>32,365</u>	<u>370,051</u>	<u>12,219,422</u>
EXPENSES						
Salaries and Wages	771,001	2,065,819	77	16,011	261,350	6,102,697
Employee Benefits	182,046	506,072	37	3,839	73,790	1,610,891
In-Kind Expenditures	108,168	417,794	-	185	-	1,007,632
Medical Expenses	-	-	-	-	-	180
Consultants and Contractual	8,401	9,240	28,620	6,883	-	122,643
Materials and Supplies	84,001	146,173	73,842	769	3,308	741,777
Travel and Training	1,251	39,827	2,100	975	-	82,789
Repairs and Maintenance	2,407	24,528	-	-	-	13,642
Vehicle Expenses	6,203	48,038	-	496	-	39,802
Rent	15,784	78,341	-	360	-	179,612
Occupancy	42,954	229,889	1,274	-	706	649,836
Insurance	485	1,316	-	50	-	4,812
Postage and Printing	442	4,332	-	-	-	14,175
Telephone	9,598	58,424	-	101	-	179,929
Rentals	5,121	23,307	-	12	-	24,024
Capital Purchases	-	-	31,344	-	-	226,752
Indirect Administration	102,832	297,458	9,791	2,684	30,866	913,408
Other Expenses	317	33,467	4,473	-	31	68,880
	<u>1,341,011</u>	<u>3,984,025</u>	<u>151,558</u>	<u>32,365</u>	<u>370,051</u>	<u>12,219,422</u>
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CHILD CARE PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2022**

	State Migrant Basic CMIG-1017	Stanislaus Start-Up/ Close-Down CMIG-1017	Stanislaus One-Time COVID Funds CMIG-1017	Stanislaus Specialized Services CMSS-1017	Stanislaus CSPP RHS Layered 2-STCDE-D20-00	CSPP 1st Rd ARP RHS Layered 3-STCDE-D20-02	Fresno COE One-Time QRIS	Subtotal Child Care Programs Page 1
REVENUE								
Grant Income - State	\$ 813,089	\$ 132,509	\$ 44,314	\$ 137,096	\$ 792,621	\$ 50,823	\$ 4,389	\$ 1,974,841
	813,089	132,509	44,314	137,096	792,621	50,823	4,389	1,974,841
EXPENSES								
Salaries and Wages	561,615	84,976	10,500	99,067	572,041	9,340	-	1,337,539
Employee Benefits	162,110	31,858	1,697	24,833	154,468	1,415	-	376,381
Consultants and Contractual	1,199	-	-	6	-	-	-	1,205
Materials and Supplies	7,395	4,622	29,427	1,418	-	37,647	4,023	84,532
Repairs and Maintenance	558	-	-	-	-	-	-	558
Vehicle Expenses	2,025	-	-	-	-	-	-	2,025
Rent	-	-	-	208	-	-	-	208
Occupancy	6,359	-	-	56	-	-	-	6,415
Insurance	115	-	-	-	-	-	-	115
Telephone	3,331	-	-	53	-	-	-	3,384
Rentals	562	-	-	-	-	-	-	562
Indirect Administration	67,820	11,053	2,690	11,435	66,112	2,421	366	161,897
Other Expenses	-	-	-	20	-	-	-	20
	813,089	132,509	44,314	137,096	792,621	50,823	4,389	1,974,841
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CHILD CARE PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2022**

	Resource & Referral Programs										Subtotal Child Care Programs Page 2
	Resource & Referral CRRP-1032	Child Care Initiative Project CCIP-1032	CCIP Expansion ARPA FRGT-21 -CCD-CCIP30	CCDF Health & Safety CHST-1032	Instructional Materials FRGT-21-CCD -GAN-IMS27	PPE Supplies FRGT-21-GAN -CCL-PPE-028	Café Stipend One-Time Funds				
REVENUE											
Grant Income - Federal	\$ 85,182	\$ 26,000	\$ 2,092	\$ 4,702	\$ 93,406	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 256,382
Grant Income - State	175,358	2,503	635	-	-	-	4,800	-	-	-	183,296
Other Revenue	-	5,006	-	-	-	-	-	-	-	-	5,006
	<u>260,540</u>	<u>33,509</u>	<u>2,727</u>	<u>4,702</u>	<u>93,406</u>	<u>45,000</u>	<u>4,800</u>				<u>444,684</u>
EXPENSES											
Salaries and Wages	145,156	17,689	456	-	-	-	-	-	-	-	163,301
Employee Benefits	27,568	3,803	126	-	-	-	-	-	-	-	31,497
Medical Expenses	180	-	-	-	-	-	-	-	-	-	180
Consultants and Contractual	3,387	-	-	-	-	-	-	-	-	-	3,387
Materials and Supplies	18,930	3,450	1,917	540	85,615	41,247	4,571	-	-	-	156,270
Travel and Training	341	5,086	-	-	-	-	-	-	-	-	5,427
Repairs and Maintenance	366	-	-	-	-	-	-	-	-	-	366
Vehicle Expenses	1,760	-	-	-	-	-	-	-	-	-	1,760
Rent	24,260	463	-	-	-	-	-	-	-	-	24,723
Occupancy	5,856	30	-	-	-	-	-	-	-	-	5,886
Insurance	16	-	-	-	-	-	-	-	-	-	16
Postage and Printing	1,632	3	-	-	-	-	-	-	-	-	1,635
Telephone	2,365	188	-	-	-	-	-	-	-	-	2,553
Rentals	1,300	-	-	-	-	-	-	-	-	-	1,300
Indirect Administration	21,732	2,795	228	392	7,791	3,753	229	-	-	-	36,920
Other Expenses	5,691	2	-	3,770	-	-	-	-	-	-	9,463
	<u>260,540</u>	<u>33,509</u>	<u>2,727</u>	<u>4,702</u>	<u>93,406</u>	<u>45,000</u>	<u>4,800</u>				<u>444,684</u>
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CHILD CARE PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2022

	Alternative Payment Programs										Total All Child Care Funds	
	Alternative Payment CAPP-0034	Alternative Payment CAPP-1033	Alternative Payment Stage 2 C2AP-1031	Alternative Payment Stage 3 C3AP-1030	Emergency Child Care Bridge Program for Foster Children 11923-21	Emergency Child Care Bridge Program One-Time Provider Stipends	Alternative Payment One-Time Provider Stipends	Child Care Food Program 04440-CACFP	Subtotal Child Care Programs Page 1	Subtotal Child Care Programs Page 2		
REVENUE												
Grant Income - Federal	\$ 473,519	\$ 1,931,653	\$ 464,004	\$ 606,449	\$ 22,444	\$ -	\$ -	\$ 365,966	\$ -	\$ -	\$ 256,382	\$ 4,120,417
Grant Income - State	255,649	1,134,763	1,074,282	633,451	133,866	-	451,080	-	1,974,841	-	183,296	5,841,228
Interest Income	-	-	143	86	-	-	-	-	-	-	-	229
Other Revenue	-	-	-	-	-	-	-	-	-	-	5,006	5,006
	729,168	3,066,416	1,538,429	1,239,986	133,866	22,444	451,080	365,966	1,974,841	444,684	9,966,880	
EXPENSES												
Salaries and Wages	42,781	182,685	96,030	65,411	45,256	-	-	7,650	1,337,539	163,301	1,940,653	
Employee Benefits	9,774	42,695	21,593	15,142	12,279	-	-	2,285	376,381	31,497	511,646	
Direct Assistance	604,843	2,530,307	1,242,546	1,034,601	72,585	21,375	-	-	-	-	5,506,257	
Medical Expenses	-	335	-	-	-	-	-	-	-	180	180	
Consultants and Contractual	352	1,777	1,137	462	-	-	-	-	1,205	3,387	8,320	
Materials and Supplies	1,434	11,639	9,400	4,302	304	-	429,600	296,402	84,532	156,270	993,883	
Travel and Training	141	318	185	88	2,107	-	-	-	-	5,427	8,266	
Repairs and Maintenance	-	695	634	216	45	-	-	8,403	558	366	10,917	
Vehicle Expenses	29	192	221	1	-	-	-	2,163	2,025	1,760	6,391	
Rent	5,673	28,292	26,709	11,645	-	-	-	-	208	24,723	97,250	
Occupancy	1,652	4,946	5,029	2,173	-	-	-	-	6,415	5,866	26,101	
Insurance	-	-	-	-	-	-	-	-	115	16	131	
Postage and Printing	843	2,354	2,857	967	11	-	-	-	-	1,635	8,667	
Telephone	239	1,072	1,199	517	1,175	-	-	-	3,384	2,553	10,139	
Rentals	354	2,323	2,129	795	92	-	-	18,600	562	1,300	26,155	
Indirect Administration	60,998	255,769	128,308	103,427	-	1,069	21,480	30,388	161,897	36,920	800,256	
Other Expenses	55	1,017	452	239	12	-	-	75	20	9,463	11,333	
	729,168	3,066,416	1,538,429	1,239,986	133,866	22,444	451,080	365,966	1,974,841	444,684	9,966,880	
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2022

	Dept. of Housing & Urban Develop. Shunammite Place	CA0772L9T14191C	CA0772L9T142012	FEMA	FEMA CARES	CDBG CARES City of Madera Phase 1	CDBG CARES City of Madera Phase 2	CDBG Housing Stabilization City of Madera	Rental Assistance Outreach Madera Co. & CALISC	Subtotal Emerg. Food & Shelter Page 1
REVENUE										
Grant Income - Federal	\$ 218,169	\$ 300,817	\$ 1,224	\$ 8,915	\$ 5,235	\$ 22,659	\$ 1,706	\$ 52,808	\$ 611,533	
In-kind Contributions	-	6,883	-	-	-	-	-	-	6,883	
Rental Income	18,423	28,234	-	-	-	-	-	-	46,657	
	<u>236,592</u>	<u>335,934</u>	<u>1,224</u>	<u>8,915</u>	<u>5,235</u>	<u>22,659</u>	<u>1,706</u>	<u>52,808</u>	<u>665,073</u>	
EXPENSES										
Salaries and Wages	54,403	97,965	898	328	2,028	2,733	757	33,149	192,261	
Employee Benefits	15,247	31,973	175	48	502	694	196	9,939	58,774	
In-Kind Expenditures	-	6,883	-	-	-	-	-	-	6,883	
Direct Assistance	1,311	2,341	-	8,391	2,159	16,846	-	-	31,048	
Consultants and Contractual	4,661	7,739	-	-	-	-	-	-	12,400	
Materials and Supplies	41,602	23,076	-	-	-	142	481	2,243	67,544	
Travel and Training	274	339	-	-	-	-	44	-	657	
Repairs and Maintenance	294	1,544	-	-	-	-	-	24	1,862	
Vehicle Expenses	-	2,425	-	-	-	-	-	-	2,425	
Rent	60,229	121,222	22	20	75	207	67	910	182,752	
Occupancy	13,215	17,861	5	4	12	37	13	154	31,301	
Insurance	5	11	-	-	-	-	-	-	16	
Postage and Printing	57	19	1	-	-	20	-	40	137	
Telephone	1,696	4,149	-	-	22	67	6	210	6,150	
Rentals	252	481	-	1	-	3	-	1,701	2,438	
Capital Purchases	28,784	-	-	-	-	-	-	-	28,784	
Indirect Administration	13,859	16,114	-	-	437	1,890	142	4,400	36,842	
Other Expenses	703	1,792	123	123	-	20	-	38	2,799	
	<u>236,592</u>	<u>335,934</u>	<u>1,224</u>	<u>8,915</u>	<u>5,235</u>	<u>22,659</u>	<u>1,706</u>	<u>52,808</u>	<u>665,073</u>	
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2022**

	Homeless Outreach AB109 Madera County	Homeless Housing Assistance & Prevention (HHAP) Madera County 11681-20	Homeless Housing Assistance & Prevention (HHAP) Round 2 12108-22	Madera Co. Behavioral Health Programs 11770-20	PATH Services Behavioral Health Madera County 11770-20	CARES Act Relief Fund Madera County 11735-20	Emergency Solutions Grants Fresno County	Subtotal Emerg. Food & Shelter Page 2
REVENUE								
Grant Income - Federal	-	-	-	-	\$ 39,136	\$ 165,931	\$ 626,741	\$ 831,808
Grant Income - State	230,500	61,088	11,313	26,736	-	-	-	329,637
Rental Income	-	-	-	-	-	-	2,305	2,305
Other Revenue	500	-	-	-	-	-	-	500
	<u>231,000</u>	<u>61,088</u>	<u>11,313</u>	<u>26,736</u>	<u>39,136</u>	<u>165,931</u>	<u>629,046</u>	<u>1,164,250</u>
EXPENSES								
Salaries and Wages	102,186	5,472	-	3,308	28,164	12,582	76,569	228,281
Employee Benefits	28,327	1,322	-	963	7,708	1,744	18,640	58,704
Direct Assistance	6,890	47,899	10,369	-	-	135,412	455,023	655,593
Medical Expenses	600	-	-	-	-	-	-	600
Consultants and Contractual	-	-	-	2,085	-	-	16,157	18,242
Materials and Supplies	38,179	605	-	9,330	-	1,129	372	49,615
Travel and Training	4,592	-	-	218	-	-	558	5,368
Repairs and Maintenance	1,945	-	-	3	-	-	7	1,955
Vehicle Expenses	2,437	-	-	-	-	-	18	2,455
Rent	12,050	301	-	191	-	954	6,581	20,077
Occupancy	3,360	53	-	8,119	-	156	1,035	12,723
Postage and Printing	315	2	-	170	-	31	-	518
Telephone	2,926	89	-	17	-	83	1,422	4,537
Rentals	6,720	239	-	100	-	-	195	7,254
Capital Purchases	379	-	-	-	-	-	-	379
Indirect Administration	19,268	5,095	944	2,230	3,264	13,840	52,469	97,110
Other Expenses	826	11	-	2	-	-	-	839
	<u>231,000</u>	<u>61,088</u>	<u>11,313</u>	<u>26,736</u>	<u>39,136</u>	<u>165,931</u>	<u>629,046</u>	<u>1,164,250</u>
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2022**

	Kaiser Housing for Health Program 131387	Kaiser Individualized Economic Stability 113055	CA Drinking Water Assistance SWRCB	Other Housing Foundation Programs	Subtotal Emerg. Food & Shelter Page 1	Subtotal Emerg. Food and Shelter Page 2	Total All Emerg. Food and Shelter Funds
REVENUE							
Grant Income - Federal	\$ -	\$ -	\$ -	\$ -	\$ 611,533	\$ 831,808	\$ 1,443,341
Grant Income - State	-	-	4,989	-	-	329,637	334,626
Grant Income - Local Govt.	25,000	21,755	-	-	-	-	46,755
In-kind Contributions	-	-	-	-	6,883	-	6,883
Donations	-	-	-	82,313	-	-	82,313
Rental Income	-	-	-	-	46,657	2,305	48,962
Other Revenue	-	-	-	-	-	500	500
	25,000	21,755	4,989	82,313	665,073	1,164,250	1,963,380
EXPENSES							
Salaries and Wages	-	185	701	-	192,261	228,281	421,428
Employee Benefits	-	24	173	-	58,774	58,704	117,675
In-Kind Expenditures	-	-	-	-	6,883	-	6,883
Direct Assistance	22,652	19,371	3,892	59,853	31,048	655,593	792,409
Medical Expenses	-	-	-	-	-	600	600
Consultants and Contractual	-	-	-	-	12,400	18,242	30,642
Materials and Supplies	68	191	5	7,684	67,544	49,615	125,107
Travel and Training	43	-	-	47	657	5,368	6,115
Repairs and Maintenance	-	-	-	-	1,862	1,955	3,817
Vehicle Expenses	81	47	-	-	2,425	2,455	5,008
Rent	-	11	27	-	182,752	20,077	202,867
Occupancy	-	2	6	-	31,301	12,723	44,022
Insurance	-	-	-	-	16	-	16
Postage and Printing	-	-	56	-	137	518	711
Telephone	-	3	8	-	6,150	4,537	10,698
Rentals	-	-	24	-	2,438	7,254	9,716
Capital Purchases	-	-	-	-	28,784	379	29,163
Indirect Administration	2,085	1,815	91	5,371	36,842	97,110	143,314
Other Expenses	71	106	6	-	2,799	839	3,821
	25,000	21,755	4,989	72,955	665,073	1,164,250	1,954,022
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ 9,358	\$ -	\$ -	\$ 9,358

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
ENERGY PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2022

		Department of Community Services and Development						Community Based	
		LIHEAP 20B-2019	LIHEAP 21B-5019	LIHEAP 22B-4019	LIHEAP CARES 20U-2568	LIHEAP ARPA 21V-5568	Solar DAP PV Installation Fresno EOC	Outreach Program PG&E	Total
REVENUE									
Grant Income - Federal	\$	66,092	496,855	31,675	2,887	332,355	6,737	-	\$ 936,601
Grant & Contract Income - Other		-	-	-	-	-	-	4,883	4,883
		<u>66,092</u>	<u>496,855</u>	<u>31,675</u>	<u>2,887</u>	<u>332,355</u>	<u>6,737</u>	<u>4,883</u>	<u>941,484</u>
EXPENSES									
Salaries and Wages		-	75,313	13,352	-	141,567	-	266	230,498
Employee Benefits		-	18,916	1,736	-	33,574	-	69	54,295
Direct Assistance		-	20,289	3,029	565	30,679	-	-	54,562
Medical Expenses		-	-	-	-	105	-	-	105
Consultants and Contractual		66,069	349,395	7,803	-	22,854	6,449	-	452,570
Materials and Supplies		21	8,630	3,277	757	24,003	-	4,542	41,230
Travel and Training		-	18	35	-	7	-	-	60
Repairs and Maintenance		-	210	-	-	864	-	-	1,074
Vehicle Expenses		-	-	-	-	776	-	-	776
Rent		-	5,205	1,037	1,226	9,353	-	5	16,826
Occupancy		-	1,960	172	-	2,760	-	1	4,893
Postage and Printing		-	1,539	87	-	3,340	-	-	4,966
Telephone		-	792	85	145	944	-	-	1,966
Rentals		-	2,343	154	-	6,324	-	-	8,821
Capital Purchases		-	-	-	-	32,268	-	-	32,268
Indirect Administration		2	11,944	908	194	22,552	288	-	35,888
Other Expenses		-	301	-	-	385	-	-	686
		<u>66,092</u>	<u>496,855</u>	<u>31,675</u>	<u>2,887</u>	<u>332,355</u>	<u>6,737</u>	<u>4,883</u>	<u>941,484</u>
CHANGE IN NET ASSETS		\$	\$	\$	\$	\$	\$	\$	\$
		-	-	-	-	-	-	-	-

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
SENIOR PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2022**

	County of Madera		Total
	Senior Meals 20-1455	Senior Meals CARES Act 11985-21	
REVENUE			
Grant Income - Federal	\$ -	\$ 210,728	\$ 210,728
Grant Income - Local Govt.	23,979	-	23,979
	<u>23,979</u>	<u>210,728</u>	<u>234,707</u>
EXPENSES			
Salaries and Wages	-	4,608	4,608
Employee Benefits	1	783	784
Consultants and Contractual	-	202,237	202,237
Materials and Supplies	135	17	152
Travel and Training	-	50	50
Repairs and Maintenance	-	69	69
Rent	19,299	-	19,299
Occupancy	243	-	243
Postage and Printing	81	-	81
Telephone	2,185	-	2,185
Rentals	19	171	190
Indirect Administration	2,000	2,793	4,793
Other Expenses	16	-	16
	<u>23,979</u>	<u>210,728</u>	<u>234,707</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
OTHER PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2022**

	Community Services Programs	City of Madera CDBG	Volunteer Income Tax Assistance & CA EITC Outreach	Subtotal Other Programs Page 1
REVENUE				
Grant Income - Federal	\$ -	\$ 20,000	\$ -	\$ 20,000
Grant & Contract Income - Other	-	-	4,707	4,707
Other Revenue	453	-	-	453
	<u>453</u>	<u>20,000</u>	<u>4,707</u>	<u>25,160</u>
EXPENSES				
Salaries and Wages	2	12,671	-	12,673
Employee Benefits	-	2,912	-	2,912
Consultants and Contractual	-	-	4,000	4,000
Materials and Supplies	75	2,058	308	2,441
Travel and Training	-	42	-	42
Vehicle Expenses	-	34	-	34
Rent	-	401	-	401
Occupancy	-	77	-	77
Postage and Printing	12	10	-	22
Telephone	-	104	-	104
Rentals	1	20	6	27
Indirect Administration	-	1,668	393	2,061
Other Expenses	-	3	-	3
	<u>90</u>	<u>20,000</u>	<u>4,707</u>	<u>24,797</u>
CHANGE IN NET ASSETS	<u>\$ 363</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 363</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
OTHER PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2022**

	Cal-OES Rape/Sexual Assault	Cal-OES Victim Witness	Cal-OES Advocacy & Outreach	Cal-OES Comprehensive Domestic Violence Serv	Cal-OES Transitional Housing	Other Programs	Subtotal Other Programs Page 2
REVENUE							
Grant Income - Federal	\$ 180,653	\$ 208,477	\$ 148,769	\$ 180,199	\$ 131,330	\$ -	\$ 849,428
Grant Income - State	150,345	132,831	6,094	336,494	5,813	-	631,577
Grant Income - Local Govt.	-	-	-	-	-	44,901	44,901
In-Kind Contributions	7,400	7,438	3,018	32,429	3,018	-	53,303
Donations	-	-	-	-	-	9,694	9,694
	<u>338,398</u>	<u>348,746</u>	<u>157,881</u>	<u>549,122</u>	<u>140,161</u>	<u>54,595</u>	<u>1,588,903</u>
EXPENSES							
Salaries and Wages	190,608	201,801	93,109	312,531	70,755	1,145	869,949
Employee Benefits	42,126	48,943	23,306	73,978	21,350	189	209,892
In-Kind Expenditures	7,400	7,438	3,018	32,429	3,018	-	53,303
Direct Assistance	1,181	83	-	702	8,962	-	10,928
Consultants and Contractual	2,950	2,013	869	3,098	86	-	9,016
Materials and Supplies	35,419	7,342	8,173	11,610	1,306	4,397	68,247
Travel and Training	502	3,367	800	453	-	-	5,122
Repairs and Maintenance	21	9	12	29	-	-	71
Vehicle Expenses	1,055	12,059	2,608	7,514	635	699	24,570
Rent	13,263	18,698	3,908	14,027	20,035	-	69,931
Occupancy	5,732	8,490	1,301	29,536	671	-	45,730
Insurance	645	698	310	924	242	-	2,819
Postage and Printing	256	921	259	241	11	-	1,688
Telephone	4,688	6,199	5,030	13,758	30	-	29,705
Rentals	2,267	1,029	1,206	1,913	95	-	6,510
Indirect Administration	27,608	28,468	12,917	43,097	11,439	377	123,906
Other Expenses	2,677	1,188	1,055	3,282	1,526	1,201	10,929
	<u>338,398</u>	<u>348,746</u>	<u>157,881</u>	<u>549,122</u>	<u>140,161</u>	<u>8,008</u>	<u>1,542,316</u>
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,587	\$ 46,587

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
OTHER PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2022

	Mental Health Services	Strengthening Families Parenting	Child Advocacy Center CFIT	Subtotal Other Programs Page 1	Subtotal Other Programs Page 2	Total All Funds
REVENUE						
Grant Income - Federal	\$ -	\$ -	\$ -	\$ 20,000	\$ 849,428	\$ 869,428
Grant Income - State	3,920	-	-	-	631,577	635,497
Grant Income - Local Govt.	-	188,467	-	-	44,901	233,368
Grant & Contract Income - Other	-	-	-	4,707	-	4,707
In-Kind Contributions	-	-	-	-	53,303	53,303
Donations	-	-	-	-	9,694	9,694
Other Revenue	-	-	-	453	-	453
	<u>3,920</u>	<u>188,467</u>	<u>-</u>	<u>25,160</u>	<u>1,588,903</u>	<u>1,806,450</u>
EXPENSES						
Salaries and Wages	-	100,063	-	12,673	869,949	982,685
Employee Benefits	-	28,541	-	2,912	209,892	241,345
In-Kind Expenditures	-	-	-	-	53,303	53,303
Direct Assistance	3,533	-	-	-	10,928	14,461
Medical Expenses	-	475	-	-	-	475
Consultants and Contractual	-	3,540	-	4,000	9,016	16,556
Materials and Supplies	-	8,989	478	2,441	68,247	80,155
Travel and Training	-	2,590	-	42	5,122	7,754
Repairs and Maintenance	-	831	-	-	71	902
Vehicle Expenses	-	-	-	34	24,570	24,604
Rent	-	15,599	-	401	69,931	85,931
Occupancy	-	2,613	-	77	45,730	48,420
Insurance	-	-	-	-	2,819	2,819
Postage and Printing	-	284	-	22	1,688	1,994
Telephone	-	7,087	-	104	29,705	36,896
Rentals	-	1,771	-	27	6,510	8,308
Indirect Administration	327	15,721	-	2,061	123,906	142,015
Other Expenses	60	363	-	3	10,929	11,355
	<u>3,920</u>	<u>188,467</u>	<u>478</u>	<u>24,797</u>	<u>1,542,316</u>	<u>1,759,978</u>
CHANGE IN NET ASSETS	\$ -	\$ -	\$ (478)	\$ 363	\$ 46,587	\$ 46,472

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

20D-1019

	Actual			Total Audited Costs	Reported Costs	Budget 10/1/2019 Through 12/31/2021	Budget vs. Actual Variance
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 12/31/2021				
REVENUE							
Grants Income Federal	\$ 9,085	\$ -	\$ -	\$ 9,085	\$ 9,085	\$ 9,085	\$ -
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	<u>9,085</u>	<u>-</u>	<u>-</u>	<u>9,085</u>	<u>9,085</u>	<u>9,085</u>	<u>-</u>
EXPENSES							
Weatherization Program Support Costs							
Intake	-	-	-	-	-	-	-
Outreach	-	-	-	-	-	-	-
Training and Technical Assistance	-	-	-	-	-	-	-
Training and Technical Assistance - Solar Hot Water Heating	-	-	-	-	-	-	-
Total Weatherization Program Costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Weatherization Program Activities and Program Costs	<u>9,085</u>	<u>-</u>	<u>-</u>	<u>9,085</u>	<u>9,085</u>	<u>9,085</u>	<u>-</u>
Total Weatherization Program Activities and Program Costs	<u>9,085</u>	<u>-</u>	<u>-</u>	<u>9,085</u>	<u>9,085</u>	<u>9,085</u>	<u>-</u>
TOTAL EXPENSES	<u>9,085</u>	<u>-</u>	<u>-</u>	<u>9,085</u>	<u>9,085</u>	<u>9,085</u>	<u>-</u>
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021**

	Actual			Budget		Budget vs. Actual Variance
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 12/31/2021	Total Audited Costs	10/1/2019 Through 12/31/2021	
REVENUE						
Grants Income Federal	\$ 12,854	\$ -	\$ -	\$ 12,854	\$ 12,854	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	12,854	-	-	12,854	12,854	-
EXPENSES						
Assurance 16 Costs						
Assurance 16 Activities	1,662	-	-	1,662	1,662	-
Administrative Costs	151	-	-	151	151	-
Administrative Costs	-	-	-	-	-	-
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total Administrative Costs	151	-	-	151	151	-
Program Support Costs (ECIP and HEAP)						
Intake	-	-	-	-	-	-
Outreach	-	-	-	-	-	-
Training and Technical Assistance	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	-	-	-	-	-	-
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	-	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	11,041	-	-	11,041	11,041	-
General Operating Costs	-	-	-	-	-	-
Total Program Services Costs	11,041	-	-	11,041	11,041	-
TOTAL EXPENSES	12,854	-	-	12,854	12,854	-
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD OCTOBER 1, 2019 THROUGH MARCH 31, 2022**

20B-2019

	Actual			Budget		Budget vs. Actual Variance
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 3/31/2022	Total Audited Costs	10/1/2019 Through 3/31/2022	
REVENUE						
Grants Income Federal	\$ 122,978	\$ 209,672	\$ 62,528	\$ 395,178	\$ 395,178	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	<u>122,978</u>	<u>209,672</u>	<u>62,528</u>	<u>395,178</u>	<u>395,178</u>	<u>-</u>
EXPENSES						
Weatherization Program Support Costs						
Intake	17,659	13,955	-	31,614	31,614	-
Outreach	11,785	7,974	-	19,759	19,759	-
Training and Technical Assistance	-	13,442	5,832	19,274	19,274	485
Training and Technical Assistance - Solar Hot Water Heating	-	-	-	-	-	-
Total Weatherization Program Costs	<u>29,444</u>	<u>35,371</u>	<u>5,832</u>	<u>70,647</u>	<u>71,132</u>	<u>485</u>
Weatherization Program Activities and Program Costs	<u>93,534</u>	<u>174,301</u>	<u>56,696</u>	<u>324,531</u>	<u>324,046</u>	<u>(485)</u>
Total Weatherization Program Activities and Program Costs	<u>93,534</u>	<u>174,301</u>	<u>56,696</u>	<u>324,531</u>	<u>324,531</u>	<u>(485)</u>
TOTAL EXPENSES	<u>122,978</u>	<u>209,672</u>	<u>62,528</u>	<u>395,178</u>	<u>395,178</u>	<u>-</u>
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD OCTOBER 1, 2019 THROUGH MARCH 31, 2022

	Actual			Total Audited Costs	Reported Costs	Budget Through 3/31/2022	Budget vs. Actual Variance
	10/1/2019 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 3/31/2022				
REVENUE							
Grants Income Federal	\$ 214,856	\$ 140,701	\$ 3,564	\$ 359,121	\$ 359,121	\$ 359,121	\$ -
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	214,856	140,701	3,564	359,121	359,121	359,121	-
EXPENSES							
Assurance 16 Costs							
Assurance 16 Activities	47,606	32,011	-	79,617	79,617	79,617	-
Administrative Costs	45,065	30,988	3,564	79,617	79,617	79,617	-
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Total Administrative Costs	45,065	30,988	3,564	79,617	79,617	79,617	-
Program Support Costs (ECIP and HEAP)							
Intake	45,160	30,987	-	76,147	76,147	76,147	-
Outreach	27,717	19,875	-	47,592	47,592	47,592	-
Training and Technical Assistance	1,869	-	1,869	1,869	1,869	3,337	1,468
Out of State Travel	-	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	74,746	50,862	-	125,608	125,608	127,076	1,468
Program Services Costs							
ECIP Emergency Heating & Cooling Services (EHCS)	10,062	-	-	10,062	10,062	10,000	(62)
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	6,284	12,906	-	19,190	19,190	19,000	(190)
General Operating Costs	31,093	13,934	-	45,027	45,027	43,811	(1,216)
Total Program Services Costs	47,439	26,840	-	74,279	74,279	72,811	(1,468)
TOTAL EXPENSES	214,856	140,701	3,564	359,121	359,121	359,121	-
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD NOVEMBER 1, 2020 THROUGH OCTOBER 31, 2022

21B-5019

	Actual			Total Audited Costs	Reported Costs	Budget 11/1/2020 Through 10/31/2022	Budget vs. Actual Variance
	11/1/2020 Through 6/30/2021	7/1/2021 Through 6/30/2022	7/1/2022 Through 10/31/2022				
REVENUE							
Grants Income Federal	\$ 34,668	\$ 308,674	\$ -	\$ 343,342	\$ 343,342	\$ 358,841	\$ 15,499
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	34,668	308,674	-	343,342	343,342	358,841	15,499
EXPENSES							
Weatherization Program Support Costs							
Intake	16,284	12,423	-	28,707	28,707	28,707	-
Outreach	9,408	8,534	-	17,942	17,942	17,942	-
Training and Technical Assistance	-	17,942	-	17,942	17,942	17,942	-
Training and Technical Assistance - Solar Hot Water Heating	-	-	-	-	-	-	-
Total Weatherization Program Costs	25,692	38,899	-	64,591	64,591	64,591	-
Weatherization Program Activities and Program Costs	8,976	269,775	-	278,751	278,751	294,250	15,499
Total Weatherization Program Activities and Program Costs	8,976	269,775	-	278,751	278,751	294,250	15,499
TOTAL EXPENSES	34,668	308,674	-	343,342	343,342	358,841	15,499
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD NOVEMBER 1, 2020 THROUGH OCTOBER 31, 2022

21B-5019

	Actual			Total Audited Costs	Reported Costs	Budget Through 10/31/2022	Budget vs. Actual Variance
	11/1/2020 Through 6/30/2021	7/1/2021 Through 6/30/2022	7/1/2022 Through 10/31/2022				
REVENUE							
Grants Income Federal	\$ 136,832	\$ 188,181	\$ -	\$ 325,013	\$ 325,013	\$ 326,059	\$ 1,046
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	<u>136,832</u>	<u>188,181</u>	<u>-</u>	<u>325,013</u>	<u>325,013</u>	<u>326,059</u>	<u>1,046</u>
EXPENSE							
Assurance 16 Costs							
Assurance 16 Activities	21,780	43,815	-	65,595	65,595	72,216	6,621
Administrative Costs							
Administrative Costs	25,424	46,577	-	72,001	72,001	72,216	215
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Total Administrative Costs	<u>25,424</u>	<u>46,577</u>	<u>-</u>	<u>72,001</u>	<u>72,001</u>	<u>72,216</u>	<u>215</u>
Program Support Costs (ECIP and HEAP)							
Intake	33,895	35,296	-	69,191	69,191	69,191	-
Outreach	20,122	23,122	-	43,244	43,244	43,244	-
Training and Technical Assistance	-	439	-	439	439	2,808	2,369
Out of State Travel	-	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	<u>54,017</u>	<u>58,857</u>	<u>-</u>	<u>112,874</u>	<u>112,874</u>	<u>115,243</u>	<u>2,369</u>
Program Services Costs							
ECIP Emergency Heating & Cooling Services (EHCS)	-	22,861	-	22,861	22,861	16,000	(6,861)
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	8,386	-	-	8,386	8,386	8,000	(386)
General Operating Costs	27,225	16,071	-	43,296	43,296	42,384	(912)
Total Program Services Costs	<u>35,611</u>	<u>38,932</u>	<u>-</u>	<u>74,543</u>	<u>74,543</u>	<u>66,384</u>	<u>(8,159)</u>
Business Continuation Plan Costs	-	-	-	-	-	-	-
TOTAL EXPENSES	<u>136,832</u>	<u>188,181</u>	<u>-</u>	<u>325,013</u>	<u>325,013</u>	<u>326,059</u>	<u>1,046</u>
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: WEATHERIZATION
FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 31, 2023

22B-4019

	Actual			Total Audited Costs	Reported Costs	Budget 11/1/2021 Through 12/31/2023	Budget vs. Actual Variance
	11/1/2021 Through 6/30/2022	7/1/2022 Through 6/30/2023	7/1/2023 Through 12/31/2023				
REVENUE							
Grants Income Federal	9,957	\$ -	\$ -	\$ 9,957	\$ 9,957	\$ 336,247	\$ 326,290
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	9,957	-	-	9,957	9,957	336,247	326,290
EXPENSES							
Weatherization Program Support Costs							
Intake	1,740	-	-	1,740	1,740	20,200	18,460
Outreach	1,532	-	-	1,532	1,532	14,812	13,280
Training and Technical Assistance	267	-	-	267	267	17,312	17,045
Total Weatherization Program Costs	3,539	-	-	3,539	3,539	52,324	48,785
Weatherization Program Activities and Program Costs	6,418	-	-	6,418	6,418	283,923	277,505
Total Weatherization Program Activities and Program Costs	6,418	-	-	6,418	6,418	283,923	277,505
TOTAL EXPENSES	9,957	-	-	9,957	9,957	336,247	326,290
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 31, 2023

22B-4019

	Actual			Total Audited Costs	Reported Costs	Budget Through 11/1/2021 Through 12/31/2023	Budget vs. Actual Variance
	11/1/2021 Through 6/30/2022	7/1/2022 Through 6/30/2023	7/1/2023 Through 12/31/2023				
REVENUE							
Grants Income Federal	21,718	\$ -	\$ -	21,718	\$ 21,718	\$ 288,422	\$ 266,704
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	21,718	-	-	21,718	21,718	288,422	266,704
EXPENSES							
Assurance 16 Costs							
Assurance 16 Activities	2,603	-	-	2,603	2,603	72,024	69,421
Administrative Costs	5,371	-	-	5,371	5,371	77,024	71,653
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Total Administrative Costs	5,371	-	-	5,371	5,371	77,024	71,653
Program Support Costs (ECIP and HEAP)							
Intake	3,485	-	-	3,485	3,485	64,691	61,206
Outreach	2,994	-	-	2,994	2,994	38,723	35,729
Training and Technical Assistance	35	-	-	35	35	16,632	16,597
Out of State Travel	-	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	6,514	-	-	6,514	6,514	120,046	113,532
Program Services Costs							
ECIP Emergency Heating & Cooling Services (EHCS)	1,117	-	-	1,117	1,117	-	(1,117)
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	3,029	-	-	3,029	3,029	-	(3,029)
General Operating Costs	3,084	-	-	3,084	3,084	19,328	16,244
Total Program Services Costs	7,230	-	-	7,230	7,230	19,328	12,098
Business Continuation Plan Costs	-	-	-	-	-	-	-
TOTAL EXPENSES	21,718	-	-	21,718	21,718	288,422	266,704
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD JULY 1, 2020 THROUGH SEPTEMBER 30, 2021

20U-2568

	7/1/2020 Through 6/30/2021	Actual 7/1/2021 Through 9/30/2021	Total Audited Costs	Reported Costs	Budget 11/1/2020 Through 9/30/2021	Budget vs. Actual Variance
REVENUE						
Grants Income Federal	\$ 127,704	\$ 2,887	\$ 130,591	\$ 130,591	\$ 130,591	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	<u>127,704</u>	<u>2,887</u>	<u>130,591</u>	<u>130,591</u>	<u>130,591</u>	<u>-</u>
EXPENSES						
Assurance 16 Costs	19,943	-	19,943	19,943	19,943	-
Assurance 16 Activities						
Administrative Costs	16,479	202	16,681	16,681	16,681	-
Administrative Costs	-	-	-	-	-	-
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total Administrative Costs	<u>16,479</u>	<u>202</u>	<u>16,681</u>	<u>16,681</u>	<u>16,681</u>	<u>-</u>
Program Support Costs (ECIP and HEAP)						
Intake	24,226	-	24,226	24,226	24,226	-
Outreach	15,141	-	15,141	15,141	15,141	-
Training and Technical Assistance	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs (ECIP and HEAP)	<u>39,367</u>	<u>-</u>	<u>39,367</u>	<u>39,367</u>	<u>39,367</u>	<u>-</u>
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	29,328	565	29,893	29,893	30,000	107
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	6,203	-	6,203	6,203	6,000	(203)
General Operating Costs	10,135	2,120	12,255	12,255	10,338	(1,917)
Total Program Services Costs	<u>45,666</u>	<u>2,685</u>	<u>48,351</u>	<u>48,351</u>	<u>46,338</u>	<u>(2,013)</u>
Business Continuation Plan Costs	6,249	-	6,249	6,249	8,262	2,013
TOTAL EXPENSES	<u>127,704</u>	<u>2,887</u>	<u>130,591</u>	<u>130,591</u>	<u>130,591</u>	<u>-</u>
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP: ECIP / ASSURANCE 16 / HEAP
FOR THE PERIOD AUGUST 1, 2021 THROUGH SEPTEMBER 30, 2023

21V-5568

	Actual			Total Audited Costs	Reported Costs	Budget 8/1/2021 Through 9/30/2023	Budget vs. Actual Variance
	8/1/2021 Through 6/30/2022	7/1/2022 Through 6/30/2023	7/1/2023 Through 9/30/2023				
REVENUE							
Grants Income Federal	\$ 332,355	\$ -	\$ -	\$ 332,355	\$ 332,355	\$ 502,504	\$ 170,149
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	332,355	-	-	332,355	332,355	502,504	170,149
EXPENSES							
Assurance 16 Costs							
Assurance 16 Activities	39,370	-	-	39,370	39,370	70,587	31,217
Administrative Costs	40,349	-	-	40,349	40,349	55,262	14,913
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Total Administrative Costs	40,349	-	-	40,349	40,349	55,262	14,913
Program Costs (ECIP and HEAP)							
Intake	87,054	-	-	87,054	87,054	92,941	5,887
Outreach	55,777	-	-	55,777	55,777	58,826	3,049
Training and Technical Assistance	422	-	-	422	422	22,543	22,121
Automation Supplemental	-	-	-	-	-	-	-
Total Program Costs (ECIP and HEAP)	143,253	-	-	143,253	143,253	174,310	31,057
Direct Services Costs							
ECIP EHCS	10,934	-	-	10,934	10,934	99,000	88,066
Wood, Propane and Oil (ECIP & HEAP WPO)	30,679	-	-	30,679	30,679	45,000	14,321
Total Direct Services Costs	41,613	-	-	41,613	41,613	144,000	102,387
Program Costs and Other Program Costs							
Major Vehicle and Equipment (More than \$10,000)	32,268	-	-	32,268	32,268	-	(32,268)
Minor Vehicle and Equipment (Less than \$10,000)	-	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-	-
General Operating Costs	-	-	-	-	-	-	-
Other Program Costs	35,502	-	-	35,502	35,502	58,345	22,843
Total Program Services Costs	67,770	-	-	67,770	67,770	58,345	(9,425)
TOTAL EXPENSES	332,355	-	-	332,355	332,355	502,504	170,149
Change in Net Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG
FOR THE PERIOD JANUARY 1, 2021 THROUGH MAY 31, 2022

21F-4023

	1/1/2021 Through 6/30/2021	Actual 7/1/2021 Through 5/31/2022	Total Audited Costs	Reported Costs	Budget 1/1/2021 Through 5/31/2022	Budget vs. Actual Variance
REVENUE						
Grants Income Federal	\$ 178,949	\$ 110,696	\$ 289,645	\$ 289,645	\$ 289,645	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	178,949	110,696	289,645	289,645	289,645	-
EXPENSES						
Administrative Costs						
Salaries and Wages	81,012	24,684	105,696	105,697	106,047	351
Employee Benefits	34,810	11,973	46,783	46,784	46,777	(6)
Operating Expenses	1,050	128	1,178	1,178	1,178	-
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-
Subtotal Administrative Costs	116,872	36,785	153,657	153,659	154,002	345
Program Costs						
Salaries and Wages	25,212	34,471	59,683	59,682	59,482	(201)
Employee Benefits	7,733	8,565	16,298	16,299	16,256	(42)
Operating Expenses	19,937	23,528	43,465	43,463	43,363	(102)
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	9,195	3,698	12,893	12,893	12,893	-
Other Costs	-	3,649	3,649	3,649	3,649	-
Subtotal Program Costs	62,077	73,911	135,988	135,986	135,643	(345)
TOTAL EXPENSES	178,949	110,696	289,645	289,645	289,645	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG
FOR THE PERIOD JANUARY 1, 2022 THROUGH MAY 31, 2023

22F-5023 CAA

	Actual		Total Audited Costs	Reported Costs	Budget 1/1/2022 Through 5/31/2023	Budget vs. Actual Variance
	1/1/2022 Through 6/30/2022	7/1/2022 Through 5/31/2023				
REVENUE						
Grants Income Federal	\$ 93,312	-	\$ 93,312	\$ 106,312	\$ 293,479	\$ 200,167
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	93,312	-	93,312	106,312	293,479	200,167
EXPENSES						
Administrative Costs						
Salaries and Wages	7,404	-	7,404	17,855	35,032	27,628
Employee Benefits	3,548	-	3,548	6,102	16,920	13,372
Operating Expenses	71	-	71	71	1,000	929
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-
Subtotal Administrative Costs	11,023	-	11,023	24,028	52,952	41,929
Program Costs						
Salaries and Wages	37,005	-	37,005	37,005	124,621	87,616
Employee Benefits	12,657	-	12,657	12,653	35,037	22,380
Operating Expenses	30,171	-	30,171	30,674	73,869	43,698
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	2,456	-	2,456	1,952	7,000	4,544
Other Costs	-	-	-	-	-	-
Subtotal Program Costs	82,289	-	82,289	82,284	240,527	158,238
TOTAL EXPENSES	93,312	-	93,312	106,312	293,479	200,167
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG - DISCRETIONARY
FOR THE PERIOD JUNE 15, 2022 THROUGH MAY 31, 2023

	Actual		Total Audited Costs	Reported Costs	Budget 6/15/2022 Through 5/31/2023	Budget vs. Actual Variance
	6/15/2022 Through 6/30/2022	7/1/2022 Through 5/31/2023				
REVENUE						
Grants Income Federal	-	-	\$ -	\$ -	\$ 31,000	\$ 31,000
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	31,000	31,000
EXPENSES						
Administrative Costs						
Salaries and Wages	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	-	-	-
Program Costs						
Salaries and Wages	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	-	-	31,000	31,000
Subtotal Program Costs	-	-	-	-	31,000	31,000
TOTAL EXPENSES	-	-	-	-	31,000	31,000
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG - DISCRETIONARY
FOR THE PERIOD JUNE 1, 2021 THROUGH MAY 31, 2022

21F-4424 Discretionary

	Actual		Total Audited Costs	Reported Costs	Budget 6/1/2021 Through 5/31/2022	Budget vs. Actual Variance
	6/1/2021 Through 6/30/2021	7/1/2021 Through 5/31/2022				
REVENUE						
Grants Income Federal	\$ -	\$ 28,250	\$ 28,250	\$ 28,250	\$ 28,250	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	-	28,250	28,250	28,250	28,250	-
EXPENSES						
Administrative Costs						
Salaries and Wages	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	-	-	-
Program Costs						
Salaries and Wages	-	7,934	7,934	7,934	7,934	-
Employee Benefits	-	1,515	1,515	1,515	1,515	-
Operating Expenses	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	18,801	18,801	18,801	18,801	-
Subtotal Program Costs	-	28,250	28,250	28,250	28,250	-
TOTAL EXPENSES	-	28,250	28,250	28,250	28,250	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG - CARES
FOR THE PERIOD MARCH 27, 2020 THROUGH MAY 31, 2022**

20F-3662

	Actual		Budget		Budget vs.	
	3/27/2020 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 5/31/2022	Total Audited Costs	3/27/2020 Through 5/31/2022	Actual Variance
REVENUE						
Grants Income Federal	441	\$ 201,191	\$ 188,536	\$ 390,168	\$ 390,168	\$ -
Other Revenue	-	-	-	-	-	-
TOTAL REVENUE	441	201,191	188,536	390,168	390,168	-
EXPENSES						
Administrative Costs						
Salaries and Wages	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Operating Expenses	-	1,000	-	1,000	1,000	-
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-
Subtotal Administrative Costs	-	1,000	-	1,000	1,000	-
Program Costs						
Salaries and Wages	338	148,684	112,615	261,637	261,637	(2,249)
Employee Benefits	103	34,376	27,853	62,332	62,334	(1,008)
Operating Expenses	-	17,131	28,903	46,034	46,032	3,257
Equipment	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-
Other Costs	-	-	19,165	19,165	19,165	-
Subtotal Program Costs	441	200,191	188,536	389,168	389,168	-
TOTAL EXPENSES	441	201,191	188,536	390,168	390,168	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG - CARES DISCRETIONARY
FOR THE PERIOD MARCH 27, 2020 THROUGH MAY 31, 2022**

20F-3662

	Actual			Total Audited Costs	Reported Costs	Budget 3/27/2020 Through 5/31/2022	Budget vs. Actual Variance
	3/27/2020 Through 6/30/2020	7/1/2020 Through 6/30/2021	7/1/2021 Through 5/31/2022				
REVENUE							
Grants Income Federal	\$ -	\$ 30,033	\$ 10,337	\$ 40,370	\$ 40,370	\$ 40,370	\$ -
Other Revenue	-	-	-	-	-	-	-
TOTAL REVENUE	-	30,033	10,337	40,370	40,370	40,370	-
EXPENSES							
Administrative Costs							
Salaries and Wages	-	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	-	-	-	-
Program Costs							
Salaries and Wages	-	21,908	9,821	31,729	31,729	31,731	2
Employee Benefits	-	6,890	264	7,154	7,154	7,155	1
Operating Expenses	-	1,235	252	1,487	1,487	1,484	(3)
Equipment	-	-	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-	-	-
Other Costs	-	-	-	-	-	-	-
Subtotal Program Costs	-	30,033	10,337	40,370	40,370	40,370	-
TOTAL EXPENSES	-	30,033	10,337	40,370	40,370	40,370	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA OFFICE OF EMERGENCY SERVICES**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
RAPE CRISIS PROGRAM
FOR THE PERIOD OCTOBER 1, 2020 THROUGH JUNE 30, 2022**

	<u>Rape/Sexual Assault</u> RC20 34 1245			<u>Rape/Sexual Assault</u> RC21 35 1245			
	Audited Costs 10/1/2020 Through 6/30/2021	Audited Costs 7/1/2021 Through 9/30/2021	Total Audited Costs	Reported Expenses 10/1/2020 Through 9/30/2021	Total Budget 10/1/2020 Through 9/30/2021	Audited Costs 10/1/2021 Through 6/30/2022	Total Budget 10/1/2021 Through 9/30/2022
<u>REVENUE</u>							
Grants Income Federal	\$ 208,267	\$ 107,390	\$ 315,657	\$ 315,657	\$ 315,657	\$ 73,263	\$ 284,948
Grants Income State	15,620	-	15,620	15,620	15,620	150,345	150,345
In-Kind Contributions	11,138	1,626	12,764	12,764	-	5,774	-
TOTAL REVENUE	235,025	109,016	344,041	344,041	331,277	229,382	435,293
<u>EXPENSES</u>							
<u>Personnel Services</u>							
Personnel Services	175,523	61,013	236,536	236,536	267,288	171,721	237,019
Salaries In-Kind	10,435	1,626	12,061	12,061	-	5,415	-
Total Personnel Services	185,958	62,639	248,597	248,597	267,288	177,136	237,019
<u>Operating Expenses</u>							
Operating Expenses	48,364	46,377	94,741	94,741	63,989	51,887	198,274
In-Kind Expenses	703	-	703	703	-	359	-
Total Operating Expenses	49,067	46,377	95,444	95,444	63,989	52,246	198,274
<u>Equipment</u>							
Capital Purchases	-	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-	-
TOTAL EXPENSES	235,025	109,016	344,041	344,041	331,277	229,382	435,293
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
COMPREHENSIVE SHELTER PROGRAM
FOR THE PERIOD OCTOBER 1, 2020 THROUGH JUNE 30, 2022**

	<u>Comprehensive Shelter</u> DV20 12 1245				<u>Comprehensive Shelter</u> DV22 14 1245			
	Audited Costs 10/1/2020 Through 6/30/2021	Audited Costs 7/1/2021 Through 6/30/2022	Audited Costs 7/1/2022 Through 9/30/2022	Total Audited Costs	Reported Expenses 10/1/2020 Through 6/30/2022	Total Budget 10/1/2020 Through 9/30/2022	Audited Costs 10/1/2022 Through 6/30/2023	Total Budget 10/1/2022 Through 9/30/2023
<u>REVENUE</u>								
Grants Income Federal	\$ 294,829	\$ 180,199	\$ -	\$ 475,028	\$ 475,028	\$ 647,857	\$ -	\$ 335,607
Grants Income State	155,823	336,494	-	492,317	492,317	492,317	-	201,980
In-Kind Contributions	21,284	32,429	-	53,713	53,713	-	-	-
TOTAL REVENUE	471,936	549,122	-	1,021,058	1,021,058	1,140,174	-	537,587
<u>EXPENSES</u>								
<u>Personnel Services</u>								
Personnel Services	339,770	386,509	-	726,279	726,279	806,800	-	387,406
Salaries In-Kind	-	27,624	-	27,624	27,624	-	-	-
Total Personnel Services	339,770	414,133	-	753,903	753,903	806,800	-	387,406
<u>Operating Expenses</u>								
Operating Expenses	110,882	130,184	-	241,066	241,066	281,943	-	150,181
In-Kind Expenses	21,284	4,805	-	26,089	26,089	-	-	-
Total Operating Expenses	132,166	134,989	-	267,155	267,155	281,943	-	150,181
<u>Equipment</u>								
Capital Purchases	-	-	-	-	-	51,431	-	-
Total Equipment	-	-	-	-	-	51,431	-	-
TOTAL EXPENSES	471,936	549,122	-	1,021,058	1,021,058	1,140,174	-	537,587
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
TRANSITIONAL HOUSING PROGRAM
FOR THE PERIOD JANUARY 1, 2021 THROUGH JUNE 30, 2022

	<u>Transitional Housing Program</u> XH20 03 1245			<u>Transitional Housing Program</u> XH21 04 1245		
	Audited Costs 1/1/2021 Through 6/30/2021	Audited Costs 7/1/2021 Through 12/31/2021	Total Audited Costs	Reported Expenses 1/1/2021 Through 12/31/2021	Total Budget 1/1/2021 Through 12/31/2021	Total Budget 1/1/2022 Through 12/31/2022
REVENUE						
Grants Income Federal	\$ 60,832	\$ 65,976	\$ 126,808	\$ 126,808	\$ 126,808	\$ 103,456
Grants Income State	-	-	-	-	-	23,351
In-Kind Contributions	3,054	1,416	4,470	4,470	-	1,602
TOTAL REVENUE	63,886	67,392	131,278	131,278	126,808	126,807
EXPENSES						
<u>Personnel Services</u>						
Personnel Services	41,519	46,028	87,547	87,547	79,696	80,782
Salaries In-Kind	3,054	1,416	4,470	4,470	-	1,602
Total Personnel Services	44,573	47,444	92,017	92,017	79,696	80,782
<u>Operating Expenses</u>						
Operating Expenses	19,313	19,948	39,261	39,261	47,112	46,025
In-Kind Expenses	-	-	-	-	-	-
Total Operating Expenses	19,313	19,948	39,261	39,261	47,112	46,025
<u>Equipment</u>						
Capital Purchases	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-
TOTAL EXPENSES	63,886	67,392	131,278	131,278	126,808	126,807
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
VICTIM/WITNESS PROGRAM
FOR THE PERIOD OCTOBER 1, 2020 THROUGH JUNE 30, 2022

	<u>Victim Witness Program</u> VVW20 34 0200			<u>Victim Witness Program</u> VVW21 35 0200		
	Audited Costs 10/1/2020 Through 6/30/2021	Audited Costs 7/1/2021 Through 9/30/2021	Total Audited Costs	Reported Expenses 10/1/2020 Through 9/30/2021	Total Budget 10/1/2020 Through 9/30/2021	Total Budget 10/1/2021 Through 9/30/2022
<u>REVENUE</u>						
Grants Income Federal	\$ 249,163	\$ 77,053	\$ 326,216	\$ 326,216	\$ 326,216	\$ 131,424
Grants Income State	31,243	6,107	37,350	37,350	37,350	223,412
In-Kind Contributions	10,514	1,626	12,140	12,140	-	-
TOTAL REVENUE	290,920	84,786	375,706	375,706	363,566	354,836
<u>EXPENSES</u>						
<u>Personnel Services</u>						
Personnel Services	210,586	61,394	271,980	271,980	271,980	258,637
Salaries In-Kind	10,434	1,626	12,060	12,060	-	-
Total Personnel Services	221,020	63,020	284,040	284,040	271,980	258,637
<u>Operating Expenses</u>						
Operating Expenses	69,820	21,766	91,586	91,586	91,586	96,199
In-Kind Expenses	80	-	80	80	-	-
Total Operating Expenses	69,900	21,766	91,666	91,666	91,586	96,199
<u>Equipment</u>						
Capital Purchases	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-
TOTAL EXPENSES	290,920	84,786	375,706	375,706	363,566	354,836
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
ADVOCACY AND OUTREACH
FOR THE PERIOD JANUARY 1, 2021 THROUGH JUNE 30, 2022

	<u>Unreserved/Underserved Victim Advocacy Program</u> UV20 05 1245				<u>Unreserved/Underserved</u> UV21 06 1245			
	Audited Costs 1/1/2021 Through 6/30/2021	Audited Costs 7/1/2021 Through 12/31/2021	Total Audited Costs	Reported Expenses 1/1/2021 Through 12/31/2021	Total Budget 1/1/2021 Through 12/31/2021	Audited Costs 1/1/2022 Through 6/30/2022	Total Budget 1/1/2022 Through 12/31/2022	
REVENUE								
Grants Income Federal	\$ 81,803	\$ 81,093	\$ 162,896	\$ 162,896	\$ 162,896	\$ 105,154		
Grants Income State	-	-	-	-	-	58,024		
In-Kind Contributions	3,227	1,416	4,643	4,643	1,602	-		
TOTAL REVENUE	85,030	82,509	167,539	167,539	162,896	163,178		
EXPENSES								
<u>Personnel Services</u>								
Personnel Services	61,889	59,298	121,187	121,187	121,188	115,535		
Salaries In-Kind	3,054	1,416	4,470	4,470	1,602	-		
Total Personnel Services	64,943	60,714	125,657	125,657	122,790	115,535		
<u>Operating Expenses</u>								
Operating Expenses	19,914	21,795	41,709	41,709	16,653	47,643		
In-Kind Expenses	173	-	173	173	-	-		
Total Operating Expenses	20,087	21,795	41,882	41,882	16,653	47,643		
<u>Equipment</u>								
Capital Purchases	-	-	-	-	-	-		
Total Equipment	-	-	-	-	-	-		
TOTAL EXPENSES	85,030	82,509	167,539	167,539	75,372	163,178		
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
GENERAL INFORMATION
FOR THE YEAR ENDED JUNE 30, 2022**

Agency Name:	Community Action Partnership of Madera County, Inc.
Address of Agency:	1225 Gill Avenue Madera, CA 93637
Type of Agency:	California Nonprofit Public Benefit Corporation
California Department of Education, Contract Numbers:	C2AP-1031 Alternative Payment-Stage 2 C3AP-1030 Alternative Payment-Stage 3 CAPP-0034 Alternative Payment CAPP-1033 Alternative Payment CCIP-1032 Child Care Initiative Project CHST-1032 CCDF Health and Safety CRRP-1032 Resource and Referral 20-1361-0J Child Care Food Program
Executive Director:	Mattie Mendez
Chief Financial Officer:	Daniel Seeto
Report Period:	Fiscal Year Ended June 30, 2022
Schedule Daily Hours	Varies
Number of Days of Operation:	Varies

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR THE YEAR ENDED JUNE 30, 2022

	CDE	CDE	Total
	Resource and Referral Programs	Alternative Payment and CACFP Programs	Child Care Programs
Direct Payments to Providers	\$ -	\$ 5,412,297	\$ 5,412,297
1000 Certified Salaries	-	-	-
2000 Classified Salaries	162,845	394,557	557,402
3000 Employee Benefits	31,371	91,489	122,860
4000 Books and Supplies	23,944	329,960	353,904
5000 Services/Other Operating Expenses	55,672	132,772	188,444
6000 Capital Outlay	-	-	-
Depreciation	-	-	-
Start-Up	-	-	-
Indirect	24,919	578,890	603,809
Total Expense Claimed for Reimbursement	<u>298,751</u>	<u>6,939,965</u>	<u>7,238,716</u>
Supplemental Expenses	-	-	-
Total Expenditures	<u>\$ 298,751</u>	<u>\$ 6,939,965</u>	<u>\$ 7,238,716</u>

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR THE YEAR ENDED JUNE 30, 2022

	Resource and Referral CRRP-1032	Child Care Initiative Project CCIP-1032	Health and Safety CHST-1032	Total Resource and Referral Programs
1000 Certified Salaries	\$ -	-	-	\$ -
2000 Classified Salaries	145,156	17,689	-	162,845
3000 Employee Benefits	27,568	3,803	-	31,371
4000 Books and Supplies	20,485	3,459	-	23,944
5000 Services/Other Operating Expenses	45,599	5,763	4,310	55,672
6000 Capital Outlay	-	-	-	-
Depreciation Indirect	21,732	2,795	392	24,919
Total Expense Claimed for Reimbursement	<u>260,540</u>	<u>33,509</u>	<u>4,702</u>	<u>298,751</u>
Supplemental Expenses	-	-	-	-
Total Expenditures	<u>\$ 260,540</u>	<u>\$ 33,509</u>	<u>\$ 4,702</u>	<u>\$ 298,751</u>

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
 FOR THE YEAR ENDED JUNE 30, 2022**

	Alternative Payment CAPP-0034	Alternative Payment CAPP-1033	Alternative Payment Stage 2 C2AP-1031	Alternative Payment Stage 3 C3AP-1030	Child Care Food Programs	Total Alternative Payment Programs
Direct Payments to Providers	\$ 604,843	\$ 2,530,307	\$ 1,242,546	\$ 1,034,601	\$ -	\$ 5,412,297
1000 Certified Salaries	-	-	-	-	-	-
2000 Classified Salaries	42,781	182,685	96,030	65,411	7,650	394,557
3000 Employee Benefits	9,774	42,695	21,593	15,142	2,285	91,489
4000 Books and Supplies	2,278	13,852	12,189	5,239	296,402	329,960
5000 Services/Other Operating Expenses	8,494	41,108	37,763	16,166	29,241	132,772
6000 Capital Outlay	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Start-Up	-	-	-	-	-	-
Indirect	60,998	255,769	128,308	103,427	30,388	578,890
Total Expense Claimed for Reimbursement	729,168	3,066,416	1,538,429	1,239,986	365,966	6,939,965
Supplemental Expenses	-	-	-	-	-	-
Total Expenditures	\$ 729,168	\$ 3,066,416	\$ 1,538,429	\$ 1,239,986	\$ 365,966	\$ 6,939,965

The accompanying schedule of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 SCHEDULE OF EXPENDITURES FOR EQUIPMENT
 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
 FOR THE YEAR ENDED JUNE 30, 2022**

	Resource and Referral CRRP-0032	Child Care Initiative Project CCIP-1032	Health and Safety CHST-1032	Alternative Payment CAPP-0034	Alternative Payment CAPP-1033	Alternative Payment Stage 2 C2AP-1031	Alternative Payment Stage 3 C3AP-1030	Local Non-CDE Programs	Totals
EQUIPMENT EXPENDITURES									
<u>UNIT COST UNDER \$7,500 PER ITEM -</u>									
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	-	-	-	-	-	-	-	-	-
<u>UNIT COST OVER \$7,500 PER ITEM WITH PRIOR WRITTEN APPROVAL -</u>									
None	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
<u>UNIT COST OVER \$7,500 PER ITEM WITHOUT PRIOR WRITTEN APPROVAL -</u>									
None	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
TOTAL EQUIPMENT EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTE: Agency's Capitalization Threshold is \$5,000.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 SCHEDULE OF EXPENDITURES FOR RENOVATIONS AND REPAIR
 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
 FOR THE YEAR ENDED JUNE 30, 2022**

	Resource and Referral CRRP-0032	Child Care Initiative Project CCIP-1032	Health and Safety CHST-1032	Alternative Payment CAPP-0034	Alternative Payment CAPP-1033	Alternative Payment Stage 2 C2AP-1031	Alternative Payment Stage 3 C3AP-1030	Local Non-CDE Programs	Totals
IMPROVEMENT EXPENDITURES									
<u>UNIT COST UNDER \$10,000 PER ITEM -</u>									
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	-	-	-	-	-	-	-	-	-
<u>UNIT COST OVER \$10,000 PER ITEM WITH PRIOR WRITTEN APPROVAL -</u>									
None	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
<u>UNIT COST OVER \$10,000 PER ITEM WITHOUT PRIOR WRITTEN APPROVAL -</u>									
None	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
TOTAL IMPROVEMENT EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTE: Agency's Capitalization Threshold is \$5,000.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 COMBINING SCHEDULE OF ADMINISTRATIVE COSTS RELATING TO
 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES PROGRAMS
 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
 FOR THE YEAR ENDED JUNE 30, 2022**

	Resource and Referral CRRP-0032	Child Care Initiative Project CCIP-1032	Health and Safety CHST-1032	Alternative Payment CAPP-0034	Alternative Payment CAPP-1033	Alternative Payment Stage 2 C2AP-1031	Alternative Payment Stage 3 C3AP-1030
Salaries and Wages	\$ 13,210	\$ 1,610	\$ 42	\$ 41,208	\$ 166,674	\$ 73,528	\$ 66,355
Employee Benefits	2,509	346	11	9,415	38,953	16,533	15,360
Medical Expenses	16	-	-	-	306	-	-
Consultants and Contractual	308	-	-	339	1,621	871	469
Materials and Supplies	1,723	314	175	1,381	10,619	7,197	4,364
Travel and Training	31	463	-	136	290	142	89
Repairs and Maintenance	33	-	-	-	634	485	219
Vehicle Expense	160	-	-	28	175	169	1
Rent	2,208	42	-	5,464	25,812	20,450	11,813
Occupancy	533	3	-	1,591	4,512	3,851	2,204
Insurance	1	-	-	-	-	-	-
Postage and Printing	149	-	-	812	2,148	2,188	981
Telephone	215	17	-	230	978	918	524
Rentals	118	-	-	341	2,119	1,630	806
Other	518	-	-	53	928	346	242
Depreciation	-	-	-	-	-	-	-
Total Administrative Costs	\$ 21,732	\$ 2,795	\$ 228	\$ 60,998	\$ 255,769	\$ 128,308	\$ 103,427

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending **June 30, 2022**
 Contract Number **CAPP0034**
 Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children (July-August) FY 2020-21 USE ONLY*				
Waived Family Fees for Certified Children (Sept.-June FY 2020-21 and FY 2021-22)*	211,124	7,650		7,650
Family Fees Collected for Certified Children				211,124
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Other:				
Total Revenue (**Waived Family Fees Not Included)	211,124			211,124

Contract Number **CAPP0034**

Full Name of Contractor **Community Action Partnership of Madera County**
Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers	3,059,599	609,732	-4,889	3,664,442
1000 Certificated Salaries				
2000 Classified Salaries	212,066	50,433	-7,652	254,847
3000 Employee Benefits	47,026	12,852	-3,078	56,800
4000 Books and Supplies	19,910	2,891	-613	22,188
5000 Services and Other Operating Expenses	41,009	8,430	64	49,503
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (Include in Total Administrative Cost)	288,332	62,292	-1,294	349,330
Non-Reimbursable (State use only)				
Total Reimbursable Expenses	3,667,942	746,630	-17,462	4,397,110
Total Administrative Cost (Included in Section 2 above)	288,332	62,292	-1,294	349,330
Days of Operation	248	248		496

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **CAPP0034**

Full Name of Contractor Community Action Partnership of Madera County

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other:				
Total Supplemental Revenue				

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers				
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs				
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses				

Audit Report Page **3**

Contract Number **CAPP0034**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children	211,124			211,124
Interest Earned on Child Development Apportionment Payments				
Direct Payments to Providers	3,059,599	609,732	-4,889	3,664,442
Total Administrative Cost	288,332	62,292	-1,294	349,330
Days of Operation	248	248		496
Total Reimbursable Expenses	3,667,942	746,630	-17,462	4,397,110

Comments:

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending **June 30, 2022**
 Contract Number **CAPP1033**
 Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children (July-August) FY 2020-21 USE ONLY*				
Waived Family Fees for Certified Children (Sept.-June FY 2020-21 and FY 2021-22)*		370,509		370,509
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Other:				
Total Revenue (*Waived Family Fees Not Included)				

Contract Number **CAPP1033**

Full Name of Contractor Community Action Partnership of Madera County
Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		2,530,307		2,530,307
1000 Certificated Salaries				
2000 Classified Salaries		182,685		182,685
3000 Employee Benefits		42,695		42,695
4000 Books and Supplies		13,852		13,852
5000 Services and Other Operating Expenses		41,108		41,108
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		255,769		255,769
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		3,066,416		3,066,416
Total Administrative Cost (included in Section 2 above)		255,769		255,769
Days of Operation		248		248

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **CAPP1033**

Full Name of Contractor Community Action Partnership of Madera County

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other:				
Total Supplemental Revenue				

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers				
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs				
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses				

Audit Report Page **3**

Contract Number **CAPP1033**

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Direct Payments to Providers	2,530,307	2,530,307		2,530,307
Total Administrative Cost	255,769	255,769		255,769
Days of Operation	248	248		248
Total Reimbursable Expenses	3,066,416	3,066,416		3,066,416

Comments:

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending **June 30, 2022**
 Contract Number **C2AP1031**
 Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CIDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)		33,130		33,130
Waived Family Fees for Certified Children (July-August) FY 2020-21 USE ONLY*				
Waived Family Fees for Certified Children (Sept.-June FY 2020-21 and FY 2021-22)*		47,952		47,952
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Other:				
Total Revenue (**Waived Family Fees Not Included)		33,130		33,130

Contract Number **C2AP1030**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		1,034,601		1,034,601
1000 Certificated Salaries				
2000 Classified Salaries		65,411		65,411
3000 Employee Benefits		15,142		15,142
4000 Books and Supplies		5,240	-1	5,239
5000 Services and Other Operating Expenses		16,166		16,166
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		103,427		103,427
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		1,239,987	-1	1,239,986
Total Administrative Cost (included in Section 2 above)		103,427		103,427
Days of Operation		248		248

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **C2AP1031**

Full Name of Contractor Community Action Partnership of Madera County

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other:				
Total Supplemental Revenue				

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers				
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs				
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses				

Audit Report Page **3**

Contract Number **C2AP1031**

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)		33,130		33,130
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Direct Payments to Providers		1,243,917	-1,371	1,242,546
Total Administrative Cost		128,527	-219	128,308
Days of Operation		248		248
Total Reimbursable Expenses		1,540,908	-2,479	1,538,429

Comments:

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending **June 30, 2022**

Contract Number **C2AP1030**

Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children (July-August) FY 2020-21 USE ONLY*				
Waived Family Fees for Certified Children (Sept.-June FY 2020-21 and FY 2021-22)*		86,515		86,515
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments		86		86
Unrestricted Income - Other:				
Total Revenue (*Waived Family Fees Not Included)		86		86

Contract Number **C2AP1030**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		1,034,601		1,034,601
1000 Certificated Salaries				
2000 Classified Salaries		65,411		65,411
3000 Employee Benefits		15,142		15,142
4000 Books and Supplies		5,240	-1	5,239
5000 Services and Other Operating Expenses		16,166		16,166
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		103,427		103,427
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		1,239,987	-1	1,239,986
Total Administrative Cost (included in Section 2 above)		103,427		103,427
Days of Operation		248		248

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **C2AP1030**

Full Name of Contractor Community Action Partnership of Madera County

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDFNS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other:				
Total Supplemental Revenue				

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDFNS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers				
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs				
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses				

Audit Report Page **3**

Contract Number **C2AP1030**

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children		86		86
Interest Earned on Child Development Apportionment Payments		1,034,601		1,034,601
Direct Payments to Providers		103,427		103,427
Total Administrative Cost		248		248
Days of Operation		1,239,987		1,239,986
Total Reimbursable Expenses			-1	

Comments:

**AUDITED FISCAL REPORT FOR
CHILD DEVELOPMENT SUPPORT CONTRACTS**

Fiscal Year Ending **June 30, 2022**
 Contract Number **CCIP1032**
 Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Match Requirement (CCIP and CLPC only)		5,006		5,006
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Other:				
Restricted Income - Subtotal		5,006		5,006
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Match Requirement (CCIP and CLPC only)				
Unrestricted Income - Other:				
Total Revenue		5,006		5,006

Contract Number **CCIP1032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries				
2000 Classified Salaries		17,689		17,689
3000 Employee Benefits		3,803		3,803
4000 Books and Supplies		3,459		3,459
5000 Services and Other Operating Expenses		5,763		5,763
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		2,795		2,795
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		33,509		33,509
Total Administrative Cost (included in Section 2 above)		2,795		2,795

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **CCIP1032**

Full Name of Contractor Community Action Partnership of Madera County

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other:				
Other:				
Total Supplemental Revenue				

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs				
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses				

Audit Report Page **3**

Contract Number **CCIP1032**

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income		5,006		5,006
Restricted Income - Match Requirement (CCIP and CLPC only)		5,006		5,006
Unrestricted Income - Match Requirement				
Interest Earned on Child Development Apportionment Payments				
Total Reimbursable Expenses		33,509		33,509
Total Administrative Cost		2,795		2,795

Comments:

**AUDITED FISCAL REPORT FOR
CHILD DEVELOPMENT SUPPORT CONTRACTS**

Fiscal Year Ending **June 30, 2022**

Contract Number **CHST1032**

Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Match Requirement (CCIP and CLPC only)				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Other:				
Restricted Income - Subtotal				
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Match Requirement (CCIP and CLPC only)				
Unrestricted Income - Other:				
Total Revenue				

Contract Number **CHST1032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses		4,310		4,310
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		392		392
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		4,702		4,702
Total Administrative Cost (included in Section 2 above)		392	-164	228

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **CHST1032**

Full Name of Contractor Community Action Partnership of Madera County

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other:				
Other:				
Total Supplemental Revenue				

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs				
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses				

Audit Report Page **3**

Contract Number **CHST1032**

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9529 (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Restricted Income - Match Requirement (CCIP and CLPC only)				
Unrestricted Income - Match Requirement				
Interest Earned on Child Development Apportionment Payments				
Total Reimbursable Expenses		4,702		4,702
Total Administrative Cost		392	-164	228

Comments:

**AUDITED FISCAL REPORT FOR
RESOURCE AND REFERRAL PROGRAMS**

Fiscal Year Ending **June 30, 2022**
 Contract Number **CRRP1032**
 Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A Cumulative CDFNS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer from Reserve (resource & referral only)			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Other:	52		52
Total Revenue	52		52

Contract Number **CRRP1032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A Cumulative CDFFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries	145,156		145,156
3000 Employee Benefits	27,560	8	27,568
4000 Books and Supplies	20,728	-243	20,485
5000 Services and Other Operating Expenses	45,415	184	45,599
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs	21,732		21,732
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	260,591	-51	260,540

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **CRRP1032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 3 - Supplemental Revenue

	Column A Cumulative CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding			
Other:			
Other:			
Total Supplemental Revenue			

Section 4 - Supplemental Expenses

	Column A Cumulative CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6000 Equipment / Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-Reimbursable Supplemental Expenses			
Total Supplemental Expenses			

Contract Number **CRRP1032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 5 - Summary

	Column A Cumulative CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Transfer from Reserve			
Interest Earned on Apportionment Payments			
Total Reimbursable Expenses	260,591	-51	260,540

Comments:

**AUDITED RESERVE ACCOUNT
ACTIVITY REPORT**

Fiscal Year End	June 30, 2022
Reserve Account Type	Alternative Payment
Vendor Code	20-B509

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2020-21 AUD 9530A Ending Balance)	37,066
2. Plus Transfers to Reserve Account:	Per 2020-21 Post-Audit CDNFS 9530
Contract No.C2AP0031	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2020-21 Contracts to Reserve	
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2020-21 Post-Audit CDNFS 9530	37,066

Section 2 - Current Year (2021-22) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:	13		13
6. Less Transfers to Contracts from Reserve:			
Contract No.C2AP0031	33,130		33,130
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Total Transferred to Contracts from Reserve Account	33,130		33,130
7. Ending Balance on June 30, 2022	3,949		3,949

COMMENTS - If necessary, attach additional sheets to explain adjustments.

**AUDITED RESERVE ACCOUNT
ACTIVITY REPORT**

Fiscal Year End	June 30, 2022
Reserve Account Type	Resource & Referral
Vendor Code	20-B509

Full Name of Contractor **COMMUNITY ACTION PARTNERSHIP OF MADERA**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2020-21 AUD 9530A Ending Balance)	5,399
2. Plus Transfers to Reserve Account:	Per 2020-21 Post-Audit CDNFS 9530
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2020-21 Contracts to Reserve	
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2020-21 Post-Audit CDNFS 9530	5,399

Section 2 - Current Year (2021-22) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:	2		2
6. Less Transfers to Contracts from Reserve:			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Total Transferred to Contracts from Reserve Account			
7. Ending Balance on June 30, 2022	5,401		5,401

COMMENTS - If necessary, attach additional sheets to explain adjustments.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes None Reported

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major federal programs:

- Material weakness identified? Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? Yes No

Identification of major programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster
93.600	Head Start and Migrant Head Start
93.596/93.575	CCDF Cluster
93.568	Low-Income Home Energy Assistance

Dollar threshold used to distinguish between Type A and B programs: \$750,000

Auditee qualified as low-risk auditee? Yes No

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
FOR THE YEAR ENDED JUNE 30, 2022**

SECTION II – FINANCIAL STATEMENT FINDINGS

None.

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None.

SECTION IV – STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None.



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors' Meeting for: July 13, 2023

Author: Donna Tooley, Consultant

DATE: July 5, 2023

TO: Board of Directors

FROM: Finance Committee

SUBJECT: Line of Credit – West America Bank

I. RECOMMENDATION:

Review and authorize a line of credit with West America Bank.

II. SUMMARY:

The agency has maintained a line of credit for many years with West America Bank. The former line of credit of \$200,000 matured January 31, 2023. Because it was not renewed, it lapsed as it was not eligible for renewal without the latest CAPMC audited financial statements.

III. DISCUSSION:

- A. The line of credit was \$200,000. CAPMC increased the credit line from \$150,000 in 2017 based on a review of the agency's operating reserves.
- B. CAPMC established the line of credit for emergencies.
- C. Prior outside auditors and some funders recommended that a line of credit be available when there are reimbursement delays from our funding sources.
- D. The agency has not used the line since it was established.
- E. Staff has submitted the agency's application and audited financial statements to West America Bank. The bank will likely approve the line of credit if authorized by the Board of Directors.
- F. In the past, the Branch Manager has waived the loan fees. CAPMC staff will request this.
- G. The following individuals are authorized to sign on the credit line:
 - Mattie Mendez, Executive Director
 - Daniel Seeto, Chief Financial Officer

IV. FINANCING:

There are no plans to utilize the line of credit. It will only be in place in the event of a cash flow shortage.



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: July 13, 2023

Author: Donna Tooley, Consultant

DATE: July 5, 2023

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Valley Community Economic Resilience Fund (CERF) Request for Proposals (RFP) for Local Community Engagement Services

I. RECOMMENDATION:

Review and consider ratifying the submission of the Valley Community Economic Resilience Fund (CERF) application.

II. SUMMARY:

CAPMC was notified on June 15, 2023, about the Valley CERF RFP issued on June 12, 2023, after the CAPMC Board of Directors met on June 8, 2023. The response was due on June 23, 2023. Staff are currently asking the Board to ratify the submission.

III. DISCUSSION:

- A. The Valley CERF is seeking local partners for community engagement in the four-county region of Madera, Kings/Tulare, Fresno rural, and Fresno metro area. Regional economic development will impact everyone, so the community engagement is to ensure that those who have been historically excluded from the economic development process are engaged and central to the decisions. Between now and July 2024, stakeholders from each of the four local tables will collectively develop a long-range, competitive, equitable, and climate-forward economic development plan for the four-county region.
- B. United Way of Fresno and Madera Counties (UWFM) is the Valley CERF Local Convener for Madera County and will award three contracts in Madera County. The estimated amount of the contract will be \$40,000 each but is subject to fund availability and negotiation depending on the number of applications.
- C. The purpose of the award is to implement a community engagement plan via survey, interviews, focus groups, and/or outreach on the current social, economic, and environmental realities faced by communities identified as disadvantaged by the California Office of Environmental Health Hazard Assessment. There are fourteen census tracts in Madera County that meet these criteria. Most are within the zip codes 93636, 93637, and 93638 and two in the zip code area 93610 of Chowchilla, Fairmead, and other unincorporated areas of Madera County.

- D. The Urban Institute will provide a standardized tool plus training and technical assistance such as guidance for methods and data collection.
- E. Along with the items in C and D above, CAPMC staff will collect demographic data, produce a report summarizing the findings of their community engagement activities and develop a presentation to share in the local and regional tables. Another goal is to create and foster partnerships between diverse community members and stakeholders for future collaboration.
- F. If awarded a contract, CAPMC will focus its community engagement efforts in the fourteen identified census tracts. CAPMC will further aim to reach participants through its programs and services such as Head Start parents and Policy Council/Committee members, but particularly migrant and seasonal farmworker families, homeless and formerly homeless clients, Victim Witness victims of crime. Alternative Payment Stage Two clients, and emergency energy assistance households.
- G. Awardees will be announced in July 2023. The contracts will be awarded to successful applicants on August 1, 2023, and will be effective until February 29, 2024.
- H. The budget is attached for your review and consideration. It primarily covers salary and fringe benefits for four outreach staff to gather data and conduct the interviews, focus groups and outreach, along with the personnel costs for the Community Services Coordinator to draft and present the report and the Community Service Program Manager to oversee the project. CAPMC also budgeted incentives to provide to the participants for their involvement.

IV. FINANCING:

\$36,664 – Proposed budget for direct costs

3,336 – Proposed budget for indirect costs @ 9.1%

\$40,000 – Total proposed budget

**Community Action Partnership of Madera County, Inc.
Valley CERF Budget 08/01/2023 - 02/29/2024**

	Valley CERF	Total		
		Admin	Program	
<u>Revenues</u>				
4130- GRANT INCOME-AREA	40,000.00	3,336.00	36,664.00	
Total Revenues	<u>40,000.00</u>	<u>3,336.00</u>	<u>36,664.00</u>	
<u>Expenses</u>				
5010- SALARIES & WAGES	17,954.00	-	17,954.00	17,954.00
5012- DIRECTOR'S SALARY		-	-	
5020- ACCRUED VACATION PAY		-	-	
5112- HEALTH INSURANCE	1,478.00	-	1,478.00	
5114- WORKER'S COMPENSATION	339.00	-	339.00	
5116- PENSION	998.00	-	998.00	
5122- FICA	1,373.00	-	1,373.00	
5124- SUI	260.00	-	260.00	4,448.00
5125- DIRECTOR'S FRINGE		-	-	
5130- ACCRUED VACATION FICA		-	-	22,402.00
6110- OFFICE SUPPLIES	250.00	-	250.00	
6112- DATA PROCESSING SUPPLIES	3,000.00	-	3,000.00	
6121- FOOD		-	-	
6122- KITCHEN SUPPLIES		-	-	
6130- PROGRAM SUPPLIES		-	-	
6140- CUSTODIAL SUPPLIES		-	-	
6170- POSTAGE & SHIPPING		-	-	
6180- EQUIPMENT RENTAL	425.00	-	425.00	
6181- EQUIPMENT MAINTENANCE	100.00	-	100.00	3,775.00
6310- PRINTING & PUBLICATIONS		-	-	
6312- ADVERTISING & PROMOTION		-	-	
6320- TELEPHONE	700.00	-	700.00	
6410- RENT	1,382.00	-	1,382.00	
6420- UTILITIES/ DISPOSAL	1,200.00	-	1,200.00	3,282.00
6432- BUILDING REPAIRS/ MAINTENANCE		-	-	
6436- PEST CONTROL		-	-	
6437- BURGLAR & FIRE ALARM		-	-	
6440- PROPERTY INSURANCE		-	-	
6520- CONSULTANTS		-	-	
6540- CUSTODIAL SERVICES		-	-	
6555- MEDICAL SCREENING/DEAT/STAFF		-	-	
6610- GAS & OIL	600.00	-	600.00	
6712- STAFF TRAVEL-LOCAL	955.00	-	955.00	1,555.00
6832- LIABILITY INSURANCE		-	-	
6840- PROPERTY TAXES		-	-	
6850- FEES & LICENSES		-	-	
6852- FINGERPRINT		-	-	
6875- EMPLOYEE HEALTH & WELFARE		-	-	
6890- MISCELLANEOUS (PARTICIPANT INCENTIVES)	5,650.00	-	5,650.00	5,650.00
9010- INDIRECT COST ALLOCATION	3,336.00	3,336.00	0	3,336.00
Total Expenses	<u>40,000.00</u>	<u>3,336.00</u>	<u>36,664.00</u>	40,000.00
Excess Revenue Over (Under) Expenditures		<u>-</u>	<u>-</u>	



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: July 13, 2023

Author: Jeannie Stapleton

DATE: July 5, 2023

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: Community Services Block Grant (CSBG) 2024-2025 Community Action Plan / Community Needs Assessment (CAP/CAN)

I. RECOMMENDATION:

Review and consider approving the submission of the 2024-2025 Community Action Plan and Community Needs Assessment.

II. SUMMARY:

The Community Action Plan outlines CAPMC's 2-year strategic plan for how the agency plans to address the needs of Madera County based on the finalized Community Needs Assessment.

III. DISCUSSION:

1. The Department of Community Services and Development (CSD) requires that community action agencies submit a Community Action Plan / Community Needs Assessment every two fiscal years.
2. A 30-day review period to answer any questions or propose any recommendations was May 30, 2023. The plan has been uploaded to the agency website, social media pages and the Board of Directors web page. No statements or questions were received.
3. A Public Hearing was held on June 16, 2023, at 4:00 PM virtually; no changes were made.
4. Once the Community Action Plan is approved by the Board of Directors it will be submitted to CSD.
5. Priorities described in the Community Action Plan / Community Needs Assessment are as follows:
 - a) Affordable housing to families and individuals through the Shunammite Place Program for individuals experiencing homelessness.
 - b) Referral to Healthcare Providers that will support medical needs.
 - c) Employment through CAPMC after the volunteer programs and interns from various colleges and universities to offer opportunities in employment.
 - d) Assistance to access nutritious food such as applying for CalFresh or aid with supply food boxes from the Food Bank.
 - e) Transportation for homeless individuals to necessary appointments to help sustain self-sufficiency.

- f) Financial Health assistance through the Shunammite Place program participant budget classes and credit repair along with Life Skills Coaching.
- g) Affordable Child Care through Resources & Referral Program supporting families in finding quality childcare that best suits their needs.
- h) Mental Health referrals by CAPMC to Madera County Behavioral Health are offered.

IV. FINANCING:
N/A

2024/2025
Community Needs Assessment and
Community Action Plan

California Department of Community Services
and Development

Community Services Block Grant



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Introduction

The Department of Community Services and Development (CSD) has developed the 2024/2025 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2023**. Changes from the previous template are detailed below in the “What’s New for 2024/2025?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. When the CNA and CAP are complete, they should not exceed 65 pages, excluding the appendices.

Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and certify that they are complying.

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138](#) dated January 26, 2015, CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2024/2025?

Community Action Plan Workgroup (CAPWG). In summer 2022, CSD organized a workgroup to inform the development of the 2024/2025 CNA and CAP. Workgroup members were selected from the CSBG Service Provider network and the ROMA Coalition. The feedback CSD received from the workgroup has informed not only the 2024/2025 template but also the accompanying CAP training scheduled for mid-December 2022.

Public Hearings – Additional Guidance. The public hearing requirement has been modified. Two years ago, we were in an active pandemic due to the COVID-19 virus. The public health guidelines throughout the state advised communities against large gatherings. CSD advised agencies to follow public health protocols and hold public meeting virtually if an in-person meeting was not an option. For the public hearing on the 2024/2025 draft CAP, CSD requests that agencies conduct in-person, virtual, or hybrid public hearings. While transmission rates of COVID-19 remain high in many communities, agencies are requested to follow their local public health guidelines when deciding in which format to conduct the public hearing. For more information, please see the Public Hearing section of this template.

CNA Helpful Resources. The Helpful Resources section in Part I: Community Needs Assessment contains additional data sets and resources. On recommendation of the CAPWG, CSD has added data sets from the Massachusetts Institute of Technology, the University of Wisconsin, and a point-in-time data set from the U.S. Department of Housing and Urban Development. We have also added links to the Local Agencies Portal where you can find examples of completed Community Needs Assessments and project timelines from the CSBG Service Providers network.

Part II: Community Action Plan. The number of questions in the Tripartite Board of Directors, Service Delivery System, Linkages and Funding Coordination, and Monitoring sections has changed. Questions were removed because it was determined that agencies meet these reporting requirements through other CSBG work products such as monitoring and Organizational Standards. In the Service Delivery System and Linkages and Funding Coordination sections, new questions were added. These questions will be covered during the template training webinar.

Sunset of COVID-19 Flexibilities. In the 2022/2023 template, CSD allowed agencies to indicate on selected questions whether there were changes to the response provided in the 2020-2021 CAP or whether agencies would like CSD to accept the 2020-2021 response without adaptations. This option was an effort to reduce administrative burden on agencies during the COVID-19 pandemic. While

CSD has retained some of the flexibilities developed in the previous template, the option for agencies to reference responses in their prior CAP has been discontinued.

Response and Community Awareness. This section replaces the “Additional Information” section in the previous template. For 2024/2025 CSD has included questions pertaining to Diversity, Equity, and Inclusion (DEI). The questions about disaster preparedness have been retained from the previous template. While none of this information is directly mandated by statute, CSD is requesting the information to gauge where the CSBG Service Provider network is as a whole on these topics. Responses to the questions in this section are mandatory.

ROMA Certification Requirement. Under section 676(b)(12) of the CSBG Act, CSD and all CSBG agencies are required to assure that we will participate in a Results Oriented Management and Accountability System “not later than fiscal year 2001.” CSD and the CSBG Service Providers have fulfilled this requirement through various approaches. With respect to the ROMA certification of the network CAPs (Organizational Standard 4.3), CSD has allowed agencies to submit their CAP without the signature of a ROMA trainer or implementer if the agency did not have a ROMA trainer or implementer on staff. CSD staff who had the requisite training would certify those CAPs on behalf of the agencies. This process will still be in place for the 2024/2025 template. However, for the 2026/2027 template, CSD will require that CSBG Service Providers provide their own ROMA certification either by staff who have the required ROMA training or in partnership with another agency or organization. CSBG Service Providers should begin formulating a plan to fulfill this requirement.

Checklist

- Cover Page and Certification**
- Public Hearing(s)**

Part I: Community Needs Assessment

- Narrative**
- Results**

Part II: Community Action Plan

- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis, Evaluation, and ROMA Application**
- Response and Community Awareness**
- Federal CSBG Programmatic Assurances and Certification**
- State Assurances and Certification**
- Organizational Standards**
- Appendices**

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2024/2025 Community Needs Assessment and Community Action Plan
Cover Page and Certification

Agency Name	Community Action Partnership of Madera County, Inc.
Name of CAP Contact	Ana Ibañez
Title	Community Services Program Manager
Phone	559-673-9173 ext. 5727
Email	aibanez@maderacap.org

CNA Completed MM/DD/YYYY:
 (Organizational Standard 3.1)

June 29, 2023

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic, and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2024/2025 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Eric LiCalsi		
Board Chair (printed name)	Board Chair (signature)	Date
Mattie Mendez		
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

Odeh Martinez		
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

Public Hearing(s)

California Government Code Section 12747(b)-(d)

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

Guidelines

Notice of Public Hearing

1. Notice of the public hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the public hearing. The draft CAP can be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) will be held in the designated CSBG service area(s).
3. Low-income testimony presented at the hearing or received during the comment period must be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her verbatim testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

Additional Guidance

COVID-19 poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies continue to adhere to state and local public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. Therefore, for the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model (in-person and remotely) based on the public health protocols in place in their communities.

Public Hearing Report

Date(s) of Public Hearing(s)	June 16, 2023
Location(s) of Public Hearing(s)	Zoom
Dates of the Comment Period(s)	May 30, 2023 – June 29, 2023
Where was the Notice of Public Hearing published? (Agency website, newspaper, social media channels)	Community Action Partnership of Madera County, Inc.'s agency website
Date the Notice(s) of Public Hearing(s) was published	May 31, 2023
Number of Attendees at the Public Hearing(s) (Approximately)	0

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has an [Assessment Tool](#) designed specifically for the community needs assessment process. Here you can select from a variety of county-specific data sets.

Examples of Community Needs Assessments and project timelines from agencies within the California CSBG Providers network can be found on the [Local Agencies Portal](#) under the CSBG – Resources tab. If you do not have an account or have not received CSD login credentials, please email CSD at ExternalAccess@csd.ca.gov.

To provide a comprehensive “picture” of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

Sample Data Sets			
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report	
HUD Exchange PIT and HIC Data Since 2007	National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS	
Massachusetts Institute of Technology Living Wage Calculator		University of Wisconsin Robert Wood Johnson Foundation County Health Rankings	
California Department of Education School Data via DataQuest	California Employment Development Department UI Data by County	California Department of Public Health Various Data Sets	
California Department of Finance Demographics	California Attorney General Open Justice	California Governor’s Office Covid-19 Data	California Health and Human Services Data Portal
CSD Census Tableau Data by County			Population Reference Bureau KidsData

Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)

Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4

1. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area. (Organizational Standard 3.2)

Community Action Partnership of Madera County, Inc. (CAPMC) collected data from all programs throughout the program year. Relevant information such as data specific to poverty and its prevalence in relation to gender, age, and race/ethnicity is used for the development of the Community Needs Assessment and Community Action Plan, along with data from the US Census Bureau. For primary data, CAPMC conducted surveys and focus groups with Madera County residents, who may be former or current recipients of CAPMC's services. CAPMC staff conducting the focus groups and distributing surveys made sure to collect demographic data from each individual participating. Demographic data collected was gender, age, race, ethnicity, household size, education, and income.

For secondary data, CAPMC analyzed data from the US Census Bureau on income, employment educational achievement, and poverty levels within CAPMC's services area. CAPMC also reviewed data provided by the California Department of Public Health, the Madera County Homelessness Strategic Plan, the Madera County Homeless Gap Analysis which were both prepared to help prevent and reduce homelessness in Madera County.

2. Describe the geographic location(s) that your agency is funded to serve with CSBG. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

Community Action Partnership of Madera County, Inc., (CAPMC) utilizes Community Services Block Grant (CSBG) funding to serve residents of Madera County. Madera County is sectioned by the City of Madera, the City of Chowchilla, and eleven unincorporated communities: Ahwahnee, Bass Lake, Berenda, Coarsegold, Fairmead, Madera Ranchos, North Fork, Oakhurst, O'Neal's, Raymond, and Rolling Hills. Madera County is at the geographic center of the State of California. As of 2021, the population of Madera County was 159,410 with a 6.3% unemployment rate as of November 2022.

CAPMC aids Madera County residents with LIHEAP (Low-Income Home Energy Assistance Program), LIHWAP (Low-Income Home Water Assistance Program), rental, mortgage, and utility help (funding provided by the County of Madera). CAPMC also supplies services such as Child Care, Head Start, Domestic Violence Services, Rape/Sexual Assault Services, Victim and Witness Services, Child Advocacy, Family Skills Training, Permanent Supportive Housing, for chronically homeless individuals and families and has established a Homeless Engagement for Living Program (H.E.L.P.) Center to provide outreach, data collection and tracking, case management,

and referrals services to homeless individuals or those who are at risk of becoming homeless. The H.E.L.P. Center provides homeless prevention services such as emergency housing assistance and rapid rehousing.

3. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Center for Education Statistics
- Academic data resources
- Other online data resources
- Other

Local Data Sets

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Child care providers
- Public benefits usage
- County Public Health Department
- Other

California State Data Sets

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- State Covid-19 Data
- Other

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

Agency Data Sets

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

4. If you selected "Other" in any of the data sets in Question 3, list the additional sources.

N/A

5. Indicate the approaches your agency took to gather qualitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

Interviews

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients

Focus Groups

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients
- Staff

Community Forums

Asset Mapping

Other

6. If you selected “Other” in Question 5, please list the additional approaches your agency took to gather qualitative data.

N/A

7. Describe your agency’s analysis of the quantitative and qualitative data collected from low-income individuals and families. (Organizational Standards 1.1, 1.2, 3.3)

In early 2023, CAPMC conducted various focus groups in both English and Spanish. Staff also collected data via online and paper surveys. Surveys and focus groups primarily focused on the causes of poverty and the needs of the community.

The surveys were deployed to program participants, staff, community partners, and CAPMC Board Members. Participants were also asked to rate and, prioritize the current services offered by CAPMC, and to provide suggestions for additional services that would better support the community. Demographic information was also gathered such as age, gender, race/ethnicity, language, family size, income, sexual orientation, and level of education. Below are six questions that were asked on the survey and their findings.

1. How is today’s economy affecting you and your community?

Twenty-four surveys reported the burdensome ramifications of inflation, noting a significant increase in the cost of meeting basic needs, such as the cost of food and housing.

Five surveys reported that the current economy had no impact on meeting their basic needs.

2. Does your family still feel the effects of COVID-19 Pandemic? If so, how?

Seventeen surveys indicated the lingering impact of COVID-19. Some reported the lasting impact of illnesses and deaths within the family. Others reported the limiting of socialization due to fear of exposure.

Twelve surveys indicated that their day-to-day lives were no longer affected by the COVID-19 Pandemic.

3. What do you feel are the immediate unmet needs of your community? (Only if needed: supply examples such as transportation, mental health, housing, access to healthy food)

Twenty-seven surveys identified the need to increase resources in the following areas: energy assistance, homelessness prevention and services, and, more specifically, rental assistance to support the mitigation of rising housing costs.

Two surveys did not respond.

4. What is keeping you from getting the help you need?

Nine Surveys showed food programs like more food stamps, gas prices and tax on items have gone up. Housing services are needed, there is no transportation, and did not qualify for more rental aid. Need to research other programs.

Twenty surveys did not report any barriers to accessing services.

5. What services have you used that did not meet your expectations and why? How can they be improved?

Three surveys suggested that rental assistance should be made available up to three times per year per household versus once a year. Some also reported the absence of follow-up from partner agencies that they were referred to for rental assistance based on jurisdiction.

Twenty-six surveys reported that service expectations were met.

6. Is there anything we have not covered that you would like to bring to our attention?

Twenty-nine surveys did not report any additional areas of concern not covered on the survey deployed by CAPMC.

8. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency's service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9), Organizational Standard 2.2)

A. Community-Based Organizations

Community Action Partnership of Madera County, Inc. (CAPMC) included various local community-based organizations (CBOs) to provide input via the community needs survey and focus groups. All CBOs partnering with CAPMC were administered the community needs survey to facilitate the identification of participant needs. Additionally, representatives from such organizations, like the Madera Chamber of Commerce, serve as CAPMC Board Members and are also part of various CAPMC Board Committees, such as the Executive Committee, the Personnel Committee, and the Finance Committee.

B. Faith-Based Organizations

CAPMC included input from various local faith-based organizations via the community needs survey and focus groups. The Madera Rescue Mission is a long-standing partner of CAPMC and has played a critical role in providing effective feedback on homelessness that has since manifested into tangible solutions and project for Madera County. Faith-based organizations such as the Madera Rescue Mission are key holders of vital information on the most vulnerable populations that are often difficult to reach, such as those that are transient, homeless, or at-risk.

C. Private Sector (local utility companies, charitable organizations, local food banks)

CAPMC included input from various private sector organizations via the community needs survey and focus groups. In addition, individuals from the private sector make up a third of CAPMC's Board of Directors. The private sector is represented on the CAPMC Board of Directors through representatives of various expertise and disciplines – Attorney at Law, Chamber of Commerce, Head Start Policy Council Representative, community affairs, and early childhood education and development expertise. The Madera County Food Bank is a long-time partner of CAPMC and is concisely sought after for input regarding food insecurity issues.

D. Public sector (social services departments, state agencies)

In addition, representatives from the public sector make up one third of CAPMC's Board of Directors, including representatives from Madera County Board of Supervisors, Madera County Department of Social Services, Madera County Sheriff's Office, Madera City Council, and the City of Chowchilla City Council.

Data from local public agencies such as the Madera County Economic Development Commission, as well as state and federal agencies such as Department of Labor and the U.S. Census Bureau are used to support and confirm the information included within the needs assessment process.

E. Educational institutions (local school districts, colleges)

CAPMC included input from various educational institutions as well via the community needs survey and focus groups. Educational institutions are also key stakeholders. Like the other sectors above, outreach to and inclusion of a variety of educational institution representatives was included in the needs assessment process, ensuring their participation in the survey and community forums.

9. "Causes of poverty" are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency's service area(s). (Organizational Standard 3.4)

The turbulence of the California economy has presented many challenges to communities across the state. Unemployment rates have increased, forcing individuals and families to grapple with readjusting to life with reduced or loss of income. The cost of housing, food, health care, child care and other basic needs have also increased, causing Madera County residents to struggle to merely survive. In 2021, the median household income of Madera County households was \$66,709. However, 14.6% of Madera County families live in poverty. Madera County had an annual unemployment rate of 8.8%, higher than both California and the United States. The median household income is below the median income compared to California. The percentage of poverty in Madera County is higher as compared to the state of California, with the majority of those in poverty under the age of 18. According to Healthy People 2020, Madera County also has a food insecurity percentage higher than the Healthy People 2030 target.

https://labormarketinfo.edd.ca.gov/file/Maps/county_UR_2021BM2021.pdf

Affordable housing in Madera County is practically null. Renters in Madera County need to earn \$19.10 per hour – 1.3 times the state minimum wage – to afford the average monthly asking rent of \$993. The asking rents in Madera County increased by 3.2% between the last quarter of 2020 and the last quarter of 2021. The interim and permanent housing supply available in Madera County in 2021 for persons experiencing homelessness was 1597 beds. ([CHPC.NET/HOUSINGNEEDS – May 2022](#))

Factors that create or foster poverty in Madera County are a combination of location, inherited or adopted characteristics that have traditionally presented barriers to self-sufficiency.

Analysis of quantitative data and qualitative feedback, provided by stakeholders through the Community Needs Assessment (CNA) process, found factors that drive poverty. The ability to access basic needs and services is the most common factor, but can be explained more specifically:

Access to affordable housing: Madera County residents struggle to find housing options, in both the ability to secure affordable rental housing and to become homeowners. For example, Madera County residents that received one of the thirty-three emergency housing vouchers provided by Housing Authority of the City of Madera, are still unable to secure a place of their own due to the lack of housing.

Access to healthy food options: Over 13% of Madera County residents could not afford to put food on their tables that would have sufficed to meet their needs. The Madera County Food Bank served approximately 65,000 individuals per month, compared to their pre-pandemic numbers of 45,000.

Unemployment and insufficient wages: While Madera County's unemployment rate is cyclical due to seasonal fluctuations, work in Madera County is part-time, seasonal, or low paying which does not meet the cost of living in the area.

Access to quality, affordable childcare: The cost of childcare can be at or above the cost of housing in Madera County, depending on the number and age of children. Without reliable childcare, individuals cannot work and without subsidies available, families find it more cost effective to have one caregiver stay at home to provide care, rather than paying for childcare.

10. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency’s service area(s). (Organizational Standard 3.4)

Having economic stability is an important social determinant of health and a condition of poverty. Individuals who do have stable employment are more likely to live a healthier lifestyle, be economically stable, and have their basic needs met. A household without a stable income needs to make life-altering decisions such as either buying food or paying high rent. When the head of household is met with such drastic decisions, it can lead to adverse health outcomes such as high blood pressure, stroke, heart attack, depression, and anxiety.

Moreover, the conditions of poverty in the region range from community level to individual/family level and are often interconnected. Analysis of quantitative data and qualitative feedback provided by stakeholders through the Community needs Assessment process found the following as key factors affecting poverty in the region’s poor communities.

Access to health care, due to high cost, lack of transportation, or closures/proximity of services. After years of financial troubles, Madera Community Hospital and its three clinics were forced to file for bankruptcy. The closure of the Madera Community Hospital has left Madera County residents without a general hospital. The closure has forced those seeking medical care to drive an extra 30 minutes into Fresno.

The persuasive issue of homelessness in Madera County is growing, with 261 individuals at the last U.S. Department of Housing Urban Development (HUD) Point in Time (PIT) count. Additionally, economic issues such as the glaring difference between poverty guidelines and self-sufficiency guidelines, which has led social programs to accept families up to 200% of the federal poverty guidelines.

11. Describe your agency’s approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.3)

Each program within CAPMC collects customer satisfaction data through surveys, customer satisfaction forms, exit forms, or informal interviews. This data is reported to the Department Heads who then analyze the data to use in needs assessments and self-evaluations of the program. Some programs such as Head Start conduct needs assessments and report on several areas in official reports throughout the year. Programs such as the Low-Income Home Energy Assistance Program (LIHEAP) use customer satisfaction surveys to collect and report data upon program completion.

The HELP Center, LIHEAP, Head Start, APP\Resource and Referral, Child Advocacy Center (CAC), and Victim Services, all programs within CAPMC, supply monthly reports to the Board of Directors.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

State Plan 14.1a

Table 1: Needs Table

Complete the table below. Insert row(s) if additional space is needed.

Needs Identified	Level	Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Affordable Housing	Community	Yes	Yes	Yes
Access to Health Care	Family	Yes	Yes	Yes
Employment	Community	Yes	Yes	Yes
Access to Nutritious Food	Community	Yes	Yes	Yes
Homeless Services	Community/Family	Yes	Yes	Yes
Transportation	Community/Family	No	Yes	Yes
Community Activity/Parks	Community	No	No	No
Financial Health	Family	Yes	Yes	Yes
Affordable Child Care	Family	Yes	Yes	Yes
Mental Health Services	Community	Yes	Yes	Yes

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e., community or family. Community Level: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. Family Level: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

Essential to Agency Mission: Indicate if the identified need aligns with your agency's mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table

List all needs identified as an agency priority in Table 1. Insert row(s) if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category	Why is the need a priority?
1. Affordable Housing	Shunammite Place-Permanent Supportive Housing	FNPI 5g	The lack of affordable housing is forcing individuals and families to rent dwellings with multiple tenants, putting them at risk of experiencing homelessness or becoming homeless.
2. Access to Health care	Although CAPMC is not a direct Healthcare provider, there are referral processes in place that will support in addressing this need.	SRV 5a SRV 5b SRV 5c SRV 5d SRV 5dd	COVID-19 has shredded through many healthcare services in our county – as can be seen by the hospital’s closure. Increase in stress from COVID-19 related adversities such as illness, loss of loved ones, loss of unemployment, and a decrease in quality-of-life call for a greater community need for healthcare related services.
3. Employment	Historically, CAPMC has been an ideal site for volunteers, and interns from various local colleges who are pursuing their higher education in child development, social work, information technology, business administration, and victim services. CAPMC has also partnered with Madera Workforce Development and the	SRV 1b SRV 1d	CAPMC collaborates with local colleges to offer interns and volunteers the opportunities. Many who are pursuing higher education in child development, social work, information technology, business administration, and victim services can complete hours here. Many interns and volunteers also secure employment through CAPMC.

	Welfare-to-Work program through the Madera County Department of Social Services to provide on-the-job training to program participants. Many volunteers and interns secure employment at CAPMC.		
4. Access to Nutritious Food	CAPMC staff help clients with signing up for Cal Fresh benefits and in helping clients access to food supplies offered by the Madera County Food Bank	FNPI 5f SRV 5ii	CAPMC's Housing Case Workers assist with completing applications for CalFresh for Madera County homeless individuals and families. Staff also aid with supplying food boxes from Madera County Food Bank to individuals who are in need of food.
5. Homeless Services	Shunammite Place supplies permanent supportive housing. The HELP Center supplies an array of services that help support the homeless population	SRV 4m SRV 4n SRV 4o SRV 4p	Homelessness has most recently become a hot topic for Madera County. The H.E.L.P. Center staff provide support to homeless individuals by ensuring they are "document ready" and placed on the "By Name List" where they are placed until a unit/bed becomes available for them. Individuals/families may be placed in emergency housing (hotel) depending on their situation.
6. Transportation	The H.E.L.P. Center staff supply limited transportation for homeless individuals and families.	NA	H.E.L.P. Center staff provide transportation (when possible) for individuals experiencing homelessness to and from necessary appointments that will ultimately foster self-sufficiency.

7. Community Activities/Parks	While this was identified as one of the priority needs from the Community Needs Assessment, it is not explicitly addressed in the programs administered by CAPMC. The information was sent to the City of Madera Parks & Recreation Department.	NA	All and any information about community activities/parks is referred over to the City of Madera Parks & Recreation Department.
8. Financial Health	Shunammite Place program participants receive budget development classes and Credit Repair within their Life Skills Coaching classes.	SRV 5ll	Staff at Shunammite Place supply budget development classes within the Life Skills classes that are provided to program participants. These classes are offered to program participants to lay a foundation layer of self-sufficiency as it pertains to income no matter how large or small.
9. Affordable Child Care	The Child Care Resources & Referral Program supports families in finding quality child care that best suits their needs. The Child Care Alternative Payment Program provides qualifying individuals with vouchers to aid with the cost of childcare. Head Start supplies preschool services to children 0-5, and to pregnant women.	FNPI 2z SRV 7f	Child care services and resources are critical for Madera County residents. With the cost of child care skyrocketing in the past years, some caregivers are making the tough decision to leave the workforce to care for their children for the purpose of cost efficiency, especially for families with multiple children.
10. Mental Health	While this was identified as one of the priority needs from the Community	NA	A sound state of mind is necessary for a higher quality of life and is desperately needed for

	Needs Assessment, it is not explicitly addressed in the programs administered by CAPMC. Referrals are given to mental health services offered in Madera County		Madera County residents and unhoused neighbors. The negative ramifications of COVID-19 Pandemic can be seen in the sharp increase of anxiety related disorders and depression in groups 0-21 years of age in Madera County.
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Agency Priorities: Rank your agency’s planned programs, services and activities to address the needs identified in Table 1 as agency priorities.

Description of programs, services, activities: Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported in CSBG Annual Report.

Why is this need a priority: Provide a brief explanation about why this need has been identified as a priority. Connect the need with the data. (CSBG Act Section 676(b)(3)(A))

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.

Community Action Partnership of Madera County will be recognized as a premier social services agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time.

2. Provide your agency's Mission Statement.

Helping people, changing lives, making our community a better place to live providing resources and services that inspire growth and independence.

Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b); 676(b)(10)

California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10))

The governing board has written procedures (Bylaws) that document a democratic selection process for low-income board members to assure that they are representatives of the low-income community as documented on page 30 under the Election Plan – Target Area Directors.

To qualify for candidacy, individuals must be age 18 or over, must reside in the low-income area the individual is representing, and cannot be an employee of CAPMC or immediate member of an employee. Low-income target areas are identified via the most current U.S. Census tracts.

The election process begins with publicizing the low-income target area vacancy via radio announcements, flyers, announcements in churches or other public places in the target areas as applicable. The date, time, and place of the election will be similarly publicized and will not be held on a recognized Sabbath day (Saturday or Sunday). Elections shall be held at the designated time and place. The site will be monitored by Agency staff persons. A Spanish speaking person will be present as required.

Nominations for membership will be taken from the floor and will be printed on the election board. Voting will be by secret ballot. Ballots will be numbered and printed on two parts with a "tear off" numbered stub. Each voter will be handed a ballot, and the numbered stub will be retained by the monitoring staff in order to prevent persons from voting more than once. Voters will be asked to write in the name of the nominee of his/her choice. The voter will be asked at the same time to choose an alternate unless there are only two candidates.

Service Delivery System

CSBG Act Section 676(b)(3)(A)

State Plan 14.3

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3)

Community Action Partnership of Madera County, Inc. (CAPMC), uses a service delivery system that maximizes client access by providing intake at centralized locations. Each program offered by CAPMC has developed an intake process that meets respective funding terms and conditions. Internal and external referrals are made to other programs as customers share their needs. Services are delivered via direct services except for the LIHEAP Weatherization services, which are provided by a sub-contracted agency to Madera County residents. Although the COVID-19 Pandemic safety protocols forced CAPMC to close its doors for physical in-person appointments/delivery of services. However, fully committed to supporting the entire community, all staff remained fully operational and safely worked from their respective worksites rather than from home. In the case of most programs, forms were deposited at the central office, reviewed by intake staff and the client was then called about their services. As the effects of the COVID-19 Pandemic have now slowly started to subside, the CAPMC doors are now fully open again for in-person appointments and direct service delivery.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part I, Question 1 informs your service delivery and strategies in your service area?

Conducting surveys and focus groups allows CAPMC to facilitate the results Oriented Management Accountability process and ultimately strategizing and implementing more effective service delivery strategies. strategize a better delivery of services for Madera County residents. CAPMC ensures that all its programs and services target the low-income, minority and those in the disadvantaged U.S. census tracts by attending all outreach events to supply sufficient information on the services offered.

Program and agency staff always collaborate with other Madera County service providers to ensure an individual/family receives maximum services available to them. If CAPMC cannot supply a service asked for, staff then research and refer the individual/family to the agency that can supply the help.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C); (3)(B), (C) and (D); 676(b)(4), (5), (6), and (9)

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan 9.3a, 9.3b, 9.4b, 9.6, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

CAPMC coordinates activities with other organizations by having staff take part on various boards/committees/advisory councils throughout Madera County. CAPMC supplies information about its services to various other agencies such as Madera County Workforce Assistance Center (MCWAC), social services agencies, and city/county departments. By doing so, CAPMC can supply information on what services the agency offers, become knowledgeable of services that other agencies supply and help capture funding for other services. Knowing about the services that are provided in the area will help decrease the possibility of duplication of services.

CAPMC – Madera County Child Advocacy Center (CAC), is the only accredited member of the National Children’s Alliance in the San Joaquin Valley. This means that the CAC abides by and operates through the implementation of evidence-based best practices ensuring that children across the U.S. served by CACs receive consistent services that help them heal from abuse. The CAPMC – Madera County CAC meets higher standards of practice that in turn translate to the delivery of the highest quality services possible. The CAC is part of the Madera County Child Forensic Interview Team (CFIT), a multidisciplinary team, that consists of local law enforcement, such as Madera County Sheriff’s Office, City of Madera Police Department, Chowchilla Police Department, District Attorney’s Office, Madera County Department of Probation, Social Serves, Public Health, and Behavioral Health. CFIT exists to reduce the ongoing trauma for children who are alleged victims of sexual abuse by providing evidence-based best practices outlines in the National Children’s Alliance service standards for Child Advocacy Centers with accredited memberships.

CAPMC continues to be the lead agency for Madera County on the Fresno Madera Continuum of Care (FMCoC) and the Madera County Housing Our Homeless Committee.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(9), Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

CAPMC has developed and fostered various Memorandums of Understanding (MOUs) and partnerships with many of county-based departments, entity's, businesses, faith-based organizations, and other non-profit organizations. These have been set up and executed for all its programs and services.

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), State Plan 9.3a, California Government Code 12760)

Community Action Partnership of Madera County, Inc. has established an effective systematic service delivery method that maximizes client access through supplying intake at centralized locations. Each program offered by CAPMC has developed an intake process that meets the respective funding terms and conditions. Internal and external referrals are made to community partners and other local service providers as customers share their needs during intake. Communication between all programs is vital. Services are delivered via direct services except for the LIHEAP Weatherization services, which for now are provided by a sub-contracted agency. CAPMC is currently in the process of establishing a Weatherization Department in-house to provide direct weatherization services to Madera County residents. For the safety of our community and staff during the highest points of the COVID-19 Pandemic, CAPMC abstained from delivering service in-person. Perspective participants and current program participants dropped off any necessary documentation requested by staff via an outdoor drop-box at the Administrative Office. Once documents were delivered, staff then reviewed the documentation and followed up with the individual via phone and or email.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747)

Community Action Partnership of Madera County, Inc. continuously explores ways to expand financial resources and programmatic offerings or by generating new sources or using existing ones. CAPMC's partnerships and MOUs with other agencies are examples of how CSBG funds are used with other funding sources to provide the best array of resources to residents, without duplicating services with other providers. To minimize the impact of such cuts on programs and services, and to increase the impact of existing and new programs and services on the lives of low-income individuals and families in Madera County, CAPMC continually seeks new funding opportunities, and opportunities to partner with the private, public, community and faith-based sectors to leverage funds with CSBG funds.

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747)

CAPMC's partnerships and MOUs with other agencies are examples of how CSBG funds are used with other funding sources to increase programmatic and/or organization ability.

The CAPMC Board of Directors takes any type of funding reduction and the impact to staff and the community very seriously. The following steps have been established to be completed in the event a decision regarding funding ever needs to be rendered.

- 1.) Conduct a thorough assessment on the impact on Madera County target populations and program restrictions caused by a reduction of funds.
- 2.) CAPMC staff, in conjunction with other local partners, will pursue other funding and revenue from other sources prior to the termination of any service.
- 3.) CAPMC will develop a plan which will prioritize the following actions:
 - a. Retain the same level of services despite the reduction in federal funding.
 - b. Reduce the level of services to emergency services.
4. If adequate funding is not available to sustain program operations in an efficient and effective manner, then the program shall be eliminated.

CAPMC will enter into partnerships with other community-based organizations and social services providers in Madera County to continue a minimum basic level of service delivery to the most vulnerable and disadvantaged groups. The reduction of any CSBG funding would greatly impact the administrative and program services of this agency. Over 50% of the CSBG funding is utilized for administrative salaries, fringe benefits and operations. The rest of administrative salaries, fringe benefits, and operations are funded by the Agency's indirect cost rate, which is approved by our cognizant agency, Health and Human Services. Any reduction in CSBG would have a direct impact on our final indirect cost rate. If more administrative salaries, fringe benefits, and operations had to be funded out of the indirect cost pool, the resulting indirect cost rate would increase. The cost would be passed on to the programs that the agency operates, thus leaving fewer dollars for direct services. In case of a reduction of federal funding, the agency would pursue other resources.

It would be essential to find replacement funding for salaries and fringe benefits to avoid staff layoffs and reductions. CSBG funding is used to meet the required matching dollars for the HUD funds that finance the Shunammite Place, which provides long-term permanent housing for chronically homeless individuals. The loss of CSBG would also mean we would not be able to supply the required cash match.

With the available funding Community Action Partnership of Madera County, Inc. (CAPMC) would be able to continue to supply services to its residents who meet program eligibility.

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

CAPMC volunteers' hours are documented based on actual hours volunteered. These are tabulated by the program that received help from the service and reported to the CAPMC Board of Directors on monthly reports and agendas.

Volunteer hours are also reported to the California Development of Community Services & Development (CSD) via the Community Services Block Grant (CSBG) Annual Report.

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

CAPMC participates in youth mediation programs through the Interagency Children and Youth Services County of Madera and offers the Strengthening Families Program. CAPMC Strengthening Families Program is an evidence-based parenting program and involves the entire family. The goals of the program include assisting parents with improving their parenting skills delivering effective ways to discipline and manage behavior, address the effects of substance abuse, sexual, physical, and verbal abuse on children, and review current issues such as bullying, safety in using technology, social media, peer pressure and healthy relationships. Parents residing in Madera County are provided an opportunity to participate in-group classes that they can attend with their families or individual sessions. Youth and children also receive age-appropriate materials and education that coincides with what the parents are learning.

Shunammite Place is a Supportive Housing Program that operates under the umbrella of CAPMC. The Program is supervised by the Community Services Program Manager and is funded by the Department of Housing and Urban Development (HUD). Shunammite Place program provides supportive housing to chronically homeless single men, women, and families.

Shunammite Place utilizes the Housing First model to ensure the lowest possible barriers for individuals coming from the streets, places not meant for human habitation, or emergency shelters. Shunammite Place is client centered client focused, safe, and affordable. Shunammite Place is close to public transportation, health services agencies, and other supportive resources that encourage independent lifestyles.

Shunammite Place Staff provide basic supportive services to educate and empower the Participants to become self-reliant and economically independent. Shunammite Place Program intends to help all Participants end their cycle of homelessness by aiding and support. Shunammite Place intends to aid Participants with mental and physical health by helping Participants achieve their goals set forth by themselves on a daily basis.

8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school child care. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

CAPMC is also an active member of the Interagency Children and Youth Services Council of Madera (ICYSC), which is an interagency collaboration to encourage the development of a comprehensive and collaborative delivery system of services to children and youth in Madera County. Members of the board include judge of the Juvenile Court, Madera County Superintendent of Schools, Madera County District Attorney, Madera County Board of Supervisors, Madera County Child Abuse Prevention Council, First 5, Darin M. Camarena Health Centers, Madera City Housing Authority, Child Care Resource and Referral, Child Protective Services, Public Health, Probation, Behavioral Health Services and CAPMC.

9. Describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)

CAPMC coordinates primarily with two agencies to address employment and training needs in the community. CAPMC coordinates with Madera County Workforce Assistance Center (MCWAC) through the Shunammite Place. The MCWAC has a representative that actively supports Shunammite Place participants by conducting one-on-one orientations with new customers, case management, and follow-ups with existing customers, and offers a variety of other services to those interested in pursuing job training, certification programs, or higher education. CAPMC also coordinates with California State University Fresno (CSUF) social work program. Every year CSUF students are sent to CAPMC to complete their internship hours. Each student needs to complete 450 hours to receive his or her Bachelor of Social Work. A vast majority of the interns have become employees of CAPMC.

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

CAPMC supplies emergency food and nutrition through services such as its Head Start programs and via the collaboration of the Madera County Food Bank. Madera Head Start and Fresno Head Start children are provided with meals that follow the California Adults & Child Nutrition Food Program guidelines for the different age groups. Children receive breakfast, lunch and a snack

depending on the program choice they attend. In addition, the program also collaborates with the local food bank to supply free fresh produce to families attending nutritional classes and other coordinated events.

Up until December 2022, when the contract ended, CAPMC was the lead agency who oversaw making sure that approximately 80 senior citizens received homebound meals within Madera County.

The CAPMC Homeless Emergency for Living Program Center (HELP Center) also collaborates with the Madera County Food Bank to supply food boxes to homeless individuals who need food and do not have the means to obtain it.

11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6))

CAPMC is a Low-Income Home Energy Assistance Program service provider and provides help to Madera County households that qualify with PG&E or propane help one time per program year. During the pandemic, CAPMC closed its doors to the public but continued to help Madera County residents via mail, email, fax and drop box. Staff would send out the application to the resident via mail and the resident was able to drop off their applications with all the required documentation needed.

Now that the pandemic has subsided, Madera County residents can call the office and have an application mailed out to them. They can either mail it back, drop it off in the drop box, fax or email it. This process has helped keep both the applicant and the staff safe and healthy.

CAPMC coordinates their activities with other organizations through the direct participation of management and program staff on various boards/committees/advisory councils throughout Madera County. CAPMC supplies information about its services to various other agencies such as Madera County Workforce Assistance Center (MCWAC), social services agencies, and city/county departments. By doing so, CAPMC can supply information on what services the agency offers, become knowledgeable of services that other agencies supply and help capture funding for other services. Knowing about the services that are provided in the area will help decrease the possibility of duplication of services.

In addition, CAPMC collaborates with local law enforcement, Madera County Department of Social Services, and other agencies for the Child Forensic Interview Team's (CFIT) and CAPMC – Madera County Child Advocacy Center (CAC) operations. The team has received accreditation from the National Children's Alliance. An accreditation has opened opportunities for future funding for CFIT operations.

CAPMC is the lead agency for Madera County on the Fresno Madera Continuum of Care (FMCoC) and the Housing OUR Homeless Committee. The groups are local homeless service providers and

work to collaborate, coordinate and improve services offered to individuals and families experiencing homelessness. The FMCoC has spent considerable effort developing a community-wide coordinated homeless access system. CAPMC recently entered into a contract with Madera Behavioral Health to supply homeless outreach services in Madera County. CAPMC is now an official Coordinated Entry System site. The Outreach Workers focus on developing trust with homeless people in hopes of helping them to connect with services that are available to them. They update Madera County's Homeless "By-Name" registry. Outreach contacts are documented in the FMCoC's Homeless Management Information System (HMIS). When individuals experiencing homelessness indicate that they would like to be placed in housing, the Outreach Worker will then conduct a Vulnerability Index Service Prioritization Decision Assistance Tool (VI SPDAT). This is a proven, evidence-based tool utilized for case management. The results will then be uploaded into the HMIS system. The FMCoC utilizes this tool to find the priority in which they receive housing aid. Those who are most vulnerable are served first. CAPMC Outreach Workers will then collaborate with the individuals to help them get documents ready to be matched with housing. The documents will also be uploaded into the HMIS system. Once all the documents have been collected, a housing matcher form will be sent to the FMCoC. Once the client has been matched with the housing program, the Outreach Worker will then collaborate with the individual to meet the criteria of that program. CAPMC continues to work with the FMCoC to help bring more funding to this region. One of the greatest challenges to housing the homeless is the shortage of housing and permanent supportive housing programs.

12. Describe how your agency coordinates services with your local LIHEAP service provider?

CAPMC is a Low-Income Home Energy Assistance Program (LIHEAP) service provider and provides support to Madera County households that qualify with PG&E or propane help one time per program year. During the COVID-19 Pandemic, CAPMC was not taking in-person appointments for the safety of staff and the public but continued to deliver services to Madera County residents via mail, email, fax and drop box. Staff would send out the application to the resident via mail and the resident was able to drop off their applications with all the required documentation needed.

Today, Madera County residents can call the office and have an application mailed out to them. They can either mail it back, drop it off in the drop box, fax or email it. This process has helped keep both the applicant and the staff safe and healthy as a new normal has been established due to the COVID-19 Pandemic. For the 2022 LIHEAP program year, CAPMC was able to assist 1616 Madera County households with energy assistance. To date, with the current 2023 LIHEAP, CAPMC has provided energy assistance to approximately 530 households.

13. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan 14.3d)

The CAPMC Head Start programs support fatherhood involvement activities such as "Donuts with Dad" and "Tea with Dad". Centers such as the North Fork site hosted "Dad's Day". Dads, grandpas, brothers, or friends were invited to attend a special baseball day with children. Various strategies are used to include fathers in their children's lives. For example, the Mis Angelitos Center prepared a community garden for the families to access spearheaded by the fathers of children attending the center. The CAPMC Head Start program also promotes games and other activities that fathers can actively take part in with their children such as soccer games.

14. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)

Building strong relationships with community partners has proven to be key to ensuring the delivery of true wrap-around services to all program participants. Individuals that show a need in an area out of CAPMC's scope of work are referred to a variety of committed community partners, via a warm hand off. The Madera County Department of Social Services, Madera County Food Bank, Madera Rescue Mission are just a few notable agencies that have proven their commitment to the CAPMC mission of *helping people, and changing lives* through coordinated and collaborative service delivery.

Monitoring

CSBG Act Section 678D(a)(1)(A) and (B)

1. Describe how your agency's monitoring activities are related to establishing and maintaining the integrity of the CSBG program. Include your process for maintaining high standards of program and fiscal performance.

CAPMC implements two (2) monitoring tools to assure that specific program and agency department goals are achieved promptly. The main two (2) tools to be used are:

- Fiscal Monitoring
- Monthly Activity Report

Fiscal Monitoring: Each department has developed evaluation systems for monitoring program compliance. When problems and deficiencies are found, corrective action plans are developed and given to the CAPMC Executive Director, CAPMC Board of Directors and the various CAPMC Head Start Councils/ Committees. The CAPMC Executive Director meets with the Program Manager, Chief Financial Officer, and Accountants on a regular basis to ensure the fiscal monitoring of grants.

Monthly Activity Reports: CAPMC Program Managers share monthly activity reports with the Executive Director for review and comment during a monthly Department Head meeting. At this meeting, all department heads are requested to share program updates, funding status and alerts, schedule of upcoming monitoring visits, and any other news related to the programmatic and funding source requirements.

Monthly Program Reports to the CAPMC Board of Directors: Department Heads share monthly reports about progress, outcomes, accomplishments, and announcements.

By using these methods, CAPMC can effectively check and evaluate its programs, while keeping staff engaged and alert of the multiple services offered by the agency.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

The weatherization services for CAPMC have been subcontracted with a neighboring Community Action Partnership Agency. The program was monitored by following the guide for sub-recipients found in the Financial Procedures Manual. Monitoring has been conducted through desk reviews since the COVID-19 Pandemic and was used to ensure the integrity of the program, desk reviews of the client files and monthly invoices were completed periodically. The summaries of the desk review results were then included in the annual monitoring report. A detailed listing of the areas

checked was included in the Community Services Procedures Manual.

Data Analysis, Evaluation, and ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

To ensure that CAPMC follows all Office of Management and Budget (OMB) procedures, the following strategies have been implemented:

- A Certified Public Accountant completes CAPMC's annual audit on time, following Title 2 of the Code of Federal regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements and/or State audit threshold requirements.
- The governing board formally receives and accepts the annual audit.
- Strong internal controls are implemented through the Accounting & Fiscal Policies and Policies and Procedures Manual. The Board of Directors approved the manual in August 2018 with continued updates to the board as needed.
- All CAPMC managers have been trained in the new Office of Management and Budget Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200).

In addition, the following strategy measures programs effectiveness from differing perspectives:

Customer Satisfaction Surveys measure the level of satisfaction with service delivery and accessibility. These surveys are administered regularly, and data is reviewed by staff.

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

Assessment: In an effort to mitigate the hardships COVID-19 on individuals and families, CAPMC offered Rental Assistance via the Community Development Block Grant (CDBG) funding provided by the City of Madera back in November 2020. Unfortunately, the allocated dollars were not sufficient and were tied to critical restrictions such as, those applying had to live within certain census tracks and be very low-income. Therefore, those that were not living within the census tracks were left to continue to struggle and possibly or more than likely, become homeless. CAPMC and the County of Madera and Madera Coalition for Community Justice (MCCJ), worked together to supply mortgage, rental, and utility aid for families in all districts of Madera County.

Planning: During the planning stage, it was decided that CAPMC would aid those living in Districts 1 & 3 and MCCJ would help those in Districts 2, 4, & 5.

Implementation: Once the grant was awarded to CAPMC, staff developed an intake form that helps staff assess the needs of each household. Once the intake form is completed, the staff then moves forward with providing the applicant with the application and explanation of the process. CAPMC staff also developed program eligibility guidelines to help find if clients meet the funding requirements. Once all documentation is received, staff process the application and send it to the fiscal department for payment. This helps give families breathing room while trying to get back on the path to self-sufficiency.

Achievement of Results: The program currently has funding and therefore CAPMC continues to help Madera County families with mortgage, rental or utility assistance. To date, this specific program has aided ninety-six families (477 adults and 450 children) with a total of \$616,271.60.

Evaluation: During the evaluation process, CAPMC staff noticed that those that have already been helped with this program continue to struggle and continue to inquire about the mortgage, rental, and utility help. The ramifications of the COVID-19 Pandemic still linger for Madera County residents and have detrimentally impacted the financial health of many.

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

The implementation of the Madera County Mortgage rent utility Assistance Program mentioned above helped revitalize the low-income communities in Madera County.

Response and Community Awareness

Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) programs in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, and sexual orientations?

Yes

No

2. If yes, please describe.

CAPMC employs individuals of different ethnicities, races, and ages. It supplies certification programs and training to staff to promote Diversity, Equity, and Inclusion (DEI) amongst all CAPMC's workforce. During CAPMC training of any kind, staff are encouraged to take part by expressing their thoughts and/or concerns. No one is discriminated against due to their preferences. If anyone has any issues, they are highly encouraged to speak to either the Human Resources Department or call the Ethic Hotline.

Early 2023 two CAPMC employees, one from the Community Services Department and the other from Human Resources Department, took and completed Cornell's Diversity, Equity, and Inclusion program.

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc

Yes

No

2. If yes, when was the disaster plan last updated?

Due to the COVID-19 Pandemic, CAPMC updated its disaster preparedness guidelines to set up other measures. During the pandemic, CAPMC focused primarily on its COVID-19 Prevention and Screening Policy to enhance the health and safety practices of its employees. CAPMC's COVID-19 Prevention and Screening Policy included information on the following:

Daily on-site COVID-19 screening.

Practice good hygiene

Meeting and traveling

Food handling

Stay home when sick.

Administrative control and prompt identification and isolation of sick individuals

Head Start staff were also given Health Program Services Policies and Procedures, which explained what was needed to be done to sanitize all classrooms to reduce exposure and the spread of any communicable disease, not only COVID-19.

Currently, CAPMC is continuously updating the Emergency Preparedness guidelines, with how to prepare for emergencies and General Responsibilities. The following topics can be found within the guidelines:

What not to do in an emergency

How to get information in an emergency, such as:

Assault/Intruder

Bomb Threats/Active Shooter

Lock Downs/Hostage

Child Abduction/Child Custody

Earthquake/Extreme Heat

Fire/Flood

Hurricane/Tornado

Hazardous Materials/Shelter in Place

Turning off Utilities/Emergency Supplies

Storm/Storm Watch

Emergency Medical Care/Emergency Phone Numbers

3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

At the onset of the COVID-19 Pandemic, Community Action Partnership of Madera County, Inc. (CAPMC) was able to continue to be operational with the instrumental help of its Informational Technology (IT) team. The CAPMC IT team was able to supply the necessary devices to staff so they could continue supplying services to the community.

The most recent example that CAPMC was able to keep operational while facing adversity can be traced to December 2022.

Incident Overview: On Friday, December 16, 2022, at approximately 7:30 AM, the Agency's (I.T.) department identified a cyber-attack, Black Byte, which affected the availability and functionality of the Agency's computer systems. Encrypted files were discovered on a few

computers during the routine maintenance assignment performed by the IT Program Manager. The devices were immediately turned off and disconnected from the network. Upon further assessment, it was discovered that a significant amount of Agency devices were impacted by the Black Byte ransomware attack. Staff were directed to abstain from turning on any devices, power off any devices that had already been turned on and disconnect all devices from the network. The Managed Service Provider (MSP) for CAPMC was engaged and once on-site provided support in removing all devices from the network. The Black Byte ransomware encrypted files on a total of 179 Agency devices, inclusive of computers and servers. The data stored on some of the servers included scanned copies of perspective participant and program(s) participants' eligibility information.

Other files also included reports generated by the Agency's fiscal accounting system. The attack disabled the usage of electronic devices – desktops, laptops, tablets, etc., and network servers. This caused a catastrophic impact on the day-to-day operations and the efforts of CAPMC. Investigation of the threat commenced immediately after the identification of the attack. The City of Madera Police Department was notified about the ransomware. The Department of Homeland Security was engaged and provided further information to the Agency on-site. Extensive measures were taken to address the incident to restore operations.

Attack Vector and Method: The ransomware attack was identified as Black Byte, a prolific Ransomware-as-a-Service (RaaS) malware that utilized a double extortion method – it both exfiltrates and encrypts data. Upon further investigation by the Agency's insurance company, it was determined that the exploitation occurred via the Microsoft Exchange 2016 Server. There was a Cumulative Update that the Exchange Server was missing, which allowed the threat actor to infiltrate our network systems, enabling the performance of methods to detect other devices within our network and spread the encryption.

Impact and Consequence: The impact of the Black Byte ransomware attack on CAPMC was felt by each department at CAPMC. More specifically, the Fiscal Department played a key role in the risk management and restoration process – dedicating countless hours over the span of many weeks to the mitigation of the ransomware attack. I.T. along with the Fiscal Department and Administration focused all efforts on risk management and restoration. The attack caused well over a week of network and device downtime as the as the servers had to be restored from a previous backup. The Exchange 2016 server that was compromised, however, was removed from the network and a new on-premise Exchange 2016 server was created. It was installed with the latest CU 23 update along with the Windows updates before it was deployed in production. Before the ransomware affected our systems, we were in the process of migrating to M365, but had to remove what had already been completed and start new. On January 5, 2023, we reinitiated the migration of mailboxes to M365. The Exchange 2016 server had been utilized since it was created up until April 24, 2023, when we completed the migration of mailboxes to Microsoft 365. Throughout this process, staff were unable to send or receive any emails. Some departments were blocked completely from emailing and accessing programmatic features as

provided by their funding source upon the commencement of the restoration process due to safety concerns. Various cyber safety limitations and conditions arose once the restoration process began as set forth by various funding sources which required additional steps that the Agency had to take to remain in compliance.

Mitigation and Recovery Efforts: All affected computer devices were reformatted and restored with a clean Windows 10 operating system. Once all the applications were reinstalled onto the computer systems, a new EDR solution, SentinelOne, was also installed. The I.T. Department is continuing to monitor alerts from SentinelOne of any suspicious activity. All computer devices moving forward that are deployed are being installed with the latest version of SentinelOne. A schedule policy has been set up in SentinelOne to update existing devices to the latest version available. The I.T. Department is continuously assessing that all servers and workstations are installed with the latest updates to Windows and its peripheral devices. At this time, CAPMC is utilizing the Microsoft 365 Exchange service, so the on-premise Exchange 2016 server has been decommissioned and removed from the network completely.

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

676(b)(1)(A): The state will assure “that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- i. to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - ii. to secure and retain meaningful employment;
 - iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - iv. to make better use of available income;
 - v. to obtain and maintain adequate housing and a suitable living environment;
 - vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
 - viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
-
- I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
 - II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

676(b)(1)(B) The state will assure “that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- I. programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- II. after-school child care programs.

Coordination of Other Programs

676(b)(1)(C) The state will assure “that funds made available through grant or allotment will be used – (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

Eligible Entity Service Delivery System

676(b)(3)(A) Eligible entities will describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) Eligible entities will describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.”

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

676(b)(3)(C) Eligible entities will describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

676(b)(3)(D) Eligible entities will describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

Eligible Entity Emergency Food and Nutrition Services

676(b)(4) An assurance “that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

676(b)(5) An assurance “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6) “[A]n assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

Community Organizations

676(b)(9) An assurance “that the State and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

Eligible Entity Tripartite Board Representation

676(b)(10) “[T]he State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11) “[A]n assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community service block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community serviced, which may be coordinated with the community needs assessment conducted for other programs.”

State and Eligible Entity Performance Measurement: ROMA or Alternate System

676(b)(12) “[A]n assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Fiscal Controls, Audits, and Withholding

678D(a)(1)(B) An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

- By checking this box and signing the Cover Page and Certification, the agency’s Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

State Assurances and Certification

California Government Code Sections 12747(a), 12760, 12768

For CAA, MSFW, NAI, and LPA Agencies

[California Government Code § 12747\(a\)](#): Community action plans shall provide for the contingency of reduced federal funding.

[California Government Code § 12760](#): CSBG agencies funded under this article shall coordinate their plans and activities with other agencies funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

For MSFW Agencies Only

[California Government Code § 12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries.

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

Organizational Standards

Category One: Consumer Input and Involvement

Standard 1.1 The organization/department demonstrates low-income individuals' participation in its activities.

Standard 1.2 The organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

Standard 1.3 (Private) The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

Standard 1.3 (Public) The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

Category Two: Community Engagement

Standard 2.1 The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

Standard 2.2 The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

Standard 2.4 The organization/department documents the number of volunteers and hours mobilized in support of its activities.

Category Three: Community Assessment

Standard 3.1 (Private) Organization conducted a community assessment and issued a report within the past 3 years.

Standard 3.1 (Public) The department conducted or was engaged in a community assessment and issued a report within the past 3-year period, if no other report exists.

Standard 3.2 As part of the community assessment, the organization/department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3 The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4 The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5 The governing board or tripartite board/advisory body formally accepts the completed community assessment.

Category Four: Organizational Leadership

Standard 4.1 (Private) The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

Standard 4.1 (Public) The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Standard 4.2 The organization's/department's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3 The organization's/department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency's Response document as appendices A and B, respectively. Other appendices such as the community need assessment, surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of Notice of Public Hearing	A
Copy of Notice of Focus Group	B
Copy of survey questions English and Spanish	C
Copy of 30-day review period	D



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: June 9, 2023

Author: Leticia Murillo

DATE: May 22 ,2023

TO: Board of Directors

FROM: Leticia Murillo – APP/R&R Program Manager

SUBJECT: California Department of Education – Early Learning & Care Division Program Self – Evaluation for Child Care Alternative Payment and Resource & Referral Program (APP/R&R).

I. RECOMMENDATION:

Review and consider ratifying the submission of the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) Program Self-Evaluation (PSE) Survey for the Child Care Alternative Payment and Resource & Referral Program (APP/R&R).

II. SUMMARY:

The PSE Report is comprised of the following: Survey – Program Self-Evaluation Process:

- A. Child Care Alternative Payment and Resource & Referral Program. The APP/R&R Program was required to complete the PSE – Survey. The Program Manager completed the process using the monitoring instrument.

III. DISCUSSION:

- 1. The PSE Survey was completed utilizing CDSS Program Self-Evaluation Instrument Item Report for all applicable domains and items.
- 2. The PSE will be submitted electronically to the Child Care & Development Division Website by the due date of June 1, 2023, by 5:00pm.

IV. FINANCING:

Funds are allocated in the budget.

Fiscal Year 2022-2023 br /Program Self-Evaluation Survey for Child Care and Development Programs

1. Requirement: 5 CCR 18279 Program Self-Evaluation Process

Survey - Child Care and Development Tool

If your agency holds any of the following contract types with the Child Care and Development Division at the California Department of Social Services, you must complete one survey. Submit one survey, per contractor, regardless of the number of contract types held.

Alternative Payment Programs (CAPP)

California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)

CalWORKs Stage Three (C3AP)

General Child Care & Development (CCTR)

Family Child Care Home Education Networks (CFCC)

Children with Severe Disabilities (CHAN)

Migrant Alternative Payment Program (CMAP)

Migrant Child Care and Development (CMIG)

Resource and Referral Program (CRRP)

The annual plan shall include the following: (1) A self-evaluation based on the use of the CCR, as defined in in subsection 18023(a)(2) of this Chapter. CCR means the monitoring and review tool for child development programs. Access the tool here: [Child Care and Development Monitoring Tool](#). All Desired Results form are located here: <https://www.desiredresults.us/program-self-evaluation>.

The survey is due Thursday June 1, 2023, by 5pm.

Please click on the "Next" button below to begin the survey.

2. Contractor Information

1. Contractor name:

Community Action Partnership of Madera County, Inc.

2. Contractor vendor number:

B509

3. Program director name:

Mattie Mendez

4. Program director email:

mmendez@maderacap.org

5. Select all contract types held:

Alternative Payment Programs (CAPP)

California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)

CalWORKs Stage Three (C3AP)

Resource and Referral Program (CRRP)

6. Select all age groups served:

Infant (birth to 18 months)

Toddler (18 to 36 months)

Preschool (3 years old to enrollment in transitional kindergarten or kindergarten)

School age (transitional kindergarten or kindergarten to 13 years old, or children with exceptional needs up to 21 years of age)

7. Name of staff completing the survey:

Leticia Murillo

8. Email of staff completing the survey:

lmurillo@maderacap.org

Reminder: Contractors are to respond to all questions in the survey that apply to the contract types held.

3. Dimension I: Family Files

CCD 01: Family Selection

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

9. Families with children enrolled in the programs are selected according to the priorities of that program.

Contractor maintains a waiting list or central eligibility list by contract type

Families are enrolled according to the priorities of the program

Written information for families includes the priorities for the program and describes how family selection occurs

4. Dimension I: Family Files

CCD 02-03: Family Eligibility Requirements and Child Need Requirement Verification

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

Family Data File: Select two files from each contract type held. Review the family data file to ensure the following eligibility and need criteria has been met:

Eligibility

Application for Services is complete with signatures and certification

Family size determined correctly based on supporting documentation

Eligibility criteria has been documented by one or more of the following: Child Protective Services and/or At-risk, Current Aid Recipient, Homeless, Income, and Categorical Eligibility per [CCB 23-04](#).

Case notes - electronic or written documentation

Need for Services

Supporting documentation and verification of Need for Service for one or more of the following: employment, self-employment, seeking employment, vocational training, education program, parent incapacitation, homeless, seeking permanent housing, CPS, and/or at risk

Notice of Action

Notice of Action was completed and issued within the required timelines

10. Describe the results of the file review. If any of the files reviewed were missing eligibility or need criteria, describe how the program will adjust practices to ensure all documentation collected meets eligibility and need requirements.

During our Quality Assurance Review (internally), eight (8) family and provider files were under compliance review (two family files for each program (426, 427, 428) and a random selection for provider files), and all files were in-compliance with no findings. Our Quality Assurance process consist of randomly selecting family/provider files on a-monthly basis for review and are audited to ensure compliance with contract regulations, agency policy & procedures that monitors for need, eligibility, family fee assessment and provider participation requirements. After the review, positive feedback was provided on each Quality Assurance form to the Family Services Associate (FSA) and Provider Services Associate (PSA). The positive feedback consisted of them doing a great job, no correction needed, along with a friendly reminder to continue to ensure all family/provider files are reviewed thoroughly while utilizing the check-off list during the initial/annual certification process prior to approving/denying services. In addition, our Family Services Quality Assurance Associate will continue to conduct monthly family/provider file compliance reviews, ongoing training and technical assistance to FSAs and PSAs. With the above, we hope to continue to receive a 99% to 100% successful rate on our next Program Integrity and Improvement Review.

5. Dimension I: Family Files

CCD 04: Correct Fee Assessed

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

Following [CCB 22-14](#): For Fiscal Year 2022-2023, Family Fees were waived for all families. Programs were to issue a Notice of Action indicating:

Assessed fee, if applicable

Statement to families indicating that family fees are waived for Fiscal Year 2022-2023

That fees are set to resume on July 1, 2023

Use of correct Family Fee Schedule

11. Select a response:

Contractor has met this requirement

6. Dimension I: Family Files

CCD 05: Compliance with Due Process

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

12. The Notice of Action has the appeal officer's information listed and the appeal information is shared with families upon enrollment into the program.

Yes

7. Dimension I: Family Files

CCD 06: Attendance and Provider Payments

Applies to CAPP, C2AP, C3AP, CFCC, and CMAP.

Program has implemented the following temporary requirements from AB 210 as described in [CCB 22-19](#):

13. Between July 1, 2022, and June 30, 2023, voucher-based providers and center-based contractors were reimbursed based on the maximum certified hours of care instead of attendance. For voucher-based providers serving families on a variable schedule, reimbursement was based on the maximum authorized hours of care.

Yes

14. For Fiscal Year 2022-2023 licensed and license-exempt child care providers receiving vouchers shall continue to be paid based on families' certified need for services.

Yes

11. Dimension III. Program Quality

15. Each site/home has a current license issued by Community Care Licensing or Classroom/family childcare home meets Criteria of License Exempt Status per Health & Safety Code Section 1596.792.

Yes

17. Dimension III. Program Quality

16. Describe some of the staff development opportunities provided to staff/providers.

The Alternative Payment and Resource & Referral Program Manager will continue to ensure all department staff adhere to CDSS/CCDD - Title 5 Regulations, CAPP, C2AP, C3AP, CRRP and CCIP Funding Terms and Conditions. In addition, continue to work closely with the Family Services Quality Assurance Associate to strategize in making improvements in areas of training and technical support for department staff. Lastly, look for professional development and training opportunities for staff through CDSS/CCDD, CAPP and the R&R Network.

17. Describe the process for using data to identify the training opportunities provided to staff. In the response include how Program Self-Evaluation and other data sources are used to determine the training needs of staff.

Based on the feedback received through our Program Self-Evaluation - Parent Survey, we will continue to focus on providing exceptional and quality customer service, parent/provider education along with professional development, training, and technical support to department staff. Some of the areas of concern were the delivery of program information (brochures) and information regarding other services available in our agency and community. Overall, we obtained 91% very satisfied with the Alternative Payment Program and 95% very satisfied with Resource & Referral.

Our new and current staff will continue to receive ongoing training and technical support from our Family Services Quality Assurance Associate along with professional development through other sources. The training will consist of CDSS/CCDD - Title 5 Regulations for Need and Eligibility, Child Care Bulletins, provider payments, and provider enrollment.

18. Program has written job descriptions for staff responsible for supporting and carrying out the requirements of the contracts held.

Yes

19. Program has a process for orienting new staff. Documentation is maintained on the training and resources provided to new staff.

Yes

18. Dimension IV. Administrative

20. Contractor has a current inventory containing all the required elements listed in FT&Cs:

Description

Serial number or other identification number

The source of funding

The acquisition date

The cost

The location, use and condition

Any ultimate disposition date including date of disposal and sale price if applicable

Has the contractor met this requirement?

Yes

21. Program maintains documentation of most recent physical check of the inventory. If no purchases were made it is documented on the inventory form. An authorized representative signs the inventory record at least once every two years.

Yes

22. For non-LEA: contractor has a procedure for competitive purchases of equipment and services.

Yes

Reminder: Inventory must include all equipment and all non-disposable items with an estimated useful life of more than a year purchased in whole or in part with Child Care and Development Funds. [CDSS Inventory Record Form](#).

19. Dimension IV. Administrative

23. Describe two goals for your program. Include in your response; the data collected to identify the goal, and include the action steps to be taken to improve the practice or program requirement.

First goal: CAPMC - Child Care Alternative and Resource & Referral Program (APP/R&R) will continue to enroll families from the waitlist into the General Contract. The current waitlist for Madera County consists of 100 families and 263 children. In order to do so, we will continue to sustain our current funding in order to obtain new funding from CDSS. This will create new slots in our program in order to assist families with subsidized childcare services. Our Stage 2 & Stage 3, we will continue to enroll as well. CAMPC anticipates an increase in enrollment within the new fiscal year of 2023-2024.

Second goal: We will continue to focus on providing exceptional & quality customer service, professional development, training and technical support to all department staff, and continue to be audit ready, and surpass our last 99% successful rate review. The training & technical support for department staff will continue on a monthly basis, this will be measured through our Quality Assurance (internal review) and when we undergo another review. Our Quality Assurance process consist of randomly selecting family files on a monthly basis for review and are audited to ensure compliance with contract regulations, agency policy & procedures that monitors for need, eligibility and family fee assessment. Lastly, our successful delivery of exceptional and quality customer service will be reflected through positive results received in our next Program Self-Evaluation - Parent Survey results.

24. Parent Survey: Describe the results of the parent survey and the action plans to address the feedback received from parents.

Child Care Alternative Payment and Resource & Referral (APP/R&R) Program received the following:

Alternative Payment – received 91% very satisfied with only 9% satisfied.

Resource & Referral - received a 95% very satisfied with only 5% not satisfied.

These were the areas of concern the delivery of program information, & information regarding other services available in our agency/community. APP/R&R will continue to focus on providing exceptional & quality customer service, parent/provider education along with professional development, training, & technical support to all department staff. The agency brochures & community information will be given to families in the very first stages of enrollment. In doing so, our new program participants will be more familiar with our program, the services we offer within our agency & the community; to feel more comfortable asking questions during their appointment & thereafter. In addition, we will continue to maintain all agency brochures up-to-date and available in our lobby area along with other program information. Our focus will continue to be on improving our program characteristics and processes. Lastly, I would like to share that my staff continues to do a great job in handling all changes that continue to take place. Despite COVID-19 Pandemic, my staff & I continue to remain focused in assisting the families and providers in our program.

25. Briefly describe how staff and board members were a part of the self-evaluation process.

The Family Services Associate (FSA) & Provider Services Associate (PSA) assisted in gathering all parent surveys. The Program Manager ensured completion and organization of all items. In addition, ensure all department staff adhere to CDSS/CCDD - Title 5 Regulations, Funding Terms & Conditions for all contracts. Lastly, looks for professional development & training opportunities for staff through CDSS/CCDD, CAPP and the R&R Network.

The R&R CCIP Coordinator assisted in providing workshops, training & technical support for License Child Care Providers and Family, Friend & Neighbor geared towards professional development and educational components. These components help create a healthy environment and positive experience for the children they serve. This year, home visits will resume to ensure childcare providers participating in the program continue to comply with Title 5/Title 22 Regulations and provide on-site technical support.

The Family Services Quality Assurance Associate assisted in ongoing training & technical support to the FSAs, PSAs and the Program Assistant/Typist Clerk II. Conducted monthly quality assurance reviews on family/provider files to ensure staff adhere to Title 5 Regulations, Provider Participation Requirements, and the Parent & Provider Handbook of Written Policies.

The Board of Directors assisted in reviewing and approving the Parent & Provider Handbook of Written Policies, Program Self-Evaluation, and the Continue Funding Application.

22. Dimension IV. Administrative

26. CRRP contractor has a written referral policy.

Yes

27. Written materials are readily available to parents, providers and public which include the operation hours of Resource & Referral services.

Yes

28. Policies and procedures include the contractor's complaint policy for parents and providers.

Yes

23. Dimension IV. Administrative

29. Program maintains documentation of requests for service, which must include the following:

Number of calls and contacts to the childcare information and referral program or component

Ages of children served

Time category of childcare request for each child

Special time category, such as nights, weekends, and swing shift

Reason that the childcare is needed

Has the contractor met this requirement?

Yes

30. Resource and Referral program provides Toll-free telephone lines and an office space convenient to parents and providers.

Yes

31. Referrals are provided in languages which are spoken in the community.

Yes

32. Program maintains an agency database or information system that is used to collect parental preferences for providers.

Yes

33. Describe your process for maintaining documentation on the number of referrals provided to each service provider.

The Needs Assessment & Referral form is included in the initial/annual certification packet and is due at the time of the family's appointment or can be submitted beforehand. During the appointment, the Family Services Associate (FSA) will review the form with the family to determine if additional community resources are needed. If the parent elects an agency for additional resources, the FSA will let the parent know the form will be given to the R&R CCIP Coordinator to follow-up. The R&R CCIP Coordinator will then contact the agency, provide them with the family's information and/or fax the form. The R&R CCIP Coordinator will make a follow-up call with the family within three (3) business days to confirm the agency has been in communication with the family.

*Two (2) copies of the Needs Assessment & Referral form will be kept, one (1) with the R&R CCIP Coordinator for tracking purposes and follow-up, and the second form will be in the family file.

24. Dimension IV. Administrative

34. Program maintains documentation to show the variety of supports for providers. Supports shall include, but not be limited to: Information on all aspects of initiating new childcare services including, but not limited to, licensing, zoning, program and budget development and assistance in finding such information from other sources.

Yes

35. Program maintains documentation to verify that the Resource and Referral program has contacted each licensed facility to inform providers of resources annually.

Yes

36. Program maintains documentation of written materials, trainings, or resources provided to community and public agencies on issues related to child care services affecting the service area.

Yes

37. Program maintains documentation and evidence that the appropriate entities were notified of Removal from Referral List, Notification of Temporary Suspension, License Revocation, or Probation.

Yes

38. Describe the information and resources provided that help existing child care service providers to maximize their ability to serve the children and parents of their community.

CAPMC - Resource & Referral (R&R) Program focuses on providing workshops for License Child Care Providers and Family, Friend and Neighbor geared towards professional development along with educational components for children ages 0 to 13 years of age. These workshops help maximize childcare providers' ability to serve the children and parents in the community.

R&R collaborates with Community Care Licensing (CCL) in providing a refresher on Title 22 Regulations and the importance of adhering to licensing requirements. In addition, we offer a variety of workshops, including but not limited to: Trauma-Informed, Mandated Reporter, Self-Care, Book Club and Better Business Practices through the Child Care Initiative Project. The Alternative Payment Program (APP) also assists in providing training and technical assistance regarding Title 5 Regulations and the importance of adhering to the Parent & Provider Handbook of Written Policies and the Funding Terms and Conditions for all program types.

R&R continues to provide ongoing technical assistance and/or coaching when a specific issue arises. Childcare providers are assisted with individualized plan dependent on their need. All childcare providers receive a monthly newsletter/calendar where resources within the community are shared.

39. Describe some of the materials, trainings, or resources provided to community and public agencies on issues related to child care services affecting the service area.

CAPMC – Alternative Payment and Resource & Referral (APP/R&R) Program participates in the quarterly Local Planning Committee meetings where different agencies come together to discuss the different services being offered. APP/R&R will share the Waitlist Application for Subsidized Childcare Services, the available slots and information on how to become a license childcare provider, the committee members will then share the information with potential families and providers. In addition, we also participate in outreach events within our community. The information shared during the outreach events includes but is not limited to brochures regarding APP/R&R, Emergency Child Care Bridge Program for Foster Children, The Profession of Family Child Care, Child Care & Development Selections for Educational Experiences in Madera County, Choosing Quality Care, Waitlist Applications, Trust Line, and information regarding obtaining a listing for Child Care Providers in the community. This opens the line of communication on the process of obtaining childcare services or becoming a licensed childcare provider. Our focus this year going forward is to target rural areas, continue with participating in outreach events, collaborate with other agencies, increase the APP waitlist/enrollment, and recruit new licensed childcare providers in our community.

25. Dimension IV: Administrative

40. Contractor, annually or as needed, reviews their Written Information for Families and Providers (if applicable) and updates information to align with current regulations (5 CCR and Funding Terms and Conditions), CDSS training webinars, and guidance provided through Child Care Bulletins (CCB).

Yes

26. Dimension V. Fiscal/Audit

41. The program has submitted a report for each contract that is consistent with the laws for state and federal fiscal reporting.

Yes

27. Dimension V. Fiscal/Audit

42. The program has submitted an acceptable financial and compliance audit within the required timelines.

No

43. Describe your plan to resolve and meet this requirement.

Community Action Partnership of Madera County, Inc. (CAPMC) is subject to the Single Audit Requirements of OMB Super Circular Part 200. Unfortunately, because of some one-time IT issues, personnel matters, and rescheduling the outside auditors, our audited financial statements are not complete as of May 24, 2023. The audit firm of Brown Armstrong CPAs has given the agency an estimated completion date of June 16, 2023, for the audit work and issuance of the audited financial statements. Once finished, the Single Audit for the agency will be uploaded to the Federal Audit Clearinghouse by the auditors and certified by CAPMC staff. CAPMC is hopeful that this completion date might occur a bit sooner.

CAPMC would like to assure HUD that this is a one-time incident and would ask you to consider our 25+ years of submitting timely expenditure reports and drawdown requests, adherence to HUD contract requirements, and completion of the Single Audit in a timely manner. This is an anomaly and CAPMC is working to ensure that this noncompliance and late filing does not occur again.

Please let the Executive Director, Mattie Mendez, know if you need any additional information or further explanation.

44. If findings were identified through the annual audit process how is the program adjusting practices and processes to resolve the findings? If no findings were identified, please write N/A.

N/A

28. Dimension VI: Technical Assistance and Training Needs

45. Select which technical assistance topics best meet your program improvement needs or goals.

- Eligibility and Need
- Program Quality
- Fiscal Reporting
- Audit Requirements
- Written Information for Families and Providers

29. Thank You!

Thank you for completing the Program Self-Evaluation Survey for Child Care and Development Programs at the California Department of Social Services.

A copy of your responses will be sent to lmurillo@maderacap.org (if the email does not arrive after a couple minutes, please check your Spam or Junk Mail folder)



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: July 13, 2023

Author: Jennifer Coronado

DATE: 6/30/23

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider authorizing the Executive Director to submit the grant application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program due July 28, 2023, for the program period October 1, 2023 to September 30, 2024.

I. RECOMMENDATION:

Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program due July 28, 2023, including any extensions and/or amendments during the funding period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the DV Program is to operate and maintain Domestic Violence Assistance Program. The goal of the DV Program is to provide local assistance for comprehensive support services to existing domestic violence providers, including emergency shelter to victims/survivors of domestic violence and their children.

III. DISCUSSION:

The services provided under the DV Program include, but are not limited to, maintain the 24-hotline, crisis intervention, individual and peer group counseling, emergency shelter for victims and their children, emergency food and clothing, court accompaniment, advocacy, transportation, and household establishment assistance.

IV. FINANCING:

The total project costs are \$520,560 comprised of the following:

2022 VOCA: \$250,474

2023 FVPS: \$85,133

2023 DVPO: \$184,953

Cal OES #		FIPS #		VS#		Subaward #	
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient:** Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4
- 2. Implementing Agency:** Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4
- 3. Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234
(Street) (City) (Zip+4)
- 4. Location of Project:** 1225 Gill Avenue Madera 93637-5234
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** DV - Domestic Violence Assistance Program **6. Performance/ Budget Period:** 10/1/2023 **to** 9/30/2024
(Start Date) (End Date)
- 7. Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$250,474					\$250,474
9.	2023	FVPS		\$85,133					\$85,133
10.	2023	DVPO	\$184,953						\$184,953
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost	\$184,953	\$335,607	\$520,560				\$520,560

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Mattie Mendez Title: Executive Director

Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234

Signature: _____ Date: _____

16. Federal Employer ID Number: _____

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) (Date)

(Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: _____

1. **Grant Subaward Director:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

2. **Financial Officer:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

3. **Programmatic Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

4. **Financial Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____



Grant Subaward Signature Authorization

Grant Subaward #: _____

Subrecipient: _____

Implementing Agency: _____

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: _____

Signature: _____

Date: _____

Financial Officer:

Printed Name: _____

Signature: _____

Date: _____

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, _____ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
AUTHORIZED BY:	
<p>I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.</p>	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

3. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

11. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

12. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
 - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
 - 1) Subrecipients represent that:
 - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
 - 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

20. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

26. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: _____

Official Designee's Typed Name: _____

Official Designee's Title: _____

Date Executed: _____



Federal Fund Grant Subaward Assurances
Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Program and American Rescue Plan Act Supplemental Funds

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

Subrecipient expends \$750,000 or more in federal funds annually.

Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Applicability of Uniform Administrative Requirements

Subrecipients (and any Second-Tier Subrecipient) agree to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 45 C.F.R. Part 75 for Department of Health and Human Services (HHS), Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (FVPS) federal awards.

The following provisions apply to FVPS funded programs

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart D – Post Federal Award Requirements only portions apply to all:
 - 1) 45 C.F.R. §75.303 – Internal Controls
 - 2) 45 C.F.R. §75.351 through §75.353 – Subrecipient Monitoring and Management

Unless otherwise stated, Subrecipients (and any Second-Tier Subrecipients) must refer to the HHS-specific language in 45 C.F.R. Part 75 rather than 2 C.F.R. Part 200.

3. Applicability of Additional Federal Regulations

In addition to 45 C.F.R.. Part 75, Subrecipients (and any Second-Tier Subrecipients) must also comply with the following federal regulations:

- 2 C.F.R. Part 25 – Universal Identifier and System for Award Management
- 2 C.F.R. Part 170 – Reporting Subaward and Executive Compensation Information
- 2 C.F.R. Part 175 – Award Term for Trafficking in Persons
- 2 C.F.R. Part 176 – Award Terms for Assistance Agreements that include Funds under the American Recovery and Reinvestment Act of 2009, Public Law 111-5
- 2 C.F.R. Part 180 – OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)
- 2 C.F.R. Part 376 – Non-Procurement Debarment and Suspension
- 2 C.F.R. Part 382 – Requirements for Drug-Free Workplace (Financial Assistance)
- 31 U.S.C. §3335, §6501, and §6503 (see also 31 C.F.R. Part 205 – Rules and Procedures for Efficient Federal-State Funds Transfers) – Cash Management Improvement Act
- 45 C.F.R. Part 16 – Procedures of the Departmental Grant Appeals Board
- 45 C.F.R. Part 30 – Claims Collection
- 45 C.F.R. Part 80 – Nondiscrimination Under Programs Receiving Federal

Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964

- 45 C.F.R. Part 81 – Practice and Procedure for Hearings Under Part 80 of this Title
- 45 C.F.R. Part 84 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
- 45 C.F.R. Part 86 – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
- 45 C.F.R. Part 87 – Equal Treatment for Faith-Based Organizations
- 45 C.F.R. Part 91 – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
- 45 C.F.R. Part 93 – New Restrictions on Lobbying
- 45 C.F.R. Part 95 – General Administration – Grant Programs
- 45 C.F.R. Part 100 – Intergovernmental Review of Department of Health and Human Services Programs and Activities

4. Statutory and National Policy Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with the following statutory and/or national policy requirements:

- Human Trafficking Provisions. Grant Subawards are subject to the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22 U.S.C. 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>.
- Mandatory Disclosures. Grant Subawards are subject to the requirements in 31 U.S.C. 3321, 41 U.S.C. 2313, and provisions found in Federal regulations at 45 C.F.R. §75.113 and Appendix XII of this part, and 2 C.F.R. Parts 180 and 376 for debarment and suspension. Non-Federal entities must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to comply may result in any noncompliance remedies, including debarment and suspension.
ACF is required to review and consider information about any current or potential recipient, Subrecipient, any Second-Tier Subrecipient, contractor, or subcontractor contained in the Federal Awardee

Performance and Integrity Information System (FAPIS) (<https://www.fapiis.gov>) and System for Award Management (SAM). Non-Federal entities may review and comment on any information about itself that has been entered into FAPIS. ACF will consider any comments by the non-Federal entity, in addition to other information in FAPIS to judge the grant recipients integrity, business ethics, and record of performance under Federal awards when completing its review of risk.

- Micro-purchase and Simplified Acquisition Threshold for Financial Assistance. Due to statutory changes set forth in the National Defense Authorization Act for Fiscal Year 2018, which became law on December 12, 2017, the threshold for micro-purchases is now set at \$10,000, and the threshold for simplified acquisition is now \$250,000. In accordance with 41 U.S.C. § 1902(f), changes to the thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR). However, pursuant to 2 C.F.R. §200.102, OMB has issued an exception to allow grantees, Subrecipients, and Second-Tier Subrecipients to use these higher thresholds in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Further, the National Defense Authorization Act for Fiscal Year 2017, which became law on December 23, 2016, establishes a uniform process by which institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes can request a micro-purchase threshold above \$10,000. Prior to requesting a higher threshold, please contact Cal OES.
- Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance. Subrecipients (and any Second-Tier Subrecipients) must administer Grant Subawards in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes taking reasonable steps to provide meaningful access to persons with limited English proficiency and providing programs that are accessible to and usable by persons with disabilities. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

- Subrecipients (and any Second-Tier Subrecipients) must take reasonable steps to ensure that they provide meaningful access to persons with limited English proficiency. For guidance on meeting the legal obligation to take reasonable steps to ensure meaningful access to Grant Subaward programs or activities by limited English proficient individuals, see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>.
- For information on the specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and taking appropriate steps to provide effective communication, see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment, see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>.
- For guidance on administering Grant Subawards in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.
- Posting Federally Funded Disclaimer Language on Documents. In accordance with Section 505 of Public Law 115-31, the Consolidated Appropriations Act of 2017 is applicable to the mandatory grant programs. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all Subrecipients (and any Second-Tier Subrecipients) receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

- Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services as Per 2 C.F.R. §200.216. Effective August 13, 2020, 2 C.F.R. §200.216 applies to all grant programs: Prohibition on certain telecommunications and video surveillance services or equipment.
 - a. As described in 2 C.F.R. 200.216, Subrecipients (and any Second-Tier Subrecipients) are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:
 - Procure or obtain;
 - Extend or renew a contract to procure or obtain; or
 - Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115- 232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country."
- Salary Limitation – Federal Executive Level II. Federal funds for these grant programs consistently include a provision as part of the Consolidated Appropriations Act (e.g., Public Law 115-31, May 5, 2017) from Congress that the amount that shall be used to pay the salary of an individual, through a grant or other extramural mechanism including non-federal share, must not exceed the

amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/executive-senior-level> under the “Rates of Pay for the Executive Schedule” link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entities organization. This salary limitation also applies to Grant Subawards, contracts, and Second-Tier Subawards under an ACF grant or cooperative agreement.

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

5. Subrecipients and Subcontracting Monitoring and Management

- According to the Applicability table in 45 C.F.R. §75.101(b)(1), and the exceptions described in §§75.101(d) and (e), all grant programs must comply with the Subrecipient Monitoring and Management requirements described in subpart D, §§75.351 - .353.
- Debarred or Suspended. Second-Tier Subrecipients may not participate in these programs in any capacity or receive Federal funds if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs or activities. Please see Executive Orders 12549 and 12689, as well as 2 C.F.R. Parts 180 and 376 for debarment and suspension provisions. Subrecipients must review information available through the System for Award Management, <https://www.sam.gov>, to determine whether an entity is ineligible.
- Contract Monitoring. Subrecipients (and any Second-Tier Subrecipients) are responsible for ensuring that contracts contain the applicable

provisions described in Appendix II of 45 C.F.R. Part 75. Subrecipients (and any Second-Tier Subrecipients) are responsible for oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract or purchase order. Records must be maintained by the Subrecipient (and any Second-Tier Subrecipients) and be sufficiently detailed for compliance.

- Subrecipient Monitoring. Subrecipients are required to advise Second-Tier Subrecipients of requirements imposed on them by Federal laws, regulations, and the provisions of Grant Subawards as well as any supplemental requirements imposed by Cal OES. These include grant administrative and audit requirements (where applicable) under 45 C.F.R. Part 75. Subrecipients are responsible for monitoring the activities of the Second-Tier Subrecipients to ensure that the Grant Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the Terms and Conditions of the Grant Subaward, and that Grant Subaward performance goals are achieved.

6. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

<p>CERTIFICATION</p> <p>I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.</p> <p>Official Designee's Signature: _____</p> <p>Official Designee's Typed Name: _____</p> <p>Official Designee's Title: _____</p> <p>Date Executed: _____</p>



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: DV23 15 1245		
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 FVPA	23 DVPO	23 DVPO Match	Total Amount Allocated
<p>Victim Services Program Manager Oversees operation of all victim services programs; supervises program coordinators and coordinates direct services staff.</p> <p>Victim Services Coordinator Oversees operation of all shelter activities while taking a direct role in providing services to client occupants.</p> <p>Administrative Assistant The Admin Assistant serves as an aide to the program manager and as secretarial back up to the administrative staff. Screens correspondence, coordinates scheduling, and tallies data from statistical reports.</p> <p>Shelter Support Aides (3 Total) Assists shelter occupants with daily activities while maintaining shelter and supplies.</p> <p>Specialty Advocate Provides crisis intervention, support, advocacy and counseling to victims of domestic violence.</p> <p>Advocate Ills (2 Total) Provides crisis intervention, support, advocacy and counseling to victims of domestic violence.</p>					



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: DV23 15 1245			
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 FVPA	23 DVPO	23 DVPO Match	Total Amount Allocated
Victim Services Program Manager FTE 19%					
Salary (\$96,330.92 annually x 19% = \$17,714.69)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$8,858				\$8,858
50% funded by 23DVPO (4/01/23-9/30/23)			\$8,857		\$8,857
Benefits (\$17,714.69 x 13.207% benefit rate = \$2,339.66)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$1,170				\$1,170
50% funded by 23DVPO (10/01/23-03/31/24)			\$1,169		\$1,169
Victim Services Coordinator FTE 23%					
Salary (\$79,632.22 annually x 23% = \$17,903.83)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$8,952				\$8,952
50% funded by 23DVPO (10/01/23-03/31/24)			\$8,951		\$8,951
Benefits (\$17,903.83 x 22.6728% benefit rate = \$4,059.31)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$2,030				\$2,030
50% funded by 23DVPO (10/01/23-03/31/24)			\$2,029		\$2,029



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: DV23 15 1245			
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 FVPA	23 DVPO	23 DVPO Match	Total Amount Allocated
Administrative Assistant FTE 19%					
Salary (\$51,067.49 annually x 19% = \$9,484.78)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$4,743				\$4,743
50% funded by 23DVPO (10/01/23-03/31/24)			\$4,742		\$4,742
Benefits (\$9,484.78 x 28.6037% benefit rate = \$2,713.00)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$1,357				\$1,357
50% funded by 23DVPO (10/01/23-03/31/24)			\$1,356		\$1,356
Shelter Support Aide FTE 40%/100% (1 of 4)					
Salary (\$36,905.92 annually x 40% = \$14,762.37)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$7,381				\$7,381
50% funded by 23DVPO (10/01/23-03/31/24)			\$7,381		\$7,381
Benefits (\$14,762.37 x 15.2396% benefit rate = \$2,249.74)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$1,125				\$1,125
50% funded by 23DVPO (10/01/23-03/31/24)			\$1,125		\$1,125



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: DV23 15 1245			
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 FVPA	23 DVPO	23 DVPO Match	Total Amount Allocated
Shelter Support Aide FTE 80%/100% (2 of 4)					
Salary (\$39,519.01 annually x 80% = \$31,615.20)					
17.891% funded by 22VOCA (08/01/24-09/30/24)	\$5,656				\$5,656
82.109% funded by 23DVPO (10/01/23-07/31/24)			\$25,959		\$25,959
Benefits (\$31,615.20 x 43.125% benefit rate = \$13,633.97)					
18.080% funded by 22VOCA (08/01/24-09/30/24)	\$2,465				\$2,465
81.920% funded by 23DVPO (10/01/23-07/31/24)			\$11,169		\$11,169
Shelter Support Aide FTE 80%/100% (3 of 4)					
Salary (\$41,662.04 annually x 80% = \$33,329.63)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$33,330				\$33,330
50% funded by 23DVPO (10/01/23-03/31/24)					
Benefits (\$41,662.04 x 33.425% benefit rate = \$13,925.73)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$13,926				\$13,926
50% funded by 23DVPO (10/01/23-03/31/24)					



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: DV23 15 1245			
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 FVPA	23 DVP0	23 DVP0 Match	Total Amount Allocated
Shelter Support Aide FTE 40%/100% (4 of 4)					
Salary (\$37,096.50 annually x 40% = \$14,838.60)					
50% funded by 22VOCA (04/01/24-09/30/24)					
50% funded by 23DVP0 (10/01/23-03/31/24)					
Benefits (\$14,838.60 x 15.2246% benefit rate = \$2,259.12)					
50% funded by 22VOCA (04/01/24-09/30/24)					
50% funded by 23DVP0 (10/01/23-03/31/24)					
Specialty Advocate FTE 100%					
Salary (\$73,131.02 annually x 100% = \$73,131.02)					
54.1038% funded by 22FVPS (04/01/24-09/30/24)	\$36,566				\$36,566
30.5591% funded by 23DVP0 (22FVPA Match) (4/1/23-7/31/23)					
15.3369% funded by 23DVP0 (8/1/23-9/30/23)			\$36,565		\$36,565
Benefits (\$73,131.02 x 16.433% benefit rate = \$12,017.63)					
48.6977% funded by 22VOCA (04/01/24-09/30/24)	\$6,009				\$6,009
51.3022% funded by 23DVP0 (10/01/23-03/31/24)			\$6,009		\$6,009



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: DV23 15 1245			
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 FVPA	23 DVPO	23 DVPO Match	Total Amount Allocated
Advocate III FTE 100% (1 of 2)					
Salary (\$57,888.33 annually x 100% = \$57,888.33)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$28,944				\$28,944
50% funded by 23DVPO (10/01/23-03/31/24)			\$28,944		\$28,944
Benefits (\$57,888.33 x 13.0494% benefit rate = \$7,554.13)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$3,777				\$3,777
50% funded by 23DVPO (10/01/23-03/31/24)			\$3,777		\$3,777
Advocate III FTE 100% (2 of 2)					
Salary (\$47,518.18 annually x 100% = \$47,518.18)					
50% funded by 22VOCA (04/01/24-09/30/24)	\$23,759				\$23,759
50% funded by 23DVPO (10/01/23-03/31/24)			\$23,759		\$23,759
Benefits (\$47,518.18 x 29.66929% benefit rate = \$14,098.31)					
6.64839% funded by 22VOCA (09/01/24-09/30/24)	\$937				\$937
93.35161% funded by 23DVPO (10/01/23-08/31/24)			\$13,161		\$13,161



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: DV23 15 1245		
A. Personnel Costs - Line-item description and calculation	22 VOCA	23 FVPA	23 DVPO	23 DVPO Match	Total Amount Allocated
(Benefits include FICA/SUI, Health/Dental/Vision, Worker's Comp, and 4% retirement contribution.)					
Personnel Costs Fund Source Totals	\$190,985		\$184,953		\$375,938
PERSONNEL COSTS CATEGORY TOTAL					\$375,938



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: DV23 15 1245		
B. Operating Costs - Line-item description and calculation	22 VOCA	23 FVPS	23 DVPO	23 DVPO Match	Total Amount Allocated
<p>Office Supplies Office supplies necessary for operation of programs. \$109.08 x 12mo = \$1,308.96</p>	\$1,303				\$1,303
<p>Data Processing Supplies To support collection of program objectives, track services, monitor progress and provide client services. Warranties for phones/CPU's, firewalls, switches, Microsoft licenses, PC virtualization. \$750 x 12mo = \$9,000</p>		\$9,000			\$9,000
<p>Program Supplies Supplies for kitchens, laundry rooms, and bathrooms for shelter. \$250 x 12mo = \$3,000</p>		\$3,000			\$3,000
<p>Postage and Shipping 100% of actual postage based on actual usage. Meter codes track postage. \$10 x 12mo = \$120</p>	\$120				\$120
<p>Equipment Rental Postage meter rental, meters are only rentable. Postage is charged based on program codes in meter. Copier and other equipment rentals. \$130 x 12mo = \$1560</p>		\$1,560			\$1,560



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: DV23 15 1245		
B. Operating Costs - Line-item description and calculation	22 VOCA	23 FVPS	23 DVPO	23 DVPO Match	Total Amount Allocated
<p>Equipment Maintenance Repair of AC unit, shelter appliances and equipment as needed. \$33.33 x 12mo = \$399.96</p>	\$400				\$400
<p>Printing and Publications Newspapers, California law pamphlets. \$33.33 x 12mo = \$399.96</p>		\$400			\$400
<p>Advertising and Promotion To promote program awareness of services and other.</p>		\$1,000			\$1,000
<p>Telephone/Communications Telephone, internet, and fax services for program manager and advocates. Bandwidth, Answering Service, Long Distance and other comm. Services. Telephone and fax service to shelter. \$1,100 x 12mo = \$13,200</p>	\$7,900	\$5,300			\$13,200



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: DV23 15 1245			
B. Operating Costs - Line-item description and calculation	22 VOCA	23 FVPS	23 DVPO	23 DVPO Match	Total Amount Allocated
<p>Rent Office space for program-assigned staff and for use when working with victims, including office and common areas of reception, conference rooms, restrooms, and hallways. For 23-24, Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,786.24/mo X 12 = \$45,434.88. DV share is 884.54 Sqft x 1.16/Sqft x 12 mo = \$12,312.80 annually/\$1,026.07 per month, which breaks down as follows: Direct Staff: 3.61 FTE x 125 Sqft x 1.16/Sqft x 12 mo = \$6,281.40 Common Area: 371.39 Sqft x 1.16/Sqft x 12 mo = \$5,169.75 Excess Area: 12.77 Sqft x 1.16/Sqft x 12 mo = \$177.76 100% funded by 22FVPA (4/1/23-9/30/23)</p>					
<p>Utilities Utilities/disposal service for program manager and advocates at Yosemite St., and at shelter. \$1,200.00 x 12mo = \$14,400</p>	\$7,200	\$7,200			\$14,400
<p>Building Repairs/Maintenance Building repairs and maintenance on the shelter. \$166.67 x 12mo = \$2,000</p>		\$2,000			\$2,000



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: DV23 15 1245		
B. Operating Costs - Line-item description and calculation	22 VOCA	23 FVPS	23 DVPO	23 DVPO Match	Total Amount Allocated
Grounds Maintenance Maintenance on the grounds at the shelter. \$350 x 12mo = \$4,200	\$305	\$3,895			\$4,200
Pest Control Shelter maintenance. \$155 x 12mo = \$1,860	\$930	\$930			\$1,860
Burglar and Fire Alarm Alarm system at shelters. \$115 x 12mo = \$1,380	\$690	\$690			\$1,380
Property Insurance Property insurance on shelter. \$275 x 12mo = \$3,300	\$1,150	\$1,150			\$2,300
Custodial Services \$350 x 12mo = \$4,200	\$2,100	\$2,100			\$4,200
Gas and Oil Gas and oil for shelter vehicles. \$290 x 12mo = \$3,480	\$1,740	\$1,740			\$3,480



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: DV23 15 1245		
B. Operating Costs - Line-item description and calculation	22 VOCA	23 FVPS	23 DVP0	23 DVP0 Match	Total Amount Allocated
Vehicle Insurance \$275 x 12mo = \$3,300	\$1,650	\$1,650			\$3,300
Vehicle Repair and Maintenance \$83.33 x 12mo = \$999.96	\$500	\$500			\$1,000
Staff Travel - Local 763.36 miles x \$0.655/mi = \$500	\$250	\$250			\$500
Insurance and Bonding Bond required by Cal OES \$720	\$360	\$360			\$720
Liability Insurance Liability Insurance-Volunteers \$33.33 x 12mo = \$400	\$200	\$200			\$400
Property Taxes Taxes for properties to shelter victims. 10/1/23 - 9/30/24: \$1,800	\$900	\$900			\$1,800
Fees and Licenses \$100 x 12mo = \$1,200	\$600	\$600			\$1,200
Trainings Employee trainings, including but not limited to, CA Partnership to End Domestic Violence Shifting the Lens Conference and End Violence Against Women International Conference (San Diego, CA).	\$3,100				\$3,100



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: DV23 15 1245			
B. Operating Costs - Line-item description and calculation	22 VOCA	23 FVPS	23 DVPO	23 DVPO Match	Total Amount Allocated
<p>Client Lodging/Shelter Household Establishment Assistance - To assist victims in establishment of new residence 4 x \$1,400 = \$5,600 Temporary and emergency housing if there's shelter overflow. \$20,100</p>		\$12,850			\$12,850
<p>Direct Benefits Emergency victim assistance cases. 10/01/23 - 9/30/24: \$400</p>	\$200	\$200			\$400
<p>Indirect Costs Indirect Costs: 9.1% of direct project costs - based on cognizant agency - Dept. of Health and Human Services, total direct costs excluding equipment and donated services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers indirect administrative operating expenses such as telephone, audit, supplies etc. associated with the administrative and indirect staff. \$477,140.20 x 9.1% = \$43,419.80 64.235% funded by 22VOCA (02/1/24-09/30/24) 35.765% funded by 23FVPS (10/01/23-01/31/24)</p>	\$27,891	\$15,529			\$43,420
Operating Costs Fund Source Totals	\$59,489	\$85,133			\$144,622
OPERATING COSTS CATEGORY TOTAL					\$144,622



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.				Grant Subaward #: DV23 15 1245	
C. Equipment Costs - Line-item description and calculation	22 VOCA	23 FVPS	23 DVP0	23 DVPO Match	Total Amount Allocated
Equipment Costs Fund Source Totals					
EQUIPMENT COSTS CATEGORY TOTAL					

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	22 VOCA	23 FVPS	23 DVP0	23 DVPO Match	Total Project Cost
Fund Source Totals	\$250,474	\$85,133	\$184,953		\$520,560



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

2) Programmatic Components

a. Twenty-four-Hour Crisis Hotline

We will operate the 24-hour crisis hotline, 1 (800)355-8989, to respond to the needs of domestic violence victims throughout Madera County. Only advocates and volunteers that have completed the 65-hour dual Domestic Violence and Sexual Assault Advocate training will respond to calls per California Evidence Code 1037.1(a)(1) and 1035.2-4. Our Human Resources Department maintains all certificates of completion in employee files. We have a contract with Madera Dispatch to operate our call center. All our community partners including law enforcement, medical providers, social services, and other non-profits are aware of our crisis hotline and are encouraged to use it when needed. The Administrative Aide is responsible for making sure staff and volunteers cover the crisis calendar.

b. Counseling (Individual and Peer Group)

Advocates provide individual peer counseling. If a survivor needs long-term counseling, they will be provided with a list of qualified counselors in Madera County. Support Groups will be offered in English and Spanish. When there is more than one client who speaks the same language at the shelter, an effort will be



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

made to provide a support group at the shelter. Clients needing additional support are referred for professional therapy.

c. Business Center

The Program Manager, Coordinator, Administrative Aide, and Advocates will be available to serve victims of domestic violence at our business center located at 812 W. Yosemite Ave, Ste. 101, Madera, CA 93637. Our Specialty Advocate will assist clients at our Oakhurst office located at 49269 Golden Oak Dr. Ste. 200, Oakhurst, CA 93644, and Chowchilla office located at 228 Trinity Ave. Chowchilla, CA 93610. Our office hours are Monday-Friday from 8:00 am to 5:00 pm. We have an open-door policy, allowing victims to walk in without an appointment for assistance with urgent needs such as crisis intervention, restraining orders, and case updates.

d. Emergency Shelter for Victims/Survivors and their Children

The Martha Diaz Shelter is registered as confidential location in Madera County as required in penal code 13823.15(F) (15) (B). The shelter is open to victims of domestic violence and their children on a 24-hour basis. In the event our shelter is full, we may provide motel vouchers or assist the victim in locating shelter from surrounding counties. We have operational agreements in place with



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

nearby counties that operate a domestic violence shelter that may be able to assist.

e. Emergency Food and Clothing

When victims and children arrive at the shelter, they may not have the necessities such as food, clothing, and toiletries. Shelter staff will provide individuals with food, clothing, and hygiene products once settled in. Staff will provide referrals to the Food Bank, Social Services for food stamps, or WIC. The Shelter Aides are responsible for maintaining our main pantry with supplies at all times to ensure that food is always available for domestic violence victims staying at our shelter.

f. Emergency Response to Calls from Law Enforcement

We have written operational agreements with California Highway Patrol, Madera Police Department, Madera Sheriff's Office, and Chowchilla Police Department. Our agreement states that Victim Services will be available to respond to requests from law enforcement 24 hours a day, 365 days a year. Victim Services is responsible for providing crisis responses to victims referred by law enforcement and to provide shelter intakes when needed. Advocates, Shelter Aides, and Volunteers will respond to crisis calls. The Coordinator is



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

responsible for training all of the employees on the protocol and updating the protocol as needed.

g. Medical Advocacy and Emergency Response

CAPMC has an operational agreement with Madera Community Hospital (MCH), Madera County Public Health, and Camarena Health Clinic to provide direct services to victims of domestic violence seeking emergency medical treatment. Madera Community Hospital is currently closed as of January 1, 2023 and has no reopening date. Medical staff have been provided with our crisis hotline number and have our information posted. Advocates and volunteers are allowed access to the patient's room to provide crisis response. In the event that the victim needs shelter, the advocate or responding volunteer will place the victim in the Martha Diaz Shelter and provide immediate needs such as food and toiletries. The advocate will provide follow-up to identify needs and schedule appointments such as restraining order requests or referrals to social services.

h. Transportation

Agency vehicles are used to provide transportation for domestic violence victims and their children. We have satellite offices in Chowchilla and Oakhurst for advocates to meet with their clients. This takes the burden off victims in



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

geographically isolated areas in Madera County. When needed, the advocate will provide transportation to court or provide bus tickets to get to appointments.

i. Counseling for Children

The Shelter Aide and Advocate will provide peer counseling to children. Staff use art therapy for children ten and under. For children ages eleven to seventeen, we focus on understanding expressing feelings through journaling, discussion, and healthy activities such as afterschool programs, school sports, and counseling through school. Referrals for professional therapy are issued when a child needs additional support.

j. Criminal Justice and Social Services Advocacy

The Advocate and Shelter Aides are responsible for guiding each domestic violence victim in applying for aid with Social Services, California Victims Compensation Board Claim, and any local assistance programs. The Advocate will provide advocacy on the victim's behalf with Social Services, child-care assistance, schools, and landlords. If a client's matter results in criminal charges the advocate will assist the victim with meeting with the prosecutor and going over their rights.

k. Legal Assistance



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Advocates will provide assistance with completing legal documents for restraining orders and custody orders for minor children. The advocate will file all legal documents with the Madera Superior Courthouse, explain the process to domestic violence victims, and help with any follow-up paperwork.

I. Court Accompaniment

The Advocate will provide court accompaniment to criminal and civil court hearings. When safety is a concern for the victim the advocate will ask a bailiff or security for additional support.

m. Community Resource and Referral

CAPMC is a member of the California Partnership to End Domestic Violence (CPEDV) and the National Coalition to End Domestic Violence. We participate in monthly regional meetings for the Central Valley CPEDV. CAPMC staff also participate in monthly MDTs meetings in Madera County. Staff network with local agencies by participating in health and resource fairs. CAPMC also updates and distributes a local resource guide to clients.

n. Household Establishment Assistance

To support victims of domestic violence in establishing a new residence; we will help with security deposits, first/last month's rent, household needs such as furnishings, dishes, towels, etc., up to \$1,400.



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

o. Children's Programs

The Advocate and Shelter Aides will ensure that all school-aged children are attending school while at the shelter. Our agency works closely with the Madera County Superintendent of Schools and Madera Unified School District-Student Services to make sure transportation is provided to students to and from school. This lessens the burden on families to have to disrupt the child's current educational plans.

p. Transitional Housing Assistance

CAPMC will not be using funds for transitional housing. CAPMC currently has a Transitional Housing (XH) Program funded by California Office of Emergency Services (Cal OES) grant for domestic violence victims. Domestic violence staff will work closely with the Transitional Housing Case Worker to refer families that require longer housing options before moving to permanent housing. We currently have working relationships with several property owners that are willing to rent to victims seeking housing.

q. Nondiscrimination Service Policy

The Martha Diaz Shelter serves survivors of domestic violence and their children up to the age of eighteen; exceptions are made for dependent adult



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

children who are disabled. All other services are provided regardless of their age, gender, ethnicity, religion, or sexual orientation.

r. Voluntary Participation in Services

The Martha Diaz Shelter does not require victims to participate in activities or workshops to stay with their children at our shelter. However, a client may be asked to leave the shelter if they purposefully and willingly violate the program's rules in a manner that endangers the safety and well-being of other participants, staff, or children.

s. Client Confidentiality

All Victim Services staff, interns and volunteers working with domestic violence victims will adhere to the confidentiality policy to protect clients and restrict disclosure of sharing information. CAPMC will maintain all client records in a locked filing cabinet. This applies to client files at the business center and at the Martha Diaz Shelter. Management will be responsible for ensuring that all records are only accessed by staff assigned to the domestic violence program. Staff are not to disclose information to anyone outside of the domestic violence program without written permission from the client via a confidentiality waiver. The staff do not disclose or confirm the identities of clients residing in the shelter



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

to anyone seeking to inquire with the exception of child welfare services. All client files are kept at a locked storage facility for three years after the close of the program year.

t. 40-Hour Training for Domestic Violence Counselors

All Victim Services staff and volunteers have completed a 65-hour dual Domestic Violence/Sexual Assault Counselor training pursuant to Evidence Code § 1037.1(a)(1). Each year, Victim Services provides a minimum of one in-person training course per year to recruit new volunteers; new staff are required to attend for continued employment. The training includes all required training topics provided by Cal OES. Cal OES 40-Hour Domestic Violence Counselor Training form is available for viewing upon request.

u. Operational Agreements

We have operational agreements with the District Attorney's Office, other domestic violence shelters, Madera County Department of Social Services, all four law enforcement agencies within Madera County as well as other social service agencies to help meet the needs of domestic violence victims. We had operational agreement with Madera Community Hospital, which closed as of January 1, 2023 and does not have a reopen date. All operational agreements



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

meet the time period required. Those that are to expire will be renewed.

CAPMC operates the Victims Witness program for Madera County. A complete list of Operational Agreements is attached.

v. Language Access Plan

CAPMC has developed a language access policy for limited English proficient individuals (LEP). Staff at the initial point of contact will conduct an assessment of the need for language assistance and notify the individual of the right to an interpreter at no cost to them. CAPMC will cover the cost of services. We participate in outreach and community events to reach individuals with limited English proficiency with our Underserved (UV) Cal OES grant. Bilingual staff and volunteers are available at these events.

w. Diversity, Equity, and Inclusion (DEI) Plan

CAPMC has developed a DEI plan to make sure survivors of domestic violence are not receiving unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. We will monitor our populations to identify gaps in services. A plan will be submitted by the deadline.



Grant Subaward Programmatic Narrative

Grant Subaward #: DV23 15 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

x. Assistance with California Victim Compensation Board Claims

Advocates will assist domestic violence victims with California Victims Compensation Claims by assisting victims with application and obtaining the necessary documents to support their claim. Advocates will monitor the claim and provide status updates to clients.

y. California Victims Resource Center (CVRC)

Clients will be referred to CVRC when in need of additional resources outside of Madera County. CVRC can provide information to other victim services agencies throughout California.

Attachment B
DV Program Grant Subaward Application Addendum

Part I: SUBRECIPIENT AGENCY INFORMATION

Subrecipient Name	Community Action Partnership of Madera County, Inc.	Grant Subaward Number	DV23 15 1245
-------------------	---	-----------------------	--------------

Instruction: Complete this form, even if no information has changed since 2022-23.

HOTLINE			
Hotline Phone Number(s)	1 (800)355-8989		

BUSINESS CENTER			
Business Center Address	812 W. Yosemite Ave., STE 101 Madera, CA 93637	Phone Number	(559) 661-1000
Business Center Address	49269 Golden Oak Dr. Oakhurst, CA 93644	Phone Number	(559) 658-8588
Business Center Address	228 Trinity Ave. Chowchilla, CA 93610	Phone Number	(559) 201-9353
Business Center Address		Phone Number	

DOMESTIC VIOLENCE (DV) SHELTER INFORMATION	
Number of DV shelter facilities for the entire Subrecipient agency	1
Number of beds in all DV shelter facilities for entire Subrecipient agency	18
Number of cribs in all DV shelter facilities for the entire Subrecipient agency	0

HOUSING	
Indicate the expected amount of funding, from this program, which will be used for housing assistance (e.g., shelter, hotel/motel stays, havens, and safe housing etc.).	\$13,250

SUBRECIPIENT CLASSIFICATION	
Indicate which classification (Urban, Rural, Suburban or Frontier) most closely matches your service area. If unknown, you may use https://www.ruralhealthinfo.org/am-i-rural to find your classification.	Urban

UNDERSERVED OR CULTURALLY AND LINGUISTICALLY SPECIFIC SERVICES PROJECT	
Does your agency primarily serve an underserved or a culturally and linguistically specific population*?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If yes, list specific population(s) served:	

*Culturally and linguistically specific services refers to community-based services that offer full linguistic access and culturally specific services and resources, including outreach,

Attachment B

DV Program Grant Subaward Application Addendum

collaboration, and support mechanisms primarily directed toward culturally specific communities. *Underserved populations* means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition (45 CFR § 1370.2).]

Part II: REQUIRED SERVICE OBJECTIVES AND PROJECTED GOALS

Please project the number of new DV victims/survivors and services to be provided during the grant performance period.

1.	480	Number of crisis calls to be received by the agency through the hotline.	
2.	a.	225	Total number of new DV victims/survivors who will receive peer/individual counseling by a DV counselor.
	b.	1350	Total number of individual/group counseling services provided by talk therapy.
	c.	1	Total number of individual/group counseling services provided via video counseling (i.e. Zoom, Teams).
	d.	15	Total number of individual/group counseling services provided using culturally and linguistically specific healing activities.
	e.	50	Total number of group counseling services to be provided (each survivor is counted at each group).
3.	150	Total number of new DV victims/survivors to be served at the business center.	
4.	a.	40	Total number of new DV victims/survivors and their children to be sheltered (including hotel vouchers, safe homes, etc.)
	b.	1400	Total number of bed nights = (# of beds occupied x # of nights).
5.	35	Total number of new DV victims/survivors to receive emergency food and/or clothing.	
6.	a.	20	Total number of new DV victims/survivors to be served by the project as a result of referrals from law enforcement.
	b.	3	Total number of times DV counselors will respond to a call from law enforcement agencies.

Attachment B
DV Program Grant Subaward Application Addendum

7.	a.	3	Total number of new DV victims/survivors to be served by the project as a result of hospital emergency rooms, medical clinics, and/or medical office referrals.
	b.	2	Total number of times DV counselors will respond to an emergency call from a hospital emergency room, medical clinics, and/or medical office referrals.
8.		20	Total number of new DV victims/survivors who will be provided transportation (direct or through vouchers/bus pass, etc.).
9.	a.	5	Total number of children of new DV victims/survivors who will receive counseling.
	b.	15	Total number of children receiving counseling services by talk therapy.
	c.	0	Total number of new DV victims/survivors who receive group counseling services. Total number of children receiving counseling services via video counseling (i.e. Zoom, Teams).
	d.	10	Total number of children receiving counseling services using culturally and linguistically specific healing activities.
10.		100	Total number of new DV victims/survivors who will receive criminal justice and/or social service advocacy services.
11.	a.	115	Total number of new DV victims/survivors who will receive legal assistance with TROs, protective and/or custody orders by the DV project.
	b.	30	Total number of new DV victims/survivors to be referred to an outside agency for legal assistance with TROs, protective and/or custody orders, and others.
12.	a.	75	Total number of new DV victims/survivors that will be accompanied to court by a DV counselor.
	b.	75	Total number of times a DV counselor will accompany DV victims/survivors to court.
13.		5	Total number of collaborative meetings to be attended by the project.
14.		3	Total number of new DV victims/survivors who will receive household establishment assistance.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient:	UEI #	FIPS #:
Grant Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)	Date:
Print Name and Title:	Phone Number:
<i>Cal OES Staff Only: SUBAWARD #</i>	



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: _____

1. County or Counties Served:

County where principal office is located: _____

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: _____

3. State Assembly District(s) Served:

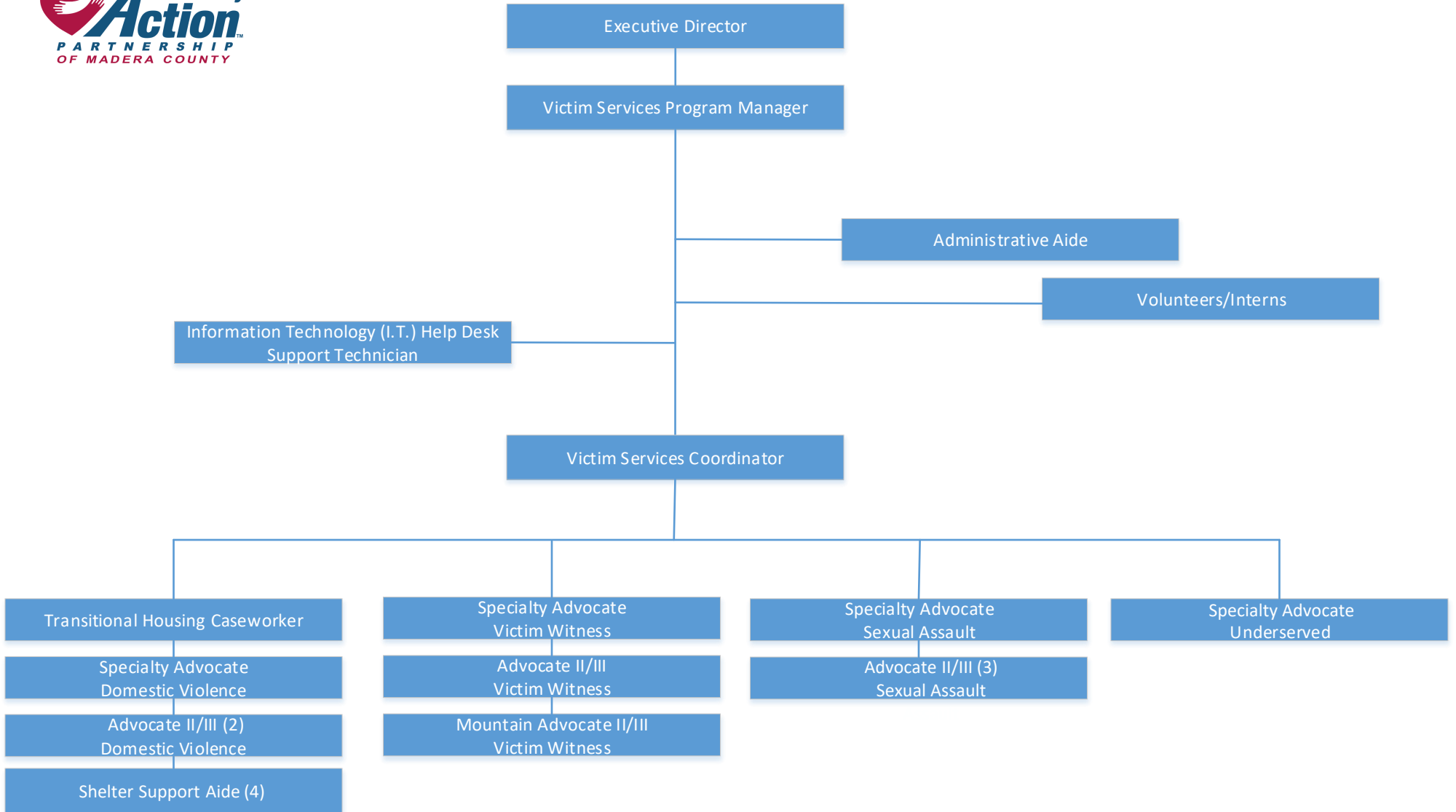
State Assembly District where principal office is located: _____

4. State Senate District(s) Served:

State Senate District where principal office is located: _____

5. Population of Service Area: _____

VICTIM SERVICES





Volunteer Waiver Request

Grant Subaward #: _____

Subrecipient: _____

Justification:

Cal OES Approval

Approved Denied

Program Specialist Signature

Date

Approved Denied

Unit Chief Signature

Date



Operational Agreement Summary

Grant Subaward #: _____

Subrecipient: _____

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____

NONPROFIT RATE AGREEMENT

EIN: 94-1612823

DATE:06/02/2022

ORGANIZATION:

FILING REF.: The preceding agreement was dated 04/01/2021

Community Action Partnership of Madera County, Inc.

1225 Gill Avenue

Madera, CA 93637

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2020	06/30/2021	9.10	On-Site	All Programs
PROV.	07/01/2021	06/30/2024	9.10	On-Site	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), donated services and subawards.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

(1) Grantee charges all costs direct to grants and/or contracts except the costs listed below:

A. For the period 07/01/2020 - 06/30/2021, salaries and wages of agency-wide employees are as follows: Accountant Program Manager (3), Accountant Supervisor, Accountant Technician (3), Software Analyst, Network Administrator, Program Assistant/Clerk Typist, Human Resources Director - All 100%; Accounting Program Manager - 97.81%; Maintenance Worker - 92.75%; Accounting Program Manager - 82.25%; Human Resources Generalist - 96.50%; CFO - 78%; Receptionist - 75.91%; Administrative Assistant to ED - 78.79%; Executive Director - 63.08%; Human Resource Assistants - 100%; Help Desk Support Tech - 12.56%; Maintenance Worker - 2.42%; Maintenance Worker - 3.40%; Maintenance Worker - 2.76%; Maintenance Worker - 2.78%.

B. Leave and fringe benefits for above personnel only are included in the indirect cost pool.

C. Other expenses - Administrative portion only: consultants/contractual, materials/supplies, travel/training, repairs/maintenance, vehicle expense, rent, occupancy, insurance, postage/printing, telephone, rentals and other expenses.

(2) The directly charged fringe benefits are: Payroll taxes, worker's compensation, health/dental/vision/life insurance and retirement.

(3) The indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF-PI-HS-08-03) dated 5/12/2008, which precludes recipients of Head Start grants to use any Federal funds to pay for any part of the compensation of an individual either as a direct cost or any pro-ration as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. For 2019, the rate of compensation for an Executive Level II was \$192,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2021, the rate of compensation for an Executive Level II is \$199,300 per year.

(4) Your next proposal based on actual costs for the fiscal year ending 06/30/2022 is due in our office by 12/31/2022.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Community Action Partnership of Madera County, Inc.

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S Digitally signed by Arif M. Karim - S
Date: 2022.06.16 07:52:58 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/2/2022

(DATE) 2416

HHS REPRESENTATIVE: Elmas Martin

Telephone: (415) 437-7820



Report to the Board of Directors

Agenda Item Number: D-7

Board of Directors Meeting for: July 13, 2023

Author: Jennifer Coronado

DATE: 6/26/2023

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider authorizing the Executive Director to submit the grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, for the program period January 1, 2024, to December 31, 2024.

I. RECOMMENDATION:

Review and consider authorizing the submission of the application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program due July 28, 2023, including any extensions and/or amendments during the funding period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the XH Program is to operate and maintain Transitional Housing Program from January 1, 2024, to December 31, 2024, including any extensions and/or amendments during the funding period.

III. DISCUSSION:

The purpose of the XH Program is to provide victims/survivors of crime with transitional/short-term housing assistance and a range of supportive services, including follow-up services that move victims/survivors into permanent housing.

IV. FINANCING:

The total project costs are \$135,000 comprised of the following:
2023 VOCA: \$135,000

Cal OES #	FIPS #	VS#	Subaward #
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. Subrecipient: Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4

2. Implementing Agency: Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4

3. Implementing Agency Address: 1225 Gill Avenue Madera 93637-5234
(Street) (City) (Zip+4)

4. Location of Project: 1225 Gill Avenue Madera 93637-5234
(City) (County) (Zip+4)

5. Disaster/Program Title: XH - Transitional Housing Program **6. Performance/
Budget Period:** 1/1/2024 **to** 12/31/2024
(Start Date) (End Date)

7. Indirect Cost Rate: Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	VOCA		\$135,000					\$135,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total Project Cost				\$135,000	\$135,000				\$135,000

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Mattie Mendez Title: Executive Director

Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234

Signature: _____ Date: _____

16. Federal Employer ID Number: 941612823

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: _____

1. **Grant Subaward Director:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

2. **Financial Officer:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

3. **Programmatic Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

4. **Financial Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____



Grant Subaward Signature Authorization

Grant Subaward #: _____

Subrecipient: _____

Implementing Agency: _____

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: _____

Signature: _____

Date: _____

Financial Officer:

Printed Name: _____

Signature: _____

Date: _____

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, _____ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
A. Personnel Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
<p>Victim Services Program Manager FTE 3% The Victim Services Program Manager is responsible for the daily project operations and supervises the program staff. The program manager also assures compliance with state requirements and directly assists with clients.</p> <p>Salary (\$96,330.92 annually x 3% = \$2,889.93) Benefits (\$2,889.93 x 13.1709% benefit rate = \$380.63)</p>	<p>\$2,890 \$381</p>	<p>\$2,890 \$381</p>
<p>Victim Services Coordinator FTE 5% The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the Program Manager.</p> <p>Salary (\$79,632.22 annually x 5% = \$3,981.61) Benefits (\$3,981.61 x 22.4346% benefit rate = \$893.26)</p>	<p>\$3,982 \$893</p>	<p>\$3,982 \$893</p>



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
A. Personnel Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
<p>Housing Coordinator FTE 100% The Transitional Housing Case Worker establishes case plans with families, follow-up with and ensure clients meet requirements to obtain permanent housing, helps as a general advocate with clients and utility, housing, and governmental vendors.</p> <p>Salary (\$55,074.31 annually x 100% = \$55,074.31) Benefits (\$55,074.31 x 27.895% benefit rate = \$15,363.08)</p>	<p>\$55,074 \$15,363</p>	<p>\$55,074 \$15,363</p>
<p>Administrative Aide FTE 4% The Administrative Aide position is responsible for serving as an aide to the Program Manager and as secretarial back up to the administrative staff and various other duties.</p> <p>Salary (\$51,067.48 annually x 4% = \$2,042.70) Benefits (\$2,042.70 x 28.2322% benefit rate = \$576.70)</p> <p>(Benefits include FICA/SUI, Health/Dental/Vision, Worker's Comp, and 4% retirement contribution.)</p>	<p>\$2,043 \$577</p>	<p>\$2,043 \$577</p>



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
A. Personnel Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
Personnel Costs Fund Source Totals	\$81,203	\$81,203
PERSONNEL COSTS CATEGORY TOTAL		\$81,203



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
B. Operating Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
<p>Office Supplies: Pens, paper, printer cartridges & supplies needed for client meetings, shredder, chairs, records and documents. \$12.50/mo x 12 = \$150</p>	\$150	\$150
<p>Data Processing Supplies: To support collection of program objectives, track and monitor progress and provide client services. Includes desktop supplies, toner, software, virtualization, and Microsoft licesnse. \$200/mo x 12 = \$2,400</p>	\$2,400	\$2,400
<p>Program Supplies: Supplies to promote outreach and support programs \$354.</p>	\$354	\$354
<p>Postage and Shipping: 100% of postage based on actual usage. \$5/mo x 12 = \$60</p>	\$60	\$60



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
B. Operating Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
<p>Telephone/Communication: Telephone service, long distance, and voicemail, Verizon staff cell phones, Comcast FAX and internet. \$15/mo x 12 = \$180</p>	\$180	\$180
<p>Rent: Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,786.24/mo x 12 = \$45,434.88 Transitional Housing share is as follows: Direct Staff: 1.12 FTE x 125 Sqft. = 140 x 1.16/Sqft. x 12mo = \$1,948.80 Training/Interview/Waiting Areas: 151.68 Sqft for TH = 151.68 Sqft x 1.16/Sqft x 12mo = \$2,111.39 Intake Areas: 38.16 Sqft for TH = 38.16 Sqft. x 1.16/Sqft x 12mo = \$531.19</p>	\$4,591	\$4,591
<p>Utilities: Water, Sewer, Disposal, Natural Gas and Electricity services, since moving \$15/mo x 12mo = \$180</p>	\$180	\$180
<p>Burglar Alarm: Alarm at Madera location \$3/mo x 12 = \$36</p>	\$36	\$36



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
B. Operating Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
Property Insurance Portion of insurance that covers grant \$35/mo x 12 = \$420	\$420	\$420
Custodial Services: Maintenance/Janitorial service \$8/mo x 12 = \$96	\$96	\$96
Medical Screening/SEAT/Staff: Medical screenings for new staff \$5/mo x 12 = \$60	\$60	\$60
Gas and Oil: Fuel for agency auto based on actual purchases. \$40/mo x 12 = \$480	\$480	\$480
Vehicle Insurance: Vehicle insurance at \$56/mo x 12 = \$672	\$672	\$672
Staff Travel-Local: For staff traveling locally to sites, courthouse, or any other site required in victim assistance \$5/mo x 12 = \$60	\$60	\$60



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
B. Operating Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
<p>Liability Insurance: General liability and insurance for volunteers, \$18/mo x 12 = \$216</p>	\$216	\$216
<p>Fees & License: Memberships, fees, and licenses \$400</p>	\$400	\$400
<p>Client Lodging/Shelter: Household establishment assistance and temporary or emergency housing.</p>	\$19,782	\$19,782
<p>Rent of 2 Units for 01/31/24 to 04/30/24, and 1 Unit for 05/01/24 to 12/31/24 for Transitional Housing Victims to provide temporary housing to victims of domestic violence. For 2 Units at (\$850 + \$750)/mo x 4/mos = \$6,400 & \$750/mo x 8/mos = \$6,000, Total Rent \$12,400</p>	\$12,400	\$12,400
<p>Indirect Costs: 9.1% of direct project costs - excluding equipment @ \$123,740. CAPMC has an indirect cost rate agreement. See attached. Cognizant Agency is Dept. of Health and Human Services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers associated indirect administrative operating expenses such as rent, telephone, audit, supplies etc.</p>	\$11,260	\$11,260



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
B. Operating Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
Operating Costs Fund Source Totals	\$53,797	\$53,797
OPERATING COSTS CATEGORY TOTAL		\$53,797



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: XH23 02 1245
C. Equipment Costs - Line-item description and calculation	2023 VOCA	Total Amount Allocated
Equipment Costs Fund Source Totals		
EQUIPMENT COSTS CATEGORY TOTAL		

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	2023 VOCA	Total Project Cost
Fund Source Totals	\$135,000	\$135,000



Grant Subaward Programmatic Narrative

Grant Subaward #: XH 23 2 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

1. Provide transitional housing and short-term housing assistance to crime victims

Community Action Partnership of Madera County, Inc. (CAPMC) offers transitional housing to survivors of domestic violence and sexual assault exiting emergency shelter. CAPMC has adopted the Housing First Model to connect individuals and families experiencing homelessness quickly and successfully to permanent housing.

CAPMC offers two options for housing: transitional housing (scattered sites and voucher) and short-term housing assistance. CAPMC currently leases one single family unit in Madera County for the specific purpose of transitioning families into permanent housing – the unit is fully furnished by CAPMC although utilities are the responsibility of the tenant. The 3-bedroom unit has been effective when housing families with numerous issues that prevent them from leasing their own unit and gives them an opportunity to work on the issues keeping them from obtaining permanent housing, including credit, rental history, income, deposits, etc.

Vouchers are used to assist those clients that can obtain permanent housing on their own but still require assistance in order to maintain it. Maximum assistance under the voucher program is as follows:

First 6 months: 100% of the rent



Grant Subaward Programmatic Narrative

Grant Subaward #: XH 23 2 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Months 7-12: 75% of the rent

Months 13-18: 50% of the rent

Months 19-24: 25% of the rent

CAPMC adjusts the above on a case-by-case basis to avoid placing a financial hardship on survivors that need the assistance but shall not exceed 24 months.

Short-term housing assistance consists of up to three consecutive months of rental assistance for a new housing unit. The type of assistance a survivor receives is based on the needs of the survivor. It is the goal of CAPMC to assist a minimum of 5 families per program year – 4 with transitional housing and 1 with short-term housing.

2. Comply with the Housing First Model

CAPMC follows the Housing First Model. We provided flexible financial assistance based on the victim/survivors' needs. The case workers and staff are trained in trauma informed care. We will comply with the concept of Housing First Model and provide supportive services that emphasize engagement and problem solving over therapeutic goals. Clients will not be evicted based on sobriety, use of substances, and credit history.

3. Supportive Services



Grant Subaward Programmatic Narrative

Grant Subaward #: XH 23 2 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

We understand that many clients have different barriers to obtaining permanent housing, therefore, all survivors work with a Case Worker that works with the survivor/family to identify support services needed to foster independence. The Case Worker assists families on locating and securing permanent housing and employment. Additional services may include, but are not limited to, case management, childcare assistance/referral, court accompaniment, assistance with temporary restraining orders, crisis intervention, peer counseling, social services and criminal justice advocacy, transportation, basic living skills workshops and referrals as needed for substance abuse treatment, ongoing therapy, vocational training, and support groups. The Case Worker will assist victims with the application for California Victims Board Claims and will facilitate empowerment-based support groups.

4. Follow-up Services

The Case Worker will provide follow-up services to survivors for up to 90 days after a survivor has stopped receiving short-term or transitional housing assistance. Follow-up services are on a case-by-case basis and may include, but are not limited to, creditor intervention, personal advocacy, safety planning, reporting restraining order violations, and referrals to other agencies for additional support. By providing case management we can collaborate closely with clients to create



Grant Subaward Programmatic Narrative

Grant Subaward #: XH 23 2 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

a clear plan on how to achieve goals such as obtaining a GED. We can assist them with applying to the local adult school and arrange childcare with local agencies so that they can be successful. After survivors are able to locate and secure permanent housing the Case Worker will provide peer counseling for up to one year. Once the one year has been reached and the survivor request additional counseling a referral will be made to Behavioral Health for additional services. When permanent housing cannot be secured the Case Worker will refer the victim to the Homeless Engagement for Living Program (H.E.L.P.) Center.

5. Community Collaboration

The Case Worker will work with other organizations to help expand the services available to survivors. These agencies include the Department of Social Services, District Attorney's Office, Behavioral Health, Workforce Connection, Madera Unified School District, Pacific Gas and Electric, and other local organizations that may have something to offer our survivors like local churches and food banks. We have operational agreements with Housing Authority with the City of Madera, Lideres Campesinas, and neighboring domestic violence/rape sexual assault organizations. The Case Worker, Coordinator, and Program Manager will participate in task force and collaborative group meetings to keep informed of relevant trends that impact survivors and maintain a



Grant Subaward Programmatic Narrative

Grant Subaward #: XH 23 2 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

relationship with local housing partners. The Program Manager and the Case Worker will participate in the Fresno Madera Continuum of Case meetings. The Case Worker and Coordinator will work to collaborate with property owners to encourage housing opportunities for survivors.

6. Address the Barriers

The barriers that survivors face are lack of credit, rental history, and available affordable housing. Some have issues with legal immigration status along with social and cultural challenges. Multigenerational migrant families typically migrate to Madera County with extended family and seek housing with multiple families in one unit. When domestic violence arises, victims are forced to leave the home they share with the abuser's family. For undocumented survivors, we can assist with certifications needed for U-Visa's, T-Visa's and VAWA self-petitions. This can increase the possibility of being able to work legally, which supports the ability to afford permanent housing and gain independence. Many survivors are not aware of the services available in our community. The Case Worker assists survivors with referrals for child-care, WIC, cash aid through the Department of Social Services and other programs/services they may need. Language is another barrier survivors face. We have residents in our county that do not speak English or Spanish, they speak Indigenous immigrant dialects, like



Grant Subaward Programmatic Narrative

Grant Subaward #: XH 23 2 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Mixteco Alto/Bajo or Zapteco to name a few. We request assistance from local translators that speak these dialects for assistance when needed. When they are not available, we use a language translation helpline. Staff are provided with training on working with survivors with disabilities to gain the knowledge needed to better serve these populations. Our business office is ADA compliant.

7. Community Outreach and Referrals

CAPMC plans to provide outreach to key stakeholders, the community, and landlords. The Program Manager and Case Worker will seek community collaboration from services clubs and other groups for additional support and needs for survivors. When we cannot meet the needs for survivors a referral to the Department of Social Services or the Homeless Engagement for Living Program (H.E.L.P) Center to assist with emergency shelter or housing.

8. Volunteers

Volunteers will assist with locating donated items such as furniture and household items victims need when they have secured housing. Staff and volunteers will participate in resource fairs and other community events to share information about our programs and locate new resources for survivors.

Volunteers will also assist with transportation to appointments when needed.



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

3. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

11. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

12. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
 - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
 - 1) Subrecipients represent that:
 - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
 - 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

20. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

26. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: _____

Official Designee's Typed Name: _____

Official Designee's Title: _____

Date Executed: _____

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient:	UEI #	FIPS #:
Grant Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

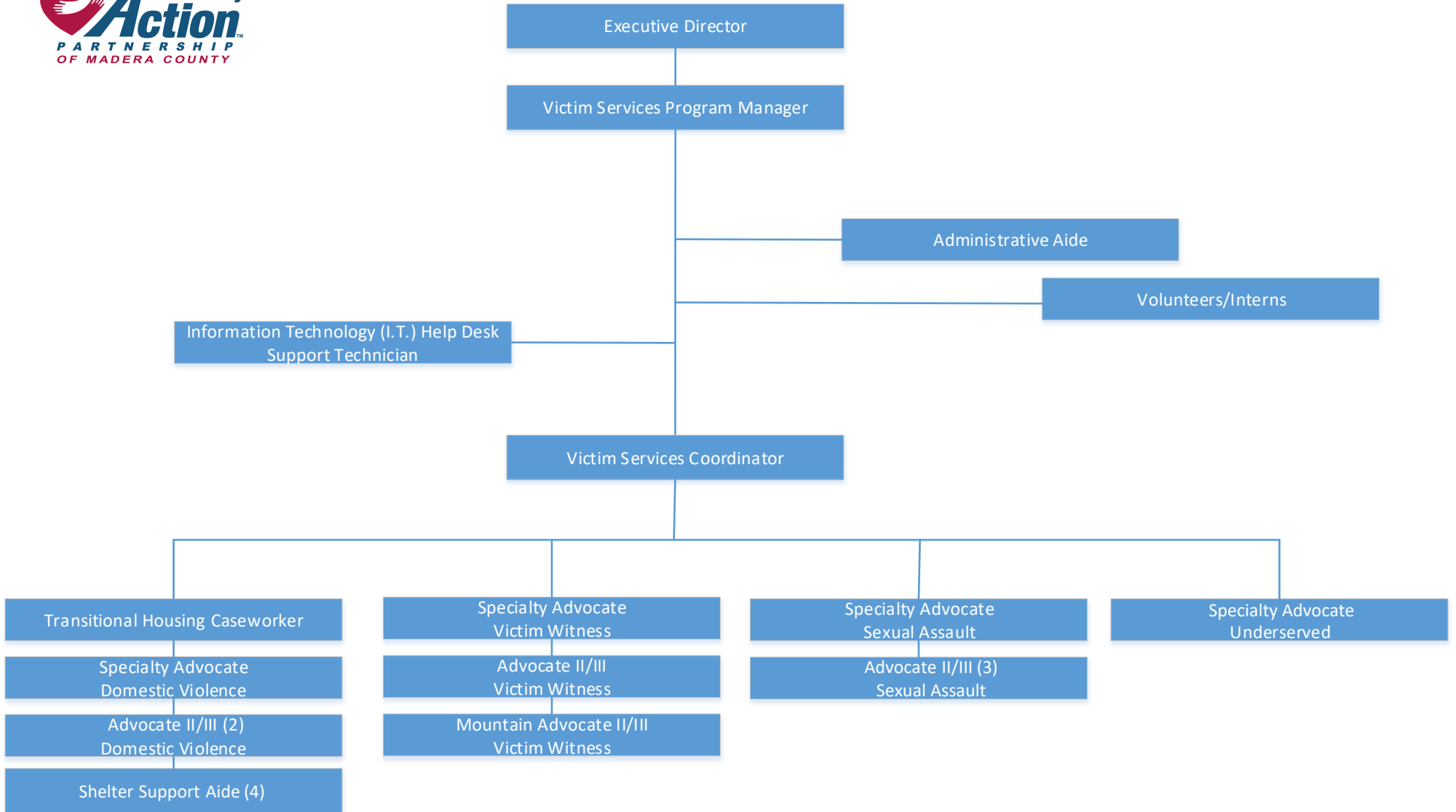
For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)	Date:
Print Name and Title:	Phone Number:
<i>Cal OES Staff Only: SUBAWARD #</i>	

VICTIM SERVICES





Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: _____

1. County or Counties Served:

County where principal office is located: _____

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: _____

3. State Assembly District(s) Served:

State Assembly District where principal office is located: _____

4. State Senate District(s) Served:

State Senate District where principal office is located: _____

5. Population of Service Area: _____



Volunteer Waiver Request

Grant Subaward #: _____

Subrecipient: _____

Justification:

Cal OES Approval

Approved Denied

Program Specialist Signature

Date

Approved Denied

Unit Chief Signature

Date



Operational Agreement Summary

Grant Subaward #: _____

Subrecipient: _____

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____

NONPROFIT RATE AGREEMENT

EIN: 94-1612823

DATE:06/02/2022

ORGANIZATION:

FILING REF.: The preceding agreement was dated 04/01/2021

Community Action Partnership of Madera County, Inc.

1225 Gill Avenue

Madera, CA 93637

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2020	06/30/2021	9.10	On-Site	All Programs
PROV.	07/01/2021	06/30/2024	9.10	On-Site	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), donated services and subawards.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

(1) Grantee charges all costs direct to grants and/or contracts except the costs listed below:

A. For the period 07/01/2020 - 06/30/2021, salaries and wages of agency-wide employees are as follows: Accountant Program Manager (3), Accountant Supervisor, Accountant Technician (3), Software Analyst, Network Administrator, Program Assistant/Clerk Typist, Human Resources Director - All 100%; Accounting Program Manager - 97.81%; Maintenance Worker - 92.75%; Accounting Program Manager - 82.25%; Human Resources Generalist - 96.50%; CFO - 78%; Receptionist - 75.91%; Administrative Assistant to ED - 78.79%; Executive Director - 63.08%; Human Resource Assistants - 100%; Help Desk Support Tech - 12.56%; Maintenance Worker - 2.42%; Maintenance Worker - 3.40%; Maintenance Worker - 2.76%; Maintenance Worker - 2.78%.

B. Leave and fringe benefits for above personnel only are included in the indirect cost pool.

C. Other expenses - Administrative portion only: consultants/contractual, materials/supplies, travel/training, repairs/maintenance, vehicle expense, rent, occupancy, insurance, postage/printing, telephone, rentals and other expenses.

(2) The directly charged fringe benefits are: Payroll taxes, worker's compensation, health/dental/vision/life insurance and retirement.

(3) The indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF-PI-HS-08-03) dated 5/12/2008, which precludes recipients of Head Start grants to use any Federal funds to pay for any part of the compensation of an individual either as a direct cost or any pro-ration as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. For 2019, the rate of compensation for an Executive Level II was \$192,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2021, the rate of compensation for an Executive Level II is \$199,300 per year.

(4) Your next proposal based on actual costs for the fiscal year ending 06/30/2022 is due in our office by 12/31/2022.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Community Action Partnership of Madera County, Inc.

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S Digitally signed by Arif M. Karim - S
Date: 2022.06.16 07:52:58 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/2/2022

(DATE) 2416

HHS REPRESENTATIVE: Elmas Martin

Telephone: (415) 437-7820



Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors Meeting for: July 13, 2023

Author: Jennifer Coronado

DATE: 6/26/2023

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider authorizing the Executive Director to submit the grant application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program due July 26, 2023, for the program period October 1, 2023 to September 30, 2024.

I. RECOMMENDATION:

Review and consider authorizing submission of the application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program due July 26, 2023, including any extensions and/or amendments during the funding period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the RC Program is to operate and maintain Rape Crisis Program. The goal of the RC Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services.

III. DISCUSSION:

The services provided under the RC Program include, but are not limited to, maintaining the 24-hotline, crisis intervention, follow-up services, survivor rights, individual counseling, accompaniment, advocacy, community education, information, and referral.

Funding increased by \$23,131 to include Family Violence Prevention and Services Act American Rescue Plan Grants to support survivors of sexual assault funds (FVSA).

IV. FINANCING:

The total project costs are \$358,165 comprised of the following:

2022 VOCA: \$319,414

2022 RCP5: \$15,620

2021 FVSA: \$23,131

Cal OES #	FIPS #	VS#	Subaward #
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient:** Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4
- 2. Implementing Agency:** Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4
- 3. Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234
(Street) (City) (Zip+4)
- 4. Location of Project:** Madera Madera County 93637-5234
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** RC - Rape Crisis Program **6. Performance/
Budget Period:** 10/1/2023 **to** 9/30/2024
(Start Date) (End Date)
- 7. Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$319,414					\$319,414
9.	2023	RCPO	\$15,620						\$15,620
10.	2021	FVSA		\$23,131					\$23,131
11.	Select	Select							
12.	Select	Select							
Total Project Cost			\$15,620	\$342,545	\$358,165				\$358,165

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Mattie Mendez Title: Executive Director

Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234

Signature: _____ Date: _____

16. Federal Employer ID Number: 941612823

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: _____

1. **Grant Subaward Director:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

2. **Financial Officer:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

3. **Programmatic Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

4. **Financial Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____



Grant Subaward Signature Authorization

Grant Subaward #: _____

Subrecipient: _____

Implementing Agency: _____

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: _____

Signature: _____

Date: _____

Financial Officer:

Printed Name: _____

Signature: _____

Date: _____

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, _____ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
AUTHORIZED BY:	
<p>I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.</p>	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____

Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1245	
A. Personnel Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Victim Services Program Manager FTE 30%</p> <p>The victim services program manager is responsible for the daily project operations and supervises the program staff. The program manager also assures compliance with state requirements and assists with direct client services.</p> <p>Salary (\$93,235.19 annually x 30% = \$27,970.56)</p> <p>21.894% Funded by 22VOCA (07/01/24-09/30/24) \$6,124</p> <p>26.667% Funded by 21FVSA (04/01/23-06/30/24) \$7,459</p> <p>51.439% Funded by 23RCP5 (10/01/23-03/31/24) \$14,388</p> <p>Benefits (\$27,970.56 x 13.207% benefit rate = \$3,694.20)</p> <p>39.981% Funded by 22VOCA (04/01/24-09/30/24) \$1,477</p> <p>26.663% Funded by 21FVSA (02/01/24-03/31/24) \$985</p> <p>33.349% Funded by 23RCP5 (10/01/23-01/31/24) \$1,232</p>				
<p>Administrative Aide FTE 32%</p> <p>The Administrative Aide position is responsible for serving as an aide to the Program Manager and as secretarial back up to the administrative staff and various other duties.</p> <p>Salary (\$49,919.90 annually x 32% = \$15,974.37)</p> <p>78.128% Funded by 22VOCA (01/01/24-09/30/24) \$12,480</p> <p>21.872% Funded by 21FVSA (10/01/23-12/31/23) \$3,494</p> <p>Benefits (\$15,974.37 x 28.603% benefit rate = \$4,569.26)</p> <p>56.245% Funded by 22VOCA (03/01/24-09/30/24) \$2,570</p> <p>43.755% Funded by 21FVSA (10/01/23-02/28/24) \$2,000</p>				



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1245	
A. Personnel Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Victim Services Coordinator FTE 27% The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the Program Manager.</p> <p>Salary (\$77,842.72 annually x 27% = \$21,017.54) 66.668% Funded by 22VOCA (02/01/24-09/30/24) 33.332% Funded by 21FVSA (10/01/23-01/31/24) Benefits (\$14,011.69 x 34.009% benefit rate = \$4,765.28)</p> <p>66.669% Funded by 22VOCA (02/01/24-09/30/24) 33.331% Funded by 21FVSA (10/01/23-01/31/24)</p>	\$14,012	\$7,006		\$14,012 \$7,006
<p>Advocates Advocates provide direct services to clients, including crisis intervention, counseling, advocacy, accompaniment, information and referrals, and community education. Advocates maintain records of service delivery.</p>	\$3,177	\$1,588		\$3,177 \$1,588
<p>Advocate III FTE 100% Salary (\$50,790.16 annually x 100% = \$50,790.16) 100% Funded by 22VOCA (10/01/23-09/30/24) Benefits (\$50,790.16 x 33.2756% benefit rate = \$16,900.76) 100% Funded by 22VOCA (10/01/23-09/30/24)</p>	\$50,790			\$50,790
	\$16,901			\$16,901



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1245	
A. Personnel Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
Advocate III FTE 100%				
Salary (\$57,888.23 annually x 100% = \$57,888.23) 100% Funded by 22VOCA (10/01/23-09/30/24)	\$57,888			\$57,888
Benefits (\$57,888.23 x 26.5577% benefit rate = \$15,373.81) 100% Funded by 22VOCA (10/01/23-09/30/24)	\$15,374			\$15,374
Advocate II FTE 100%				
Salary (\$44,982.67 annually x 100% = \$44,982.67) 100% Funded by 22VOCA (10/01/23-09/30/24)	\$44,983			\$44,983
Benefits (\$44,982.67 x 30.6488% benefit rate = \$13,786.69) 100% Funded by 22VOCA (10/01/23-09/30/24)	\$13,787			\$13,787
(Benefits include FICA/SUI, Health/Dental/Vision, Worker's Comp, and 4% retirement contribution.)				
Personnel Costs Fund Source Totals	\$239,563	\$22,532	\$15,620	\$277,715
PERSONNEL COSTS CATEGORY TOTAL				\$277,715



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1	
B. Operating Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Office Supplies: Pens, paper, printer cartridges & supplies needed for client meetings, shredder, chairs, records and documents.</p>	\$500	\$178		\$678
<p>Data Processing Supplies: To support collection of program objectives, track and monitor progress and provide client services. Includes software, various program licenses, backup, annual warranty computer/phone switch, firewall security, network virtualization, network administration cost, and employee Microsoft licenses. \$710/mo * 12 mos = Total \$8,520</p>	\$9,520			\$9,520
<p>Program Supplies: Supplies used to promote rape awareness and support program.</p>	\$4,310			\$4,310
<p>Postage and Shipping: 100% of postage based on actual usage. \$25 x 12 = \$600</p>	\$300			\$300



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1	
B. Operating Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Equipment Rental: \$150/mo x 12 = \$1,800 for postage meter, photo copier rentals.</p>	\$1,800			\$1,800
<p>Printing & Publishing: \$260/mo x 12 = \$3,120 for printing and publishing information for clients, including agency and resource information.</p>	\$3,120			\$3,120
<p>Advertising and Promotion: Madera Tribune advertising for volunteers, employee recruitment, Sexual Assault Month, and general outreach.</p>	\$480			\$480
<p>Telephone/Communication: Telephone service, long distance, and voicemail, Verizon staff cell phones, Comcast FAX and internet. \$375/mo x 12 = \$4,500</p>	\$4,500			\$4,500



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1	
B. Operating Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Rent: Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,786.24/mo x 12 = \$45,434.88. Rape Crisis share is as follows:</p> <p>Direct Staff: 3.89 FTE x 125 Sqft. = 486.25 x 1.16/Sqft. x 12mo = \$6,768.60</p> <p>Training/Interview/Waiting Areas (Common Areas): 1654 Sqft x 26.585% for RC = 439.73 Sqft x 1.16/Sqft x 12mo = \$6,121.04</p> <p>Intake Areas (Exception): 110 Sqft x 27.481% for RC = 30.23 Sqft. x 1.16/Sqft x 12mo = \$420.80</p>	\$6,769			\$6,769
	\$6,121			\$6,121
		\$421		\$421
<p>Utilities: Water, Sewer, Disposal, Natural Gas and Electricity services. \$240/mo x 12mo = \$2,880</p>	\$2,880			\$2,880
<p>Building Repairs & Maintenance: Building repairs and maintenance at sites. \$45/mo x 12 = \$540</p>	\$540			\$540



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1	
B. Operating Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Burglar Alarm: Alarm at Madera location. \$30/mo x 12 = \$360</p>	\$360			\$360
<p>Custodial Services: Maintenance/Janitorial service. \$250/mo x 12 = \$3,000</p>	\$3,000			\$3,000
<p>Medical Screening/SEAT/Staff: Medical screenings for new staff. \$10/mo x 12 = \$120</p>	\$120			\$120
<p>Gas and Oil: Fuel for agency auto based on actual purchases. \$27.50/mo x 12 = \$380, \$50/Oil change x 3 = \$150</p>	\$530			\$530
<p>Vehicle Insurance: Vehicle insurance at \$50/mo x 12 = \$600</p>	\$600			\$600



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1	
B. Operating Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Vehicle Repair and Maintenance: Monthly vehicle maintenance \$20/mo x 12 = \$240</p>	\$240			\$240
<p>Staff Travel-Local: For staff traveling locally to sites, courthouse, or any other site required in victim assistance \$11.66/mo x 12 = \$140</p>	\$140			\$140
<p>Training - Staff: Training to certify staff in evidence-based support groups and empowerment groups, sexual assault conference to enhance skills of advocates and stay up to date with laws and trends.</p>	\$1,000			\$1,000
<p>Liability Insurance: General liability and insurance for volunteers, \$25/mo x 12 = \$300</p>	\$300			\$300
<p>Fees and Licenses: To pay for various fees and licenses that are required and incurred within the year \$75/mo x 12 = \$900 Retirement Plan Administration \$200 Valor US Membership \$675</p>	\$1,775			\$1,775



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: RC23 37 1	
B. Operating Costs - Line-item description and calculation	2022 VOCA	2021 FVSA	2023 RCP5	Total Amount Allocated
<p>Fingerprinting: Fingerprint at \$12 x 6 new/existing prints = \$72</p>	\$72			\$72
<p>Direct Benefits: Emergency housing or hotel for sexual assault victims.</p>	\$1,000			\$1,000
<p>Indirect Costs: 9.1% of direct project costs - excluding equipment @ \$328,290.56. CAPMC has an indirect cost rate agreement. See attached. Cognizant Agency is Dept. of Health and Human Services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers associated indirect administrative operating expenses such as rent, telephone, audit, supplies etc.</p>	\$29,874			\$29,874
Operating Costs Fund Source Totals	\$79,851	\$599		\$80,450
OPERATING COSTS CATEGORY TOTAL				\$80,450

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

1. To provide Crisis Intervention Services to 370 sexual assault victims from 10/1/23 through 9/30/24.

ACTIVITIES:

- 1.1 We operate our rape crisis program through our business center and crisis hotline. Our business center is located at 812 W. Yosemite Ave, STE 101. Madera, CA 93637. Business hours are Monday through Friday 8:00 am to 5:00 pm.
- 1.2 We operate our crisis hotline after business hours, weekends, and holidays (800)355-8989. Trained staff and volunteers respond to crisis calls 24-hours a day, 365 days of the year. The program manager is responsible for training staff and volunteers.
- 1.3 Operational agreements are signed with Madera Police Department, Madera County Sheriff's Office, and Chowchilla Police Department. The Operational agreements outline the responsibility of law enforcement to refer rape victims to our agency for services. The victim advocate's job description includes responding to law enforcement for assistance with rape calls.

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

-
2. To provide Follow-Up Services to 240 sexual assault victims from 10/1/23 through 9/30/24.

ACTIVITIES:

-
- 2.1 The advocate is responsible for contacting sexual assault victims within three business days after crisis intervention.
- 2.2 A minimum of 50% of clients receiving crisis intervention will receive follow-up.
- 2.3 Advocates may follow-up in-person or by telephone to proceed with case status updates, resources, and referrals.

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

3. To provide In-Person Counseling Services to 70 sexual assault victims from 10/1/23 through 9/30/24.

ACTIVITIES:

- 3.1 Advocate will provide in-person peer counseling to sexual assault victims in need of support.
- 3.2 Parents/guardians of sexual assault victims will be offered in-person peer counseling after the initial crisis response.
- 3.3 A referral list of mental health professionals will be provided to sexual assault victims in need of professional support/counseling.

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

4. To provide Accompaniment Services to 160 sexual assault victims from 10/1/23 through 9/30/24.

ACTIVITIES:

- 4.1 Advocates will offer sexual assault victims' accompaniment to case related appointments such as medical exams and social services agencies.
- 4.2 Advocates will offer sexual assault victims' accompaniment to criminal justice proceedings, including law enforcement interviews, court, and District Attorney's meetings.
- 4.3 Operational agreements are in place with law enforcement, social services, hospitals, and clinics to inform victims of on-scene support.

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

5. To provide Advocacy Services to 265 sexual assault victims from 10/1/23 through 9/30/24.

ACTIVITIES:

- 5.1 Victim Services will provide advocacy for sexual assault victims by informing them of their rights as sexual assault survivors.
- 5.2 Advocates will intervene for sexual assault victims seeking help with social service agencies, medical/mental health providers, employers, schools, and the criminal justice system.
- 5.3 Advocates will assist sexual assault victims with Victims of Crime Compensation application by assisting them with gathering the necessary documents for submission.

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

6. To provide 4 Community Education Programs to 40 attendees from 10/1/23 through 9/30/24.

ACTIVITIES:

- 6.1 CAPMC-Victim Services staff will provide at least 4 presentations to the community on our rape crisis program, services, operations, and volunteer opportunities.
- 6.2 Community education will be provided by all staff members.
- 6.3 Each presentation will be tailored to meet the specific needs of the population. For example, Spanish materials will be used to present to Spanish speakers. Low-level language will be used for easy comprehension when needed.

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

ACTIVITIES:

7. The Subrecipient will attend 4 meetings to develop or enhance multi-disciplinary sexual assault response team efforts in the local area, from 10/1/23 through 9/30/24.

7.1 Sexual Assault Response Team (SART) meetings are conducted quarterly to discuss upcoming trainings and trends that impact sexual violence and awareness. SART meetings provide opportunities for members to share new policies, laws, and any other relevant information to the sexual assault movement.

7.2 Advocates are responsible for attending Multi-Disciplinary Interagency Team (MDIT) meetings, including but not limited to Suspected Child Abuse & Neglect (SCAN), Child Forensic Interview Team (CFIT), and Child & Family Team (CFT).

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

*Additional objectives carried over from 2021-2022 Grant Subaward Performance Period may be updated.

OBJECTIVE:

ACTIVITIES:

8. To provide 2 Community Awareness Campaigns from 10/1/23 through 9/30/24.

8.1 Staff will promote 2 sexual assault awareness events during Sexual Assault Awareness Month in April.

8.2 Media will be used to promote awareness events including but not limited to social media postings, billboards, newspapers, and flyers.

8.3 The program manager and advocates will be responsible for planning and executing awareness campaigns.

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

ACTIVITIES:

9. (State Objective)
_____10/1/23 through 9/30/24.

9.1
9.2
9.3

OBJECTIVES and ACTIVITIES FY 2023-24
(12-month grant period)

OBJECTIVE:

ACTIVITIES:

- | | | |
|-----|--------------------------------|------|
| 10. | (State Objective) | 10.1 |
| | _____ 10/1/23 through 9/30/24. | 10.2 |
| | | 10.3 |

RAPE CRISIS PROGRAM

GRANT SUBAWARD SUMMARY – FY 2023-24

1. Subrecipient Information:

Agency Name: Community Action Partnership of Madera County, Inc.
Mailing address: 812 W. Yosemite Ave. Suite 101, Madera, CA 93637
Business address: 1225 Gill Ave. Madera, CA 93637
Physical address: 812 W. Yosemite Ave. STE 101, Madera, CA 93637
Satellite office address: 228 Trinity Ave. Chowchilla, CA 93610
Additional satellite office address: 49269 Golden Oak Dr. STE 200, Oakhurst, CA 93644
Agency cell phone number for Executive Director: (559) 351-7135
Agency cell phone number for Grant Subaward Director: (559) 598-0940

2. Forcible Rape Reported to local Law Enforcement in your Service Area

(see <https://openjustice.doj.ca.gov/exploration/crime-statistics/crimes-clearances>)

Local Law Enforcement Agency	Number of Forcible Rapes Reported	Local Law Enforcement Agency	Number of Forcible Rapes Reported
Madera Police Department	49	CA Highway Patrol	0
Madera County Sheriff's Office	65	Santa Fe Railroad Authority-Madera	0
Chowchilla Police Department	4	Union Pacific Railroad Authority-Madera	0

3. Full Time Equivalent (FTE) STAFF paid by this Grant Subaward: 3.65 FTE
Example: 0.5 FTE + 0.75 FTE + 1.0 FTE is 3 people but equals 2.25 FTE

4. Full Time Equivalent (FTE) VOLUNTEERS providing sexual assault services: 1 FTE
Note: All volunteers not just what meets the match
One FTE = 2,080 hours; Total volunteer hours divided by 2,080 = Volunteer FTEs

5. Use of volunteers in your Rape Crisis Program? Check all that apply
Crisis Line Accompaniment Counseling Other (specify) _____

6. Is the Rape Crisis building owned or leased by the agency?

7. Human Relations Training – Provide information in the chart format below. DO NOT SUBMIT A NARRATIVE.

Topic	Trainer	Date
Serving immigrant survivors	To be determine	To be determine
Working with survivors with disabilities	To be determine	To be determine

Serving people of color	To be determine	To be determine



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

3. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

11. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

12. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
 - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
 - 1) Subrecipients represent that:
 - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
 - 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

20. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

26. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: _____

Official Designee's Typed Name: _____

Official Designee's Title: _____

Date Executed: _____

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient:	UEI #	FIPS #:
Grant Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)	Date:
Print Name and Title:	Phone Number:

Cal OES Staff Only: SUBAWARD #



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: _____

1. County or Counties Served:

County where principal office is located: _____

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: _____

3. State Assembly District(s) Served:

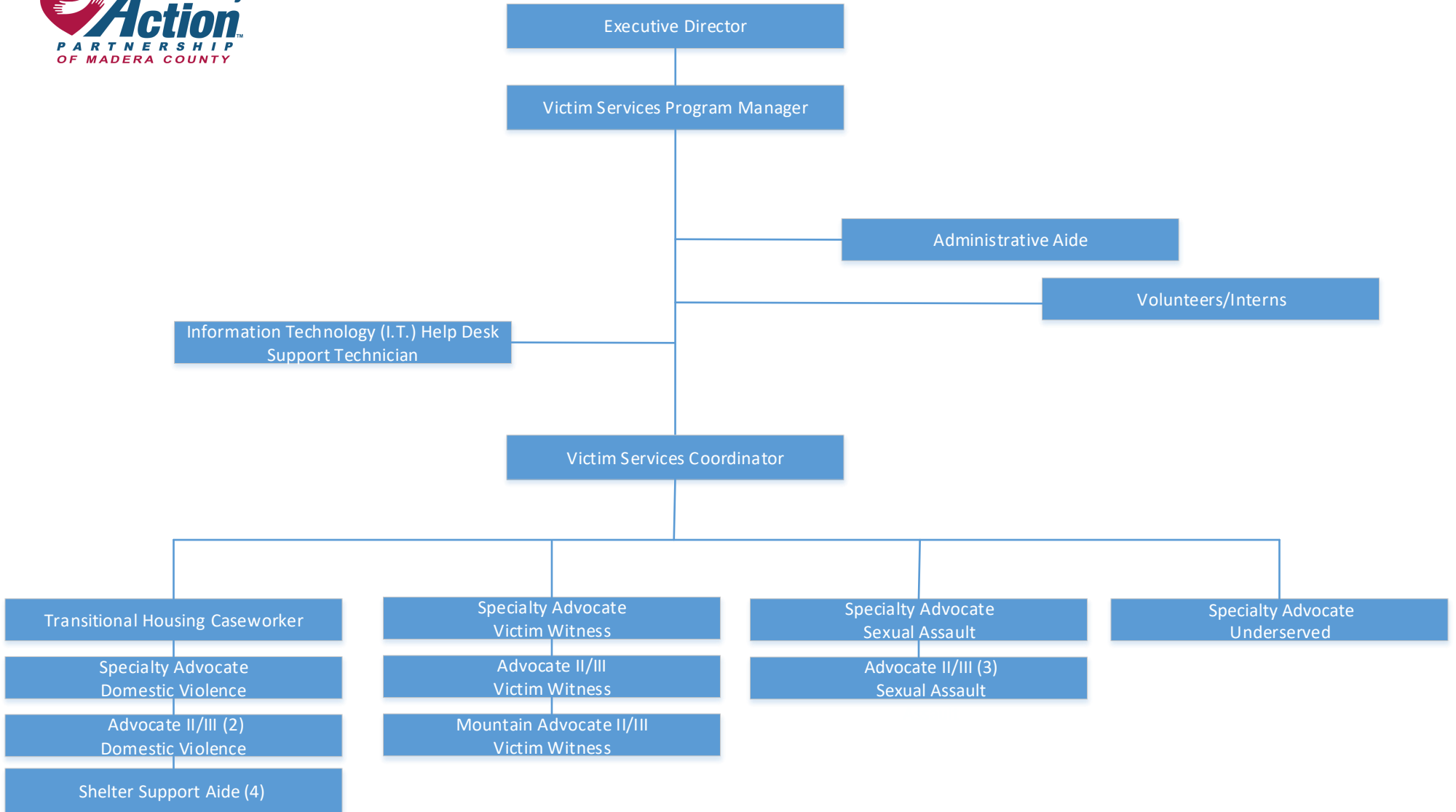
State Assembly District where principal office is located: _____

4. State Senate District(s) Served:

State Senate District where principal office is located: _____

5. Population of Service Area: _____

VICTIM SERVICES





Volunteer Waiver Request

Grant Subaward #: _____

Subrecipient: _____

Justification:

Cal OES Approval

Approved Denied

Program Specialist Signature

Date

Approved Denied

Unit Chief Signature

Date



Operational Agreement Summary

Grant Subaward #: _____

Subrecipient: _____

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____

NONPROFIT RATE AGREEMENT

EIN: 94-1612823

DATE:06/02/2022

ORGANIZATION:

FILING REF.: The preceding agreement was dated 04/01/2021

Community Action Partnership of Madera County, Inc.

1225 Gill Avenue

Madera, CA 93637

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2020	06/30/2021	9.10	On-Site	All Programs
PROV.	07/01/2021	06/30/2024	9.10	On-Site	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), donated services and subawards.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

(1) Grantee charges all costs direct to grants and/or contracts except the costs listed below:

A. For the period 07/01/2020 - 06/30/2021, salaries and wages of agency-wide employees are as follows: Accountant Program Manager (3), Accountant Supervisor, Accountant Technician (3), Software Analyst, Network Administrator, Program Assistant/Clerk Typist, Human Resources Director - All 100%; Accounting Program Manager - 97.81%; Maintenance Worker - 92.75%; Accounting Program Manager - 82.25%; Human Resources Generalist - 96.50%; CFO - 78%; Receptionist - 75.91%; Administrative Assistant to ED - 78.79%; Executive Director - 63.08%; Human Resource Assistants - 100%; Help Desk Support Tech - 12.56%; Maintenance Worker - 2.42%; Maintenance Worker - 3.40%; Maintenance Worker - 2.76%; Maintenance Worker - 2.78%.

B. Leave and fringe benefits for above personnel only are included in the indirect cost pool.

C. Other expenses - Administrative portion only: consultants/contractual, materials/supplies, travel/training, repairs/maintenance, vehicle expense, rent, occupancy, insurance, postage/printing, telephone, rentals and other expenses.

(2) The directly charged fringe benefits are: Payroll taxes, worker's compensation, health/dental/vision/life insurance and retirement.

(3) The indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF-PI-HS-08-03) dated 5/12/2008, which precludes recipients of Head Start grants to use any Federal funds to pay for any part of the compensation of an individual either as a direct cost or any pro-ration as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. For 2019, the rate of compensation for an Executive Level II was \$192,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2021, the rate of compensation for an Executive Level II is \$199,300 per year.

(4) Your next proposal based on actual costs for the fiscal year ending 06/30/2022 is due in our office by 12/31/2022.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Community Action Partnership of Madera County, Inc.

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S Digitally signed by Arif M. Karim - S
Date: 2022.06.16 07:52:58 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/2/2022

(DATE) 2416

HHS REPRESENTATIVE: Elmas Martin

Telephone: (415) 437-7820

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JUNE 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2023 - 12/31/2023 218	312,051.00	152,879.03	50.00%	48.99%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/23 - 05/31/24 311/380	4,522,453.00	101,833.81	8.33%	2.25%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/23 - 05/31/24 310	46,025.00	60.00	8.33%	0.13%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/23 - 06/30/23 312	678,411.00	38,122.95	8.33%	5.62%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/23 - 05/31/24 309	13,373.00	0.00	8.33%	0.00%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/22 - 06/30/23 319	1,247,984.00	1,121,782.00	100.00%	89.89%	Provide child care services to HS preschool children and families
MADERA STATE CSPP/RHS - AB82 07/01/2022 - 06/30/2023 815	64,200.00	64,200.00	100.00%	100.00%	Provide funds to support children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM 10/01/22 - 09/30/23 390	513,902.00	273,076.15	75.00%	53.14%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/23 - 02/29/24 321/362	5,632,943.00	1,241,587.31	33.33%	22.04%	Provide HS services to 579 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/23 - 02/28/24 320	31,845.00	14,480.21	33.33%	45.47%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/22 - 06/30/23 322/324	970,788.00	883,678.09	100.00%	91.03%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV 07/01/22 - 06/30/23 325	137,096.00	132,866.66	100.00%	96.92%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2021 - 06/30/2023 356	93,112.00	0.00	100.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JUNE 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/22 - 08/31/23 331	4,803,310.00	3,387,668.18	83.33%	70.53%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/22 - 08/31/23 330	82,690.00	34,901.98	83.33%	42.21%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES 09/01/22 - 08/31/23 831	141,154.00	141,154.00	83.33%	100.00%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2020 - 06/30/2023 351	288,436.00	22,012.64	100.00%	7.63%	Provide low-income children high quality preschool programs with focus on child development, teaching and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2022 - 06/30/2023 371	277,136.00	203,671.67	100.00%	73.49%	Provides training and education to parents to strengthen family relationships

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JUNE 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/22 - 06/30/23 411	4,702.00	4,464.03	100.00%	94.94%	Training and supplies for child care providers
R & R GENERAL 07/01/22 - 06/30/23 401	280,121.00	251,130.45	100.00%	89.65%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/21 - 06/30/23 407	394,276.00	260,474.67	100.00%	66.06%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/22 - 06/30/23 424	33,509.00	21,297.29	100.00%	63.56%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/23 426/432	7,810,104.00	3,718,471.14	100.00%	47.61%	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/21 - 06/30/23 429	5,485,857.00	3,066,416.10	100.00%	55.90%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 07/01/22 - 06/30/23 427	1,686,109.00	1,128,766.63	100.00%	66.95%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/22 - 06/30/23 428	1,342,519.00	1,221,786.96	100.00%	91.01%	Provide subsidized child care for eligible families
CHILD CARE INITIATIVE PROJECT-EXPANSION CCDBG - US DEPT. OF HHS 2YR 08/01/21 - 07/31/23 410	304,849.00	235,568.06	95.83%	77.27%	One-time ARPA funding to R&Rs to support family child care providers affected by COVID-19

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JUNE 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/22 - 09/30/23) 500	335,034.00	229,453.99	75.00%	68.49%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/22 - 09/30/23) 501	316,881.00	235,899.43	75.00%	74.44%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/22 - 09/30/23) 533	537,587.00	362,023.16	75.00%	67.34%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/22 - 06/30/23) 502	22,000.00	0.00	100.00%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/22 - 06/30/23) 504	4,000.00	0.00	100.00%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/22 - 06/30/23) DONATIONS ONLY 507/525	2,000.00	141.85	100.00%	7.09%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/22 - 06/30/23) DONATIONS ONLY 510	5,000.00	8,910.03	100.00%	178.20%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/23 - 12/31/23) 508	163,177.00	80,306.45	50.00%	49.21%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/23 - 12/31/23) 531	126,807.00	75,182.38	50.00%	59.29%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/22 - 6/30/23) 516	44,882.00	35,354.13	100.00%	78.77%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2023 -03/31/2024 535	200,000.00	68,748.26	25.00%	34.37%	Provide funding to operate child advocacy center and provide child sexual assault interviews
CHILD ADVOCACY CENTER PROGRAM IMPROVEMENT NATIONAL CHILDREN'S ALLIANCE (01/01/23 - 12/31/23) 536	50,000.00	1,435.51	50.00%	2.87%	Provide funding for program improvements to meet National Children's Alliance standards

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JUNE 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (11/01/22 - 06/30/24) 203	1,045,256.00	502,376.13	40.00%	48.06%	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/21 - 06/30/23) 208	819,064.00	624,599.97	100.00%	76.26%	Assistance for low income clients for energy bills and weatherization services
FEMA 11/01/21 - 12/31/23 205	1,589.00	1,589.00	76.92%	100.00%	Administration of the FEMA program
FEMA (11/01/21 - 12/31/23) 235	1,685.00	902.60	76.92%	53.57%	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 12/31/23 210	4,910.00	1,855.54	76.92%	37.79%	Administration of the FEMA program
SENIOR MEAL - MADERA COUNTY (07/01/22 - 06/30/23) 237	43,734.00	23,694.19	100.00%	54.18%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/22 - 06/30/23) 216	50,000.00	39,566.16	100.00%	79.13%	Provides property management services for the County of Madera Behavioral Health
2021 AMERICAN RESCUE PLAN ACT (ARPA) (08/01/21 - 09/30/23) 270	728,183.00	492,377.76	88.46%	67.62%	Assistance for low income clients for energy bills and weatherization services
LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP) (04/01/22 - 08/31/23) 277	141,299.50	73,166.57	88.24%	51.78%	Assistance for low income clients with a water crisis
SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (SLIHEAP) (09/01/22 - 06/30/23) 279	7,177.00	7,303.18	100.00%	101.76%	Assistance for low income clients for energy bills

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JUNE 30, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
HEFFERNAN FOUNDATION (07/01/22 - 06/30/23) 221	2,947.00	0.00	100.00%	0.00%	Provides funding for homeless support and emergency services
HEFFERNAN FOUNDATION (07/01/22 - 06/30/23) 223	4,711.00	4,150.79	100.00%	88.11%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/22 - 10/31/23) 224	581,016.00	394,482.05	66.67%	67.90%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/22 - 06/30/23) 226	10,423.05	146.47	100.00%	1.41%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/22 - 06/30/23) 231	20,000.00	20,014.85	100.00%	100.07%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	411,434.26	60.66%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER INDIVIDUALIZED APPROACH (07/01/22 - 06/30/23) 249	95,000.00	92,229.40	100.00%	97.08%	Provides emergency shelter to clients
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/23) 255	122,322.19	36,599.09	100.00%	29.92%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
HOMELESS OUTREACH CCP AB109 (07/01/22 - 06/30/23) 272	244,931.00	243,985.20	100.00%	99.61%	Provides outreach workers to offer case management and resources to homeless or at-risk
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-2) BEHAVIORAL HEALTH (12/01/21 - 06/30/23) 276	188,084.00	110,339.96	100.00%	58.67%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-3) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	0.00	0.00%	0.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 10/31/23) 281	250,000.00	66,351.75	42.86%	26.54%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Balance Sheet by Object
May 31, 2023

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,707.97
1115- CASH IN WESTAMERICA MENTAL HEALTH	0.00
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,515.88
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	10,473.76
1122- SAVINGS - WESTAMERICA	7,904,196.05
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	(1,355,109.58)
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	3,806.53
1323- A/R IGNITE MY CITY CHURCH	242.17
1328- EMPLOYEE & TRAVEL ADVANCES	(0.10)
1329- ADVANCE CLEARING	8,215.13
1410- PREPAID EXPENSES	117,117.08
1420- SECURITY DEPOSITS	42,661.04
1421- WORKERS' COMP DEPOSIT	167,435.44
1450- INVENTORY	11,348.42
1512- EQUIPMENT	1,525,644.60
1513- VEHICLES	1,128,080.81
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	408,719.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,109,844.01)
1523- ACC DEPR - VEHICLES	(869,177.21)
1524- ACC DEPR - BUILDINGS	(3,652,653.54)
1525- ACC DEPR - LAND IMPROVE.	(155,076.68)
1526- ACC DEPR - BUILDING IMPROVE.	(111,246.50)
Total Assets	8,697,066.96
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,133,512.27
2111- ACCOUNTS PAYABLE - MANUAL	344,470.38
2112- ACCOUNTS PAY-FUNDING SOURCE	(569,342.55)
2115- A/P OTHERS	(1,470.45)
2121- ACCRUED PAYROLL	794,552.32
2122- ACCRUED VACATION	1,008,780.00
2123- ACCRUED PAYROLL - MANUAL	(9,027.42)
2211- FICA PAYABLE	851.42
2212- FICA-MED PAYABLE	199.12
2213- FIT PAYABLE	1,306.00
2215- SIT PAYABLE	575.14
2216- SDI PAYABLE	61.80
2217- SUI PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	113,241.17
2231- RETIREMENT PAYABLE-ER CONTRIB	786,299.76
2244- KAISER MID20	4,666.42
2245- KAISER HIGH15	25,083.39
2248- KAISER LOW30	2,397.68
2249- KAISER DHMO40	424.41

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Balance Sheet by Object
May 31, 2023

	<u>This Year</u>
2252- SELF INSURANCE - LIFE & ADD	4,816.32
2253- VISION INSURANCE PAYABLE	691.52
2254- SELF INSURANCE - DENTAL	85,456.34
2258- TELEMEDICINE	84.00
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	5,965.75
2410- DEFERRED GRANT REVENUE	2,069,027.94
2415- RESERVE ACCOUNT	9,350.00
2420- OTHER DEFERRED REVENUE	9,927.13
2600- INVESTMENT IN FIXED ASSETS	0.00
 Total Liabilities	 5,826,500.68
 3000- NET ASSETS W/O DONOR RESTRICTIONS	 438,006.20
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,655,608.46
Change in Net Assets	216,951.62
 Total Net Assets	 2,870,566.28
Total Liabilities and Net Assets	8,697,066.96

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Revenue and Expense
May 31, 2023

Year-To-Date

Revenues

4110- GRANT INCOME-FEDERAL	23,665,085.59
4120- GRANT INCOME-STATE	5,925,260.39
4130- GRANT INCOME-AREA	331,372.96
4140- FOOD	22,299.11
4210- DONATIONS	48,021.13
4220- IN KIND CONTRIBUTIONS	3,800,752.66
4320- INTEREST INCOME	2,410.74
4350- RENTAL INCOME	51,969.07
4370- MERCHANDISE SALES	277.00
4390- MISCELLANEOUS INCOME	2,065.54
4900- INDIRECT COST REIMBURSEMENT	2,308,648.74
Total Revenues	36,158,162.93

Expenses

5010- SALARIES & WAGES	11,353,409.69
5012- DIRECTOR'S SALARY	161,827.70
5020- ACCRUED VACATION PAY	690,984.50
5112- HEALTH INSURANCE	1,065,047.17
5114- WORKER'S COMPENSATION	305,727.71
5116- PENSION	615,983.47
5122- FICA	917,226.11
5124- SUI	129,936.33
5125- DIRECTOR'S FRINGE	82,885.55
5130- ACCRUED VACATION FRINGE	40,798.41
6110- OFFICE SUPPLIES	112,775.23
6112- DATA PROCESSING SUPPLIES	652,560.45
6120- FOOD/KITCHEN SUPPLIES	411.16
6121- FOOD	437,274.00
6122- KITCHEN SUPPLIES	87,412.52
6130- PROGRAM SUPPLIES	721,501.21
6132- MEDICAL & DENTAL SUPPLIES	84,746.43
6134- INSTRUCTIONAL SUPPLIES	86,502.49
6140- CUSTODIAL SUPPLIES	110,468.61
6142- LINEN/LAUNDRY	314.50
6143- FURNISHINGS	63,658.69
6150- UNIFORM RENTAL/PURCHASE	896.13
6170- POSTAGE & SHIPPING	22,753.95
6180- EQUIPMENT RENTAL	149,481.33
6181- EQUIPMENT MAINTENANCE	78,623.76
6216- CAPITAL EXPENDITURES > \$1000	138,468.31
6221- EQUIPMENT OVER > \$5000	460,470.95
6232- BUILDING IMPROVEMENTS	1,472.97
6310- PRINTING & PUBLICATIONS	46,081.58
6312- ADVERTISING & PROMOTION	6,941.93
6320- TELEPHONE	518,048.23
6410- RENT	1,172,626.74
6420- UTILITIES/ DISPOSAL	468,019.67
6432- BUILDING REPAIRS/ MAINTENANCE	844,738.01
6433- GROUNDS MAINTENANCE	193,879.15
6436- PEST CONTROL	23,593.05
6437- BURGLAR & FIRE ALARM	44,465.99
6440- PROPERTY INSURANCE	61,853.39
6510- AUDIT	58,000.00
6520- CONSULTANTS	97,162.23
6522- CONSULTANT EXPENSES	3,604.63
6524- CONTRACTS	887,196.86
6530- LEGAL	80,870.50
6540- CUSTODIAL SERVICES	73,197.00
6555- MEDICAL SCREENING/DEAT/STAFF	6,715.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Revenue and Expense
May 31, 2023

	<u>Year-To-Date</u>
6610- GAS & OIL	47,951.88
6620- VEHICLE INSURANCE	83,305.97
6640- VEHICLE REPAIR & MAINTENANCE	51,560.17
6712- STAFF TRAVEL-LOCAL	22,602.11
6714- STAFF TRAVEL-OUT OF AREA	52,467.72
6722- PER DIEM - STAFF	4,794.00
6730- VOLUNTEER TRAVEL	15,423.15
6742- TRAINING - STAFF	135,675.55
6744- TRAINING - VOLUNTEER	7,956.25
6745- TRAINING - PARTICIPANT/CLIENTS	826.74
6746- TRAINING - PARENT	749.00
6810- BANK CHARGES	5,030.72
6820- INTEREST EXPENSE	12.50
6832- LIABILITY INSURANCE	7,836.64
6834- STUDENT ACTIVITY INSURANCE	5,677.48
6840- PROPERTY TAXES	856.72
6850- FEES & LICENSES	89,594.48
6851- CPR FEES	3,725.00
6852- FINGERPRINT	12,943.75
6875- EMPLOYEE HEALTH & WELFARE	61,417.00
7110- PARENT ACTIVITIES	1,371.39
7111- PARENT MILEAGE	145.93
7112- PARENT INVOLVEMENT	4,765.11
7114- PC ALLOWANCE	3,450.00
7116- POLICY COUNCIL FOOD ALLOWANCE	746.35
7210- TRANSPORTATION VOUCHERS	792.31
7224- CLIENT RENT	460,834.60
7226- CLIENT LODGING/SHELTER	229,998.12
7230- CLIENT FOOD	3,217.97
7232- FOOD VOUCHERS	100.00
7240- DIRECT BENEFITS	5,355,368.01
8110- IN KIND SALARIES	2,190,490.36
8120- IN KIND RENT	483,208.30
8130- IN KIND - OTHER	1,127,054.00
9010- INDIRECT COST ALLOCATION	2,308,648.74
Total Expenses	35,941,211.31
Excess Revenue Over (Under) Expenditures	216,951.62

Fresno Migrant Head Start
Budget to Actual (331 Basic)
Period Ending May-23

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	Budget Balance
		Period	YTD	YTD	YTD	Budget			Encumbered	
REVENUES										
4110 GRANT INCOME-FEDERAL	4,803,310.00	373,679.77	2,836,418.50	2,462,738.73	47,016.18	2,789,402.32	59.05%	43,934.60	2,880,353.10	(1,922,956.90)
4130 GRANT INCOME-AREA		0.00			-		0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00			-		0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS	666,273.00	21,058.62	441,538.34	420,479.72	61,326.34	380,212.00	66.27%	0.00	441,538.34	(224,734.66)
4330- SALE OF ASSETS		0.00			-		0.00%	0.00	0.00	0.00
4390 MISC INCOME		0.00			-		0.00%	0.00	0.00	0.00
TOTAL REVENUES	5,469,583.00	394,738.39	3,256,898.22	2,868,310.70	108,342.52	3,169,614.32	59.55%	43,934.60	3,321,891.44	(2,147,691.56)
5010 SALARIES & WAGES	6A 2,802,858.00	208,140.89	1,492,428.64	1,284,287.75	(73,252.36)	1,565,681.00	53.25%	0.00	1,492,428.64	(1,310,429.36)
5012- DIRECTOR'S SALARY	6A	0.00			-		0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19	6A	0.00			-		0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A 179,760.00	13,087.52	92,930.79	79,843.27	(7,483.74)	100,414.53	51.70%	0.00	92,930.79	(86,829.21)
5112 HEALTH INSURANCE	6B 227,216.00	4,274.29	109,392.86	105,118.57	(32,710.14)	142,103.00	48.14%	0.00	109,392.86	(117,823.14)
5114 WORKER'S COMPENSATION	6B 112,519.00	6,350.79	51,476.35	45,125.56	(11,377.65)	62,854.00	45.75%	0.00	51,476.35	(61,042.65)
5115- Worker's Compensation C19	6B	0.00			-		0.00%	0.00	0.00	0.00
5116 PENSION	6B 185,105.00	9,971.39	93,237.97	83,266.58	(8,096.03)	101,334.00	50.37%	0.00	93,237.97	(91,867.03)
5117- Pension C19	6B	0.00			-		0.00%	0.00	0.00	0.00
5121- FICA C19	6B	0.00			-		0.00%	0.00	0.00	0.00
5122 FICA	6B 209,654.00	15,800.67	127,762.48	111,961.81	10,648.48	117,114.00	60.94%	0.00	127,762.48	(81,891.52)
5124 SUI	6B 41,928.00	8,242.88	18,971.33	10,728.45	(3,013.47)	21,984.80	45.25%	0.00	18,971.33	(22,956.67)
5125- DIRECTOR'S FRINGE	6B	0.00			-		0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 13,302.00	1,001.21	7,109.45	6,108.24	(315.55)	7,425.00	53.45%	0.00	7,109.45	(6,192.55)
6714 STAFF TRAVEL-OUT OF AREA	6C	16.43	16.43		16.43	0.00	0.00%	0.00	16.43	16.43
6722 PER DIEM - STAFF	6C	0.00			-		0.00%	0.00	0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D	0.00			-		0.00%	0.00	0.00	0.00
6110 OFFICE SUPPLIES	6E 14,580.00	951.11	6,009.74	5,058.63	(2,798.26)	8,808.00	41.22%	3,132.95	9,142.69	(5,437.31)
6112 DATA PROCESSING SUPPLIES	6E 10,000.00	20,059.65	67,362.63	47,302.98	61,605.63	5,757.00	673.63%	4,014.50	71,377.13	61,377.13
6121 FOOD	6E 20,000.00	163.42	6,426.05	6,262.63	(3,569.95)	9,996.00	32.13%	0.00	6,426.05	(13,573.95)
6122 KITCHEN SUPPLIES	6E 1,050.00	827.03	4,761.44	3,934.41	4,761.44	0.00	453.47%	1,278.14	6,039.58	4,989.58
6130 PROGRAM SUPPLIES	6E 50,000.00	3,239.68	44,765.49	41,525.81	16,116.49	28,649.00	89.53%	5,929.27	50,694.76	694.76
6134 INSTRUCTIONAL SUPPLIES	6E 1,050.00	0.00	6,833.56	6,833.56	6,308.56	525.00	650.82%	0.00	6,833.56	5,783.56
6140 CUSTODIAL SUPPLIES	6E 20,400.00	4,224.49	12,135.88	7,911.39	810.88	11,325.00	59.49%	0.00	12,135.88	(8,264.12)
6142 LINEN/LAUNDRY	6E	0.00			-		0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E 1,500.00	158.27	416.95	258.68	(708.05)	1,125.00	27.80%	0.00	416.95	(1,083.05)
6132 MEDICAL & DENTAL SUPPLIES	6H 175.00	0.00	0.00	0.00	-	0.00	0.00%	3,114.48	3,114.48	2,939.48
6150 UNIFORM RENTAL/PURCHASE	6H	150.00	296.13	146.13	296.13	0.00	0.00%	0.00	296.13	296.13
6180 EQUIPMENT RENTAL	6H 33,876.00	2,210.34	25,182.22	22,971.88	(224.78)	25,407.00	74.34%	0.00	25,182.22	(8,693.78)
6181 EQUIPMENT MAINTENANCE	6H 18,576.00	2,894.02	19,485.10	16,591.08	5,553.10	13,932.00	104.89%	0.00	19,485.10	909.10
6212 EQUIPMENT PURCHASES < \$500	6H	0.00			-		0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00			-		0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00			-		0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00			-		0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00			-		0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 5,010.00	926.64	17,871.09	16,944.45	15,366.09	2,505.00	356.71%	5,766.98	23,638.07	18,628.07
6312 ADVERTISING & PROMOTION	6H 240.00	0.00	0.00	0.00	(120.00)	120.00	0.00%	0.00	0.00	(240.00)
6320 TELEPHONE	6H 74,868.00	12,295.15	95,594.26	83,299.11	39,443.26	56,151.00	127.68%	0.00	95,594.26	20,726.26
6410 RENT	6H 102,175.00	7,156.16	66,217.25	59,061.09	(10,415.75)	76,633.00	64.81%	0.00	66,217.25	(35,957.75)
6420 UTILITIES/ DISPOSAL	6H 78,000.00	5,649.16	52,674.05	47,024.89	(5,825.95)	58,500.00	67.53%	0.00	52,674.05	(25,325.95)
6432 BUILDING REPAIRS/ MAINT	6H 32,000.00	951.85	44,612.05	43,660.20	20,604.05	24,008.00	139.41%	2,991.23	47,603.28	15,603.28
6433 GROUNDS MAINTENANCE	6H 21,000.00	4,660.97	35,812.69	31,151.72	20,062.69	15,750.00	170.54%	0.00	35,812.69	14,812.69
6436 PEST CONTROL	6H 6,600.00	708.38	5,546.94	4,838.56	596.94	4,950.00	84.04%	0.00	5,546.94	(1,053.06)
6437 BURGLAR & FIRE ALARM	6H 6,512.00	467.74	3,376.29	2,908.55	(1,507.71)	4,884.00	51.85%	0.00	3,376.29	(3,135.71)
6440 PROPERTY INSURANCE	6H 13,600.00	1,375.99	11,007.92	9,631.93	807.92	10,200.00	80.94%	0.00	11,007.92	(2,592.08)
6520 CONSULTANTS	6H 18,520.00	141.96	2,957.46	2,815.50	(6,298.54)	9,256.00	15.97%	14,042.48	16,999.94	(1,520.06)
6522 CONSULTANT EXPENSES	6H 378.00	0.00	49.78	49.78	(139.22)	189.00	13.17%	0.00	49.78	(328.22)
6524 CONTRACTS	6H 13,700.00	0.00	0.00	0.00	(6,849.00)	6,849.00	0.00%	0.00	0.00	(13,700.00)
6530 LEGAL	6H 6,000.00	0.00	625.00	625.00	(2,375.00)	3,000.00	10.42%	0.00	625.00	(5,375.00)

Fresno Migrant Head Start
 Budget to Actual (331 Basic)
 Period Ending May-23

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +		
		Period	YTD	YTD	YTD	Budget			Encumbered	Budget Balance	
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	3,665.00	3,267.00	83.00	3,582.00	76.74%	0.00	3,665.00	(1,111.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	1,085.00	1,085.00	685.00	400.00	108.50%	0.00	1,085.00	85.00
6562 MEDICAL EXAM	6H		0.00			-		0.00%		0.00	0.00
6564 MEDICAL FOLLOW-UP	6H		0.00			-		0.00%		0.00	0.00
6566 DENTAL EXAM	6H		0.00			-		0.00%		0.00	0.00
6568 DENTAL FOLLOW-UP	6H		0.00			-		0.00%		0.00	0.00
6610 GAS & OIL	6H	12,500.00	1,412.29	9,514.41	8,102.12	140.41	9,374.00	76.12%	0.00	9,514.41	(2,985.59)
6620 VEHICLE INSURANCE	6H	19,800.00	2,176.54	17,278.84	15,102.30	2,428.84	14,850.00	87.27%	0.00	17,278.84	(2,521.16)
6630 VEHICLE LICENSE AND FEES	6H		(7,918.44)		7,918.44	-		0.00%		0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	9,996.00	9,390.32	9,390.32		1,893.32	7,497.00	93.94%	0.00	9,390.32	(605.68)
6712 STAFF TRAVEL-LOCAL	6H	3,930.00	408.72	4,827.76	4,419.04	2,862.76	1,965.00	122.84%	0.00	4,827.76	897.76
6724 PER DIEM - PARENT	6H		0.00			-		0.00%		0.00	0.00
6730 VOLUNTEER TRAVEL	6H		0.00			-		0.00%		0.00	0.00
6742 TRAINING - STAFF	6H		0.00	2,578.74	2,578.74	2,578.74	0.00	0.00%	0.00	2,578.74	2,578.74
6744 TRAINING - VOLUNTEER	6H		0.00			-		0.00%		0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H		0.00			-		0.00%		0.00	0.00
6746 TRAINING - PARENT	6H		0.00			-		0.00%		0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H		0.00			-		0.00%		0.00	0.00
6750 FIELD TRIPS	6H		0.00			-		0.00%		0.00	0.00
6820 INTEREST EXPENSE	6H		0.00			-		0.00%		0.00	0.00
6832 LIABILITY INSURANCE	6H	432.00	37.52	337.68	300.16	13.68	324.00	78.17%	0.00	337.68	(94.32)
6834 STUDENT ACTIVITY INSURAN	6H	1,140.00	171.97	933.81	761.84	363.81	570.00	81.91%	0.00	933.81	(206.19)
6840 PROPERTY TAXES	6H	5,800.00	0.00	(1,842.30)	(1,842.30)	(7,642.30)	5,800.00	-31.76%	0.00	(1,842.30)	(7,642.30)
6850 FEES & LICENSES	6H	10,500.00	16.38	23,574.64	23,558.26	18,324.65	5,249.99	224.52%	0.00	23,574.64	13,074.64
6851 CPR FEES	6H	240.00	0.00	0.00	0.00	(180.00)	180.00	0.00%	0.00	0.00	(240.00)
6852 FINGER PRINTING	6H	500.00	0.00	260.25	260.25	10.25	250.00	52.05%	0.00	260.25	(239.75)
6860 DEPRECIATION EXPENSE	6H		0.00			-		0.00%		0.00	0.00
6870 EMPLOYEE RECOGNITION	6H		0.00			-		0.00%		0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	8,475.00	289.87	4,643.22	4,353.35	(3,831.78)	8,475.00	54.79%	0.00	4,643.22	(3,831.78)
6892 CASH SHORT/OVER	6H		0.00			-		0.00%		0.00	0.00
7110 PARENT ACTIVITIES	6H	700.00	0.00	0.00	0.00	(280.00)	280.00	0.00%	0.00	0.00	(700.00)
7111- PARENT MILEAGE	6H	126.00	0.00	0.00	0.00	(63.00)	63.00	0.00%	0.00	0.00	(126.00)
7112 PARENT INVOLVEMENT	6H		0.00			-		0.00%		0.00	0.00
7114 PC ALLOWANCE	6H		30.00	240.00	210.00	240.00	0.00	0.00%	0.00	240.00	240.00
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	(450.00)	450.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		451,921.00	6,150.87	307,368.59	301,217.72	49,476.59	257,892.00	68.01%	0.00	307,368.59	(144,552.41)
8120 INKIND RENT		210,665.00	14,907.75	134,169.75	119,262.00	13,952.75	120,217.00	63.69%	0.00	134,169.75	(76,495.25)
8130 INKIND OTHER		3,687.00	0.00	-	0.00	(2,103.00)	2,103.00	0.00%	0.00	0.00	(3,687.00)
9010 INDIRECT EXPENSE	6J	400,643.00	31,168.52	236,584.86	205,416.34	3,921.86	232,663.00	59.05%	3,664.57	240,249.43	(160,393.57)
TOTAL EXPENSES		5,469,583.00	394,738.39	3,256,898.22	2,868,310.70	108,342.52	3,169,614.32	59.55%	43,934.60	3,321,891.44	(2,147,691.56)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	TOTAL YTD	9.1%
	INDIRECT EXP	INDIRECT EXP
Prior Mth	2,242,414.64	204,059.73
Curr Mth	2,578,775.02	234,668.53

Administrative	
YTD Expense	2,870,749.85
YTD Inkind	441,538.34
	<u>3,312,288.19</u>
YTD Admin	284,680.00
YTD %	8.59%

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
May 31, 2023**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>May 31,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>	<u>2023</u>	<u>May 31,</u>				
				<u>2023</u>				
224 0 HUD SHUNAMMITE PLACE								
6568- DENTAL FOLLOW-UP	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6610- GAS & OIL	1,720.00	156.40	780.23	0.00	0.45	0.00	780.23	939.77
6620- VEHICLE INSURANCE	1,800.00	237.29	3,314.50	0.00	1.84	0.00	3,314.50	(1,514.50)
6630- VEHICLE LICENSE & FEES	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	840.00	0.00	1,616.02	0.00	1.92	0.00	1,616.02	(776.02)
6712- STAFF TRAVEL-LOCAL	470.00	94.98	998.45	0.00	2.12	0.00	998.45	(528.45)
6742- TRAINING - STAFF	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	385.00	0.00	8.19	0.00	385.00	(338.00)
6832- LIABILITY INSURANCE	27.00	1.34	9.10	0.00	0.34	0.00	9.10	17.90
6840- PROPERTY TAXES	0.00	0.00	23.58	0.00	0.00	0.00	23.58	(23.58)
6850- FEES & LICENSES	600.00	0.00	69.00	0.00	0.12	0.00	69.00	531.00
6875- EMPLOYEE HEALTH & WELFARE	10.00	26.68	75.17	0.00	7.52	(0.24)	74.93	(64.93)
7210- TRANSPORTATION VOUCHERS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
7226- CLIENT LODGING/SHELTER	0.00	0.00	1,292.38	0.00	0.00	0.00	1,292.38	(1,292.38)
7230- CLIENT FOOD	400.00	107.58	232.25	0.00	0.58	0.00	232.25	167.75
8110- IN KIND SALARIES	0.00	360.00	4,627.50	0.00	0.00	0.00	4,627.50	(4,627.50)
8130- IN KIND - OTHER	0.00	560.00	2,520.00	0.00	0.00	0.00	2,520.00	(2,520.00)
9010- INDIRECT COST ALLOCATION	28,342.00	4,064.18	19,988.79	0.00	0.71	0.00	19,988.79	8,353.21
Total Expenses	604,468.00	71,834.03	392,918.01	0.00	0.65	12,491.50	405,409.51	199,058.49
Excess Revenue Over (Under) Expenditures	0.00	96.70	0.00	0.00	0.00	(12,491.50)	(12,491.50)	12,491.50
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	96.70	0.00	0.00	0.00	(12,491.50)	(12,491.50)	12,491.50

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
May 31, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2023</u>	<u>YTD Budget May 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	912,000.00	67,435.97	815,268.66	0.00	(0.89)	0.00	815,268.66	96,731.34
Total Revenues	912,000.00	67,435.97	815,268.66	0.00	(0.89)	0.00	815,268.66	96,731.34
<u>Expenses</u>								
5010- SALARIES & WAGES	54,880.00	4,621.78	66,782.98	0.00	1.22	0.00	66,782.98	(11,902.98)
5020- ACCRUED VACATION PAY	0.00	245.86	4,026.73	0.00	0.00	0.00	4,026.73	(4,026.73)
5112- HEALTH INSURANCE	8,697.00	438.74	4,609.65	0.00	0.53	0.00	4,609.65	4,087.35
5114- WORKER'S COMPENSATION	201.00	27.95	318.68	0.00	1.59	0.00	318.68	(117.68)
5116- PENSION	2,195.00	267.70	2,275.80	0.00	1.04	0.00	2,275.80	(80.80)
5122- FICA	4,198.00	397.78	5,379.82	0.00	1.28	0.00	5,379.82	(1,181.82)
5124- SUI	402.00	0.00	687.25	0.00	1.71	0.00	687.25	(285.25)
5130- ACCRUED VACATION FICA	0.00	(45.85)	5.17	0.00	0.00	0.00	5.17	(5.17)
6110- OFFICE SUPPLIES	973.00	18.82	220.99	0.00	0.23	0.00	220.99	752.01
6112- DATA PROCESSING SUPPLIES	500.00	0.00	1,555.95	0.00	3.11	0.00	1,555.95	(1,055.95)
6130- PROGRAM SUPPLIES	800.00	0.00	33.43	0.00	0.04	0.00	33.43	766.57
6170- POSTAGE & SHIPPING	1,584.00	23.64	339.03	0.00	0.21	0.00	339.03	1,244.97
6180- EQUIPMENT RENTAL	2,300.00	158.22	1,821.59	0.00	0.79	0.00	1,821.59	478.41
6181- EQUIPMENT MAINTENANCE	1,900.00	21.97	200.62	0.00	0.11	0.00	200.62	1,699.38
6310- PRINTING & PUBLICATIONS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6312- ADVERTISING & PROMOTION	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6320- TELEPHONE	800.00	45.65	877.88	0.00	1.10	0.00	877.88	(77.88)
6410- RENT	2,800.00	374.12	5,944.20	0.00	2.12	0.00	5,944.20	(3,144.20)
6420- UTILITIES/ DISPOSAL	500.00	64.77	1,093.94	0.00	2.19	0.00	1,093.94	(593.94)
6520- CONSULTANTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6610- GAS & OIL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6640- VEHICLE REPAIR & MAINTENANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	39.38	39.38	(39.38)
6850- FEES & LICENSES	2,500.00	0.00	41.01	0.00	0.02	0.00	41.01	2,458.99
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	9.72	100.28	0.00	0.00	0.00	100.28	(100.28)
7224- CLIENT RENT	187,500.00	47,953.65	518,734.44	0.00	2.77	0.00	518,734.44	(331,234.44)
7240- DIRECT BENEFITS	560,000.00	7,186.62	132,217.89	0.00	0.24	0.00	132,217.89	427,782.11
9010- INDIRECT COST ALLOCATION	76,070.00	5,624.83	68,001.33	0.00	0.89	0.00	68,001.33	8,068.67
Total Expenses	912,000.00	67,435.97	815,268.66	0.00	0.89	39.38	815,308.04	96,691.96

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
May 31, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2023</u>	<u>YTD Budget May 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(39.38)	(39.38)	39.38
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	0.00	0.00	0.00	0.00	(39.38)	(39.38)	39.38

**Victims Services-Domestic Violence Program
October 1, 2022 to May 31, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2023</u>	<u>YTD Budget May 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	25,103.93	209,722.04	0.00	0.00	0.00	209,722.04	(209,722.04)
4120- GRANT INCOME-STATE	0.00	16,000.00	128,000.00	0.00	0.00	0.00	128,000.00	(128,000.00)
Total Revenues	0.00	41,103.93	337,722.04	0.00	0.00	0.00	337,722.04	(337,722.04)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	23,001.27	186,140.30	0.00	0.00	0.00	186,140.30	(186,140.30)
5020- ACCRUED VACATION PAY	0.00	1,408.27	10,927.70	0.00	0.00	0.00	10,927.70	(10,927.70)
5112- HEALTH INSURANCE	0.00	2,929.34	20,842.37	0.00	0.00	0.00	20,842.37	(20,842.37)
5114- WORKER'S COMPENSATION	0.00	473.81	3,870.79	0.00	0.00	0.00	3,870.79	(3,870.79)
5116- PENSION	0.00	1,352.31	10,950.59	0.00	0.00	0.00	10,950.59	(10,950.59)
5122- FICA	0.00	1,990.76	15,390.54	0.00	0.00	0.00	15,390.54	(15,390.54)
5124- SUI	0.00	38.11	3,053.05	0.00	0.00	0.00	3,053.05	(3,053.05)
5130- ACCRUED VACATION FICA	0.00	(39.46)	(123.22)	0.00	0.00	0.00	(123.22)	123.22
6110- OFFICE SUPPLIES	0.00	0.00	200.58	0.00	0.00	0.00	200.58	(200.58)
6112- DATA PROCESSING SUPPLIES	0.00	712.70	5,643.08	0.00	0.00	0.00	5,643.08	(5,643.08)
6130- PROGRAM SUPPLIES	0.00	17.66	1,794.58	0.00	0.00	(2,209.09)	(414.51)	414.51
6140- CUSTODIAL SUPPLIES	0.00	84.48	191.28	0.00	0.00	0.00	191.28	(191.28)
6170- POSTAGE & SHIPPING	0.00	0.00	8.61	0.00	0.00	0.00	8.61	(8.61)
6180- EQUIPMENT RENTAL	0.00	131.30	966.97	0.00	0.00	0.00	966.97	(966.97)
6181- EQUIPMENT MAINTENANCE	0.00	3.91	3.91	0.00	0.00	0.00	3.91	(3.91)
6310- PRINTING & PUBLICATIONS	0.00	0.00	1,050.81	0.00	0.00	(625.38)	425.43	(425.43)
6312- ADVERTISING & PROMOTION	0.00	57.60	1,073.27	0.00	0.00	(785.35)	287.92	(287.92)
6320- TELEPHONE	0.00	1,085.95	8,703.24	0.00	0.00	0.00	8,703.24	(8,703.24)
6410- RENT	0.00	1,189.68	9,470.78	0.00	0.00	0.00	9,470.78	(9,470.78)
6420- UTILITIES/ DISPOSAL	0.00	1,117.37	9,016.16	0.00	0.00	0.00	9,016.16	(9,016.16)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,722.89	0.00	0.00	0.00	1,722.89	(1,722.89)
6433- GROUNDS MAINTENANCE	0.00	350.00	2,610.00	0.00	0.00	0.00	2,610.00	(2,610.00)
6436- PEST CONTROL	0.00	161.98	1,210.94	0.00	0.00	0.00	1,210.94	(1,210.94)
6437- BURGLAR & FIRE ALARM	0.00	28.00	1,264.14	0.00	0.00	0.00	1,264.14	(1,264.14)
6440- PROPERTY INSURANCE	0.00	274.51	2,196.08	0.00	0.00	0.00	2,196.08	(2,196.08)
6540- CUSTODIAL SERVICES	0.00	261.14	2,089.12	0.00	0.00	0.00	2,089.12	(2,089.12)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	180.00	0.00	0.00	0.00	180.00	(180.00)
6610- GAS & OIL	0.00	124.62	1,315.89	0.00	0.00	0.00	1,315.89	(1,315.89)
6620- VEHICLE INSURANCE	0.00	263.36	2,106.85	0.00	0.00	0.00	2,106.85	(2,106.85)

**Victims Services-Domestic Violence Program
October 1, 2022 to May 31, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2023</u>	<u>YTD Budget May 31, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
6640- VEHICLE REPAIR & MAINTENANCE	0.00	76.41	1,095.41	0.00	0.00	0.00	1,095.41	(1,095.41)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	46.51	0.00	0.00	0.00	46.51	(46.51)
6832- LIABILITY INSURANCE	0.00	4.02	291.51	0.00	0.00	0.00	291.51	(291.51)
6840- PROPERTY TAXES	0.00	0.00	1,714.37	0.00	0.00	0.00	1,714.37	(1,714.37)
6850- FEES & LICENSES	0.00	7.00	411.92	0.00	0.00	0.00	411.92	(411.92)
6852- FINGERPRINT	0.00	485.75	1,533.00	0.00	0.00	0.00	1,533.00	(1,533.00)
6875- EMPLOYEE HEALTH & WELFARE	0.00	54.50	409.67	0.00	0.00	0.00	409.67	(409.67)
7230- CLIENT FOOD	0.00	29.11	179.05	0.00	0.00	0.00	179.05	(179.05)
9010- INDIRECT COST ALLOCATION	0.00	3,428.47	28,169.30	0.00	0.00	0.00	28,169.30	(28,169.30)
Total Expenses	0.00	41,103.93	337,722.04	0.00	0.00	(3,619.82)	334,102.22	(334,102.22)
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	3,619.82	3,619.82	(3,619.82)
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	0.00	0.00	0.00	0.00	3,619.82	3,619.82	(3,619.82)

**Madera Migrant Head Start
Budget to Actual**

Start Date	3/1/2023
Current Mnth	3.00
	22%

For the Period Ending	5/31/2023
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Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,632,943	502,505.23	808,253.98	305,748.75	3,717,742.38	14%	23,112.88	831,366.86	4,801,576.14
4220	IN KIND CONTRIBUTIONS	409,729	32,948.28	51,450.28	18,502.00	270,421.14	13%	-	51,450.28	358,278.72
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,042,672	535,453.51	859,704.26	324,250.75	3,988,163.52	14%	23,112.88	882,817.14	5,159,854.86
EXPENDITURES										
5010	Salaries & Wages	3,019,367	278,634.49	425,811.68	147,177.19	1,992,782.22	14%	-	425,811.68	2,593,555.32
5020	Accrued Vacation Pay	180,000	16,788.28	24,933.63	8,145.35	118,800.00	14%	-	24,933.63	155,066.37
5112	Health Insurance	410,861	28,011.70	43,752.40	15,740.70	271,168.26	11%	-	43,752.40	367,108.60
5114	Worker's Compensation	99,252	9,096.50	11,956.16	2,859.66	65,506.32	12%	-	11,956.16	87,295.84
5116	Pension	163,170	14,248.43	22,353.83	8,105.40	107,692.20	14%	-	22,353.83	140,816.17
5122	FICA	231,251	20,931.51	32,644.33	11,712.82	152,625.66	14%	-	32,644.33	198,606.67
5124	SUI	36,045	932.44	1,002.22	69.78	23,789.70	3%	-	1,002.22	35,042.78
5130	Accrued Vacation Fringe	13,500	1,283.15	1,901.86	618.71	8,910.00	14%	-	1,901.86	11,598.14
6110	Office supplies	20,300	173.62	1,376.43	1,202.81	13,398.00	7%	539.91	1,916.34	18,383.66
6112	Data Processing Supplies	36,200	22,278.52	42,061.77	19,783.25	23,892.00	116%	8,850.68	50,912.45	(14,712.45)
6121	Food	6,750	-	11.38	11.38	4,455.00	0%	-	11.38	6,738.62
6122	Kitchen Supplies	1,313	-	-	-	866.58	0%	-	-	1,313.00
6130	Program Supplies	87,818	1,680.10	3,672.10	1,992.00	57,959.88	4%	850.00	4,522.10	83,295.90
6132	Medical & Dental Supplies	21,410	2,060.93	2,060.93	-	14,130.60	10%	571.51	2,632.44	18,777.56
6134	Instructional Supplies	23,375	-	-	-	15,427.50	0%	-	-	23,375.00
6140	Custodial Supplies	39,188	2,665.21	3,356.88	691.67	25,864.08	9%	-	3,356.88	35,831.12
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	13,750	-	-	-	9,075.00	0%	-	-	13,750.00
6150	Uniform Rental / Purchases	156	-	150.00	150.00	102.96	96%	-	150.00	6.00
6170	Postage & Shipping	600	114.42	114.42	-	396.00	19%	-	114.42	485.58
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	19,300	1,862.14	3,728.03	1,865.89	12,738.00	19%	-	3,728.03	15,571.97
6181	Equipment Maintenance	12,400	824.52	1,780.55	956.03	8,184.00	14%	1,297.00	3,077.55	9,322.45
6310	Printing & Publications	5,800	-	3,610.77	3,610.77	3,828.00	62%	1,011.54	4,622.31	1,177.69
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	85,876	11,478.62	2,044.00	(9,434.62)	56,678.16	2%	-	2,044.00	83,832.00
6410	Rent	208,460	17,370.60	51,941.72	34,571.12	137,583.60	25%	-	51,941.72	156,518.28
6420	Utilities / Disposal	116,800	8,062.38	16,755.23	8,692.85	77,088.00	14%	-	16,755.23	100,044.77
6432	Building Repairs / Maintenanc	77,000	1,660.59	7,000.75	5,340.16	50,820.00	9%	3,400.00	10,400.75	66,599.25
6433	Grounds Maintenance	16,950	5,193.96	7,593.96	2,400.00	11,187.00	45%	-	7,593.96	9,356.04
6436	Pest Control	5,198	435.35	1,138.44	703.09	3,430.68	22%	-	1,138.44	4,059.56
6437	Burglar & Fire Alarm	3,750	162.24	587.08	424.84	2,475.00	16%	-	587.08	3,162.92
6440	Property Insurance	22,880	1,893.67	5,681.01	3,787.34	15,100.80	25%	-	5,681.01	17,198.99
6520	Consultants	21,890	163.80	366.60	202.80	14,447.40	2%	4,664.40	5,031.00	16,859.00
6522	Consultants Expense	286	-	-	-	188.76	0%	-	-	286.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,635	-	-	-	3,719.10	0%	-	-	5,635.00
6540	Custodial Services	53,700	8,808.00	10,004.00	1,196.00	35,442.00	19%	-	10,004.00	43,696.00
6555	Medical Screening / DEAT / Staff	1,825	-	-	-	1,204.50	0%	-	-	1,825.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	12,000	156.43	1,703.50	1,547.07	7,920.00	14%	-	1,703.50	10,296.50
6620	Vehicle Insurance	28,374	1,883.84	5,667.75	3,783.91	18,726.84	20%	-	5,667.75	22,706.25
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	11,400	8.00	1,044.95	1,036.95	7,524.00	9%	-	1,044.95	10,355.05
6712	Staff Travel-Local	925	9.17	9.17	-	610.50	1%	-	9.17	915.83
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	6,550	-	105.00	105.00	4,323.00	2%	-	105.00	6,445.00
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	605	38.87	116.61	77.74	399.30	19%	-	116.61	488.39
6834	Student Activity Insurance	2,640	240.38	240.38	-	1,742.40	9%	-	240.38	2,399.62
6840	Property Taxes	40	-	-	-	26.40	0%	-	-	40.00
6850	Fees & Licenses	9,700	17.30	34.97	17.67	6,402.00	0%	-	34.97	9,665.03
6852	Finger Printing	5,125	321.75	322.50	0.75	3,382.50	6%	-	322.50	4,802.50
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	17,336	856.85	1,620.32	763.47	11,441.76	9%	-	1,620.32	15,715.68
7110	Parent Activities	1,450	-	-	-	957.00	0%	-	-	1,450.00
7111	Parent Mileage	350	21.61	43.48	21.87	231.00	12%	-	43.48	306.52
7112	Parent Involvement	1,100	(86.10)	-	86.10	726.00	0%	-	-	1,100.00
7114	PPC Allowance	2,350	236.10	300.00	63.90	1,551.00	13%	-	300.00	2,050.00
7116	PPC Food Allowance	1,100	72.05	236.96	164.91	726.00	22%	-	236.96	863.04
8110	In-Kind Salaries	297,519	23,697.28	23,697.28	-	196,362.54	8%	-	23,697.28	273,821.72
8120	In-Kind Rent	112,210	9,251.00	27,753.00	18,502.00	74,058.60	25%	-	27,753.00	84,457.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	469,842	41,913.81	67,416.23	25,502.42	310,095.72	14%	1,927.84	69,344.07	400,497.93
Total Expenses		6,042,672	535,453.51	859,704.26	324,250.75	3,988,163.52	14%	23,112.88	882,817.14	5,159,854.86
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,042,672	535,453.51	859,704.26						
In-Kind		(409,729)	(32,948.28)	(51,450.28)						
Total Expenses w/o In Kind		5,632,943	502,505.23	808,253.98	305,748.75				831,366.86	4,801,576.14
									14.76%	

ADMINISTRATION BUDGET LIMIT	\$672,694
YEAR-TO DATE ADMIN EXP.	\$114,974
PERCENT OF TOTAL EXPENSES	1.62%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
67,416.23
67,416.23

State Migrant Full-Day Program - Basic Program

For the Period Ending

5/31/2023

Start Date 7/1/2022

Current Mnth 11

91.67%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	838,279	73,471.52	752,222.30	678,750.78	768,423	89.73%	-	752,222.30	86,056.70
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		838,279	73,471.52	752,222.30	678,750.78	768,423	89.73%	-	752,222.30	86,056.70
EXPENDITURES										
5010	SALARIES & WAGES	538,612	51,035.00	492,227.50	441,192.50	493,728	91.39%	-	492,227.50	46,384.50
5020	ACCRUED VACATION PAY	30,700	2,838.85	27,965.17	25,126.32	28,142	91.09%	-	27,965.17	2,734.83
5112	HEALTH INSURANCE	76,931	4,700.81	64,083.06	59,382.25	70,520	83.30%	-	64,083.06	12,847.94
5114	WORKER'S COMPENSATION	23,666	1,882.72	19,850.35	17,967.63	21,694	83.88%	-	19,850.35	3,815.65
5116	PENSION	28,210	2,247.04	23,584.71	21,337.67	25,859	83.60%	-	23,584.71	4,625.29
5122	FICA	46,668	3,755.68	39,074.21	35,318.53	42,779	83.73%	-	39,074.21	7,593.79
5124	SUI	8,380	252.26	7,935.32	7,683.06	7,682	94.69%	-	7,935.32	444.68
5130	ACCRUED VACATION FRINGE	2,510	215.37	2,113.12	1,897.75	2,301	84.19%	-	2,113.12	396.88
6110	OFFICE SUPPLIES	2,225	-	2,198.22	2,198.22	2,040	98.80%	-	2,198.22	26.78
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	2,936	-	2,934.61	2,934.61	2,691	99.95%	-	2,934.61	1.39
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	-	-	-	-	-	-	-	-	-
6140	CUSTODIAL SUPPLIES	7,160	375.55	7,193.32	6,817.77	6,563	100.47%	-	7,193.32	(33.32)
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6180	EQUIPMENT RENTAL	-	-	-	-	-	-	-	-	-
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-
6221	EQUIPMENT OVER > \$5000	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUNDS MAINTENANCE	-	-	-	-	-	-	-	-	-
6436	PEST CONTROL	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	-	-	-	-	-	-	-	-	-
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	360	40.00	320.06	280.06	330	88.91%	-	320.06	39.94
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
6834	STUDENT ACTIVITY INSURANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	6,128.24	62,742.65	56,614.41	64,094	89.73%	-	62,742.65	7,178.35
Total Expenses		838,279	73,471.52	752,222.30	678,750.78	768,423	89.73%	-	752,222.30	86,056.70
									89.73%	

In Direct Calc. @ 9.1%
62,742.65
62,742.65 Total

**Madera Migrant Head Start
Budget to Actual**

Start Date	3/1/2023
Current Mnth	3.00
	22%

For the Period Ending	5/31/2023
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Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,632,943	502,505.23	808,253.98	305,748.75	3,717,742.38	14%	23,112.88	831,366.86	4,801,576.14
4220	IN KIND CONTRIBUTIONS	409,729	32,948.28	51,450.28	18,502.00	270,421.14	13%	-	51,450.28	358,278.72
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,042,672	535,453.51	859,704.26	324,250.75	3,988,163.52	14%	23,112.88	882,817.14	5,159,854.86
EXPENDITURES										
5010	Salaries & Wages	3,019,367	278,634.49	425,811.68	147,177.19	1,992,782.22	14%	-	425,811.68	2,593,555.32
5020	Accrued Vacation Pay	180,000	16,788.28	24,933.63	8,145.35	118,800.00	14%	-	24,933.63	155,066.37
5112	Health Insurance	410,861	28,011.70	43,752.40	15,740.70	271,168.26	11%	-	43,752.40	367,108.60
5114	Worker's Compensation	99,252	9,096.50	11,956.16	2,859.66	65,506.32	12%	-	11,956.16	87,295.84
5116	Pension	163,170	14,248.43	22,353.83	8,105.40	107,692.20	14%	-	22,353.83	140,816.17
5122	FICA	231,251	20,931.51	32,644.33	11,712.82	152,625.66	14%	-	32,644.33	198,606.67
5124	SUI	36,045	932.44	1,002.22	69.78	23,789.70	3%	-	1,002.22	35,042.78
5130	Accrued Vacation Fringe	13,500	1,283.15	1,901.86	618.71	8,910.00	14%	-	1,901.86	11,598.14
6110	Office supplies	20,300	173.62	1,376.43	1,202.81	13,398.00	7%	539.91	1,916.34	18,383.66
6112	Data Processing Supplies	36,200	22,278.52	42,061.77	19,783.25	23,892.00	116%	8,850.68	50,912.45	(14,712.45)
6121	Food	6,750	-	11.38	11.38	4,455.00	0%	-	11.38	6,738.62
6122	Kitchen Supplies	1,313	-	-	-	866.58	0%	-	-	1,313.00
6130	Program Supplies	87,818	1,680.10	3,672.10	1,992.00	57,959.88	4%	850.00	4,522.10	83,295.90
6132	Medical & Dental Supplies	21,410	2,060.93	2,060.93	-	14,130.60	10%	571.51	2,632.44	18,777.56
6134	Instructional Supplies	23,375	-	-	-	15,427.50	0%	-	-	23,375.00
6140	Custodial Supplies	39,188	2,665.21	3,356.88	691.67	25,864.08	9%	-	3,356.88	35,831.12
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	13,750	-	-	-	9,075.00	0%	-	-	13,750.00
6150	Uniform Rental / Purchases	156	-	150.00	150.00	102.96	96%	-	150.00	6.00
6170	Postage & Shipping	600	114.42	114.42	-	396.00	19%	-	114.42	485.58
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	19,300	1,862.14	3,728.03	1,865.89	12,738.00	19%	-	3,728.03	15,571.97
6181	Equipment Maintenance	12,400	824.52	1,780.55	956.03	8,184.00	14%	1,297.00	3,077.55	9,322.45
6310	Printing & Publications	5,800	-	3,610.77	3,610.77	3,828.00	62%	1,011.54	4,622.31	1,177.69
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	85,876	11,478.62	2,044.00	(9,434.62)	56,678.16	2%	-	2,044.00	83,832.00
6410	Rent	208,460	17,370.60	51,941.72	34,571.12	137,583.60	25%	-	51,941.72	156,518.28
6420	Utilities / Disposal	116,800	8,062.38	16,755.23	8,692.85	77,088.00	14%	-	16,755.23	100,044.77
6432	Building Repairs / Maintenanc	77,000	1,660.59	7,000.75	5,340.16	50,820.00	9%	3,400.00	10,400.75	66,599.25
6433	Grounds Maintenance	16,950	5,193.96	7,593.96	2,400.00	11,187.00	45%	-	7,593.96	9,356.04
6436	Pest Control	5,198	435.35	1,138.44	703.09	3,430.68	22%	-	1,138.44	4,059.56
6437	Burglar & Fire Alarm	3,750	162.24	587.08	424.84	2,475.00	16%	-	587.08	3,162.92
6440	Property Insurance	22,880	1,893.67	5,681.01	3,787.34	15,100.80	25%	-	5,681.01	17,198.99
6520	Consultants	21,890	163.80	366.60	202.80	14,447.40	2%	4,664.40	5,031.00	16,859.00
6522	Consultants Expense	286	-	-	-	188.76	0%	-	-	286.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,635	-	-	-	3,719.10	0%	-	-	5,635.00
6540	Custodial Services	53,700	8,808.00	10,004.00	1,196.00	35,442.00	19%	-	10,004.00	43,696.00
6555	Medical Screening / DEAT / Staff	1,825	-	-	-	1,204.50	0%	-	-	1,825.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	12,000	156.43	1,703.50	1,547.07	7,920.00	14%	-	1,703.50	10,296.50
6620	Vehicle Insurance	28,374	1,883.84	5,667.75	3,783.91	18,726.84	20%	-	5,667.75	22,706.25
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	11,400	8.00	1,044.95	1,036.95	7,524.00	9%	-	1,044.95	10,355.05
6712	Staff Travel-Local	925	9.17	9.17	-	610.50	1%	-	9.17	915.83
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	6,550	-	105.00	105.00	4,323.00	2%	-	105.00	6,445.00
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	605	38.87	116.61	77.74	399.30	19%	-	116.61	488.39
6834	Student Activity Insurance	2,640	240.38	240.38	-	1,742.40	9%	-	240.38	2,399.62
6840	Property Taxes	40	-	-	-	26.40	0%	-	-	40.00
6850	Fees & Licenses	9,700	17.30	34.97	17.67	6,402.00	0%	-	34.97	9,665.03
6852	Finger Printing	5,125	321.75	322.50	0.75	3,382.50	6%	-	322.50	4,802.50
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	17,336	856.85	1,620.32	763.47	11,441.76	9%	-	1,620.32	15,715.68
7110	Parent Activities	1,450	-	-	-	957.00	0%	-	-	1,450.00
7111	Parent Mileage	350	21.61	43.48	21.87	231.00	12%	-	43.48	306.52
7112	Parent Involvement	1,100	(86.10)	-	86.10	726.00	0%	-	-	1,100.00
7114	PPC Allowance	2,350	236.10	300.00	63.90	1,551.00	13%	-	300.00	2,050.00
7116	PPC Food Allowance	1,100	72.05	236.96	164.91	726.00	22%	-	236.96	863.04
8110	In-Kind Salaries	297,519	23,697.28	23,697.28	-	196,362.54	8%	-	23,697.28	273,821.72
8120	In-Kind Rent	112,210	9,251.00	27,753.00	18,502.00	74,058.60	25%	-	27,753.00	84,457.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	469,842	41,913.81	67,416.23	25,502.42	310,095.72	14%	1,927.84	69,344.07	400,497.93
Total Expenses		6,042,672	535,453.51	859,704.26	324,250.75	3,988,163.52	14%	23,112.88	882,817.14	5,159,854.86
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,042,672	535,453.51	859,704.26						
In-Kind		(409,729)	(32,948.28)	(51,450.28)						
Total Expenses w/o In Kind		5,632,943	502,505.23	808,253.98	305,748.75				831,366.86	4,801,576.14
									14.76%	

ADMINISTRATION BUDGET LIMIT	\$672,694
YEAR-TO DATE ADMIN EXP.	\$114,974
PERCENT OF TOTAL EXPENSES	1.62%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
67,416.23
67,416.23

CAPMC
Work Related Injuries Report - June 2023
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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Medcor: Self Treat First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Food Service/ Cook	Mendota	Impression/crush injury	6/8/2023	6:35 AM	EE was getting canned food out of pantry when a can fell and landed on EE's big toe on the right foot; causing pain.	0	6/9/23: EE called Medcor and did first aid/self-treat.

Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher I	Firebaugh	Strain	6/21/2023	11:30 AM	EE felt pain in right elbow whiling holding a baby, then felt pain again while cleaning tables after lunch.	8	6/23/23: EE called Medcor and was referred to Concentra. EE placed on modified duties. The Agency is unable to accommodate. EE was placed on workers' comp leave.
Teacher II	Mis Angelitos	Fall	6/22/2023	11:11 AM	EE fell as a result of a child standing behind her and EE did not see the child. EE had pain in left shoulder, left knee, forehead.	7	6/22/23: EE went to Concentra to seek treatment. EE placed on modified duties and the Agency is unable to accommodate. EE was placed on workers' comp leave.
Food Service/Head Cook	Pomona	Contusion	6/22/2023	6:40 AM	EE hit her right elbow on the edge of the brazier when cooking, causing pain and contusion.	7	6/22/23: EE called Medcor and applied first aid/self-care. EE was sent home by supervisor. 6/23/23: EE called Medcor and was referred to seek treatment at Concentra. EE placed on modified duties and the Agency is unable to accommodate. EE was placed on workers' comp leave.

Up To Date Injuries: January 2023 to December 2023

(3) Hand Injuries	(1) Feet Injuries	() Chest Injuries	
(3) Back Injuries	() Eye Injuries	() Neck Injuries	(1) Bottom
(2) Knee Injuries	(2) Leg Injuries	(2) Head Injuries	() Hip
(2) Arm Injuries	(1) Wrist Injuries	() Ankle Injuries	
(2) Elbow Injuries	() Burn Injuries	() Respiratory Injuries	
(1) Shoulder Injuries	() Abdomen Injuries	() Face Injuries	

DOI: DATE OF INJURY

TOI: TIME OF INJURY



BOARD OF DIRECTORS 2023 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P		X	X	P						
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	X		P	P	X						
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P		X	P	P						
Steve Montes A: Artemio Villegas	Madera City Council	P	P		P	P	P						
Jeff Troost	Chowchilla City Council	P	P		P	X	P						
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	MEETING CANCELED	P	P	X						
Trainice Lee Trainice Lee <i>(Effective October 2022)</i>	Head Start Policy Council	P	P		P	P	X						
Donald Holley	Community Affairs	P	P		P	P	P						
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P		X	P	P						
Vicki Bandy	Early Childhood Education & Development	X	X		X	X	X						
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P		X	P	P						
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	X	P		P	P	P						
Richard Gutierrez	Eastside/Parksdale	P	P		P	P	P						
Molly Hernandez	Fairmead/Chowchilla	P	P		P	X	P						
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	P		X	P	X						
<i>Total Directors</i>		13/15	13/15	0/0	9/15	11/15	10/15						

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
June 1, 2023 - July 6, 2023
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61412	Housing Case Worker	Gill - Community Services	6/7/2023	80	Open Position
61414	Advocate II	Yosemite - Victim Services	6/12/2023	80	Open Position
61413	IT Communication Specialist	Gill - Information Technology	6/13/2023	80	Open Position
61415	Shelter/Resident Support Aide	Martha Diaz Shelter - Victim Services	6/23/2023	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
60642	Family Services Associate II	Gill - Alternative Payment and Resource & Referral Program	6/30/2023	80	Resignation
61332	Customer Assistance Technician	Gill - Community Services	6/2/2023	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
60386	Food Service Worker I	Ruth Gonzales - Madera Regional Head Start	6/27/2023	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
61410	Food Service Worker I	Pomona - Madera Migrant Head Start	6/22/2023	80	Failed to complete Background Clearance