



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

Thursday, May 13, 2021

**1225 Gill Avenue
Madera, CA 93637**

Webex Meeting Information

Meeting number: 146 208 1692 | Password: CAPMC1225

Meeting Link: <https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

Join by phone: 1-844-992-4726 United States Toll Free

Access code: 146 208 1692

AGENDA

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, 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 – April 8, 2021

D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – April 1, 2021

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Executive Policy Committee Meeting – April 7, 2021

D-4 Review and consider accepting the Bank of America Credit Card Statements:
• April 2021

D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
• March 2021

D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
• Monthly Enrollment Report – March 2021
• In-Kind Report – March 2021
• CACFP Program Report – March 2021

D-7 Review and Consider approving the following **Madera Early Head Start** Reports:
• Monthly Enrollment Report – March 2021
• In-Kind Report – March 2021

- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start Reports**:
- Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
 - CACFP Program Report – March 2021
 - Program Information Report (PIR) – March 2021
- D-9 Review and consider approving the following **Fresno Migrant Head Start reports**:
- Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
- D-10 Review and consider approving the following **Fresno Migrant Early Head Start reports**:
- Monthly Enrollment Report – March 2021
 - In-Kind Report – March 2021
- D-11 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program.
- D-12 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Early Head Start – Family Child Care (EHS-FCC) Program.
- D-13 Review the submission of the 2021-2023 Madera Mariposa Regional & Early Head Start COVID-19 One-Time Supplemental Funding. (Informational Only)
- D-14 Review the 2020 Community Services Low Income Home Energy Assistance Program (LIHEAP) Customer Satisfaction Survey results. (Informational Only)
- D-15 Review the Low Income Home Energy Assistance Program Customer Satisfaction (LIHEAP) 2020 Weatherization Customer Satisfaction Survey results. (Informational Only)
- D-16 Review and approve the California Department of Education (CDE), Early Learning and Care Division (ELCD) Program Self-Evaluation (PSE) Survey for the Child Care Alternative Payment and Resource & Referral Program.
- D-17 Review the Agency's CSBG Annual Report. (Informational Only)
- D-18 Review and provide feedback on the 2021 Community Needs Assessment.
- D-19 Review the Madera County Child Advocacy Center (CAC) Program Report for April 2021 (Informational Only)
- D-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2021. (Informational Only)
- D-21 Review the Victim Services Report for April 2021. (Informational Only)
- D-22 Review the Community Services Report for April 2021. (Informational Only)
- D-23 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report April 2021. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the renewal of the Workers' Compensation coverage and the broker's consulting fee.
- E-2 Review and consider approving the Madera Early Head Start submission of Non-Federal Share waiver for 2020-2021 Program Year.
- E-3 Review and consider approving the carry-over funds for the 2020-2021 Regional Head Start Basic Grant to the 2021-2022 Grant year beginning June 1, 2021.
- E-4 Review and consider approving the 2021-2022 *Madera* Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications.
- E-5 Review and consider approving the 2021-2022 *Fresno* Migrant Seasonal Head Start COLA and Quality Improvement Grant Application.
- E-6 Review and consider approving the 2021-2022 *Fresno* Migrant Seasonal *Early* Head Start COLA and Quality Improvement Grant Application.
- E-7 Review and consider approving the proposed enrollment reduction and program changes for the Fresno Migrant Seasonal Head Start program beginning September 1, 2021.
- E-8 Review and consider approving the submission of the Fresno Migrant Seasonal Head Start's Early Head Start Basic Grant application and budgets.
- E-9 Consider authorizing the Executive Director to sign and submit the PG&E Community Based Organization (CBO) Outreach on the Phase Out Emergency COVID-19 Protections contract.
- E-10 Consider authorizing the Executive Director to sign and submit the WestCare subcontract agreement to provide allowable financial assistance to families in the process of obtaining permanent housing.
- E-11 Consider authorizing the Executive Director to resubmit the application for the Community Development Block Grant (CDBG) CARES Act Round 11 funding to the City of Madera to provide rapid rehousing, homeless prevention and utility water/garbage billing assistance.
- E-12 Consider authorizing the Executive Director to sign and submit the California Emergency Rental Assistance Program application to Local Initiatives Support Corporation (LISC).
- E-13 Review and consider approving the updated Child Forensic Interview Team (CFIT) Guidelines and MOU effective May 1, 2021.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – Rescheduled to June 1, 2021
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (April 2021)
- F-4 Financial Statements (April 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (April 2021)
- F-7 CAPMC Board of Directors Attendance Report – (April 2021)
- F-8 Staffing Changes Reports for: March 30, 2021 – May 4, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated April 14, 2021 from the Office of Head Start regarding the updated Coronavirus Disease 2019 (COVID-19) fiscal and administrative flexibilities.

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 May 13, 2021, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on May 7, 2021.



Strategic Plan Coordinator &
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

April 8, 2021

1225 Gill Ave. Madera, CA 93637

Meeting Link: https:

<https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:30 p.m. by Chair Sheriff Tyson Pogue.

Members Present In-Person

Sheriff Tyson Pogue, Chair
Eric LiCalsi, Vice-Chair
David Hernandez,
Secretary/Treasurer
Donald Holley
Martha Garcia
Supervisor Leticia Gonzalez
Councilman John Chavez

Members Present Virtually

Councilman Steve Montes
Debi Bray
Molly Hernandez

Members Absent

Patricia Trevino
Richard Gutierrez
Deborah Martinez
Vicki Bandy
Aurora Flores

Personnel Present In-Person

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Daniel Seeto

Personnel Present Virtually

Irene Yang
Maritza Gomez-Zaragoza
Jennifer Coronado
Elizabeth Wisener

Public – Other Present Virtually

Donna Tooley, Consultant

A. PUBLIC COMMENT

None

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 F)

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

Board Member John Chavez entered the room.

C. TRAINING/ADVOCACY ISSUES

- C-1 Community Services Block Grant (CSBG) Annual Report
Elizabeth Wisener, Community Services Program Manager

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.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – March 11, 2021
- D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – March 4, 2021
- D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – March 9, 2021
- D-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – March 10, 2021
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
- March 2021
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- February 2021
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-8 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
 - CACFP Program Report – February 2021

- Program Information Report (PIR) – February 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-11 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – February 2021
 - In-Kind Report – February 2021
- D-12 Review and consider approving Fresno Migrant/Seasonal Head Start's Recruitment and Selection Procedures for the 2021–2022 program year.
- D-13 Review and consider approving the 2021-2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County-Fresno Migrant/Seasonal Head Start.
- D-14 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-15 Review and consider accepting Fresno Migrant & Seasonal Early Head Start's 2019-2020 Program Information Report (PIR).
- D-16 Review the Madera County Child Advocacy Center (CAC) Program Report for March 2021 (Informational Only)
- D-17 Review the Child Care Alternative Payment and Resource & Referral Program Report for March 2021. (Informational Only)
- D-18 Review the Victim Services Report for March 2021. (Informational Only)
- D-19 Review the Community Services Report for March 2021. (Informational Only)
- D-20 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report March 2021. (Informational Only)

Board Member Donald Holley asked if item D-14 was a new policy. Mattie Mendez, Executive Director, clarified that the policy is routine and submitted every year. The policy outlines all of the steps and measure possible to keep children enrolled. Mattie did also emphasize that, ultimately, parents have the right to choose the type of child care program that is best fit for their child.

Motion: APPROVED AS PRESENTED

Moved By Debi Bray, Seconded By David Hernandez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start COLA Grant Application.

Mattie Mendez, Executive Director, presented regarding the approval of the 2021-2022 Madera/Mariposa Regional and Early Head Start COLA Grant Application. Mattie notes that the Early and Regional Head Start budgets have been amended to reflect a 1.22% COLA increase to personnel costs beginning June 1, 2021.

Motion: APPROVE AS PRESENTED

Moved By Supervisor Leticia Gonzalez, Seconded By Donald Holley
Vote: Carried Unanimously

E-2 Review and consider approving the updated Emergency Succession Plan for the Executive Director of Community Action Partnership of Madera County, Inc.

Mattie Mendez, Executive Director, presented regarding the approval of the updated Emergency Succession Plan for the Executive Director of Community Action Partnership of Madera County, Inc. Due to the recent retirement of Donna Tooley, CAPMC's former Chief Financial Officer (CFO), the Emergency Succession Plan was updated to reflect current staff. The updated Emergency Succession Plan assigns Daniel Seeto, CAPMC's current CFO, as Acting Executive Director in the event of an emergency/unplanned absence of the Executive Director. The "first and second back-up appointees" remain as (1) Irene Yang, Human Resources Director and (2) Madera County Chief Administrative Officer. The succession plan must be signed by the CAPMC Board Chair, Executive Director, Acting Executive Director, Human Resources Director, and the Madera County CAO.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Eric LiCalsi

Vote: Carried Unanimously

E-3 Review and consider authorizing the Chief Financial Officer to file tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's.

Daniel Seeto, Chief Financial Officer, presented regarding the authorization for the Chief Financial Officer to file tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's. The tax return form 990 must be filed electronically by the granted filing extension of May 15, 2021. The Form 990 was prepared from information obtained from the audited financial statements for the year

ended June 30, 2020.

Motion: APPROVE AS PRESENTED

Moved By Donald Holley, Seconded By Martha Garcia

Vote: Carried Unanimously

E-4 Consider approving the Agency to award its annual entity-wide single audit for June 30,2021 and its 403B Plan audit for calendar year 2020 to Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding the approval to award the annual entity-wide single audit for June 30,2021 and its 403B Plan audit for calendar year 2020 to Brown Armstrong CPAs. Brown Armstrong CPAs was selected to perform the audits in response to the Agency's RFP in 2018. This will be the fourth year that the Agency has used this firm. The RFP provided for the initial year and an option of four additional one-year extensions. This is a standard extension. Audit fieldwork to begin the last week of April 2021.

Motion: APPROVE AS PRESENTED

Moved By Eric LiCalsi, Seconded By Donald Holley

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (March 2021)
- F-4 Financial Statements (March 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (March 2021)
- F-7 CAPMC Board of Directors Attendance Report – (March 2021)
- F-8 Staffing Changes Reports for: March 3, 2021 – March 29, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence dated March 19, 2021 from the Office of Head Start regarding Head Start Center-Based Service Duration Requirement for 45 Percent of Slots.

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:04 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded By Martha Garcia

Vote: Carried Unanimously

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, April 1, 2021
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Patricia Trevino 5:35 p.m.

Committee Members Present

Malie Mendoza
Perla Barrita
Particia Barragan
Gloria Conde
Tanya Hamilton
Angelica Tapia
Patricia Trevino
Martha Garcia

Committee Members Absent

Rosana Perez
Luisa Vasquez
Citlali Chavez-Rosas
Mariela Gallegos-Lopez
Angelica Murillo Virgen

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maru Gasca Sanchez, Direct Support Manger
Jissel Rodriguez, Executive Administrative Assistant

ROLL CALL

- A. PUBLIC COMMENT** – None
- B. TRAINING** – Parent curriculum – Ms. Sanchez mention we will be continuing to use Opening Doors but also have started a new curriculum. She reviewed the Ready Rosie that was recently implemented.
- C. ADOPTION OF THE AGENDA**
C-2 Patricia Trevino asked for the motion to approve the agenda as presented. Motion made by Martha Garcia, seconded by Gloria Conde to approve the agenda as presented. Motion carried unanimously.
- D. ADJOURN TO CLOSED SESSION** – None
- E. APPROVAL OF MINUTES**
E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – March 4, 2021. There was a correction on the minutes Patricia Barragan was present during the prior meeting. Motion made by Martha Garcia, seconded motion by Gloria Conde. Motion carried unanimously.
- F. DISCUSSION / ACTION ITEMS**
F-1 Review and consider approving the Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA) 2021-2022 Grant Application – Ms. Gomez-Zaragoza mentioned the Consolidated Appropriations Act of 2021 has Cost of Living Adjustment funding, which is intended for Head Start Programs. The Cost of Living Adjustment offers funds that will be meant for a 1.22% salary increase. A portion of the funds will be used for staff and parent trainings. The remainder of the funds will be utilized for other categories.

Patricia Trevino requested a motion to approve the Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA) 2021-2022 Grant Application. Martha Garcia made the first motion, seconded by Gloria Conde. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (February 2021) – None.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (January & March 2021) – Mrs. Gomez-Zaragoza reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (February 2021) – Ms. Gomez-Zaragoza reviewed the current budget is at a 54% spent.

G-4 In-Kind Report (February 2021) – Ms. Gomez-Zaragoza reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (February 2021) – Ms. Gomez-Zaragoza went over the enrollment and attendance report.

G-6 CACFP Monthly Report (February 2021) – Ms. Gomez-Zaragoza mention the program is currently not receiving reimbursement due to meals not being provided at the centers.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – *Patricia T.* (Ruth Gonzales) – Ruth is currently working on a recycling study. The students created musical instruments. During the zoom meeting the teacher would ask questions and have the children play music.

H-2- BOD report – None.

I. CORRESPONDENCE

I-1 Program Instruction *Service Duration Requirements for 45 Percent of Head Start Slots*; Issuance Date: 03/19/2021

J. FUTURE AGENDA ITEMS

None

K. ADJOURNMENT

Patricia Trevino asked for a motion to adjourn the meeting at 6:02 p.m. Motion made by Martha Garcia, Gloria Lopez seconded by. Motion carried unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start
Executive Policy Committee Meeting
Wednesday, April 7, 2021

Minutes

The Fresno Migrant/Seasonal Policy Executive Committee called to order at 5:43 p.m. by Monserrat Hernandez Francisco.

Executive Committee Members

Present

Monserrat Hernandez
Sayra Garcilazo
Ivette Oregon

Committee Members Absent

Angelica Garcia
Areli Hernandez
Aurora Flores
Marianayelly Angeles
Gisela Aguirre Ramirez

Other PC Members Present

Maria Martinez

Personnel Present

Maritza Gomez-Zaragoza, Head Start Director
Maru Gasca Sanchez, Deputy Director Direct Services
Luisa Marquez, Administrative Analyst

Others

None

A. Public Comment

None

B. Training

None

C. Adoption of the Agenda

Monserrat Hernandez Francisco asked for a motion to approve the agenda as presented. Motion made by Ivette Oregon, seconded motion by Sayra Garcilazo to approve the agenda as presented. Motion approved unanimously.

D. Closed Session

D-1 – None

E. Approval of Minutes

E-1 – Monserrat Hernandez Francisco requested a motion to approve the minutes of the meeting on March 10, 2021. Motion made by Sayra Garcilazo, seconded motion by Ivette Oregon to approve the minutes of the meeting. Motion approved unanimously.

F. Discussion / Action Items

F-1 Review Consider, and Provide Direction on the 2021-2022 Refunding Application with the Proposed Enrollment Reduction for the Fresno Migrant Seasonal Head Start Effective September 1, 2021. Ms. Gomez-Zaragoza reviewed the information and proposed reduction with background information to support the request. Questions and comments were raised by parents and Ms. Gomez-Zaragoza provided information and detail as to why the proposed reduction was submitted for consideration. Parents were satisfied with the information provided. Ms. Gomez-Zaragoza requested a motion to approve the proposed enrollment reduction. Ivette Oregon made the motion to approve, seconded by Sayra Garcilazo. Motion approved unanimously.

F-2 Review and consider approving the submission of CAPMC Fresno Migrant & Seasonal Early Head Start and Training grant application. (September 1, 2021 – August 31, 2022). Ms. Gomez-Zaragoza requested a motion to approve the EHS grant application submission. Sayra Garcilazo made the motion to approve, seconded by Ivette Oregon. Motion approved unanimously.

F-3 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program. Ms. Gomez-Zaragoza requested a motion to approve the 2020-2025 Fresno Migrant/Seasonal Head Start goals and objectives updates. Sayra Garcilazo made the motion to approve, seconded by Ivette Oregon. Motion approved unanimously.

F-4 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Early Head Start – Family Child Care (EHS-FCC) Program. Ms. Gomez-Zaragoza requested a motion to approve the EHS-FCC 2020-2025 goals and objectives updates. Ivette Oregon made the motion to approve, seconded by Sayra Garcilazo.

G. Administrative Reports

G-1 Credit Card Account Statement – Agency and other credit cards: (February 2021) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

G-2 Budget Report – (February 2021) – Ms. Gomez-Zaragoza explained the most recent budget report for the month of August.

G-3 In-kind Report (February 2021) – Ms. Gomez-Zaragoza explained there was the In-kind reports for both programs.

G-4 Report of enrollment in the program and attendance report (February 2021) – Ms. Gomez-Zaragoza explained the enrollment reports.

G-5 CACFP Monthly Report (February 2021) – Ms. Gomez-Zaragoza explained the CACFP meals report.

H. Correspondence

H-1 Program Instruction from the Office of Head Start regarding *Head Start Center- Based Service Duration Requirement for 45 Percent of Slots: Issuance*
Date:3/19/2021

I. Adjournment

Montserrat Hernandez Francisco requested a motion to adjourn the session. Motion made by Ivette Oregon to adjourn the meeting at 6:20 p.m. in the afternoon, seconded by Sayra Garcilazo. Motion approved unanimously.

Bank of America Business Card
Credit Card Charges

April 2021 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
04/01/21	AMAZON	No	Outdoor Sign Holder for Front Entrance	\$262.51	200.0-6130-2.0-000.90	YES
03/26/21	INSITUTE FOR C	No	Dispute in Progress	\$139.00	200.0-6742-2.0-000.90	NO
03/23/21	AMAZON	No	Gloves (PPE)	\$129.04	200.0-6130-2.0-000.90	YES
03/12/21	CORNER BAKERY CAFÉ	No	Board of Directors Meeting	\$123.32	200.0-6121-2.0-000.90	YES
03/12/21	CORNER BAKERY CAFÉ	No	Housing the Homeless Meeting	\$164.37	200.0-6121-2.0-000.90	YES
03/09/21	AMAZON	No	Pinwheel Garden Materials for Child Abuse Prevention Month	\$17.31	218.0-6130-2.0-000.00	YES
03/09/21	MAILCHIMP	No	Monthly Charge for Mass Text Software (I.T.)	\$51.99	200.0-6130-2.0-000.90	
03/09/21	AMAZON	No	Pinwheel Garden Materials for Child Abuse Prevention Month	\$5.95	218.0-6130-2.0-000.00	YES
03/10/21	PANERA BREAD	No	Department Head Breakfast Meeting	\$149.41	200.0-6121-2.0-000.90	YES
			Total	\$ 1,042.90		

**Bank of America Business Card ending 5045
Credit Card Charges**

April 4, 2021 Statement
Elizabeth Wisener / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/24/2021	Amazon.com	No	Latex gloves for front desk	\$11.84	200.0-6130-2.0-000-90	Yes
3/24/2021	Amazon.com	No	Latex gloves for front desk	\$11.84	207.0-6130-2-0-00-00	Yes
3/24/2021	Amazon.com	No	Coveralls for the H.E.L.P. Center	\$155.10	272.0-6130-2.0-000-18	Yes
3/25/2021	Amazon.com	No	Plastic drawers for H.E.L.P. Center	\$42.88	272.0-6130-2.0-000-18	Yes
3/26/2021	Amazon.com	No	Picture frame for Works Comp Info	\$112.16	272.0-6130-2.0-000-50	Yes
3/26/2021	Dollar Tree Inc.	21774	500 bottles of hair conditioner for homeless	\$545.58	249.0-6130-2.0-000-00	Yes
Total				\$879.40		

**Platinum Plus Business Card
Credit Card Charges**

April Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
03/13/21		LOWE'S	Refund office blinds	-\$6.08	500.0-6130-5.0-000-00	Yes
				-\$6.08	501.0-6130-5.0-000-00	
				-\$6.09	508.0-6130-5.0-000-00	
				-\$6.09	533.0-6130-5.0-000-00	
03/10/21		LOWE'S	Office blinds	\$12.17	500.0-6130.5.0-000-00	Yes
				\$12.17	501.0-6130-5.0-000-00	
				\$12.17	508.0-6130-5.0-000-00	
				\$12.16	533.0-6130-5.0-000-00	
03/11/21		LOWE'S	Office blinds	\$18.98	500.0-6130-5.0-000-00	Yes
				\$18.98	501.0-6130-5.0-000-00	
				\$18.97	508.0-6130-5.0-000-00	
				\$18.97	533.0-6130-5.0-000-00	
03/15/21		Chevron	Fuel for #160	\$.78	501.0-6610-5.0-000-00	Yes
				\$50.02	533.0-6610-5.0-000-00	
Total				\$151.03		

Bank of America Business Card
Credit Card Charges

April 2021 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/1/2021	Biometrics4all, Inc.	No	Livescan relay fee	0.75 0.75	321.0-6852-3.2-000-00 426.0-6852-0.0-000-00	Yes
TOTAL:				1.50		

Bank of America Business Card
Credit Card Charges

April 2021 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/5/2021	Crocoblock	N/A	IT Dept – Word Press Plugin for Agency Website	130.00	200.0-6112-2.0-000-90	Yes
3/5/2021	RankMath	N/A	IT Dept – Word Press Plugin for Agency Website	59.00	200.0-6112-2.0-000-90	Yes
3/29/2021	Storyblocks	N/A	IT Dept – Word Press Subscription	240.00	200.0-6112-2.0-000-90	Yes
3/30/2021	Microsoft	N/A	Community Services Dept Broken Tablet Exchange	53.05	272.0-6112-2.0-000-00	Yes
			Total	\$ 482.05		

MBNA America Business Card
Credit Card Charges
April / abril 2021 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
03/10/2021	21659	American Red Cross	First Aid guides	\$184.92	311.0-6132-3.1-000-00 41% (\$78.76) 312.0-6132-3.1-000-00 5% (\$9.58) 321.0-6130-3.2-000-00 54% (\$103.46)	Yes
03/15/2021	NA	Venngage.com	Subscription for flyer software	\$468.00 (inc 14.04 for international transaction)	331.0-6130-3.3-031-00	Yes
03/16/2021	21661	Walmart.com	Supplies for the kitchen	\$354.37	311.0-6130-3.1-000-39	Yes
03/16/2021	21539	Dollar Tree.com	Program supplies for Chowchilla	\$33.81	311.0-6130-3.1-002-00	Yes
03/16/2021	21539	Dollar Tree.com	Program supplies for Chowchilla	\$33.81	311.0-6130-3.1-002-00	Yes
03/17/2021	21661	Walmart.com	Program Supplies for the kitchen	\$205.57	311.0-6130-3.1-000-39	Yes
03/18/2021	21539	Dollar Tree.com	Program supplies for Chowchilla	\$246.46	311.0-6130-3.1-002-00	Yes
03/19/2021	21724	Walmart.com	Program Supplies for Verdell	\$116.68	311.0-6130-3.1-001-00	Yes
03/19/2021	21724	Walmart.com	Program Supplies for Verdell	\$318.04	311.0-6130-3.1-001-00	Yes
03/19/2021	NA	Zoom	Video Conferencing system	\$14.99	311.0-6130-3.1-000-00 46%(\$6.90) 321.0-6130-3.2-000-00 54%(\$8.09)	Yes
03/20/2021	NA	Walmart.com	Program Supplies for Verdell	\$38.10	311.0-6130-3.1-001-00	Yes
03/23/2021	NA	Walmart.com	Refund of items returned	-\$9.31	311.0-6130-3.1-001-00	Yes
03/23/2021	NA	Walmart.com	Refund of items returned	-\$42.67	311.0-6130-3.1-001-00	Yes
03/24/2021	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
03/25/2021	NA	Walmart.com	Refund of items returned	-\$11.78	311.0-6130-3.1-001-00	Yes
03/27/2021	21804	Walmart.com	Health supplies	\$50.95	311.0-6132-3.1-000-00	Yes
04/01/2021	NA	American Red Cross	CPR certificates for Fresno staff	\$192.00	331.0-6742-3.1-000-00	Yes
04/01/2021	NA	American Red Cross	CPR certificates for Fresno staff	\$192.00	331.0-6742-3.1-000-00	Yes
04/01/2021	NA	American Red Cross	CPR certificates for Fresno staff	\$128.00	331.0-6742-3.1-000-00	Yes
04/01/2021	NA	American Red Cross	CPR certificates for Fresno staff	\$192.00	331.0-6742-3.1-000-00	Yes
04/01/2021	NA	American Red Cross	CPR certificates for Fresno staff	\$160.00	331.0-6742-3.1-000-00	Yes
04/01/2021	NA	American Red Cross	CPR certificates for Fresno staff	\$192.00	331.0-6742-3.1-000-00	Yes
04/01/2021	NA	American Red Cross	CPR certificates for Fresno staff	\$32.00	331.0-6742-3.1-000-00	Yes
TOTAL					\$3,118.97	

**American Express
Credit Card Charges**

MARCH 2021 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	32453.72	Yes
Comcast	Net service	1109.15	Yes
Community Playthings	Supplies for centers	23406.46	Yes
Discount School Supply	Supplies for centers	605.41	Yes
DS Water	Water/rental	1053.71	Yes
Ecolab	Dishwasher rental/repairs	100.79	Yes
Fedex	Postage	1878.36	Yes
HD Pro / Supply Works	Supplies for office/centers	4425.80	Yes
Lakeshore	Supplies for centers	34171.60	Yes
Matson Alarm	Alarm service	472.17	Yes
Shred it	Shredding service	225.99	Yes
Smart Care	Kitchen equipment repairs	1455.11	Yes
Verizon	Wireless devices	7852.42	Yes
Office Depot	Supplies for office/center	31073.13	Yes
	TOTAL	140283.82	03/30/20 LA

Credit Card Charges MARCH 2021

Fiscal

Name of Vendor	Description	Amount
Home Depot	Supplies for centers	15759.69
Walmart	Supplies for centers	1001.61
Wex Bank (Chevron)	Fuel	0.00
Wex Bank (Valero)	Fuel	1967.95
MAR STMT DATES		
LA		

04/04/21
J D C

Card Member Service

Credit Card Charges

COSTCO

MARCH 03, 2020 Statement

Card Holder	Description	G/L Account Number	Amount	Card Amount
Mattie Mendez	Supplies for vending machine	105.0-6160-1.0-000-00	218.77	218.77
Maritza Gomez-Zaragoza	Supplies for dept	331.0-6130-3.3-031-00	171.43	171.43
				0
				0.00
			Total	390.20

JDC 05/04/21

U/CARD MEMBER BOD



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2020 – May 2021

Reporting Month
March 2021

Total Funded Enrollment 246	Current Enrollment: 175 ----- Cumulative Enrollment 232	Centers with Vacancies: Chowchilla: 3 Cottonwood: 7 Eastside: 8 Fairmead: 3 Mariposa: 0 Mis Tesoros: 0 North Fork: 0 Oakhurst: 5 Ruth Gonzales: 4 Valley West: 3 Verdell: 4
No. of Children on Waiting List Income Eligible: 3 No. of Children on Waiting List Over Income : 11	No. of Children with Disabilities: 21 Must be at least 10% of enrollment (↑26)	No. of Over Income Families: 26 Must be less than 10% of enrollment (↓ 26)
Average Monthly Attendance: Due to COVID -19 Attendance is collected via phone contact with families.		

Madera Early Head Start

Months of Operation:
June 2020– May 2021

Reporting Month
March 2021

Total Funded Enrollment 42	Current Enrollment: 42 ----- Cumulative Enrollment 51	Vacancies: 0
No. of Children on Waiting List Income Eligible: 1 No. of Children on Waiting List Over Income : 1	No. of Children with Disabilities: 8 Must be at least 10% of enrollment (↑5)	No. of Over Income Families: 4 Must be less than 10% of enrollment (↓ 4)
Average 4 Home Visits Due to COVID- 19 home visits are conducted via phone contact with families.		

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

IN-KIND MONTHLY SUMMARY REPORT 2020-2021 REPORTE SUMARIO MENSUAL DE IN KIND 2020-2021

REGIONAL HEAD START 2020-2021

Month-Year March 2021/ Mes-Año Marzo 2021

CATEGORY/Categoría	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	881,982.00	155,605.45	34,748.42	190,353.87	691,628.13
A. Professional Services/Servicios Profesionales	0.00	915.50	15.50	931.00	(931.00)
B. Center Volunteers/Voluntarios en el Centro	881,982.00	152,924.04	34,274.99	187,199.03	694,782.97
Other/Policy Council/Otro/Comité de Póliza	0.00	1,765.91	457.93	2,223.84	(2,223.84)
OTHER - FOOD DONATIONS	0.00	0.00		0.00	0.00
State Collaboration	761,724.00	449,332.00		449,332.00	312,392.00
Donated Supplies/Materiales Donanos	5,541.00	0.00		0.00	5,541.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	139,143.00	113,672.25	12,630.25	126,302.50	12,840.50
Transportation/ Transportación	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,026,666.00	718,609.70	47,378.67	765,988.37	1,022,401.63

A. Y-T-D In-Kind / In-Kind asta ahora	<u>765,988.37</u>
B. Contracted In-Kind/ In-kind Contratado	<u>1,026,666.00</u>
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	<u>74.61%</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
March-2021**

FREE MEALS	18		0
REDUCED	0	#DIV/0!	
BASE	0		0
TOTAL	18		#DIV/0!

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	0	X	100.0000%	X	\$1.8900	=	\$0.00
	0	X	0.0000%	X	\$1.5900	=	\$0.00
	0	X	0.0000%	X	\$0.3200	=	\$0.00
LUNCH:	118	X	100.0000%	X	\$3.5100	=	\$414.18
	0	X	100.0000%	X	\$3.5100	=	\$0.00
	0	X	0.0000%	X	\$3.1100	=	\$0.00
	0	X	0.0000%	X	\$0.3300	=	\$0.00
SUPPLEMENTS:	0	X	100.0000%	X	\$0.9600	=	\$0.00
	0	X	100.0000%	X	\$0.9600	=	\$0.00
	0	X	0.0000%	X	\$0.4800	=	\$0.00
	0	X	0.0000%	X	\$0.0800	=	\$0.00

	118			\$414.18
		TOTAL FEDERAL REIMBURSEMENT		\$414.18
CASH IN LIEU:		LUNCHES X \$0.2450		\$28.91
TOTAL REIMBURSEMENT				\$443.09

	Breakfast	Lunch	Snack	Total
RHS	-	118	-	118
CSPP	-	-	-	-
	-	118	-	118

TOTAL FEDERAL REIMBURSEMENT:	<u>RHS</u>	<u>CSPP</u>		<u>Total</u>
	\$414.18	\$0.00		\$414.18
CASH IN LIEU:	<u>\$28.91</u>	<u>\$0.00</u>		<u>\$28.91</u>
	\$443.09	\$0.00		\$443.09



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2020 – May 2021

Reporting Month
March 2021

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">246</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">175</div> <p style="text-align: center;">-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">232</div>	Centers with Vacancies: Chowchilla: 3 Cottonwood: 7 Eastside: 8 Fairmead: 3 Mariposa: 0 Mis Tesoros: 0 North Fork: 0 Oakhurst: 5 Ruth Gonzales: 4 Valley West: 3 Verdell: 4
No. of Children on Waiting List Income Eligible: 3 No. of Children on Waiting List Over Income : 11	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">21</div> Must be at least 10% of enrollment (↑26)	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">26</div> Must be less than 10% of enrollment (↓ 26)
Average Monthly Attendance: Due to COVID -19 Attendance is collected via phone contact with families.		

Madera Early Head Start

Months of Operation:
June 2020– May 2021

Reporting Month
March 2021

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">42</div> <p style="text-align: center;">-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">51</div>	Vacancies: <div style="font-size: 24pt; font-weight: bold;">0</div>
No. of Children on Waiting List Income Eligible: 1 No. of Children on Waiting List Over Income : 1	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">8</div> Must be at least 10% of enrollment (↑5)	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">4</div> Must be less than 10% of enrollment (↓ 4)
Average 4 Home Visits Due to COVID- 19 home visits are conducted via phone contact with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

MARCH

Year

2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	152,723.00	28,402.92	-	28,402.92	124,320.08
A. Professional Services/Servicios Profesionales	-	0.00		-	0.00
B. Center Volunteers/Voluntarios en el Centro	152,723.00	28,402.92		28,402.92	124,320.08
C. Other/Policy Council/Otro/Comité de Póliza	-	0.00		-	0.00
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	900.00	0.00		-	900.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	-	0.00		-	0.00
Transportation/ Transportación	-	0.00		-	0.00
TOTAL IN-KIND	153,623.00	28,402.92	-	28,402.92	125,220.08

		0.00			0.00
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Grand Total	153,623.00	28,402.92	-	28,402.92	125,220.08
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B. YTD In-Kind \$ 28,402.92

C. Percent Y-T-D In-Kind 18.49%



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera Migrant/Seasonal Head Start

Months of Operation:

May 2020 – February 2021

Reporting Month

March 2021

Total Funded Enrollment 579	Current Enrollment: 65 ----- Cumulative Enrollment: 78	Centers with Vacancies: Eastin Arcola (closed) Mis Angelitos (17) Sierra Vista (23) Eastside (closed) Pomona (closed) Valley West (closed) Los Ninos (11)
No. of Children on Waiting List 1	No. of Children with Disabilities: 9 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 1 Must be less than 10% of enrollment (↓ 58)
Average Monthly Attendance: 76%		

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

IN-KIND MONTHLY SUMMARY REPORT 2021-2022 / REPORTE SUMARIO MENSUAL DE IN KIND 2021-2022

MIGRANT AND SEASONAL HEAD START 2021-2022 MIGRANTE/TEMPORAL HEAD START 2021-2022

Month-Year MARCH 2021/ Mes-Año Marzo 2021

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	238,563.00	0.00	12,050.94	12,050.94	226,512.06
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	238,563.00	0.00	11,688.94	11,688.94	226,874.06
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00	362.00	362.00	(362.00)
State Collaboration/Colaboracion de Estado	933,229.00	0.00	0.00	0.00	933,229.00
Donated Supplies/Materiales Donanos	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	0.00	10,427.66	10,427.66	114,704.34
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,297,924.00	0.00	22,478.60	22,478.60	1,275,445.40

A. Y-T-D In-Kind / In-Kind asta ahora	22,478.60
B. Contracted In-Kind/ In-kind Contratado	1,297,924.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	1.73%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
March-2021

FREE MEALS	80		29
REDUCED	0		0
BASE	0		0
TOTAL	80		29

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	1,200	X	100.0000%	X	\$1.8900	=	\$2,268.00
	1,200	X	0.0000%	X	\$1.5900	=	\$0.00
	1,200	X	0.0000%	X	\$0.3200	=	\$0.00
LUNCH:	746	X	100.0000%	X	\$3.5100	=	\$2,618.46
	445	X	100.0000%	X	\$3.5100	=	\$1,561.95
	445	X	0.0000%	X	\$3.1100	=	\$0.00
	445	X	0.0000%	X	\$0.3300	=	\$0.00
SUPPLEMENTS:	604	X	100.0000%	X	\$0.9600	=	\$579.84
	364	X	100.0000%	X	\$0.9600	=	\$349.44
	364	X	0.0000%	X	\$0.4800	=	\$0.00
	364	X	0.0000%	X	\$0.0800	=	\$0.00

	3,359			\$7,377.69
		TOTAL FEDERAL REIMBURSEMENT		\$7,377.69

CASH IN LIEU:		LUNCHES X	\$0.2450		\$291.80
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TOTAL REIMBURSEMENT				\$7,669.49
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	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	445	364	809
MMHS-MADERA MIGRANT HEAD START	1,200	746	604	2,550
	1,200	1,191	968	3,359

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$5,466.30	\$1,911.39	\$7,377.69
CASH IN LIEU:	\$182.77	\$109.03	\$291.80
	\$5,649.07	\$2,020.42	\$7,669.49

March 2021 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	13.5%	100.0%	A
	# Cumulative Families	59	NA	
PIR AGE GROUP	Under 1 Year			
	1 Year Old			
	2 Years Old			
	3 Years Old			
	4 Years Old			
MOBILITY & RE-ENROLLMENT	Children Enrolled < 45 Days	10.3%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	10.3%	22.2%	B
	Children Enrolled 2+ Years	100.0%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	100.0%	100.0%	C
	Children Needing Medical Treatment	5.1%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	100.0%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	100.0%	93.7%	B
	Children who completed a professional dental exam	77.6%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	2.2%	28.3%	B
	Of those who need dental treatment, children who received treatment	100.0%	88.2%	B
HOUSEHOLD PRIMARY LANGUAGE	Spanish			
	English			
	Centra/South American or Mexican Languages			
	Other			
HOUSEHOLD ETHNICITY	Hispanic			
	Non-Hispanic			
FAMILY COMPOSITION	Single Parent			
	Two Parents			
FAMILY EDUCATION	High School Graduate/GED or Less	74.6%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	5.1%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	1.7%	NA	
	Social Service Referrals - Services Received	0.0%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	98.3%	NA	
	Families Participating in SNAP (Food Stamps)	91.5%	NA	

STAFF QUALIFICATIONS		MHS	THRESHOLD	
			MHS	**
CLASSROOM PRESCHOOL ASSISTANT TEACHERS	# Classroom Preschool Assistant Teachers	10	NA	
	Classroom Preschool Assistant Teachers who meet minimum education requirements: CDA/equivalent or higher, or are enrolled in a CDE or ECE degree program	100.0%	100.0%	A
CLASSROOM PRESCHOOL TEACHERS	# Classroom Preschool Teachers	17	NA	
	Classroom Preschool Teachers who meet minimum education requirements: AA degree or higher	100.0%	100.0%	A
	Classroom Preschool Teachers with a BA or higher	23.5%	32.0%	B
CLASSROOM INFANT & TODDLER TEACHERS	# Classroom Infant/Toddler Teachers	14	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	100.0%	100.0%	A

** Threshold Source Key:

Source: PIR for agency & date as indicated

A = Head Start Regulation

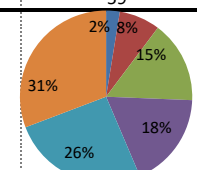
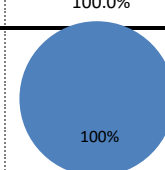
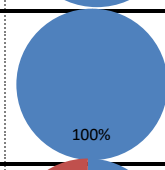
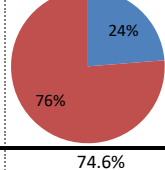
Note: All data for children, family & staff are cumulative.

B = State PIR Indicator 2018-19

Pink shaded cells indicate program does not meet identified threshold

C = Region 12 Specialist

marzo 2021 reporte para CAPMC

Informacion Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiados	579	NA	
	Inscripción al Final del Mes %	13.5%	100.0%	A
	# Familias Acumuladas	59	NA	
EDAD DEL GRUPO PIR	Menor de 1 Año			
	1 Año de Edad			
	2 Años de Edad			
	3 Años de Edad			
	4 Años de Edad			
5 Años de Edad				
MOVILIDAD Y REINSCRITO	Niños Inscritos < 45 Días	10.3%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	10.3%	22.2%	B
	Niños Inscritos 2 + Años	100.0%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	100.0%	100.0%	C
	Niños que Necesita Tratamiento Médico	5.1%	12.7%	B
	Niños Recibiendo Tratamiento Médico	100.0%	98.4%	B
	Niño al Día con las Vecunas o Cumplecon las Directrices del Estado Para Exención	100.0%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	100.0%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	77.6%	89.8%	B
	De los que Completaron un Exámen, Niños Diagnósticados que Necesitan Tratamiento	2.2%	28.3%	B
	De los que Completaron un Exámen, Niños que Recibieron Tratamiento	100.0%	88.2%	B
LENGUAJE PRIMARIO EN EL HOGAR	Español			
	Inglés			
	Central/Sur Americano o Lenjuajes Mexicanos			
	Otro			
ORIGEN ÉTNICO	Hispano			
	No Hispano			
COMPOSICIÓN FAMILIAR	Padre Soltero			
	Dos Padres			
EDUCACIÓN FAMILIAR	Graduado de High School/GED o Menos	74.6%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	5.1%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	1.7%	NA	
	Referencia a Servicios Sociales - Recibio Servicios	0.0%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	98.3%	NA	
	Familias Participando con SNAP	91.5%	NA	

Calificacion del PerCalificacion del Personal		MHS	THRESHOLD	
			MHS	**
Asistentes de Maestra de la Clase Prescolar	# Asistentes de Maestra de la Clase Prescolar	10	NA	
	Asistentes de Maestra de la Clase Prescolar que llenan los requisitos minimo de educacion: CDA/equivalente o mas alto, o estan registradas en un programa de CDE o ECE.	100.0%	100.0%	A
Maestras de la Clase Prescolar	# Maestras de la Clase Prescolar	17	NA	
	Maestras de la Clase Prescolar que llenan los requisitos de educacion: Grado AA o mas alto	100.0%	100.0%	A
	Maestras de la Clase Prescolar con BA o mas alto	23.5%	32.0%	B
Maestras de la Clase de Infantes/Mediano	# Maestras de la Clase de Infantes/Mediano	14	NA	
	Maestras de la Clase de Infantes/Mediano que llenan los requisitos de educacion: CDA/equivalente o mas alto	100.0%	100.0%	A

**La clave fuente original

Recurso: PIR de la agencia & fecha como indicado

Las celdas sombreadas indican que el programa no cumple con el umbral identificado

A = Regalameto Head Start

B = Indicador el PIR 2018-19

C = Especialista Region 12



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Closed

Months of Operation:

September 2021 – August 2022

Reporting Month

March 2021

Total Funded Enrollment 519	Current Enrollment: 0 ----- Cumulative Enrollment: 106	Centers with Vacancies: All centers are closed for the season
No. of Children on Waiting List 0	No. of Children with Disabilities: 0 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 0 Must be less than 10% of enrollment (↓ 52)
Average Monthly Attendance: <u>%%</u>		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start

Child Care Partnership

Months of Operation:

September 2021 – August 2022

Reporting Month

March 2021

Total Funded Enrollment 30	Current Enrollment: 2 ----- Cumulative Enrollment: 15	Vacancies: Mendota (5) Fresno (2)
No. of Children on Waiting List 0	No. of Children with Disabilities: 2 Must be at least 10% of enrollment (↑3)	No. of Over Income Families: 1 Must be less than 10% of enrollment (↓ 3)
Average Monthly Attendance: <u>93%</u>		

*HS is required to maintain an AMA of 85%

**FRESNO MIGRANT SEASONAL HEAD START
 IN-KIND MONTHLY SUMMARY REPORT**

Month

MARCH

Year

2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	566,743.00	100,341.11	123.30	100,464.41	(466,278.59)
A. Professional Services	0.00	0.00		0.00	0.00
B. Center Volunteers	557,891.00	98,194.61	123.30	98,317.91	(459,573.09)
C. Policy Concl/Committee	8,852.00	2,146.50		2,146.50	(6,705.50)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	2,049.00	0.00		0.00	(2,049.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	97,936.00	49,415.52	8,235.92	57,651.44	(40,284.56)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	666,728.00	149,756.63	8,359.22	158,115.85	(508,612.15)

C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
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Grand Total	666,728.00	149,756.63	8,359.22	158,115.85	(508,612.15)
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- A. Y-T-D In-Kind 158,115.85
- B. Contracted In-Kind **666,728.00**
- C. Percent Y-T-D In-Kind 23.72%



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Closed

Months of Operation:

September 2021 – August 2022

Reporting Month

March 2021

Total Funded Enrollment 519	Current Enrollment: 0 ----- Cumulative Enrollment: 106	Centers with Vacancies: All centers are closed for the season
No. of Children on Waiting List 0	No. of Children with Disabilities: 0 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 0 Must be less than 10% of enrollment (↓ 52)
Average Monthly Attendance: <u>%%</u>		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start

Child Care Partnership

Months of Operation:

September 2021 – August 2022

Reporting Month

March 2021

Total Funded Enrollment 30	Current Enrollment: 2 ----- Cumulative Enrollment: 15	Vacancies: Mendota (5) Fresno (2)
No. of Children on Waiting List 0	No. of Children with Disabilities: 2 Must be at least 10% of enrollment (↑3)	No. of Over Income Families: 1 Must be less than 10% of enrollment (↓ 3)
Average Monthly Attendance: <u>93%</u>		

*HS is required to maintain an AMA of 85%

**FRESNO MIGRANT SEASONAL EARLY HEAD START
 IN-KIND MONTHLY SUMMARY REPORT**

Month

MARCH

Year

2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	33,403.00	3,025.58	89.48	3,115.06	(30,287.94)
A. Professional Services	0.00	255.00		255.00	255.00
B. Center Volunteers	31,190.00	2,606.18	89.48	2,695.66	(28,494.34)
C. Policy Concil/Committee	2,213.00	164.40		164.40	(2,048.60)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	1,843.00	0.00		0.00	(1,843.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	0.00	0.00		0.00	0.00
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	35,246.00	3,025.58	89.48	3,115.06	(32,130.94)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	35,246.00	3,025.58	89.48	3,115.06	(32,130.94)

A. Y-T-D In-Kind	3,115.06
B. Contracted In-Kind	35,246.00
C. Percent Y-T-D In-Kind	<u>8.84%</u>



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors' Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: May 13, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant Seasonal Head Start 2020-2025 Program Goals and Objectives Update

I. RECOMMENDATIONS

Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program.

II. SUMMARY

After the completion and analysis of the community assessment, Head Start management staff developed the program's five-year goals and objectives for the 2015-2020 refunding cycle with parent and program staff input. The update is being presented for review and consideration.

III. DISCUSSION

- Management staff has been working towards accomplishing its program goals. However, due to the current COVID-19 circumstances many of the activities and deadlines had to be adjusted to reschedule for a later time.
 - Although some of the activities were delayed, staff have made progress in accomplishing the objectives for each goal. None of the goals were changed but if staff find themselves having to change a goal, an update will be provided to the Policy Committee and Board of Directors.
 - The Policy Committee and Board of Directors will continue to be provided with annual updates on the status and/or progress of the goals and objectives.
- Fresno Migrant Seasonal Head Start 2020-2025 Program Goals and Objectives Update was presented and approved by the Executive Policy Committee on April 7, 2021.

IV. FINANCING: Minimal



**Community Action Partnership of Madera County
Fresno Migrant Seasonal Head Start
2020-2025 Program Goals
Year 1 Update**

Program Goals	Measurable Objective Description
<p>Goal 1 FMSHS will enhance the role of parents as primary teachers by strengthening the ability of parents to promote positive developmental outcomes.</p> <p>Expected Outcome: Families will become actively involved in their child’s education while in the program and as they enter the school system.</p>	<ol style="list-style-type: none"> 1. The program will utilize the end of the year data to measure Family Outcomes – Evaluate and analyze family survey data to determine growth in Families as Lifelong Educators indicator; with an increase of 5% each year. <ul style="list-style-type: none"> • Based on survey data reports, 36% of parents showed positive growth in the Family as Lifelong Educators indicator. 2. School readiness activities will be presented to parents at parent meetings – 100% of centers will provide 2 activities during the program year and increase one activity each year. <ul style="list-style-type: none"> • Due to COVID 19, program was unable to hold parent meetings. • Parent educational/curriculum topics were provided to parents at the beginning of the month and review one-on-one with them via phone or virtual. • 62% of families received strategies on how to prepare their children for school. 3. Home activities will be provided to parents; 70% of parents will utilize monthly Frog Street resources – Letters and Parents Are Teachers Too; with a 10% increase each year. <ul style="list-style-type: none"> • Home activities were provided to parents via activity calendars, Frog Street Parents are Teachers Too home activity sheets. Parent return rate was 34% based on collected data. • The program is attributing the decrease of participation from parents to the current COVID situation and parents being more concerned with their children’s health & safety. 4. Provide training to educational staff on the implementation of the Frog Street curriculum with fidelity and the Assess.Instruct.Monitor observational assessment (A.I.M); 60% of the staff will implement Frog Street and A.I.M. accurately with a 10% increase each year. <ul style="list-style-type: none"> • On 5/26/20 49 educational staff received virtual training on “Frog Street Classroom Strategies to Optimize Learning” • On 5/27/20 54 educational staff received virtual training on “(DAP- Developmentally Appropriate Practices with Adaptations)”

	<ul style="list-style-type: none"> • On 6/26/20 53 educational staff received virtual training AIM Assessment • Frog Street AIM Assessment was implemented this season of 2020. Due to Covid-19 the Frog Street Curriculum Fidelity tool was not used to measure percentage of teaching staff accurately implementing curriculum to fidelity and AIM assessment. <p>5. All centers will be monitored with ongoing feedback/coaching to provide support to teachers with the implementation of the curriculum and assessment.</p> <ul style="list-style-type: none"> • 4 Coachees this program year received a total of 44 cumulative sessions in which the curriculum was integrated. A total of 15 T/TA sessions on the Aim Assessment Tool (Infant/Toddler and Preschool) were provided to a total of 54 participants.
<p>Goal 2 FMSHS will create a culture of safety for families and children.</p> <p>Expected Outcome: families and children will acquire knowledge and adopt safety practices to improve their well-being.</p>	<ol style="list-style-type: none"> 1. Conitio Stoppy safety curriculum will be introduced to children and families at the beginning of year and throughout the season. 2. Conduct 2 educational opportunities on safety practices for parents – during Parent Conference and Parent meetings – topics will include recognizing Child Abuse and Trauma Informed Care. 3. Provide resources to parents about dangers of drug abuse, household product dangers, and weapon safety, etc. – 70% of families will receive resources and an increase of 10% each year. <p>Update: Due to COVID-19 this goal and activities were postponed until 2021. Active Supervision is a priority for program staff; however, health & safety measures and practices were the focus for this program year.</p>
<p>Goal 3 FMSHS will enhance collaborations and develop community partnerships to increase enrollment of children with disabilities.</p> <p>Expected Outcome: Children with disabilities will have rich experiences that lead to positive outcomes.</p>	<ol style="list-style-type: none"> 1. Increase connections with 1 - 2 agencies that provide services to children with disabilities to increase awareness of the program – United Health Centers, Schools, Valley Children’s Hospital, Help Me Grow, etc. <ul style="list-style-type: none"> • Staff have reached out to all of its partners to provide information regarding its services 2. The program will strengthen its partnership with the local school districts staff obtain referrals to the Migrant Head Start program and vice versa in order to increase enrollment of children with IEP/IFSP’s. <ul style="list-style-type: none"> • Disabilities Specialist has been consistent in maintaining communication and collaboration with the different schools. The on-going communication has resulted in Parlier School District giving

	<p>Disabilities Specialist access to its data system in order to reach out to potential HS children with disabilities.</p> <ul style="list-style-type: none"> Disabilities Specialist is working with Fresno County SELPA to identify a speech therapist that may be able to screen and facilitate potential referrals for children identified with a concern. <p>3. The program will enroll 2% of children with disabilities at the start of the program and increase at least 1% each year there after.</p> <ul style="list-style-type: none"> At the start of the 2020-2021 year, the program had 4.4% of children with disabilities based on current enrollment. 2.9% percent based on funded enrollment. At the end of the program season (October 2020) the program's disabilities enrollment was 21.7% based on current enrollment or 4.4% based on funded enrollment. There are 8 children that were referred during their enrollment in the program that are still pending an assessment and determining eligibility.
<p>Goal 4 FMSHS will promote and support staff health and wellness.</p> <p>Expected Outcome: Staff will understand the importance of caring for their wellness and use tools and resources to make healthier choices.</p>	<p>1. Staff will learn and build skills on wellness, 70% will use strategies (be active, eat healthy, get enough sleep, breath, etc). to improve their wellness; increase 10% each year.</p> <ul style="list-style-type: none"> Due to COVID-19 these activities were modified. The focus for staff were on mental wellness. Trainings and resources were provided to staff to attend/participate during the season. <p>2. Wellness activities will be included in center meetings once a month- a survey will be presented to staff to provide feedback on the effectiveness of the activities.</p> <ul style="list-style-type: none"> Due to COVID-19 these activity will be completed in summer of 2021. <p>3. Provide an annual wellness event with various activities during Pre-Service and CAPMC Wellness Fair - health professionals will be available to provide information on health/well-being for staff.</p> <ul style="list-style-type: none"> CAPMC held its annual Wellness Activities during the month of October of 2020 On 5/28, a total of 87 participants engaged in the virtual Wellness training.
<p>Goal 5 FMSHS will use effective data in all service areas for decision-making and continuous program improvement.</p>	<p>1. The program will fully transition from paper case notes to ChildPlus case notes in all service content areas – to access information and enhance monitoring.</p>

Expected Outcome: to identify information that will show program progress toward school readiness and family outcomes.

- *ERSEA procedure has been completed and training was provided to Data Entry Technician.*
 - *All program staff will be provided with ChildPlus training to ensure the system is utilized to capture communication and child updates Summer of 2021.*
2. Training will be provided to staff on how to enter data into ChildPlus and A.I.M. CRT data base, 60% of staff will accurately utilize the data base systems; with 10% increase each year.
- *On 6/26/20 53 educational staff received virtual training on how to enter data into AIM data base.*
 - *This objective will be changed effective Summer of 2021 – Staff will be provided training on DRDP (Pre-K and Infant/Toddler) assessment. The AIM assessment does not meet Head Start assessment requirements and does not provide valid data for appropriate School Readiness goals and effective program planning.*
3. The program will analyze data to identify program progress and continuous improvement monthly; Education – twice per year for collection of child assessments.
- AIM Assessment data collection was collected twice for season 2020*
- *First collection 7/31/2020*
 - *Second collection 10/9/2020*
- Program has identified the following areas for improvement:
Cognitive/Mathematics & Language Literacy (see graph below)*
- *The AIM Assessment is fairly new to program and the data was not analyzed a monthly basis as planned.*
 - *Summer of 2021 – DRSP assessment will be utilized to address this objective.*



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors' Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: May 13, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant Seasonal Early Head Start 2020-2025 Program Goals and Objectives Update

I. **RECOMMENDATIONS**

Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Early Head Start – Family Child Care (EHS-FCC) Program.

II. **SUMMARY**

After the completion and analysis of the community assessment, Head Start management staff developed the program's five-year goals and objectives for the 2015-2020 refunding cycle with parent and program staff input. The update is being presented for review and consideration.

III. **DISCUSSION**

- Management staff has been working towards accomplishing its program goals. However, due to the current COVID-19 circumstances many of the activities and deadlines had to be adjusted to reschedule for a later time.
 - Although some of the activities were delayed, staff have made progress in accomplishing the objectives for each goal. None of the goals were changed but if staff find themselves having to change a goal, an update will be provided to the Policy Committee and Board of Directors.
 - The Policy Committee and Board of Directors will continue to be provided with annual updates on the status and/or progress of the goals and objectives.
- Fresno Migrant Seasonal Early Head Start 2020-2025 Program Goals and Objectives Update was presented and approved by the Executive Policy Committee on April 7, 2021.

IV. **FINANCING**: Minimal

Fresno Migrant Seasonal Early Head Start

Program Goals

Program Goals	Measurable Objective Description
<p>Goal 1 FMSEHS will enhance the role of parents as primary teachers by strengthening the ability of parents to promote positive developmental outcomes.</p> <p>Expected Outcome: Families will become actively involved in their child’s education while in the program and as they transition to other Head Start programs or community resources.</p>	<ol style="list-style-type: none"> 1. The program will utilize the end of the year data to measure Family Outcomes – 50% of families will indicate an increase of knowledge in Families as Lifelong Educators; with an increase of 10% each year. 2. School readiness activities will be presented to parents – 50% of families will provide an increase of knowledge in developmentally appropriate activities. <p>Year Five Update:</p> <ol style="list-style-type: none"> 1. The Family outcomes show 80% percent of families had an increase of knowledge in Families as lifelong Learners where 20% stayed the same. 2. School Readiness calendars were presented monthly to parents 80% of families had an increase in completion of the activity calendars.
<p>Goal 2 FMSEHS will create a culture of safety for FCC providers, families and children.</p> <p>Expected Outcome: FCC providers, families and children will acquire knowledge and adopt safety practices to improve their well-being.</p>	<ol style="list-style-type: none"> 1. Conitio Stoppy safety curriculum will be introduced to children, families and FCC providers at the beginning of the year and throughout the season. Surveys will be given to parents and indicate 100% utilization of the safety curriculum. 2. The program will use the Health and Safety checklist once a month per contracted provider. The data will show 50% of FCC providers are compliant to childrens health and safety environment; with a 10% increase every year. <p>Year Five Update:</p> <ol style="list-style-type: none"> 1. Conito Stoppy surveys show 2. Health and Safety checklists show 90% of contracted FCC providers are compliant to childrens health and safety environments and 10% showed immediate correction of any concerns.

Goal 3

FMSEHS will enhance collaborations and develop community partnerships to increase enrollment of children with disabilities.

Expected Outcome: Children with disabilities will have rich experiences that lead to positive outcomes.

1. Increase connections with 1 – 2 agencies that provide services to children with disabilities to increase awareness of the program – United Health Centers, Schools, Valley Children’s Hospital, Help Me Grow, etc.
2. The program will establish a partnership with the SELPA to obtain access to Special Needs Information System (SEIS) - list of children with disabilities will serve as potential enrollment of children into the program.

Year Five Update:

1. FMSHS Disability Specialist has provided awareness of EHS-FCC Program to Help me Grow.
2. FMSHS Disability Specialist continues to build a relationship through communication with local school districts and their special education department.



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: April 27, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: 2021-2023 Madera/Mariposa Regional and Early Head Start COVID-19 One-Time Supplemental Funding

I. RECOMMENDATIONS:

Review the submission of the 2021-2023 Madera Mariposa Regional & Early Head Start COVID-19 One-Time Supplemental Funding. (Informational Only)

II. SUMMARY:

The Consolidated Appropriations Act of 2021 was signed and awarded funding for Head Start Programs to support preventive, preparedness, and response activities related to the coronavirus. The funding was issued by formula based on federal funded enrollment as required by the appropriation.

III. DISCUSSION:

1. Due to the current situation, Office of Head Start provided many flexibilities in order to submit the funding application. Although Policy Council and Board approval were not required, CAPMC-Head Start is still providing information on the use of the funds to remain transparent in the effective use of the additional funding.
2. The main focus of the funds will be to purchase supplies that will be needed to ensure regular disinfecting and sanitizing is taking place multiple times a day, protective wear for staff including masks, and other essential items that will be needed throughout the day and/or respond to any health and safety needs.
3. Part of the funding is being considered to provide training for staff and parents to support mental health/wellness during these difficult times.

IV. FINANCING: Significant

- Total Head Start & Early Head Start C-19 Grant Award: \$86,679

**Community Action Partnership of Madera County
Madera Regional / Mariposa Head Start
COVID-19 Supplemental Budget Detail & Justification
PY 2021**

PERSONNEL

6a. Salaries

6b. Fringe Benefits

Total Salaries and Fringe Benefits

\$ -

OPERATIONAL EXPENSES

6c. Travel

\$0

6d. Equipment

\$0

6e. **SUPPLIES**

\$ 55,449

Program Supplies

Dynamic Mindfulness Kits \$65 x 120 staff & parents

\$ 7,800

Medical Supplies

\$ 35,000

Custodial Supplies

\$ 12,649

6f. **CONTRACTUAL**

\$0

6g. **CONSTRUCTION**

\$0

6h. **OTHER**

\$ 24,000

Staff Training - Dynamic Mindfulness

\$200/person x 70 Staff

\$ 14,000

Parent Training - Dynamic Mindfulness

\$200/person x 50 parents

\$ 10,000

TOTAL DIRECT CHARGES

\$79,449

6i. **INDIRECT COSTS**

\$79,449

X

9.10%

\$7,230

TOTAL ONE TIME SUPPLEMENTAL BUDGET

\$86,679



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors' Meeting for: May 13, 2021

Author: Jeannie Stapleton

DATE: May 3, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: 2020 Community Services Customer Satisfaction Survey

I. RECOMMENDATION:

Review the 2020 Community Services Low Income Home Energy Assistance Program (LIHEAP) Customer Satisfaction Survey results.

II. SUMMARY:

The Community Services Department staff conducted a customer satisfaction survey in 2020 to gather information from the Low-Income Home Energy Assistance Program (LIHEAP) customers about how their visit was to the office when applying for the program and services offered to them. Two hundred eighteen (218) surveys were handed out to clients. The survey is a useful tool in establishing program priorities and in evaluating current practices.

III. DISCUSSION:

A. The surveys had favorable results for the 2020 year. It was nice to see that the customers are pleased with services offered. Eighty-seven percent strongly agreed and agreed with the questions presented. Five percent somewhat agreed with the questions and one percent somewhat disagreed, disagreed and strongly disagreed with the questions CAPMC presented, and seven percent had no response.

B. Some comments from clients are

- Great program for families who unexpectedly fall in need.
- Staff is very friendly and helpful.
- I wanted to thank everyone who took the time to ask how I was doing.
- I have always been treated very nice and got help right away. I do appreciate all you do for me.

C. Attached is a summary of the questions and responses from clients.

IV. FINANCING: N/A

Customer Satisfaction Survey Results 2020



Number of Surveys Received: 218

		Strongly Agree (1)	Agree (2)	Somewhat Agree (3)	Somewhat Disagree (4)	Disagree (5)	Strongly Disagree (6)	No Response
1	When visiting your office, someone was there in person to greet me.	136	54	10		3		15
2	When visiting your office, the staff I dealt with was truly sincere about meeting my need(s).	130	64	8	2	1		13
3	When visiting your office, I was treated in a friendly manner.	137	55	10		1		15
4	When visiting your office, the staff was knowledgeable and able to answer my questions.	134	59	10		1		14
5	While visiting your office, I was treated with respect.	137	56	9		1		15
6	When calling your office during the last 30 days, I was able to reach someone without leaving a message.	143	52	14	2			7
7	If I left a message, the phone call was returned within 48 business hours.	110	50	13	3	7	2	33
8	I would refer CAPMC's services to others.	156	46	5	1		4	6
	Total percentages	87%		5%		1%		7%

9 If you answered No to question number 8, please explain why.

- Very helpful - Life saver. (Didn't mark no on #8)
- Receiving help for other people. (Didn't mark no on #8)
- Very Helpful.
- Services are greatly needed and to apply is not so hard. It is easy and helpful.
- Good.
- No, the Co. has no Refer yet.
- because this is my 1st time coming so I gotta see how it goes.
- They were very nice on the phone.
- No in-person service.
- I called the office.

10 For any questions(s) you responded "Somewhat Disagree" "Disagree" or Strongly Disagree" to, please comment more specifically on the situation so we may improve our services for our customers. Please be specific naming the date and time

- #1 Due to Covid-19 8/24/20.
- I didn't call or receive a call.
- I didn't leave a message.
- PG&E Office. (no specifics, that's all they wrote)
- Good persons.
- #7 - 7/7/20 at 9:30 a.m.
- Nunca e dejado mensaje, siempre me a tocado hablar con una persona. / I have not had to leave a message, always speak with a person.
- Due to Covid-19 no office visits are allowed. Application was received via telephone.
- Good.
- #7 - Call was never returned back.
- 2:00 p.m. Nov & Tuesday 11/2020
- Person I needed to talk to wasn't in the office. I had to leave a message.

11 Where there any specific staff members you would like to provide feedback on? If so, please share their name and impression.

- All staff members where amazing.

- Very nice when speaking with representative.
- Sonia is always amazing.
- Sonia ,she is always helpful and friendly.
- Secretary is always professional, helpful and kind to all people who approach her desk. CAPMC is lucky to have such a reliable and competent employee.
- They are all great! (2)
- Don't know who I talked to on phone but very nice.
- Sonia good person to talk with.
- Employees very polite.
- Sonia is always nice and helpful. I really like and appreciate her.
- Whomever answers the phone.
- Yolanda siempre que me ayudado a sido amable y respetuosa. / Yolanda who has always helped me has been & respectful.
- I don't know the name of the person who helped me last time.
- The lady who called me to come in for assistance was super friendly. I don't know her name.
- Sonia was very helpful.
- Mrs. Yolanda is always very helpful to all clients most of all to disabled. She goes the extra to help them.
- Ana Ibanez is amazing. She helped me and didn't make me feel "less than" because I'm going through a hard time and can't pay my bills. Thank you Ana.
- Yolanda Shepard is very friendly, respectful and very knowledgeable on the services offered by her department.
- Sonia is very nice.
- Great Place.
- Thank for calling me and to inform me that I could qualify with your service this year.
- Good.

12 Is there anything else you would like to share with us?

- Thank you/ Thank you for your help/service. (10)
- Name change is different due to I got married 10/25/19 but I am separated since Jan. 2020 due to Covid-19 and other personal issues.
- Me gusto el servicio que me dieron. / I liked the services I received.
- Good service/The service is great. (3)
- Thank you for service the community it really helps!!
- The rest of the staff are great as well.

- Great program for families who unexpectedly fall in need.
- Thank you to all staff assisting me with financial assistance to help with my PG&G bill.
- The young lady I talked to on phone was very nice and answered all my questions sent me an application right away. Thank you.
- So grateful for your guys help.
- It was simple and easy. I called and had app for PG&E mailed to our house then I dropped off outside the building in mail box. Very nice on the phone and helpful.
- Appreciate your services.
- Nice & friendly.
- No, todo fue muy excelente gracias. / No, everything was excellent. Thank you.
- Me trataron muy bien. / I was treated very well.
- Very friendly and prompt.
- Staff was very helpful. Great customer services. Thanks Community Action.
- Need Assistance with Weatherization. (Didn't provide a name to follow-up)
- Receptionist Sonia is always very kind!
- When I called the office I was helped and also mailed the documents quickly.
- I have applied for window replacement for the last 3 years. Windows are 65 years old. (No name on survey to follow-up).
- Agradecer a las personas que se toman el tiempo de preguntar como estas hoy. A veces cuando estas pasando por mal dia escuchar esas palabras alientan mucho!
La señora de enfrente es muy amable. Gracias. / Wanted to thank the persons who took the time to ask how I was doing today. When having a bad day hearing those words encourage/help a lot.
- Wonderful staff.
- Very grateful for program.
- I know always been treated really good at your office and got help right away and really do appreciate it and all you do for me. It helps you don't know how much it helps me. Thank you.
- Siempre han sido amables y tratan lo maximo en ayudar. / Always have been nice and try to help to the max.
- Gracias por ayudar a 100 de personas. / Thanks for helping hundreds of people.
- No, todo el servicio esta bien. / No all the service is good.



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors' Meeting for: May 13, 2021

Author: Jeannie Stapleton

DATE: May 3, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: LIHEAP 2021 Weatherization Customer Satisfaction Survey Results

I. RECOMMENDATION:

Review the Low Income Home Energy Assistance Program (LIHEAP) 2020 Weatherization Customer Satisfaction Survey results.
(Informational Only)

II. SUMMARY:

The Community Services Department staff conducted a customer satisfaction survey in 2021 for our customers whose homes had been weatherized in 2021 to gather information from the Low-Income Home Energy Assistance Program (LIHEAP) Weatherization Program. Sixty-one surveys were mailed out to clients whose homes had been weatherized and ten surveys were returned. The survey is a useful tool in establishing program priorities and in evaluating current practices. The result of the 2020 survey were favorable.

III. DISCUSSION:

- A. The survey that was conducted was to gather information from the LIHEAP Weatherization Program customers as to how their service was.
- B. The surveys had favorable results for the 2021 year. It was nice to see that the customers are pleased with services offered.
- C. Questions presented to the clients were:
 - Service was provided in a timely manner.
 - Convenient location.
 - Convenient hours.
 - Has the program had a positive effect?
 - How important are these services to you?
- D. The clients are very pleased with the services we offer and with choices being good to excellent on the survey.

IV. FINANCING: N/A



Customer Satisfaction Survey Results 2020

of Surveys Received

10

Are you a Veteran?

10

Program Received?

	Yes	No
LIHEAP (PG&E, Wood/Oil, Propane)	7	6
Weatherization Services		

	Poor (1)	Fair (2)	Average (3)	Good (4)	Excellent (5)
Questions answered courteously				5	5
Service was provided in timely manner				5	5
Convenient Location				6	4
Convenient hours				5	5
Has the program had a positive effect?				4	6
How important are these services to you?				3	7

	Yes	No
Have you used any of our agency services before?	10	
Have you referred family or friends to our services?	8	2
Would you refer our service to others?	9	(1 no answer)

How did you learn about CAPMC? (Check all that apply)

Flyers/ Brochures 1

Newspaper 1

Radio

Referral - community program 1

Attended community event

Family member 5

Know someone at the agency

Used Services before 5

Neighbor / Friend 1

Know someone in the program

Other

Comments/Notes on Survey:

I had applied for Weatherization services and was promised new windows, air, with Merced program never happened.



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors' Meeting for: May 13, 2021

Author: Leticia Murillo

DATE: April 22, 2021

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 two (2) departments:

Child Care Alternative Payment and Resource & Referral Program (APP/R&R)

I. RECOMMENDATION:

Review and approve the California Department of Education (CDE), Early Learning and Care Division (ELCD) Program Self-Evaluation (PSE) Survey for the Child Care Alternative Payment and Resource & Referral Program.

II. SUMMARY:

The PSE Report is comprised of the following: ELCD 4000M 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 ELCD 2020-21 Monitoring Instrument Item Report for all applicable domains and items.
- 2. Upon review & approval, the ELCD 4000M Survey – PSE will be submitted electronically to the Early Learning & Care Division by the due date of June 1, 2021 at 5:00pm.

IV. FINANCING: Funds are allocated in the budget.

[Accessible Version](#)**Survey**

Print Screen

Please print this page for your records before moving to the next screen for submission.

Contractor Legal Name: Community Action Partnership of Madera County, Inc.
Four Digit Vendor Number: B509
Headquarter County: Madera
Contract Type(s): CalWORKS Stage 2 (C2AP), CalWORKS Stage 3 (C3AP), Alternative Payment Program (CAPP) and Resource and Referral Program (CRRP)
Executive or Program Director Name: Mattie Mendez
Executive or Program Director Phone Number: 559-675-5749
Executive or Program Director Email: mmendez@maderacap.org

Statement of Completion: Mattie Mendez

How have staff and board members been involved in the program self-evaluation process?
Held virtual meeting(s) with board and staff to review program self-evaluation process, Staff reviewed ERS, Environment Self-Certification During Pandemic Conditions, DRDP, Parent Surveys, and Program Instrument and developed an action plan to address areas requiring improvement, Contractor identified areas that required modification in response to guidance released from CDE, and developed an action plan to respond to any changes in guidance (Examples include newly issued Management Bulletins, COVID-19 webinars, and email communications) and Presented summary of the PSE process and findings to the board and gathered input from board members

Other (if applicable): [Not Asked]

How has the program provided staff/providers with training and tools to support distance learning, as applicable? This does not apply to any of our program's contract type(s) (CAPP, C2AP, C3AP, CMAP, CRRP)

Other (if applicable): [Not Asked]

How have the program support staff responded to modifications in program requirements and provided additional resources to support the changes? Support staff were trained on COVID-19 guidance released through management bulletins, email communications, and webinars for Fiscal Year 20–21 , Support staff working from home were provided with technology and software to support program staff, providers, and families, Program purchased and distributed learning materials and resources to program staff and providers and Program supported the enrollment of essential workers in subsidized care

Other (if applicable): [Not Asked]

How have environment/classroom modifications and/or home schedule adaptations been made to meet the 5 CCR requirements for the Environment Rating Scale while maintaining social distancing? This does not apply to any of our program's contract type(s) (CAPP, C2AP, C3AP, CMAP, CRRP)

Other (if applicable): [Not Asked]

How has the program partnered with families to support their child's learning and development through use of Desired Results Developmental Profile (DRDP)? This does not apply to any of our program's contract type(s) (CAPP, C2AP, C3AP, CMAP, CRRP)

Other (if applicable): [Not Asked]

How has the program ensured that all enrolled families that are not receiving in-person services have access to learning materials, as applicable? This does not apply to any of our program's contract type(s) (CAPP, C2AP, C3AP, CMAP, CRRP)

Other (if applicable): [Not Asked]

How has the program ensured that all enrolled families have access to health and social services, community resources, etc.? Program identified additional resources within the community to support families through the COVID-19 pandemic and shared information with families

Most common resources (if applicable): [Not Asked]

Other (if applicable): [Not Asked]

How has the program collected and utilized feedback from families through the Desired Results Parent Survey or parent survey? Program delivered and collected surveys in a format that is easily accessible and convenient to families (email, software application, etc.), Parent surveys were provided in the family's preferred language, Program reviewed completed surveys and developed an action plan to respond to feedback provided as a part of the self-evaluation process and Program shared parent survey and PSE results with staff, board, and Parent Advisory Committee

Other (if applicable): [Not Asked]

Is there anything else that you would like to share about your program this year? [No Reply]

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Early Learning & Care Division

Provides leadership and support to contractors and the child development community, ensuring high quality early education programs are provided to children ages birth to 13 years.

Stephen Prophter, Director

Phone: 916-322-6233

Fax: 916-323-6853

The Early Learning and Care Division is part of the [Opportunities for All Branch](#).

Related Links

[Child Development](#)

Resources and information for child development contractors, families, and community members regarding child development programs funded by the state.

Questions: [Early Learning and Care Division](#) | 916-322-6233

Last Reviewed: Friday, April 16, 2021

Program Review Instrument – Summary of Findings

Contractor Legal Name Community Action Partnership of Madera County, Inc.		Vendor Number B509
Contract Type CAPP, C2AP, C3AP, CRRP	Age Group (Infant/Toddler, Preschool, School-Age) 0 - 13	
Planning Date April 22, 2021	Lead Planner Name and Position Leticia Murillo, APP/R&R Program Manager	

Summary of Findings and Action Plans

Complete the Summary of Findings and Action Plans as directed in the instructions.

INVOLVEMENT

- EES-01: Plan for Parent Involvement
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

GOVERNANCE AND ADMINISTRATION

- EES-02: Family Eligibility Requirements
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan: *During our Quality Assurance Review (internally), four (4), out of 30 family files needed corrections under Eligibility. Those corrections consisted of the following: Parent name did not match the CA Driver License or CA State ID (missing the middle name) & child(rens) name was also missing their middle name. Our corrective action plan is to ensure all staff continue to use our check-off list created in order to ensure all information is being entered into our NoHo Software. In addition, our Family Services Quality Assurance Associate will be responsible for the ongoing training and technical assistance to Family Services Associates, Provider Services Associates and Program Assistant/Typist Clerk II. Deadline: June 30, 2021.*

- EES-03: Child Need Requirement Verification
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan: *During our Quality Assurance Review (internally), one (1), out of 30 family files needed correction under the children's school schedule. The child's school schedule was not updated with the most current modification. Additional training will take place as a refresher for department staff. Deadline: June 30, 2021.*

- EES-04: Recording and Reporting Attendance
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan: *N/A*

- EES-05: Correct Fee Assessed
(CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan: N/A

- EES-06: Inventory Records
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan: N/A

- EES-07: Alternative Payment (AP) Policies
(CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan: N/A

STANDARDS, ASSESMENT, AND ACCOUNTABILITY

- EES-08: Desired Results Profile and Data
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-09: Annual Evaluation Plan
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan: N/A

- EES-10: Site Licensure
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

STAFFING AND PROFESSIONAL DEVELOPMENT

- EES-11: Staff Development Program
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Corrective Action Plan: *The Program Manager will ensure all department staff adhere to CDE/ELCD – Title 5 Regulations, CAPP, C2AP, C3AP, CRRP and CCIP Funding Terms and Conditions. In addition, look for training opportunities for staff through CDE/ELCD, CAPP and the R&R Network. Lastly, ensure all staff provide great customer service and satisfaction.*

- EES-12: Qualified Staff and Director
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-13: Staff-Child Ratios
(CCTR, CSPP, CMIG, CHAN)

Corrective Action Plan:

OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

- EES-14: Family Selection
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

Corrective Action Plan:

- EES-15: Compliance with Due Process
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan: *N/A*

- EES-16: Refrain from Religious Instruction
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-17: Services Responsive to Family Needs
(CRRP)

Corrective Action Plan:

TEACHING AND LEARNING

- EES-18: Environment Rating Scale
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-19: Nutritional Needs
(CCTR, CSPP, CMIG, CHAN, CFCC)

- EES-20: Health and Social Services
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

Parent Survey Summary of Findings

Contractor Legal Name Community Action Partnership of Madera County, Inc.	Contract Type and/or FCCHEN CAPP, C2AP, C3AP, CRRP
Planning Date April 22, 2021	Lead Planner Name and Position Leticia Murillo, APP/R&R Program Manager
Follow-up Date(s) June 30, 2021	Lead Planner Name and Position Leticia Murillo, APP/R&R Program Manager

This form can be expanded and is not limited to a single page.

Key Findings from Parent Surveys	Action Steps (Including communication, training, schedule, space, instructional materials, and supervision changes)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
Our parent survey reflected 73% Very Satisfied and 27% Satisfied. However, 7% to 13% were <u>not</u> satisfied in the following areas: when visiting your office, the staff was knowledgeable and able to answer questions, accessing monthly parent & child activities - Let's Move Handout and lastly, online access to agency events.	This past year, APP/R&R hired new staff. Our new staff continue to receive ongoing training and technical assistances from our Family Services Quality Assurance Associate. The training consists of understanding our Title 5 Regulations, 12-month Eligibility & ongoing Management Bulletins (MB) from California Department of Education. In addition, all staff continue to receive additional training in regards to one-on-one parent education on how to choose quality care and how to generate a request for a listing of child care providers in our community. It is also stressed to all staff that program information like brochures, etc... are to be distributed to program participates with their initial packet for enrollment. This way, our program	It will be ongoing due constant changes with CDE. In addition, to possible new staff throughout the year. Leticia Murillo, APP/R&R Program Manager, Jessica Mendoza, Family Services Quality Assurance Associate, and Melissa Mendoza, R&R CCIP Coordinator.	

	<p>participates are fully aware of our program, the services we offer as an agency; and can feel more comfortable asking questions during their enrollment process. In addition, our agency brochures and program information is also shared to prospective families and our general public (non-program participates). The Choosing Quality Child Care brochures are also given to clients from Department of Social Services that request a listing of child care providers in our community. We have also developed a quarterly parent newsletter that consists of up-to-date program information/updates, parent information, and we will be adding parent and child activities - Let's Move Handout as part of our improvement plan.</p> <p>I would like to share that my staff overall did an awesome job handling all changes that took place during the Pandemic. At times, it caused us confusion and felt overwhelming with the multiple changes through the many MBs received. However, we pulled through as a team and remained focus in assisting our families and providers in our program.</p> <p>Lastly, APP/R&R will continue to focus on improving our program characteristics/processes and provide more parent information regarding other services offered in Madera County.</p>		
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Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors' Meeting for: May 13, 2021

Author: Ana Ibañez

DATE: March 23, 2021

TO: Board of Directors

FROM: Elizabeth Wisener

SUBJECT: Review of CAPMC's Community Services Block Grant (CSBG) Annual Report for January 1, 2020 through December 31, 2021

I. RECOMMENDATION:

Review the Agency's CSBG Annual Report. (Informational Only)

II. SUMMARY:

The CSBG contract requires Community Action Partnership of Madera County, Inc., to report annually on the National Performance Indicators (NPI). Client Characteristics, CSBG Program Accomplishments, and Coordination of funds to the Department of Community Services and Development. The report is composed of the following sections:

A. Agency Examples

B.5. - Agency's notable management accomplishments achieved during the reporting period.

B.6 – Description of ways in which the agency addressed a cause or condition of poverty in the community using an innovative or creative approach.

I.5. - Description of changes made by the agency to improve service delivery and enhance impact for individuals, family and communities with low incomes based on their in-depth analysis of performance data.

B. Module 2

Section A – CSBG Expenditures

Section B – Capacity Building

Section C – Allocated Resources

C. Module 3

Section A – Initiative – Addressing Homelessness in Madera County

Section B – NPI's

D. Module 4

Section A – National Performance Indicator's

Section B – Services

Section C – Characteristics

III. **DISCUSSION:**

This report is organized into three areas of focus:

- Family
Low-income people become more self-sufficient.
Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.
- Agency
Partnerships among supporters and providers of services to low-income people are achieved,
Agencies increase their capacity to achieve results.
- Community
The conditions in which low-income people live are improved.
Low-income people own stake in their community.

These goals are based on the philosophies of the Results Oriented Management Accountability Next Generation (ROMA) system of managements. ROMA NG is a system for continuous quality improvement to enable the network to measure, analyze and communicate performance, which builds accountability into the daily activities of employees and the daily operations of an organization. ROMA NG will help the CSBG Network generate robust results for individuals with low-income and the communities served.

The Board of Directors shall review this report to ensure the programs are meeting their goals. Attached are the indicators and sections that the agency has selected to report on. See the following pages for information.

IV. **FINANCING:** N/A

2020 CSBG Annual Report Modules 2, 3, & 4

Module 2

Section A – CSBG Expenditures

January 1- December 31 - \$360,306.00

Section B – Capacity Building

Total volunteer hours donated – 32,130

Section C – Allocated Resources

Total Non-CSBG Federal Resources allocated - \$20,194,742.00

Module 3

Section A – Initiative

Addressing Homelessness in Madera County

Updates to initiative –

1. Two taskforce groups have been formed. One is the Housing the Homeless Committee. The County Board of Supervisors appointed Mattie Mendez, Executive Director of CAPMC, as the Madera County Homeless Coordinator, and she is leading this taskforce. Madera County has an extreme shortage of housing for low-income. The purpose of this group is to seek out possible locations for new housing and then to plan and secure funding to build the units.

The second taskforce is the Homeless Connections group. CAPMC's Housing Coordinator facilitates this group. This group is comprised of local homeless service providers who meet by weekly to help reduce barriers for open cases of individuals and families who have requested housing assistance. Current cases are discussed and recommendations are received from the group that may help to overcome obstacles to housing.

2. Work with Task Force to develop a strategic plan for addressing homelessness in Madera County. Madera County has aligned its plans to address homelessness with the Fresno Madera Continuum of Care's Street2Home Impact Initiative. The plan contains fourteen (14) homelessness priorities.

3. Obtain new funding: CAPMC increased funding to serve homeless or those in jeopardy of becoming homeless from \$411,434 in 2019 to \$1,683,710 in 2020 or 309.2297%.

4. Decrease the number of homeless people in Madera County by 5% a year over the next 5 years: Eighty-five (85) individuals moved into permanent housing in 2020. The 2020 Homeless Point-In-Time Count report enumerated 390 Homeless individuals in Madera County. This reflects a decrease from the 2020 Count of homelessness by 21.795%.

Section B – NPI's

CNPI 4e. Percent decrease in the rate of homelessness in the identified community = -21.73%

2020 CSBG Annual Report Modules 2, 3, & 4

Module 4

Section A –National Performance Indicators

Education and Cognitive Indicators

FNPI – The number of children (0-5) who demonstrated skills for school readiness - 946

FNPI 2z – The number of individuals or households that received childcare services -1266

Housing Indicators

FNPI 4z – Number of individuals/households who obtained temporary, transitional and permanent housing – 34 (victims of crime)

Health and Social/Behavioral Development Indicators

FNPI 5d – Number of individuals who improved skills related to the adult role of parents/caregivers – 151

FNPI 5f – The number of seniors (65+) who maintained an independent living situation – 340

FNPI 5g – Number of individuals with disabilities that maintained an independent situation – 29

Civic Engagement and Community Involvement Indicators

FNPI 6a – Number of Community Action program participants who increase skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community – 56

Services Supporting Multiple Domains indicators

FNPI 7z – Number of individuals or households receiving bulk and drinking water deliveries – 111

Section C

Characteristics

Total unduplicated individuals served - 8050

Total unduplicated households served - 2852

2020 CSBG Annual Reporting Highlights

Management Accomplishments

Accomplishments

B.5. Describe up to three notable management accomplishments achieved by the agency during the reporting year (2020). Describe how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services and strategies.

CAPMC played a lead role in providing emergency services to the Community during one of the most challenging times of the century. While many other local agencies were closed during the pandemic, CAPMC remained open to serve the most vulnerable residents in Madera County. The CAPMC management team identified new methods of service delivery and all employees remained working throughout 2020. Although the office doors were closed to the public, clients were served via phone calls, mail, online, or modified in-person service. Programs that offer training practiced distance learning with their students. Information technology equipment was quickly upgraded to allow for telecommuting and attending meetings via web-based meeting platforms. Outreach activities to share about CAPMC programs occurred by increasing visibility on social media platforms and advertisement in local news publications. Staff were provided with personal protective equipment and we learned new ways of properly sanitizing the offices to help ensure the safety of all. This past year was an example of how adaptable CAPMC is to rise to the challenges faced to implement the steps that are needed to continue the mission of “Helping People, Changing Lives....” We are proud to share that despite the difficult circumstances, the residents of Madera County could count on us to continue helping to meet their needs.

CAPMC received additional dollars to support personnel cost. As a result, all employees received a 2.0% Cost-of-Living Adjustment and a 2.5% quality improvement increase for a total of 4.5% increase. This brought the pay of the lowest paid staff person to \$15.10 per hour. CAPMC also received one-time funds to pay employees for additional duties that were required due to the pandemic. All employees also received a one-time supplemental payment of \$1,500.

Due to COVID-19, the Head Start centers were closed due to safety concerns for children and staff. Staff had to immediately formulate/create a plan to continue to provide quality services to the children and families. Staff quickly developed a schedule and mode of communication with children and parents/guardians and continued providing quality services and support without interruption. Teachers focused on continuity of educational services while the Family Advocates focused on providing information to families regarding safety and financial resources – focusing on food and rental assistance. The program developed a monthly parent newsletter that provided information regarding community resources, COVID-19 education and resources, educational activities that parents can do at home with their children, digital libraries, and resources for mental wellness and self-care. Additionally, a newsletter was developed for program staff to provide them with resources for professional development and mental wellness to ensure they were also informed and had available resources when needed.

The Child Care Alternative Payment and Resource & Referral Program received additional funding in 2020 for COVID-19 Emergency Child Care Services for essential workers and at-risk populations and funds for cleaning and supplies for child care providers during this pandemic. With the additional

2020 CSBG Annual Reporting Highlights

funding APP/RR were able to service 190 children and assisted 319 providers with funding for PPE. The additional funding helped many essential workers and at-risk populations receive childcare services for up to six (6) months. Additional funding was received to keep families on the program for 12-month eligibility. As a department, APP/RR were able to meet the deadline directed by California Department of Education. In addition, App/RR collaborated with our Local Planning Committee, Camarena Health Services, Madera Community Hospital and other agencies in spreading awareness on the additional funding received to assist essential workers and at-risk populations for childcare services.

Lastly, the Alternative Payment and Child Care Resource & Referral Program staff went beyond to enroll essential workers and at-risk families in our program for child care services the moment Governor Newsom announced funding for COVID-19 Emergency Child Care Services for essential workers and at-risk populations. After the announcement made by the Governor, essential workers and at-risk families began calling inquiring for assistances with childcare services, the department was prepared to serve. Packets were prepared that consisted of the application, parent education in choosing quality care for their child and providing them with a listing of childcare providers in their community. During this time, staff were extremely busy with workloads and the multiple changes in regulations (via management bulletins) received from California Department of Education. However, they managed to stay calm, remain focus and meet the goal in enrolling 190 children based on the funding received. Unfortunately, some families could not be enrolled due to our funding being exhausted. For these families, APP/RR provided them with a wait-list application for the General Contract and additional information in regards to other services in the Community. At this moment, the current waitlist is at its lowest due to the Pandemic. Many families are opting from enrolling their children with a childcare provider/center due to the Pandemic. CAPMC continues to receive waitlist applications in order to provide childcare services to families in our when funding becomes available.

Overall, the families who qualified for the COVID-19 funding were grateful for the limited-time they received child care services due to not being eligible during the transition period to our General Contract for 12-month eligibility. These families were over the 85% percent income ceiling or no longer had a need. We were beyond grateful that we were able to accommodate staff with the necessities to keep them working, whether it was teleworking from home or working at the office. CAPMC provided staff with gloves, facemasks, laptops & coats in order for everyone to stay safe, meet CDC guidelines and get the job done.

A summary of some of the ways that Madera County residents benefited from CAPMC's leadership are outline in the paragraphs below.

CAPMC served as a conduit for accepting donations for victims of the Creek Fire that burned 379,895 acres that went from September 4, 2020 until December 24, 2020. Donations from organizations like Valley State Prison donated items such as new and used clothing, furniture, hygiene items were dropped off at CAPMC, and CAPMC worked with the local Office of Emergency Services to coordinate the delivery of the items.

CAPMC was a key member of the Madera County Census Committee that was coordinated by California Rural Legal Assistance Agency. Additional funding was secured through the San Joaquin Valley Sierra Health Foundation to hire a Census Outreach Worker to assist with encouraging the hard to reach in Madera County to complete the Census. The pandemic greatly hindered outreach efforts but staff

2020 CSBG Annual Reporting Highlights

persevered with developing a social media Census Outreach Campaign, processing mass mailings to under reported census tracks and attending Census Caravans.

Once the pandemic was announced, the funding for the Senior Nutrition Program at the congregate sites was canceled by the Fresno Madera Area Agency on Aging. They implemented a homebound program and Madera County residents were invited to enroll. The new program would not support as many residents who had been attending the congregate sites. This left vulnerable seniors who relied on the nutrition the program provided without the service. CAPMC pursued other resources to help meet this need and secured a contract with the County of Madera for an additional \$350,000 to operate a homebound meal program through to June 2021. CAPMC collaborated with Fresno Economic Opportunity Commission to provide 14 nutritious meals a week to 194 seniors age 60 or over. This allowed CAPMC to serve an additional 40,180 meals in 2020.

During the height of the pandemic unemployment rates rose as high as 16.6%. This left many families struggling to make ends meet. Calls from residents for assistance with help to pay rent, mortgages, and utilities increased. In addition, there was limited emergency shelter available to help vulnerable homeless individuals to shelter in place or funding to help homeless people rapidly get back into housing. To help meet these needs, CAPMC sought out new funding sources and secured an increase of \$1,683,710 in funding. Below is a summary of the additional dollars that were secured:

Rapid Rehousing and Permanent Supportive Housing funding was as follows:

Emergency Solutions Grant - \$42,400 for rapid rehousing and Housing and Urban Development which allowed CAPMC to assist 7 households, Shunammite Place Permanent Supportive Housing Expansion Contract - \$242,682 which will allow CAPMC to house an additional 14 individuals in 2021.

The following dollars were secured to help pay for hotel rooms for vulnerable homeless individuals:

CSBG Targeted Initiative Grant - \$12,320 was allocated for Emergency Shelter via hotel rooms for Project Room Key - \$67,000, Behavioral Health Rapid Rehousing - \$14,000, and Emergency Solutions Grant - \$15,900. With this funding, CAPMC provided emergency shelter for 51 individuals.

Rental Assistance / Homeless Prevention funding was as follows:

County of Madera CARES Act – , Coronavirus Relief Fund - \$100,000, Homeless Housing and Assistance and Prevention - \$411,434 San Joaquin Valley Health Fund – Migrant Housing - \$50,000, Community Development Block Grant - \$90,000 Emergency Solutions Grant - \$21,200, and FEMA – CARES funding \$30,000. Rental assistance was provided for 167 households to prevent evictions. The FEMA contract also helps with mortgage assistance; five households were provided mortgage assistance.

In addition, the following funding was secured to help pay for staffing an operational cost for the team that provided the above services: Community Services Block Grant – CARES - \$284,274 Assembly Bill 109 funding - \$276,000, Emergency Solutions Grant - \$26,500.

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Innovative Solutions

Solutions

B.6. Provide up to three examples of ways in which the agency addressed a cause or condition of poverty in the community using an innovative or creative approach.

During 2020, CAPMC established a one-stop shop called the Homeless Engagement for Living Program (H.E.L.P.) Center. The center serves as a HUB for helping individuals and families who are homeless or in jeopardy of becoming homeless. Applicants who call the center will receive help to getting connected to community resources including housing. Depending on the need of the client, the housing solutions that are offered are Emergency Shelter, Rapid Rehousing, and Permanent Supportive Housing. There are no other centers in Madera County that provide this service. The Help Center staff work with the Homeless Coordinated Access System of the Fresno Madera Continuum of Care to help to connect clients to a housing option. The Housing Coordinator at the HELP Center also hosts a bi-monthly virtual Homeless Connections meeting that is made up of local homeless service providers. The virtual meeting is used to discuss barriers to housing that clients are facing with the group and then to see if there are solutions presented to help resolve them. This is also a forum for community partners to share about services that are offered by their agencies. The agencies that are represented at the meetings are: Hope House, Madera Unified School District, County Superintendent of Schools, Madera Behavioral Health, Madera Rescue Mission, Department of Social Services, Madera Housing Authority, Madera Workforce Investment, Madera County CAO's office, CAPMC, Madera County Probation, Camarena Health, and Madera County Health Department. The highlights of the outcomes achieved in 2020 were as follows: 659 homeless outreach contacts were made, 32 individuals moved into permanent housing, 66 individuals were provided with emergency shelter, 12 entered a substance abuse program, 199 were assisted with behavioral health appointments, 12 were referred to the Veterans Administration, 19 were reunited with family out of the area via bus or plane, and 9 were assisted with employment services and were gainfully employed. CSBG funds were used to support the wages of the Program Manager who oversees the work of the HELP Center.

Community Action Partnership of Madera County, Inc. collaborates with Department of Social Services who refers program participants/clients to Child Care Alternative Payment and Resource & Referral Program. Child Care Alternative Payment and Resource & Referral also collaborates with the First 5, Head Start, In-home License Family Child Care Homes, License-Exempt and License Child Care Centers to help remove barriers for families in order for them to continue to work and/or pursue their education. Child Care Resource & Referral helps inform our program participants of the benefits of choosing an In-home License Family Child Care Provider or License Child Care Center. It brings much relief to our program participants/clients with ensuring that their child is receiving quality care and learning in a safe environment while the parent is pursuing their goals obtaining an education, seeking employment, or retaining employment.

The Child Care Alternative Payment Program currently has 671 children enrolled in our program. Out of the 671, 40 children are currently under the COVID-19 families who transitioned over to our General Contract. The FSA III continues to assist our COVID-19 families by answering their questions and

2020 CSBG Annual Reporting Highlights

concerns. In addition, in contacting our childcare providers to ensure they have the cleaning and supplies they need to continue to operate their day care facility.

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State and CSBG Eligible Entity Continuous Improvement

I.5. Provide up to three examples of changes made by the agency to improve service delivery and enhance impact for individuals, families, and communities with low incomes based on their in-depth analysis of performance data.

The Child Care Resource & Referral Program continues to notify our community of the services we offer through our Facebook page. We continue to see an increase in provider engagement and participation via department cell phone. This gives providers the opportunity to send a quick message, ask questions and provide feedback/share concerns. In addition, to our Facebook page parents and providers are staying up-to-date and connected with relevant information. Lastly, the Child Care Resource & Referral Program and the Child Care Initiative Project have moved to the Early Childhood Education Workforce Registry for collecting training and participant data. It gives staff the capability to analyze how many hours of training/professional development APP&RR/CCIP is proving to childcare providers. CSBG funding is used to support the program by funding a portion of the wages for the Executive Director who oversees the program.

The CAPMC Child Advocacy Center (CAC)/Child Forensic Interview Team (CFIT) underwent a National Children's Alliance (NCA) accreditation review in late 2018 where several areas of improvement were identified. The CAC worked through 2020 to develop and strengthen systems, and after review by the NCA Board of Directors, the CAC was notified of their continued accreditation mid-2020. CAPMC's CAC currently stand as the only accredited Child Advocacy Center in the Central Valley and continues to utilize the CAC model and uphold NCA standards as they provide services. Hitting more on the data target (also one of the NCA Standards), in 2020 the CAC really honed down on deploying surveys to its multidisciplinary team, caregivers, and most recently, children and teen participants (2021). The CAC deployed a couple of surveys in 2019 but data was not addressed/analyzed. In early 2020, CAC Caseworker deployed a survey to the MDT; data was analyzed, and then addressed during case review. The CAC also periodically review the caregiver survey data and works to address any weak areas. Lastly, through the strong relationship between CAPMC and CAPMC's property owner, Berry Development, the CAC was able to operate in a safe, confidential child forensic area rent free for the 2020 year. Unlike many CAC's in the area, CAPMC's CAC remained open during the pandemic to serve the needs of the community.



Report to the Board of Directors

Agenda Item Number: D-18

Board of Directors' Meeting for: May 13, 2021

Author: Ana Ibañez

DATE: May 4, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: Community Needs Assessment

I. RECOMMENDATION:

Review and provide feedback on the 2021 Community Needs Assessment.

II. SUMMARY:

The Community Needs Assessment is a requirement of the Community Services Block Grant (CSBG) and needs to be completed every two years. The report describes and reviews the geographic area, the economy, characteristics of the residents and the needs of families on our area. The Community Needs Assessment is a useful tool in establishing agency priorities and justifying the need for funding on future grant applications.

III. DISCUSSION:

A. Community Action Partnership of Madera County's (CAPMC's) Community Needs Assessment describes the needs of people with low incomes from our service areas, which have led to priorities for the 2022-2023 program years. Research was done into the secondary sources of information about our region and analyzed responses from surveys and focus groups completed by staff, community organizations and adult constituents with lower incomes.

B. The Board Members are invited to provide feedback and input on the Community Needs Assessment. The assessment will be presented again at the June Board of Director's meeting for approval.

C. There are five (5) steps to a Comprehensive Needs Assessment project:

- Step 1: Define the Parameters
- Step 2: Create an Assessment Plan
- Step 3: Create a Data Collection Plan
- Step 4: Implement the Needs Assessment
- Step 5: Complete the Assessment Report

- D. The results of the Community Needs Assessment will be used to develop the 2022-2023 Community Action Plan for the Community Services Block Grant.
- E. ***The Community Needs Assessment report will be distributed digitally before the meeting.***

IV. **FINANCING:** N/A



COMMUNITY NEEDS ASSESSMENT

Data About the Demographics, Economic Features, and Resources in Madera County

June 2021

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
1225 GILL AVENUE, MADERA, CA 93637

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EXECUTIVE SUMMARY

Community Action Partnership of Madera County, Inc.'s, (CAPMC's) Community Needs Assessment describes the needs of people with low incomes from our service area, which have led to priorities for the 2022-2023 program years. A cross-sectoral approach was taken, ensuring input from staff, community organizations, and community residents with low incomes. We did extensive research into secondary sources of information about our region and analyzed responses from surveys and focus groups completed with staff, community organizations, and adult constituents with lower incomes. A special thanks to the Live Well Madera County Steering Committee and the Madera County Public Health Department for the tremendous work on the 2019-2021 Community Health Improvement Plan and the data collected in previous assessments. Data collected from the Steering Committee and the Madera County Public Health Department was utilized in collaboration to the internal and external data collected by the CAPMC Community Needs Assessment and helps describe the community needs and priorities.

DEMOGRAPHICS

The population estimate for Madera County in 2019 was 155,433 according to the U.S. Census Bureau American Community Survey, with the City of Madera holding nearly 42% of the total county residents. The majority of residents are Hispanic/Latino with a percentage of 59%, while 35% are Caucasian/White, 3% are African American, 1% are American Indian/Alaska Native, less than 1% are Asian, and 2% identify as two or more races. Additional demographic highlights include:

- The percentage of children in Madera County under age 5 years old living in poverty was 31.0% in 2019, substantially higher than the California state value of 18.6%.
- Forty-five percent of Madera County residents report speaking a language other than English at home, according to the U.S. Census Bureau.
- The homeless community remains an at-risk and vulnerable population, and the total homeless count for Madera County is 390 homeless persons based off the 2020 Point-In-Time Count.
- According to the American Community Survey, there are currently 30,264 senior citizens in Madera County (60 years and older). 11,935 live in geographically isolated areas and 5,050 live alone, according to the California Department of Aging's most recent data in 2016.

These demographic changes have a huge impact for an agency dedicated to providing services to low-income individuals as an exacerbated disparity of need versus available resources. Demands for services and resources cannot stand up to the increase in population of those needing services in Madera County, especially with the added economic and health stressors of 2020. CAPMC continues to seek creative and diverse funding opportunities and relies on a dynamic network of community partners with the common goal of alleviating the effects of poverty.

ECONOMICS

Over 15.0% of the workforce in Madera County is in the agriculture industry, but the number of farmworkers has declined steadily over the past 25 years. This is most likely due to changes in migration patterns, the mechanizations of many agricultural processes, and drought-related job shifts. The median household income is \$57,585, which according to the California Budget Project is about \$3,000 short of the amount needed to make all ends meet in Madera County, as a two-working-parent family. In March

2021, the unemployment rate in Madera County was 9.7%, a higher rate than the state average of 8.2% for the same time period.

The Family Needs Calculator reports that for a family comprised of two adults working, supporting one preschooler and one school-age child, each working adult would need to make \$17.12 per hour, or \$72,311 combined, to meet all their basic needs. The 2021 Federal Poverty Level for a family of four was \$26,500, and 200% of the poverty rate (an eligibility threshold for many services) is \$53,000. According to the U.S. Census, in 2019, 19.9% of the people in Madera County live in poverty.

QUALITY OF LIFE OF MADERA COUNTY RESIDENTS

The quality of life of Madera County residents can be a difficult metric to measure, but customarily takes into account educational resources, health, nutrition, public safety, parks and recreation, and community participation.

Education

- According to Children Now’s Madera County Scorecard, only 86% of high schoolers graduated high school on time.
- In 2019, 28.1% of the Madera County population over the age of 25 did not have a GED or high school diploma.

Health, Wellness & Nutrition

- The 2019 Community Health Assessment (Madera Community Hospital, and the Hospital Council of Northern & Central California) documented twelve priorities and needs in the community. The priorities in order of rank are:
 - CVD/Stroke
 - Access to Care
 - Asthma
 - Economic Security
 - Climate and Health
 - Violence and Injury Prevention
 - Oral Health
 - Obesity/HEAL/Diabetes
 - Maternal and Infant Health
 - Substance Abuse/Tobacco
 - Mental Health
 - HIV/AIDS/STIs/Cancer
- Based on the 2019 Madera County Community Health Assessment, Madera County’s Primary Care Provider Rate per 100,000 Population was 40.0, compared to the State of California’s rate of 78.0.
- The leading causes of death in Madera County as (1) Cancer, (2) Coronary Artery Disease, (3) Accidents, (4) Alzheimer’s Disease, (5) Stroke, and (6) Chronic Lower Respiratory Disease.

Public Safety

- According to the FBI, the most prevalent type of crime in Madera County in the past three years was larceny-theft, and the second was burglary.

- As part of CAPMC's Child Advocacy Center,
 - 110 forensic interviews were conducted in 2020.
 - There were 13 male children interviewed, and 97 female children interviewed.
 - Out of the 110 CFIT interviews, 101 were sexual assault related.

Homelessness

The results of the most recent Homeless Point-In-Time Count conducted in January 2020 enumerated 345 unsheltered homeless in the City of Madera, and 45 in the remainder of Madera County, for a total of 390. Although Madera County does not have a huge homeless population compared to larger cities, housing solutions continue to be limited, especially for permanent supportive housing programs for men.

The biggest challenge to addressing the homelessness in Madera County is the lack of affordable housing. There is almost a 0% vacancy rate in rental properties. Homeless individuals often had poor credit, poor job skills, and evictions on their record. When a vacancy becomes available, they cannot compete with individuals and families that do not have these barriers to housing.

A total of at least 390 additional housing units are needed to house those who were enumerated during the 2020 Homeless Point-In-Time Count. Most of the homeless either need subsidized housing or permanent supportive housing. This would be quite costly.

According to Worldpopulationreview.com, in 2021, there are approximately a half a million homeless individuals in the United States. California has the highest homeless population of all the states with about 151,278 homeless individuals. Madera County's location on the Highway 99 Corridor makes it easy for homeless people to travel north and south along the highway. CAPMC's Homeless Outreach Workers have indicated that they see people they have never seen before every time they go out. In 2020, CAPMC helped 19 homeless individuals who had gotten stranded in Madera County with transportation cost to help them get reunited with family who lived outside of the area.

The issue of homelessness is a complicated one. While acknowledging the hardships it places on individuals, it is also taxing on community resources. Many of the homeless reside in the bed of the Fresno River, where fires occur regularly. Drug use and crime are also connected with increased homelessness.

In April 2021, the City of Madera and County of Madera entered into an MOU for each to contribute \$25,000, for a total of \$50,000 to clean up trash in the Fresno Riverbed. This work will address trash only and will be completed by May 2021. As of May 11, 2021, over 30 tons of trash was hauled away. The scheduled cleanup of the Fresno River will address the area from Raymond Road to West of Westberry. There are more homeless encampments that need to be cleaned up. Normally, cleanup of this nature is ongoing, but code enforcement efforts had to be put on hold since 2020 due to COVID-19.

Veterans

According to the California Association of County Veterans Service Officers, Inc.'s 2020 Annual Report, Madera County has 7,327 veterans. Of the veterans who reside in Madera County, 1,954 of them have opened compensation or pension cases, resulting in a utilization rate of 26.7%.

COMMUNITY RESOURCES

Community Resources during the COVID-19 Pandemic have changed in Madera County. Many resources are focused on assisting residents with basic needs, while some have adapted to serve clients virtually.

Primary Health Care

The Darin M. Camarena Health Center, Madera County's only federally qualified health center expanded facilities to include clinics on the campus of two of the three high schools in town, Madera South High School and the new Matilda Torres High School. The school-based community health centers provide a full range of health care services including medical, dental, behavioral health and health education services. In addition to those centers, and their main 6th Street Health Center, Camarena Health Centers offer one location in Chowchilla, three in the mountain areas of Coarsegold and Oakhurst, and eight in Madera.

Madera Community Hospital is a non-profit community health resource in Madera. There are 106 acute care beds, a 16-bed Emergency Department, and a 10-bed intensive care unit, in addition to other rural health sites and family services buildings.

U.S. News & World Report ranked Valley Children's Healthcare as one of the nation's best children's hospital in neonatology in 2020-2021 in the following seven pediatric specialties: Neonatology, Pediatric Diabetes & Endocrinology Pediatric Gastroenterology & Gastrointestinal Surgery, Pediatric Orthopedics, Pediatric Pulmonary & Lung Surgery, and Pediatric Urology.

Parent Education and Support

The Strengthening Families Program (SFP) continues to offer family skills training to families and parents through Madera County Department of Social Services and Madera County Probation. Feedback from families is overwhelmingly positive. Family skills courses are a need expressed by parents in the community. Many of the families who participated in the parenting program share that the classes provide an opportunity to build parenting confidence and skills. Families that complete the program state they are more consistent in promoting positive behavior and setting limits to help promote good behavior and self-control in their children. Due to the COVID-19 Pandemic, the number of graduates decreased, as in-person classes were not able to be held. In 2020, 150 people graduated from the Strengthening Families Program, 107 adults and 43 children.

The Parent Project is a community-based parenting skills program adopted in Madera County as a partnership between City of Madera Police Department, Madera County Sheriff, Madera Ministerial Association, Madera Unified School District, and CAPMC. It works directly with parents to help them improve adolescent children's school attendance and performance, reduce family conflict, curb drug and alcohol use, prevent runaways, stop violent behavior, and develop strong in-home prevention and intervention strategies for youth gang prevention. It serves parents with children ages five through ten, and 11 and up.

Community Directory

Madera Unified School District developed a comprehensive Madera County Community Resource Guide that informs parents and community members of resources that are available in Madera County. The guide may be viewed online or downloaded as a pdf file at <https://www.madera.k12.ca.us/Page/14041>.

Adult Education

Madera Adult School continues to offer ESL classes, adult basic education, GED and computer skills, all with limited availability. Some classes are available in both English and Spanish. Madera Adult School saw 70 graduates in June 2020, according to the Adult Education Pipeline Score Card.

Other Madera County higher education resources include the public community college located in Madera and Oakhurst, and the private junior college of San Joaquin Valley College.

Child Care

Child care remains one of the highest expenses for working families. Child care subsidies provide relief for eligible families, and also a safety net of quality while they work, look for work, or attend school. CAPMC offers the Alternative Payment Program and Resource & Referral Program that help to alleviate this prolific need. 2020 brought additional funding to Madera County in the form of child care subsidies of over \$3,000,000, and CAPMC was able to serve 196 additional individuals.

Employment

Madera County Workforce Assistance Center continues to be the main avenue through which employment services are offered in Madera County. The Workforce Assistance Center's self-help computer lab offers free computer use (for job searching and resume development) and a plethora of resources. Its recent move to a larger facility is beneficial, as the facility houses several different agencies now under one roof, making it a one-stop-shop for many in the community. City of Madera Housing Authority, Madera Adult School, and Employment Development Department are housed at the location.

Transportation

Public transportation was a recurring topic at many community forums and surveys. The Madera Area Express (MAX), Chowchilla Area Transit Express, and many other options such as Dial-A-Ride, provide services to community members who require transportation services. Some services have been adjusted during 2020 and 2021 due to COVID-19, including fares being waived.

Housing

The Housing Authority of the City of Madera (HACM) administers 741 tenant-based vouchers, and has a waiting list of 681 households as of May 2020. HACM also administers 16 project-based vouchers, 708 tenant-based vouchers, 54 Veterans Affairs Supporting Vouchers, and 17 Family Unification Program special purpose vouchers. In addition, HACM also operates the Pomona Ranch Housing Center, which is a gated 50-unit complex, with 10 two bedroom, 30 three-bedroom, and 10 four-bedroom units, as well as 244 low-rental units in the Public Housing Program.

Madera County Department of Social Services (DSS) offers two programs to CalWORKs recipients who are homeless or at-risk of homelessness. Housing Assistance (HA) and Housing Support Program (HSP) work in conjunction to provide housing and promote housing stability for families in the CalWORKs program.

The Shunammite Place, one of CAPMC's programs, houses 36 individuals with disabilities in permanent supportive housing. Intended to end the cycle of homeless, the program has been designed to assist and encourage a lifestyle free from addiction, helping with issues of mental and physical health by encouraging structure, improvement, dedication, and goal achievement.

Sugar Pine Village which is in partnership with Self Help Enterprises developing a 56-60 unit apartment complex targeting low to very low income renters. The project will have 14 units dedicated as supportive housing for people referred from Madera County Behavioral Health.

A new downtown veterans and family housing facility is currently under construction in the City of Madera downtown district. The 48-unit community will consist of two three-story buildings constructed on publicly owned vacant infill parcels, featuring 18 studios, 10 one-bedroom, 12 two-bedroom, and 8 three-bedroom units. The project will provide much-needed housing, transportation amenities, and on-site services for the housing development residents and the surrounding community.

Homeless Services

The community resources available to homeless individuals and families in Madera County are limited, and do not meet the needs of the growing population of homeless. The Madera Rescue Mission offers emergency food and shelter for the homeless in Madera County. They can serve up to 40 men and have 19 total beds to serve women and children. The Victory Outreach program offers a faith-based transitional program that can serve up to 10 men. Sometimes the homeless choose not to utilize these programs because of the faith-based requirement. Community Action Partnership of Madera County offers five housing programs that serve men, women, children, and domestic violence victims. The Martha Diaz Shelter has four emergency shelter units which can serve up to 18 domestic violence victims, which many times are at risk of becoming homeless. Victim Services operates a transitional housing program for victims of domestic violence that has two units, which can house two families year-round. The Shunammite Place offers permanent supportive housing for 36 chronically homeless individuals with disabilities. CAPMC also has a rapid rehousing program that can help pay for rent for up to 18 months for homeless individuals and families who need help getting reestablished in housing. Turning Point operates Serenity Village, a permanent supportive housing program for chronically homeless men located in Oakhurst and has the capacity to house 7 individuals.

CAPMC has received additional funding for sheltering approximately 20 vulnerable homeless persons in hotel rooms on a seasonal basis, when the Madera Rescue Mission is at capacity.

The Madera Rescue Mission has a new Respite Center with 6 beds, to served homeless recovering from surgery.

During 2020, CAPMC established a one-stop shop called the Homeless Engagement for Living Program (H.E.L.P.) Center. The center serves as a HUB for helping individuals and families who are homeless or in jeopardy of becoming homeless. Applicants who call the center will receive help in getting connected to community resources including housing. Depending on the need of the client, the housing solutions that are offered are Emergency Shelter, Rapid Rehousing, and Permanent Supportive Housing.

In addition to helping move homeless individuals and families from homelessness into housing, the HELP Center provides other services. Some of them are as follows: Assist individuals with enrolling and getting accepted into substance abuse programs, assist with securing mental health, medical, dental or vision appointments, assistance with obtaining social security cards, identification cards, and birth certificates, assistance in helping homeless with transportation to get reunited with family out of the area, assistance to help those who want to enroll in education programs or work programs to get connected with Madera Workforce assistance, and referrals to the Veteran's Administration. Transportation to appointments is available upon request. Staff will also attend appointments with clients if the client request their advocacy.

There are no other centers in Madera County that provide this service.

INTRODUCTION

Community Action Partnership of Madera County (CAPMC), a 501(c)(3) non-profit organization, has dedicated its programs and services to address the needs of the low-income population for over the past four decades. Although Madera County is the primary focus, CAPMC has also been awarded funds to expand Head Start services in Mariposa and Fresno counties.

VISION

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

MISSION

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

HISTORY

Community Action originated with the passage of the Economic Opportunities Act of 1964 as a part of President Lyndon B. Johnson's "War on Poverty." The act established a federal Office of Economic Opportunity headed by Sargent Shriver, and created organizations called Community Action Agencies that would develop strategies to "eliminate the paradox of poverty in the midst of plenty." Community Action Partnership of Madera County, Inc., formerly known as the Madera County Action Committee, Inc., was chartered in 1965, and falls under the direction of the Madera County Board of Supervisors.

STRUCTURE

The Madera County Board of Supervisors has designated the governance and fiduciary responsibility of CAPMC to a 15-member tri-partite Board of Directors. The Board was established to allow for local decisions to be made by the residents of the community in which they live and work. The Board's configuration consists of five members from elected public officials, five members from the private sector (one seat dedicated to a Policy Council Member from Madera/Mariposa Regional Head Start), and five members from low-income target areas of the community. In compliance with the Head Start Act, there is community representation on the board from (1) a fiscal manager or accountant, (2) an expert in early childhood education and development and, (3) a licensed attorney.

Reporting directly to the Board of Directors is the Executive Director, who ensures the successful and efficient completion of all aspects of agency operations and objectives. This includes proper execution or implementation of Board policies and all appropriate local, state and federal laws and regulations.

The agency is a non-profit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law – State of California Corporation for public and charitable purposes. CAPMC employs more than 300 employees annually.

THE PROMISE OF COMMUNITY ACTION

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

PROGRAM OFFERINGS

CAPMC manages over almost \$32,000,000 dollars per year in federal, state, local and private funds. Community Action Partnership of Madera County helps remove barriers to self-sufficiency through the following programs:

- Early Childhood Programs
 - Regional Head Start
 - Migrant/Seasonal Head Start
 - Early Head Start
 - Child Care Alternative Payment Program
 - Child Care Resource & Referral
- Community Services
 - Emergency and Utility Programs
 - Low Income Home Energy Assistance Program
 - Energy Assistance
 - Water/Trash Utility Bill Assistance (to begin July 2021)
 - Homeless Programs
 - Permanent Supportive Housing
 - Homeless Engagement for Living (HELP) Center
 - Emergency Shelter
 - Rapid Rehousing
 - Homeless Prevention/Rental Assistance
 - Mortgage Assistance
 - Senior Programs
 - Nutrition Program
 - Weatherization Program
- Victim Services
 - Domestic Violence
 - Victim and Witness Services
 - Rape/Sexual Assault Services
 - Emergency Shelter
 - Underserved Victims Immigration Assistance
- Strengthening Families Program
- Madera County Child Advocacy Center

GEOGRAPHIC CHARACTERISTICS

Madera County is a small county located in the heart of California’s agricultural center – the San Joaquin Valley. Fresno County borders on the south, Mariposa and Merced Counties to the north, and Mono County to the east. It is located approximately 20 miles from the Fresno Metropolitan Area, 166 miles from the San Francisco Bay Area, 240 miles from Los Angeles, and only 88 miles from our gem, Yosemite National Park (Figure 3). Madera County is known to be the geographic center of the State of California (Figure 1), stretching from the rich San Joaquin Valley to the Sierra Nevada Mountains, home to Mt. Whitney, the highest point in the contiguous United States.

The County is approximately one-half urban and one -half rural and is a major source of agricultural production (Figure 2). The City of Madera is designated as the only urban area, composing the largest portion of population, with nearly 42%. The City of Chowchilla is approximately 11.8% of the population, and the balance is dispersed throughout the unincorporated areas, such as Madera Ranchos, Bass Lake, Berenda, Coarsegold, Fairmead, North Fork, Oakhurst, O’Neil, Raymond and Hensley Lake.

Madera County has enjoyed tremendous progress in areas such as education, health, longevity, family composition, and economic growth. However, the likelihood that a child will be born into poverty, or a marginally poor family, or a family without health insurance has also increased.

Many of the challenges Madera County faces are deeply influenced by these conditions of poverty. Social, material, and health disparities between groups have persisted, and in some cases, widened. These challenges are greatly intensified by State and Federal budgets lacking the resources to fully fund human service agencies that service local needs, as well as recent funding cutbacks. With these shortfalls, curtailment of support to health and human services, public education, and higher education seems insurmountable. Madera County finds itself operating within these limitations.

FIGURE 1



FIGURE 2



FIGURE 3



Temperatures range from the low 30's in the winter months, to highs between 99°F and 110°F for July through September. There are approximately 276 sunny days per year. The first frost occurs typically in late November, with spring arriving in early March. Precipitation levels are below the national average, with roughly two inches per month December through March, and almost no rainfall June through September.

FIGURE 4

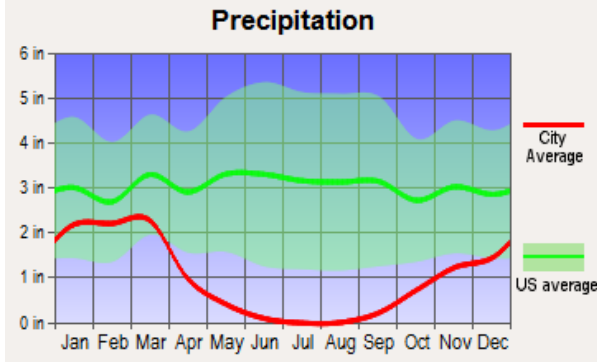
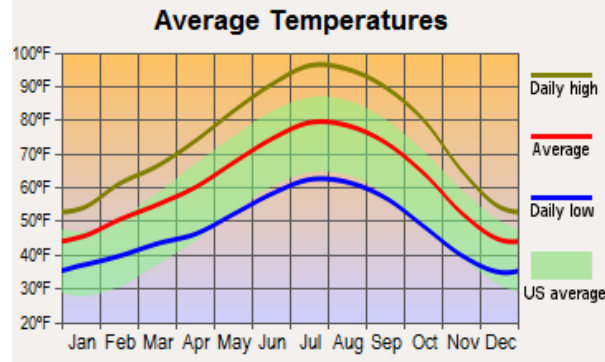


FIGURE 5



DEMOGRAPHIC FEATURES

POPULATION

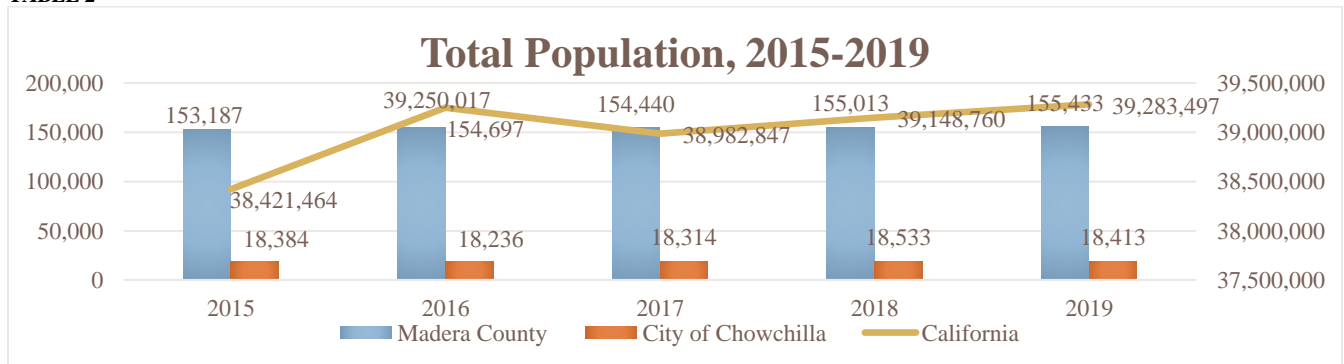
The American Community Survey revealed the most recent population for Madera County in 2019 as 155,433 (Five Year Estimates are used on most cases, as it is most reliable). The population is increasing despite the region being mostly rural and offering fewer employment opportunities. Agriculture attracts a substantial flow of immigrants from Mexico and Central America, as well as a small steady flow of Asian and Eastern Asian groups to our area. In addition, the high cost of housing in large, populated cities (Los Angeles, San Francisco Bay Area) drives people to seek more affordable homes in our community.

TABLE 1

Madera County Population by Zip Code, 2019 Five Year Estimates		
Area (Zip Code)	Population	Population Percentage
Madera County	155,433	100%
93638	49,932	32.1%
93637	41,108	26.4%
93610*	22,724	*
93636	13,255	8.5%
93614	11,982	7.7%
93622*	10,335	*
93644	9,055	5.8%
93643	2,783	1.8%
93626*	2,427	*
93601*	1,674	*
93653*	1,377	*
93604	541	0.3%
93645	148	0.1%
93669	238	0.2%

Source: American Community Survey 2015-2019, US Census Bureau. B01003.
** ZIP Code Tabulation Areas (ZCTAs) that exceed county boundary and contain population from another county. Population percentage was not calculated for those ZCTAs.*

TABLE 2



Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. B01003

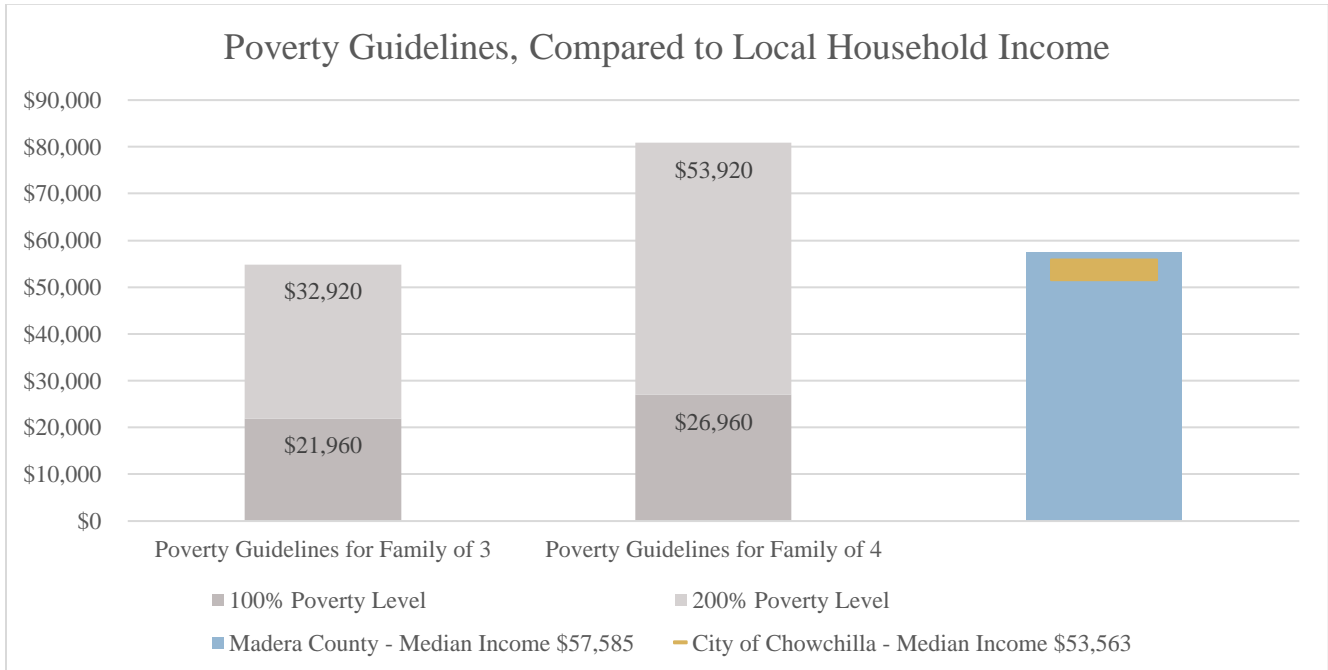
Demographic data also indicates the following for Madera County, compared with the City of Chowchilla, neighboring Fresno County, the State of California:

TABLE 3

	Madera County	City of Chowchilla	Fresno County	State of California
Median Resident Age	34.1	34.5	32.2	36.5
Median Household Income	\$57,585	\$53,563	\$53,969	\$57,585
Total Households	44,881	3,429	307,906	13,044,266
Average Household Size	3.28	3.26	3.14	2.95
Average Family Size	3.67	3.83	3.69	3.53
Median Value of Owner-Occupied Housing Unit	\$251,200	\$216,400	\$255,000	\$505,000
Percent of Persons Below Poverty Level	19.9%	20.2%	22.5%	13.4%

Source: U.S. Census Bureau, American Community Survey 2019, 5-Year Estimates. B01002, DP02, DP03, DP04.

TABLE 4



Source: U.S. Department of Health & Human Services, and U.S. Census Bureau, American Community Survey

POPULATION OF 0-5 YEAR OLDS

According to the American Community Survey, the number of children age 0-5 in Madera County shows a slight decrease over time from 2015 to 2019. Although the overall county population shows an increase of 0.82%, the children ages 0-5 show a population decrease of 0.34% for the same period.

Table 5 below displays the data available.

TABLE 5

Population of Children Under 5 Years (and Percent of Total Population)					
	2015	2016	2017	2018	2019
Madera County					
Under 5 Years	11,735	11,668	11,695	11,807 (7.6%)	11,611 (7.5%)
City of Chowchilla					
Under 5 Years	803	917	901	1,065 (5.7%)	912 (5.0%)
Fresno County					
Under 5 Years	79,445	79,212	79,010	78,636 (8.0%)	77,711 (7.9%)
State of California					
Under 5 Years	2,511,776	2,499,561	2,493,545	2,480,679 (6.3%)	2,451,528 (6.2%)

Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. DP05.

In Madera County, the 0-5 age group population living in poverty was 31.0% in 2019, higher than the California state value of 18.6%, according to the American Community Survey (U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. S1701).

POPULATION OF MIGRANT/SEASONAL FARMWORKERS

The agriculture industry is prolific in the San Joaquin Valley, which means migrant/seasonal farmworkers find their home here for much of the year. Estimates for the number of migrant/seasonal farmworkers in Madera County are based on the number of workers who worked less than 150 days from the 2017 U.S. Census of Agriculture. See Table 6 below.

Data collection for this elusive population is not an easy task. Enumeration counts are the most accurate but are not repeated regularly, providing a solid historical perspective. The U.S. Census of Agriculture is completed every five years, and relies on farm managers being forthright and honest about a work force which may or may not have legal status to work in the U.S.

The data shows a decrease of over 55% over the last 25 years, which may be explained by a shift of many agricultural processes to machine. Over 37% of the harvested acreage is for fruit and nut trees, according to the Madera County 2019 Annual Crop Report, which have mechanized many processes.

TABLE 6



Source: U.S. Census of Agriculture, 1992 & 1997, Vol 1, Chapter 2, Table 5; 2002, 2007, 2012 & 2017.

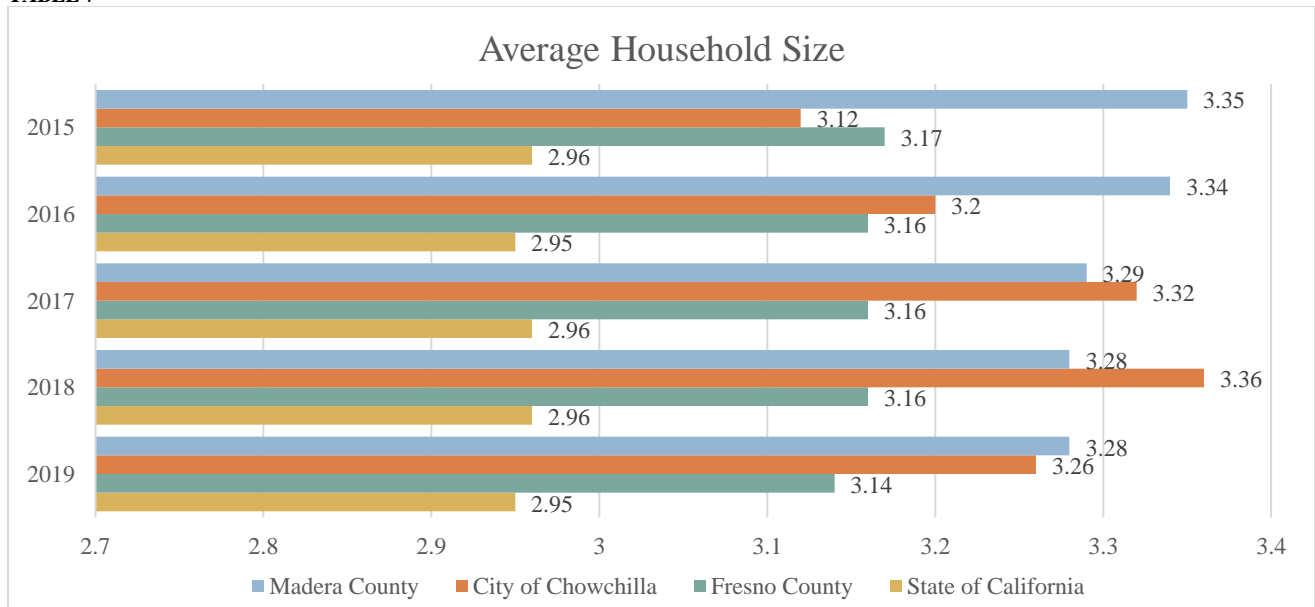
A factor to keep in mind regarding the migrant/seasonal farmworkers in Madera County is that many are immigrant families. Reports conducted by California State University Fresno suggest that 70% of these families are unauthorized residents living in the area with children. The context of having a parent, sibling or relative without documentation is a unique stressor to this population. Families with members who are undocumented often “live in the shadows,” experiencing a lack of safety and fear of deportation. In today’s political climate, this has shown to be a real threat to many of the families served in Madera County, causing low participation in social service programs out of fear of deportation or legal problems.

FAMILIES AND HOUSEHOLDS

HOUSEHOLD SIZE

According to the 2019 American Community Survey, the average household size in Madera County 3.28 people, a 2.09% decrease since 2015’s value of 3.35.

TABLE 7



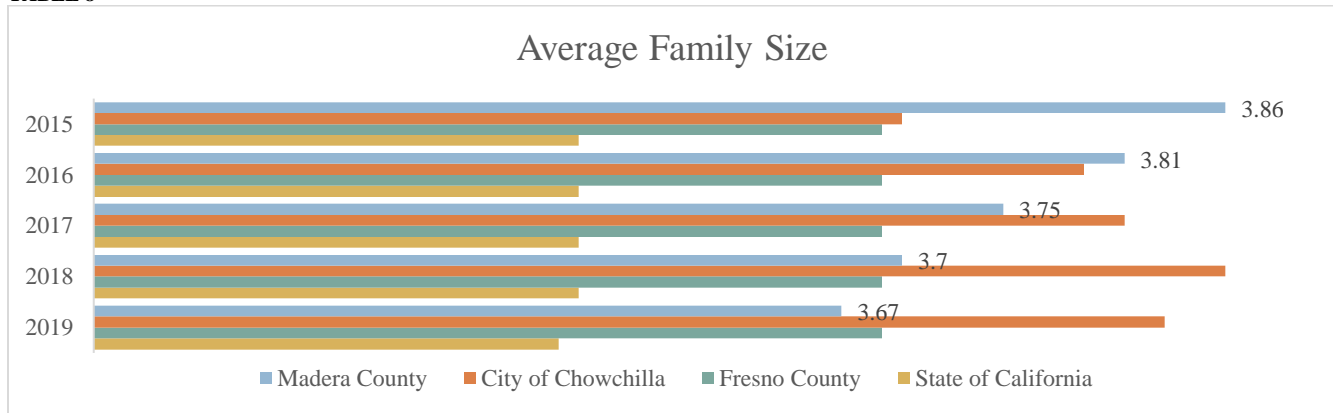
Source: U.S. Census Bureau, American Community Survey 2015-2019, 3 and 5-Year Estimates. DP02.

The table below displays the household size and type comparison between Madera County and the State of California.

FAMILY SIZE AND TYPE

According to the American Community Survey, the average family size in 2017 in Madera County was 3.75 people, a 2.85% decrease since 2015’s value of 3.86.

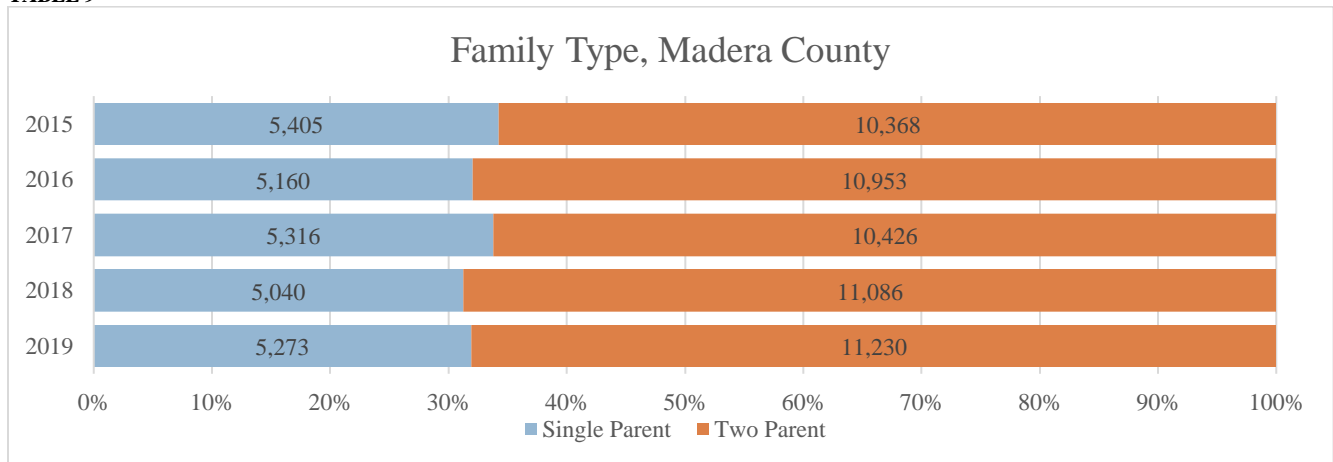
TABLE 8



Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. DP02.

Table 9 displays family type of the Madera County population with children less than 18 years of age. The data shows a slight trend towards two-parent families from 2015 to 2019 in Madera County.

TABLE 9

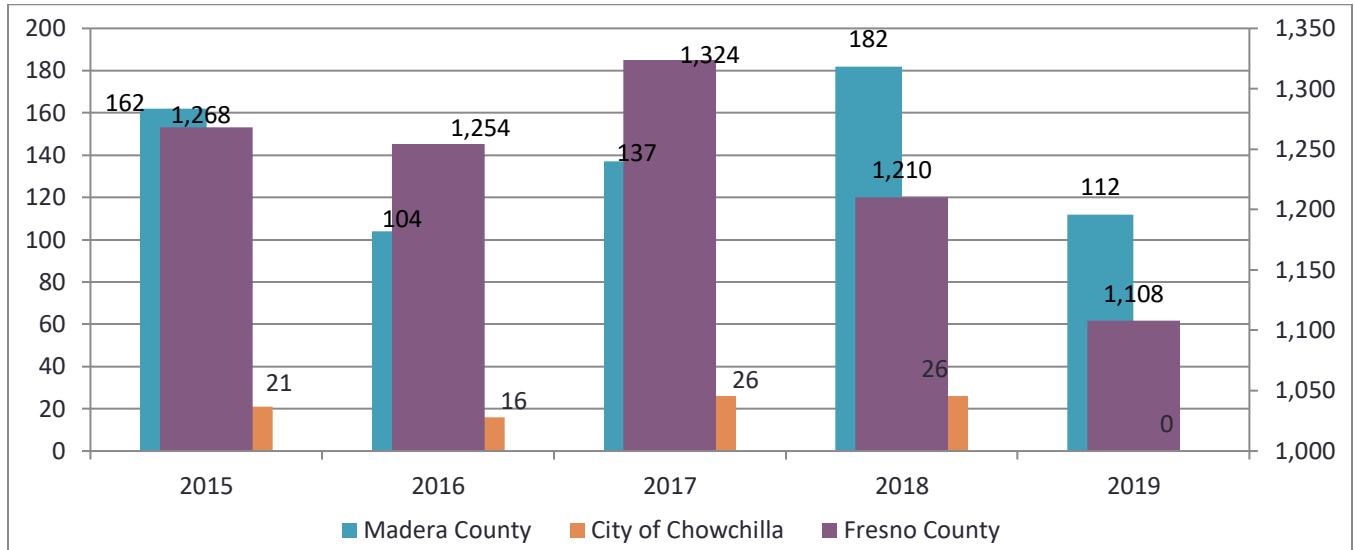


Source: U.S. Census Bureau, American Community Survey 2015-2019, 3 and 5 Year Estimates. B11003.

FOSTER CHILDREN

The number of foster children varies by geographical area, as displayed in Table 10 below.

TABLE 10

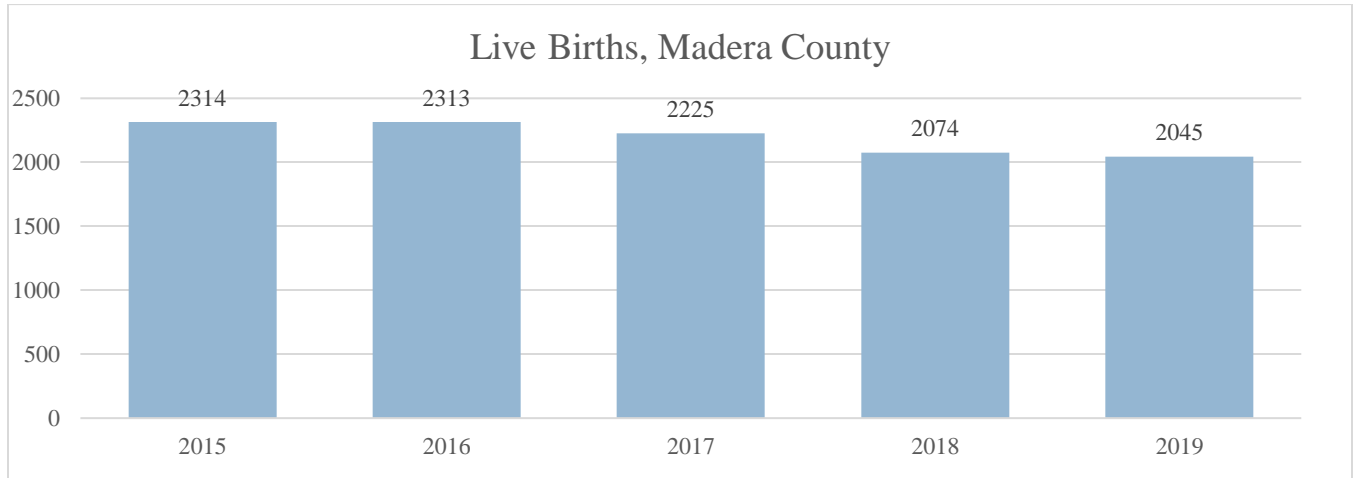


Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. B09019.

BIRTHS TO MADERA COUNTY RESIDENTS

Table 11 below shows that birth rates are decreasing in Madera County, according to the California Department of Public Health, Vital Statistics.

TABLE 11

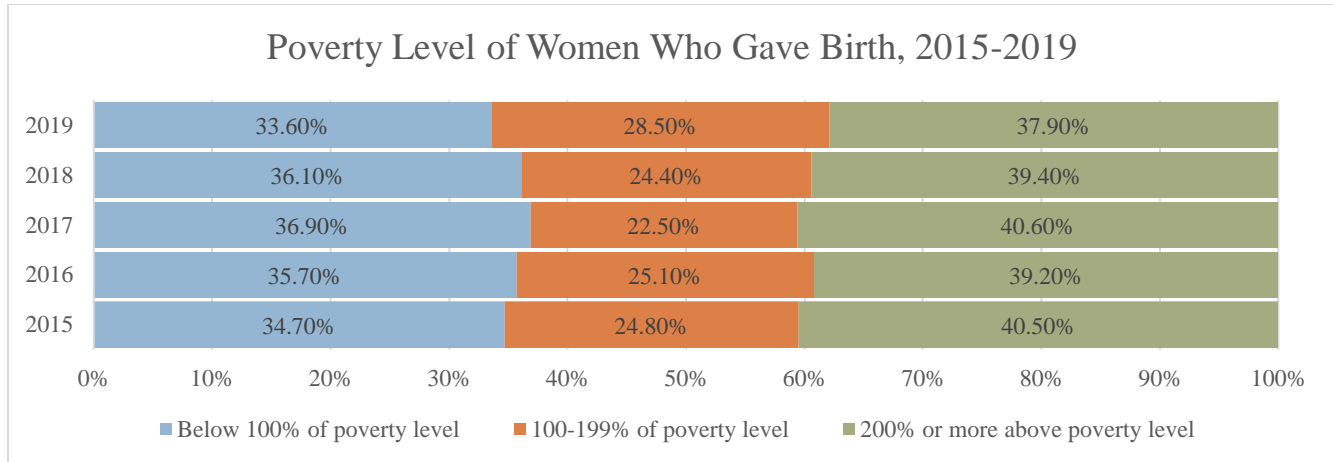


Source: State of California, Department of Public Health, Birth Records, 2015-2019

BIRTHS TO WOMEN IN POVERTY

Women who live in poverty often have multiple risk factors, making it difficult to meet the basic needs of both the mother and the child. According to data from the American Community Survey in 2019, 62.1% of women who gave birth in 2019 in Madera County lived below 200% of the poverty level.

TABLE 12

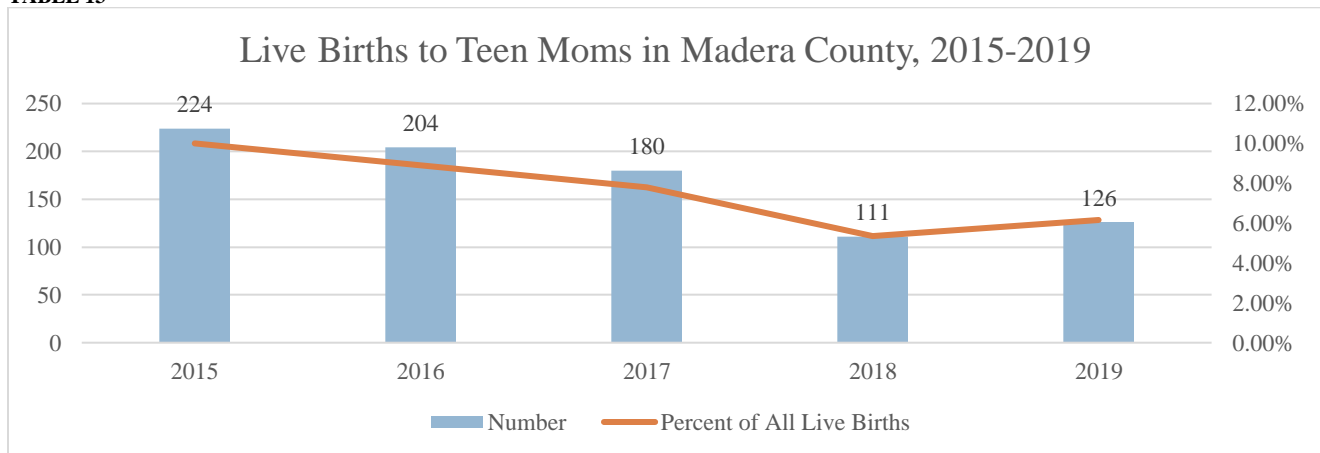


Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. S1301.

TEEN PREGNANCY

Teen pregnancy has been a long-standing issue in Madera County, with rates consistently topping the California counties. Although rates are decreasing, Madera County still has one of the highest rates of teen pregnancy in the state.

TABLE 13

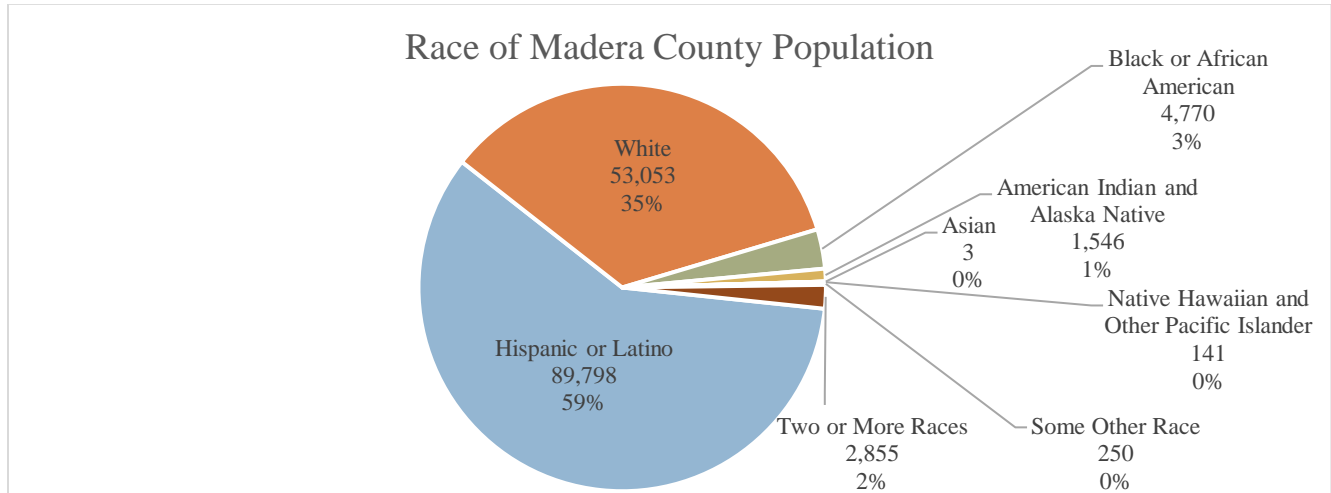


Source: State of California, Department of Public Health, Birth Records.

RACE/ETHNICITY

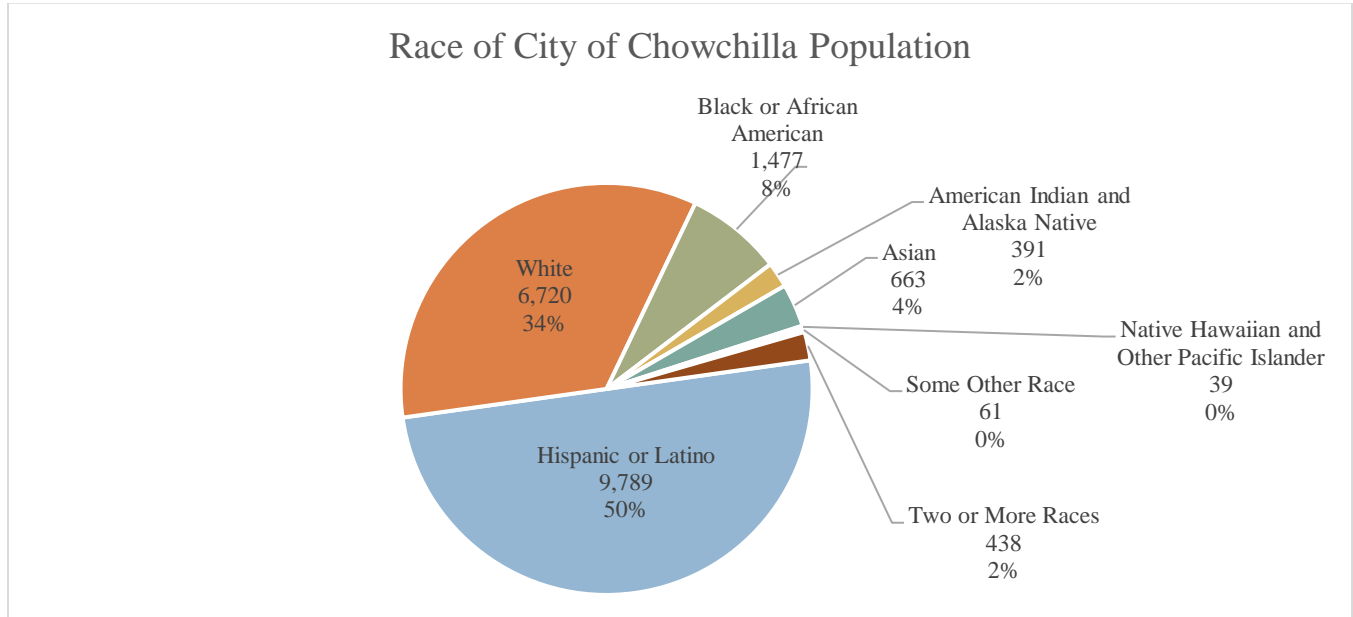
The white non-Hispanic population has been decreasing while the Hispanic/Latino population has increased. In 2010, the percentage of Hispanic/Latinos accounted for 52.8% of the population, and in the most recent data (2017), they account for over 57%.

TABLE 14



Source: U.S. Census, American Community Survey, 2019 5-Year Estimates. C03002.

TABLE 15

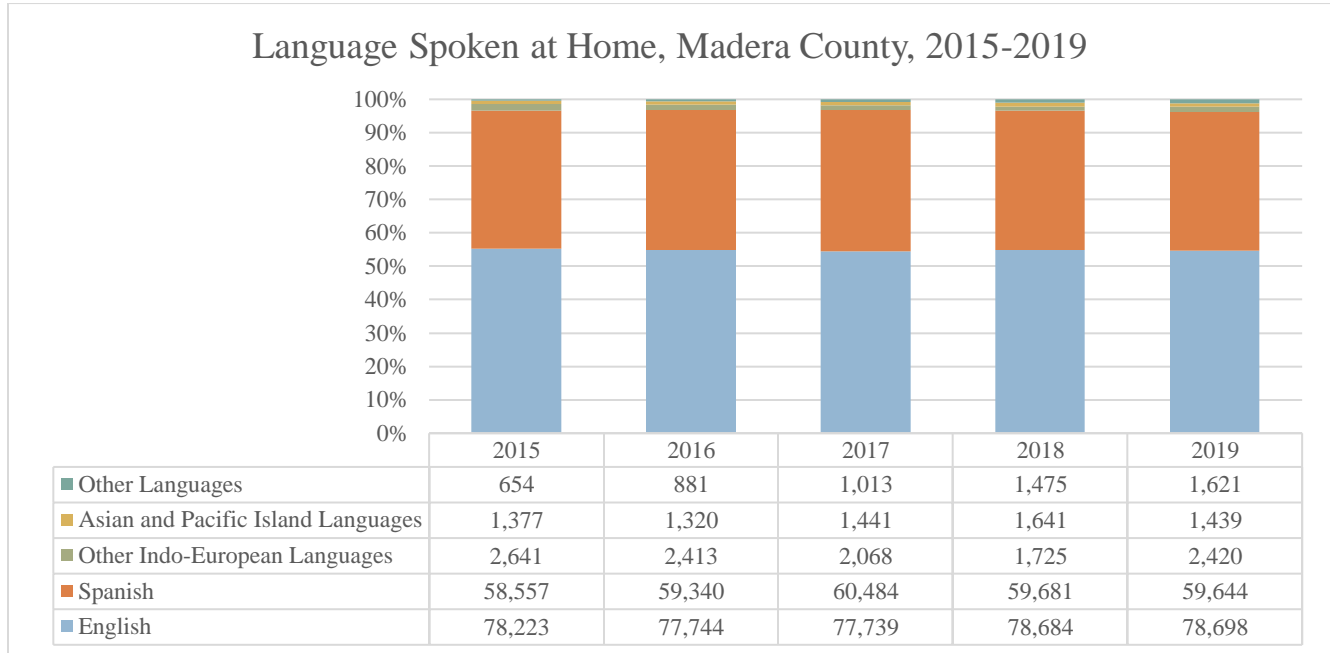


Source: U.S. Census, American Community Survey, 2019 5-Year Estimates. C03002.

LANGUAGE

The English language is still the primary language spoken at home for over 50% of the population in Madera County.

TABLE 16



Source: U.S. Census, American Community Survey, 2015-2019 5-Year Estimates. S1601.

HOMELESSNESS

Although Madera is not a dense urban location where homeless populations typically dwell, recent county-wide enumerations have revealed Madera’s homeless/transient population as a concern from the standpoints of social service, public safety, and quality of life. A biennial Homeless Point-In-Time Count (PIT) Report presents a snapshot of the number of persons who are homeless on a given day. The Fresno/Madera Continuum of Care (FMCoC) is a consortium of partners that includes homeless service providers, advocacy groups, government agencies and homeless persons that works together to address the housing and support service needs of homeless in our two-county region. The last PIT Count for which the report is completed was in January 2020 and there were 390 homeless individuals in Madera County.

TABLE 17

Unsheltered Homeless Count	January 2020
City of Madera	345
Madera County	45
TOTAL	390

Source: Fresno Madera Continuum of Care, 2020 Results of Point in Time Count www.fresnomaderahomeless.org.

CAPMC works closely with FMCoC to help address reaching a functional zero with homelessness. Currently, FMCoC has a by-name registry list that includes all homeless individuals that are willing to complete a Vulnerability-Index Service Prioritization Decision Tool survey. The survey prioritizes the vulnerability of the individual on the basis of chronic homelessness, medical history, mental health issues, substance use history, veteran status, and various other factors. The goal is to place most vulnerable and chronic homeless in housing program vacancies. FMCoC currently operates the Multi-agency Access Program Point, located in Fresno, a one-stop service and referral for all homeless.

During 2020, CAPMC established a one-stop shop called the Homeless Engagement for Living Program (H.E.L.P.) Center. The center serves as a HUB for helping individuals and families who are homeless or in jeopardy of becoming homeless. Applicants who call the center will receive help in getting connected to community resources including housing. Depending on the need of the client, the housing solutions that are offered are Emergency Shelter, Rapid Rehousing, and Permanent Supportive Housing. CAPMC is in the process of getting approved through the FMCoC for the Help Center to serve as a homeless coordinated entry site for Madera County. It is anticipated that approval will be received by July 2021.

In addition to helping to move homeless individuals and families from homelessness into housing, the HELP Center provides other services. Some of them are as follows: Assist individuals with enrolling and getting accepted into substance abuse programs, assist with securing mental health, medical, dental or vision appointments, assistance with obtaining social security cards, identification cards, and birth certificates, assistance in helping homeless with transportation to get reunited with family out of the area, assistance to help those who want to enroll in education programs or work programs to get connected with Madera Workforce assistance, and referrals to the Veteran's Administration. Transportation to appointments is available upon request. Staff will also attend appointments with clients if the client request their advocacy.

There are no other centers in Madera County that provide this service.

In April 2021, the City of Madera and County of Madera entered into an MOU for each to contribute \$25,000, for a total of \$50,000 to clean up trash in the Fresno Riverbed. This work will address trash only and will be completed by May 2021. As of May 11, 2021, over 30 tons of trash was hauled away. The scheduled cleanup of the Fresno River will address the area from Raymond Road to West of Westberry. There are more homeless encampments that need to be cleaned up. Normally, cleanup of this nature is ongoing, but code enforcement efforts had to be put on hold since 2020 due to COVID-19.

The biggest challenge to addressing the homelessness in Madera County is the lack of affordable housing. There is almost a 0% vacancy rate in rental properties. Homeless individuals often had poor credit, poor job skills, and evictions on their record. When a vacancy becomes available, they cannot compete with individuals and families that do not have these barriers to housing.

The issue of homelessness was a reoccurring topic of conversation during the CAPMC public hearings and focus groups, as well as for the Live Well Madera Steering Committee. Homelessness in it of itself is a community priority, but also affects and is affected by issues such as mental health, substance use/abuse, unemployment, and immigration status, to name a few.

Madera County Public Health County Homeless Health Assessment: Access and Barriers to Care published in April 2021 the following data:

- 84.5% of homeless have at least one ongoing health or mental health condition that makes them high risk for poorer health outcome. This could be an issue with physical health (diabetes, hypertension, smoking, etc.), mental health (depression, behavioral disorders, psychiatric symptoms, schizophrenia, etc.), or substance abuse (alcohol abuse, substance abuse, etc.)
- Nearly 32% of homeless were prior victims of domestic violence.
- The most predominant barriers to access to health care are lack of transportation, and lack of formal identification.
- The three largest medical care needs were
 - Basic health screening
 - Dental Care
 - STD/HIV testing
- There are eight proposed and possible interventions. Community members are being asked for input regarding the impact and feasibility of each. Possible interventions include:
 - A mobile Health Program providing in-person health services
 - Sobering and detox Center aimed to provide medical oversight/observation to ensure no negative outcomes related to intoxication occur
 - Crisis Stabilization Unit that would provide short-term community-based supportive care and treatment for individuals with psychiatric or psychosocial crisis.
 - Recovery beds for homeless individuals who recently were discharged from inpatient care
 - One-Stop-Shop for Medi-Cal or SSI enrollment, appointments, and transportation
 - Venue-Intensive Vaccines for Adults to offer rapid immunizations to the homeless populations
 - Substance Use Support Groups for individuals experiencing homelessness
 - Centralized Homeless Data

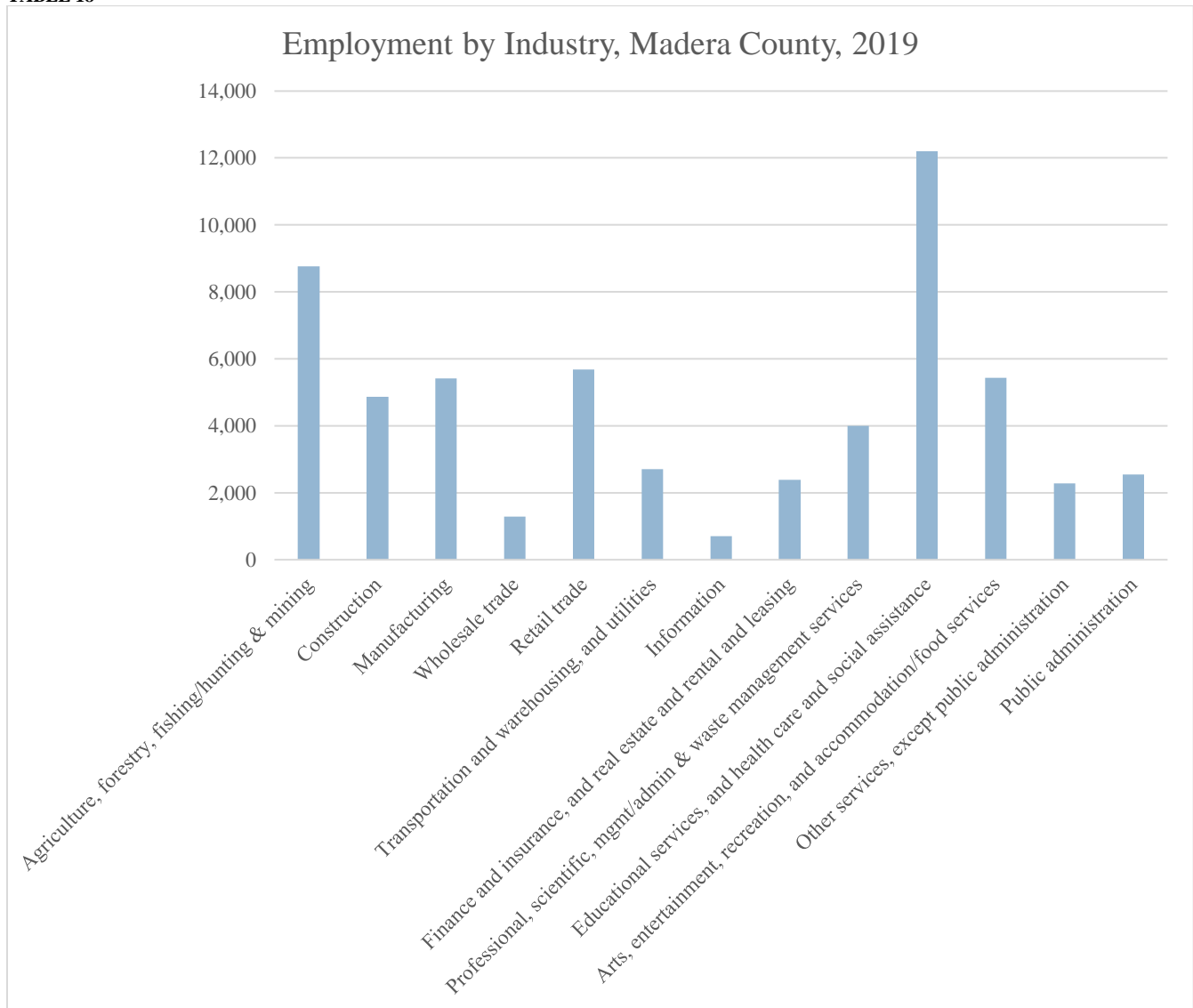
ECONOMIC FEATURES

EMPLOYMENT

EMPLOYMENT BY INDUSTRY

According to the California Employment Development Department, the top three industries in Madera County for 2019 were government, agriculture, and education. The major employers in Madera County (those with 1,000 to 4,999 employees) are Madera Unified School District, Valley Children’s Healthcare, and Valley State Prison for Women.

TABLE 18



Source: U.S. Census Bureau, American Community Survey 2019, 5-Year Estimates. C24030

OCCUPATIONS WITH PROJECTED GROWTH

California Economic Development Department estimates that the following six occupations will experience over 43% growth from 2016 to 2026:

- Taxi Drivers and Chauffeurs
- Woodworkers
- Painters, Construction and Maintenance
- Helpers, Construction Trades
- Personal Care Aides
- Protective Service Workers

THE AGRICULTURE INDUSTRY

In 2019, Madera County was ranked 10th among counties in California (California Agricultural Statistics Review, 2019) with the leading commodities being almonds, milk, pistachios, and grapes (wine). The total acreage in Madera County is 1,366,925, and of that, 723,870 or 53.0%, is harvested. Below is a table of the top ten leading crops in Madera County.

TABLE 19

Commodity	2019 Rank	2019 Dollar Value	2018 Rank
Almonds, Nuts & Hulls	1	\$833,966,000	1
Milk	2	\$273,514,000	4
Grapes	3	\$267,763,000	2
Pistachios	4	\$191,668,000	3
Cattles & Calves	5	\$59,156,000	6
Pollination	6	\$57,380,000	5
Replacement Heifers	7	\$28,044,000	8
Nursery Stock	8	\$27,090,000	9
Corn Silage	9	\$26,626,000	**
Poultry	10	\$24,034,000	10

Source: Madera County Crop Report, Ten Leading Crops, Madera County, 2019.

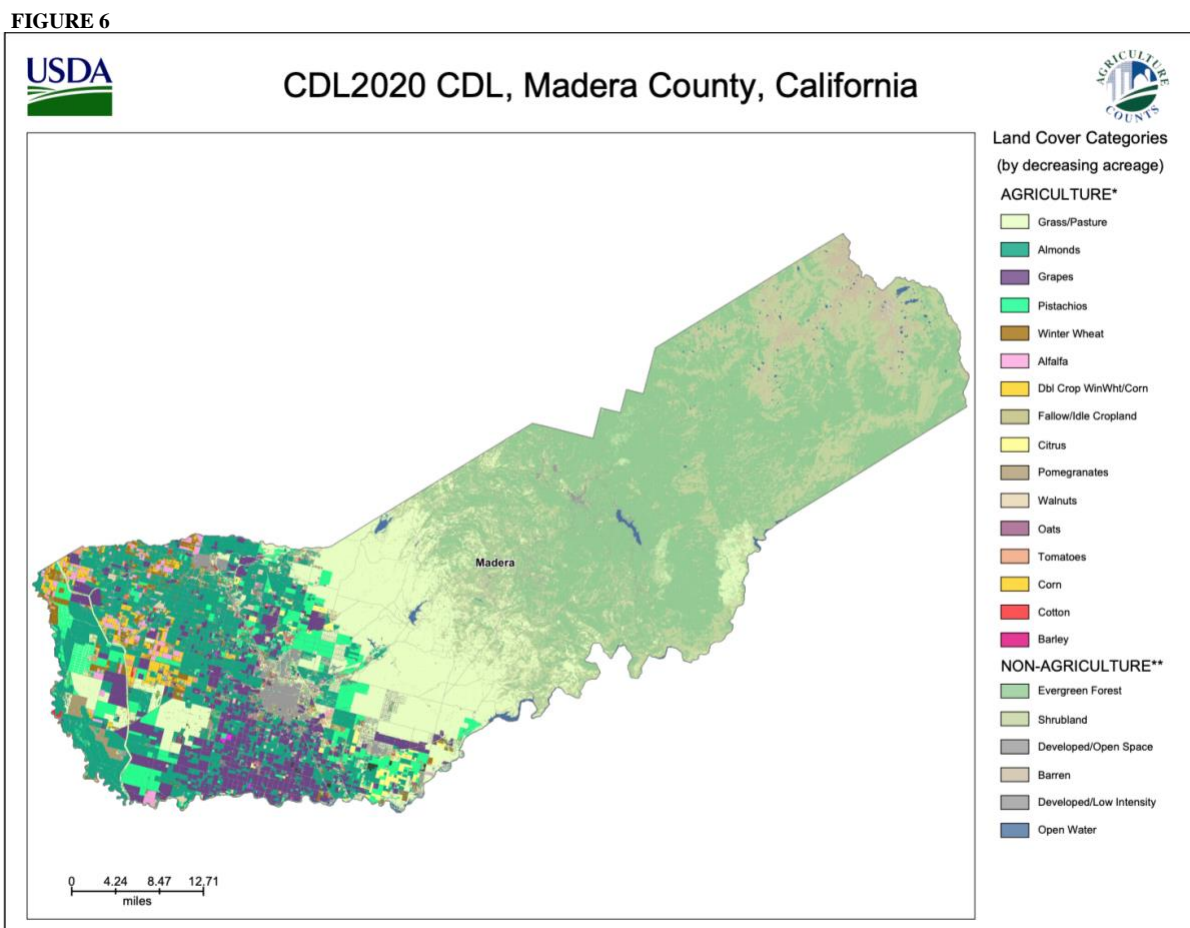
Madera County’s agricultural production value continues to grow, as evidenced by the table below.

TABLE 20
Madera County

Year	Agricultural Value
2010	\$1.3 billion
2011	\$1.6 billion
2012	\$1.7 billion
2013	\$1.9 billion
2014	\$2.3 billion
2015	\$2.0 billion
2016	\$1.8 billion
2017	\$2.0 billion
2018	\$2.1 billion
2019	\$2.0 billion

Source: Madera County Crop Reports, 2010-2019

The United States Department of Agriculture mapped land cover categories according to 2020 data below.



Source: US Department of Agriculture. Land Cover Categories. 2020.

Madera County is home to some of the most fertile and productive land in the United States, evidenced by the \$2.0 billion agricultural value in 2019. Despite that, many Madera County growers are faced with significant challenges in agriculture. The continuing issues are urbanization, regulations, and importation of agricultural products continue to batter farm families. In addition to those continuing issues that have plagued farmers over the years, the following concerns emerged:

- High-speed rail: California’s approved high-speed railway will have a route through Madera County, as of the latest information in April 2021. There was quite a hefty battle as to where the path would be, as growers in the county did not want the tracks to become a part of their land. Between lawsuits, environmental studies, and lobbyists for both sides, the issue is a hot button, and could have an everlasting impact on farming in Madera County. There is still much uncertainty of the specifics, and it is sure to remain an issue of importance for those in agriculture.
- Immigration reform, the debate over e-verify, and high worker’s compensation insurance rates have come to the forefront over the past few years, and the farming community continues to track these issues.
- The minimum wage increase. By 2022, California's minimum wage will cap off at \$15 an hour, while overtime pay for farm workers will kick in after 40 hours, instead of 60, where it was two years ago. Most likely, that cost will be passed onto consumers.
- Air board regulations prohibiting the burning of agricultural byproducts. In February 2021, California’s air quality board voted to call for a near-complete ban of agricultural burning by 2025 in the San Joaquin Valley. This will mostly affect owners of vineyards and orchards who will have to grind up and haul vines, trees, and waste, to composting and biomass facilities.
- Ground water sourcing, costly water delivery, and continued drought conditions. According to the California Nevada Drought Outlook’s April 2021 Report:
 - “After two water years of dry conditions, ~96% of California and Nevada is in moderate-to-exceptional drought. As of March, the last 18 months have been the second driest on record for both states.
 - Abnormally dry conditions this winter were driven by a lack of landfalling atmospheric rivers and persistent ridging/blocking over the Northeast Pacific Ocean.
 - Precipitation totals remain well below normal, and below-normal snowpack is melting rapidly. Dry soils are expected to reduce runoff, and vegetation is showing stress.”
 - Madera County is considered in D3 Extreme Drought, and 100% of residents are affected by it. February 2021 was the 9th driest February in the past 127 years.
 - Water sources are grouped by the following sources:
 - Surface Water: The state (and much of the West) relies heavily on snowpack each winter to resupply surface water stream and lakes. Because of a dry winter, the snowpack in California is dismal.

- Groundwater: Typical groundwater sources are aquifers or basins that are used to make up for the shortfall of surface water. The figures below display the capacity and current conditions of major reservoirs throughout the state, along with the conditions for May 2017 (four years ago).

FIGURE 7

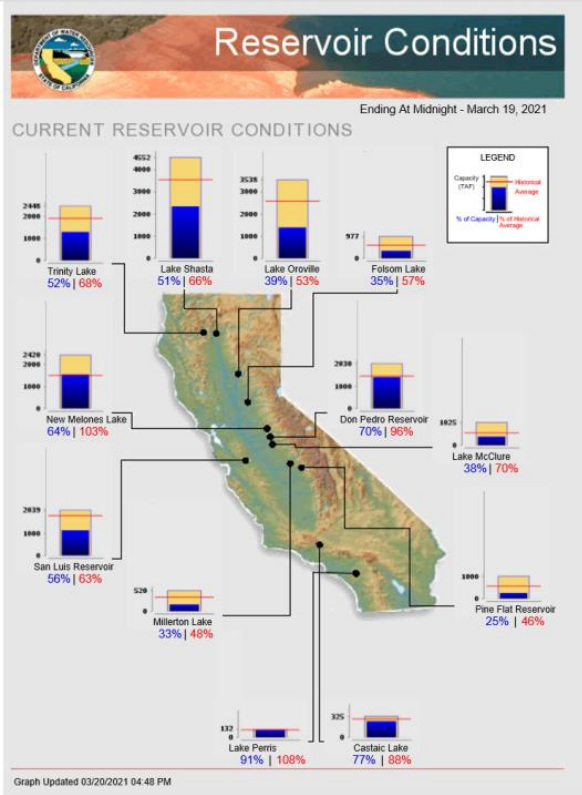
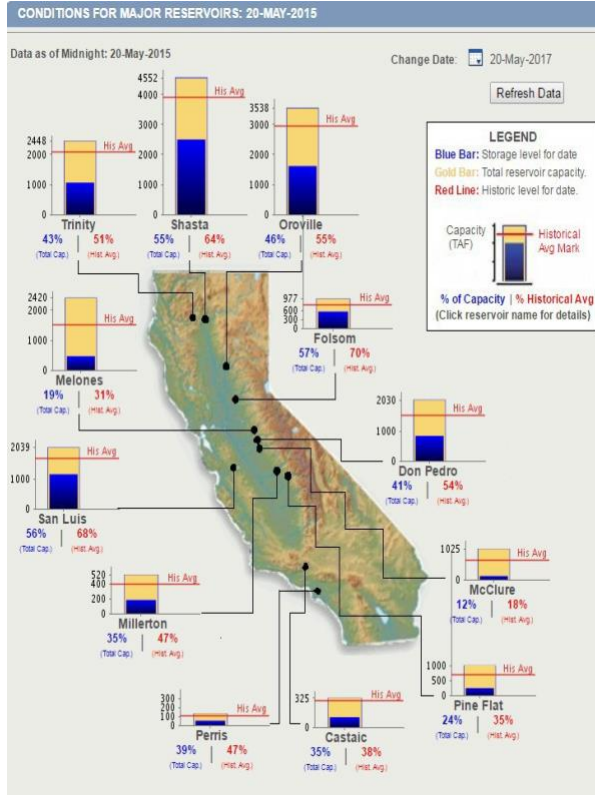


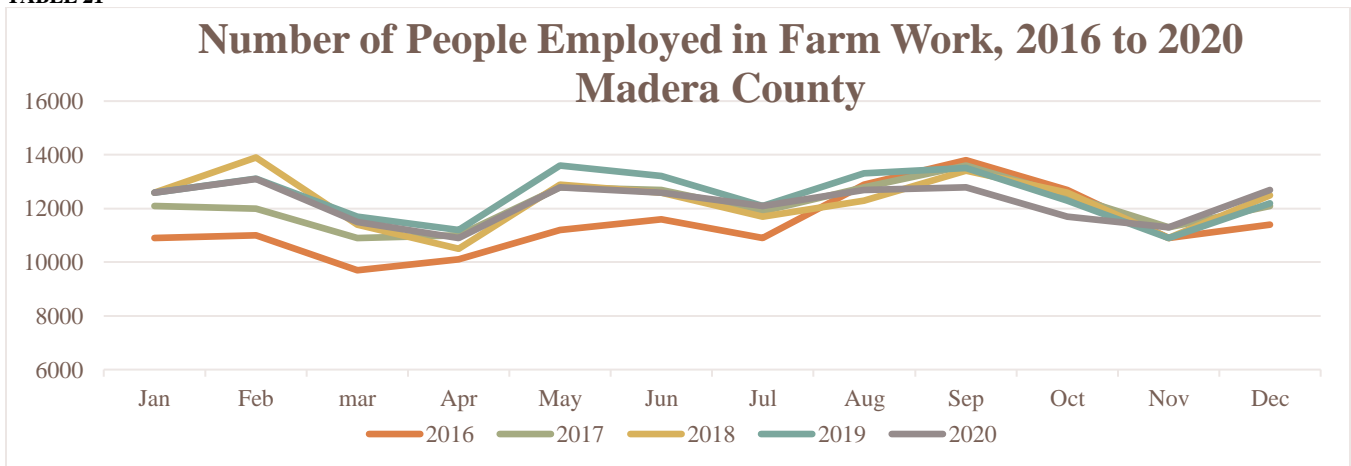
FIGURE 8



AGRICULTURAL JOBS

Table 21 displays the number employed in farm work in Madera County over the past three years.

TABLE 21



Source: State of California Employment Development Department, Employment by industry. 2016-2020.

The City of Madera's Consolidated Plan 2015-2020 referenced a special report prepared for the Madera Housing Authority and the Darin M. Camarena Health Centers Inc., providing information on the needs of farmworkers in Madera County. The study included surveys of agricultural workers to assess the health and housing options for agricultural workers in Madera and to identify some of the problems that they are facing. The special study consists of surveys of 200 agricultural workers, the Immigrant Voice Survey, and the Agricultural Worker Health and Housing Program (AWHHP) survey, as well as three focus group sessions to discuss current and future health and housing needs of these farmworkers.

Findings from this special study include the following:

- Large and Growing Families – Average family size was 5.8 persons. Most of the households had at least one child under the age of 10.
- Household Income – The average household income for AWHHP participants was \$12,055.
- Living Arrangements - The majority of the AWHHP participants were living in houses (67), followed by apartments (24), single rooms (6), and mobile homes (1).
- Housing Quality - Almost half of the AWHHP respondents reported problems with insects or vermin infestation.

Other problems included heating and cooling, plumbing, electrical wiring, and sewer. Approximately 10 percent in both surveys cited poor quality housing as the reason for their last move.

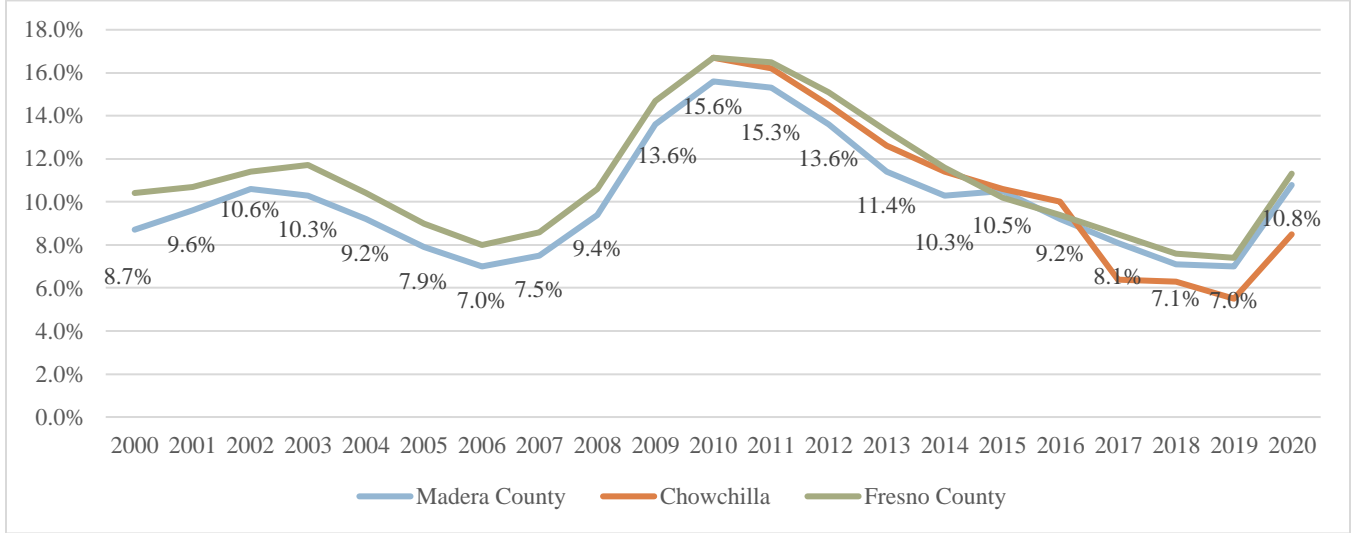
- Lack of Affordable Housing - The need for more affordable housing options, as either apartment complexes or homes, was the focus of much of the discussion at the three focus group meetings.
- Exploitation by Landlords - With their low incomes and in some cases undocumented status, many workers are vulnerable to being exploited by proprietors. Proprietors may fail to make necessary repairs, leaving tenants to make repairs on their own. In addition, rental deposits are often excessive.

The study concluded that the very low wages paid to agricultural workers, the seasonal nature of farm labor, and the rising housing costs in the Central Valley pose serious constraints on the ability of Madera's agricultural workers to secure decent and affordable housing. The ineligibility of undocumented workers for government-sponsored housing programs is a serious problem as well. City and County staff routinely receive complaints of single-family units being occupied by groups of farm laborers or families. Investigations by staff previously showed as many as 10 to 20 residents in a single unit and adjacent sheds. These circumstances present serious health and safety problems and substandard housing conditions, such as electrical hazards and inadequate toilet, shower, heating, and kitchen facilities.

UNEMPLOYMENT

The unemployment rate in Madera County was 9.7% in March 2021, up from 9.6% in January 2021; the March 2020 rate 9.6% as well, according to the EDD Labor Market Information. This compares with an unadjusted unemployment rate of 8.2% for California in March 2021. The chart below displays the annual unemployment data since 2000.

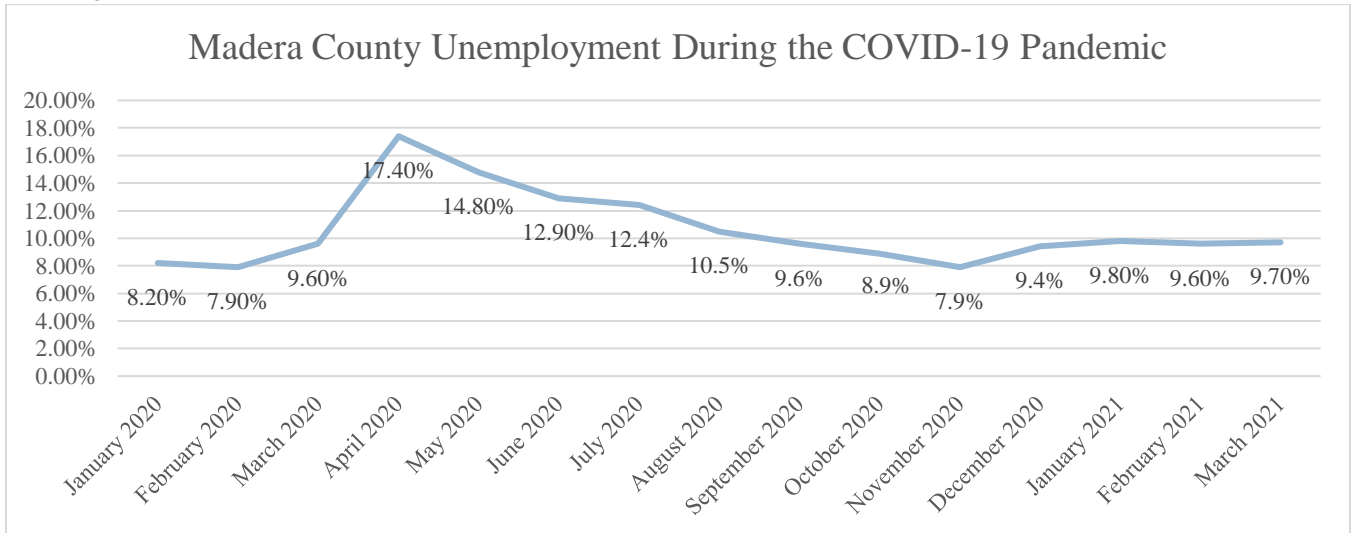
TABLE 22



Source: California Economic Development Department, Labor Market Division, Annual Labor Data 2000-2020. Report 400C

The COVID-19 Pandemic has affected local businesses, and in turn, the employment status of residents. Table 23 below shows the change in unemployment rate from January 2020 through March 2021.

TABLE 23



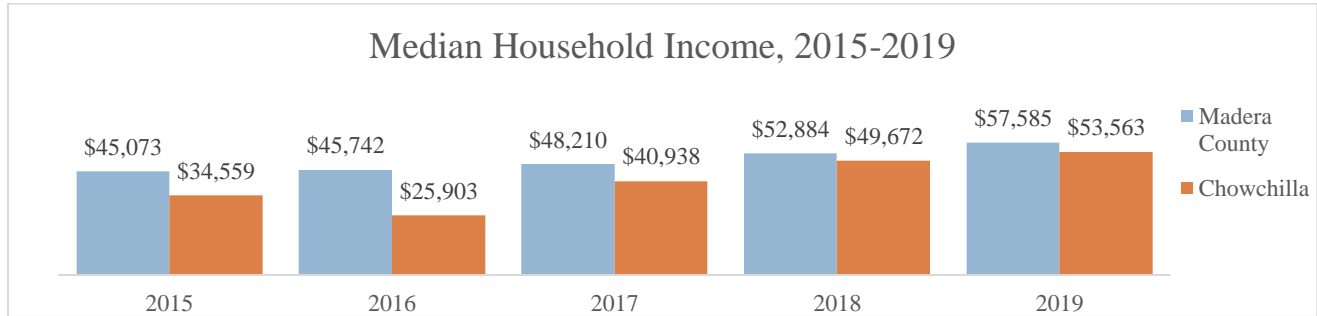
Source: California Economic Development Department, Labor Market Division.

INCOME

HOUSEHOLD INCOME LEVELS

The income levels for the service area have fluctuated slightly over the period 2015 to 2019. With agricultural changes, industry adjustments, and business closures, families are affected. Unemployment also plays a large role in the median income level.

TABLE 24

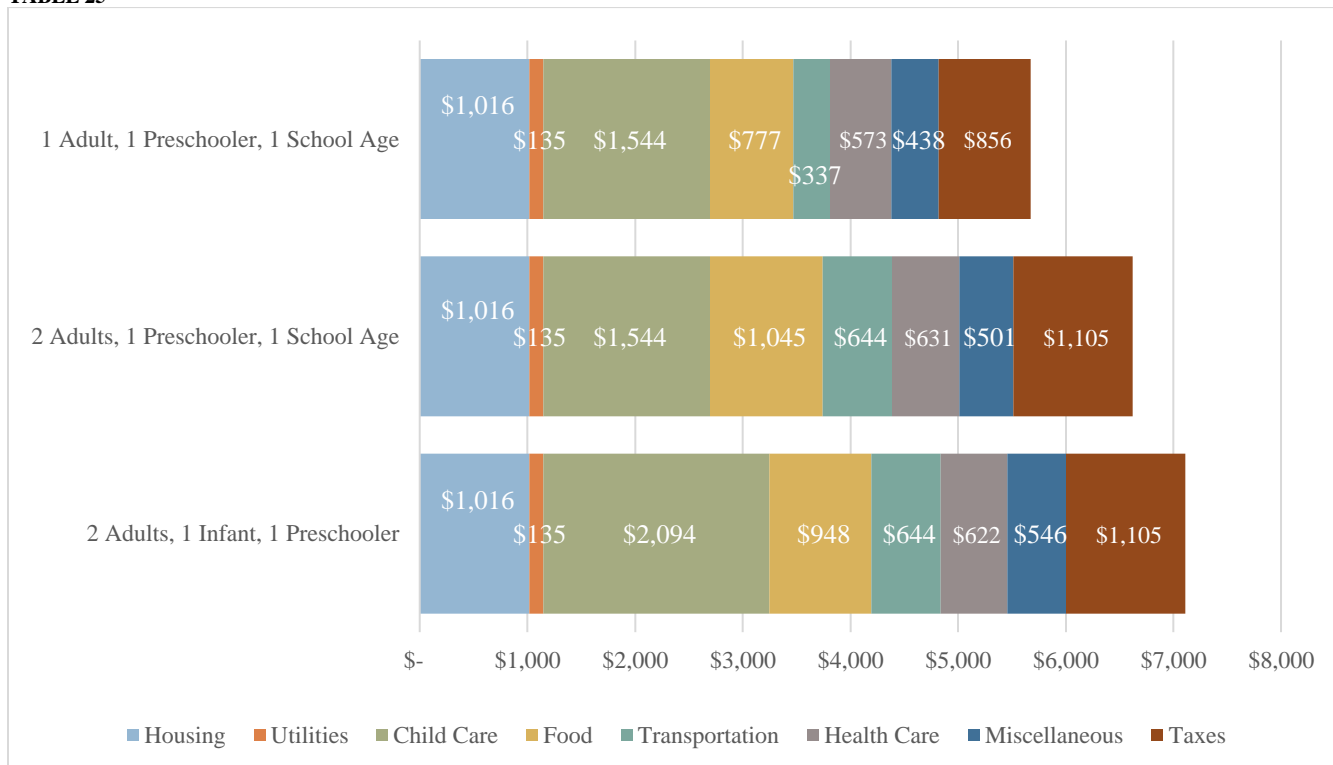


Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. B19013.

COST OF LIVING

The Family Needs Calculator measures how much income is needed for a family of a certain composition living in a particular county to adequately meet its basic needs. It is based on the costs families face regularly: housing, food, out-of-pocket medical expenses, transportation, and other necessary spending. Below is a chart of the estimated monthly basic need expenses in Madera County.

TABLE 25



Source: Family Needs Calculator for Madera County, CA. 2021. www.insightccd.org.

Two adults working to support one preschooler and one school-age child each need to make \$17.12 per hour, or \$72,311 combined, to meet all their basic needs. A single-parent household with the same age children would need to make \$29.78 to provide those needs for his/her family.

TABLE 26

Expenses	Family Composition		
Type	2 Adults, 1 Infant, 1 Preschooler	2 Adults, 1 Preschooler, 1 School age	1 Adult, 1 Preschooler, 1 School-age
Housing	\$1,016	\$1,016	\$1,016
Utilities	\$135	\$135	\$135
Child Care	\$2,094	\$1,544	\$1,544
Food	\$948	\$1,045	\$777
Transportation	\$644	\$644	\$337
Health Care	\$622	\$631	\$573
Miscellaneous	\$546	\$501	\$438
Taxes	\$1,105	\$1,105	\$856
Earned Income Tax Credit	\$0	\$0	\$0
Child Care Tax Credit	(\$100)	(\$100)	(\$100)
Child Tax Credit	(\$333)	(\$333)	(\$333)
<i>Self-Sufficiency Wage: The salary needed to earn enough to be self-sufficient.</i>			
Hourly Per Adult	\$18.97	\$17.12	\$29.78
Monthly	\$6,676	\$6,026	\$5,242
Annually	\$80,112	\$72,311	\$62,904

Source: Family Needs Calculator for Madera County, CA. 2021. www.insightccd.org

POVERTY

The economy in California has been turbulent over the past several years and has left many individuals without jobs, and families with reduced or no income. The cost of food, health care, child care and other basic needs have increased, causing many Madera County residents to struggle to survive. Below are the 2021 Poverty Guidelines released by the U.S. Department of Health & Human Services.

TABLE 27

2021 POVERTY GUIDELINES		
PERSONS IN FAMILY	POVERTY GUIDELINE	200% POVERTY (Eligible for many social services)
1	\$12,880	\$25,760
2	\$17,420	\$34,840
3	\$21,960	\$43,920
4	\$26,500	\$53,000
5	\$31,040	\$62,080
6	\$35,580	\$71,160
7	\$40,120	\$80,240
8	\$44,660	\$89,320
<i>For families/households with more than 8 persons, add \$4,540 for each additional person.</i>		

DEMOGRAPHIC INFORMATION OF THOSE IN POVERTY

TABLE 28

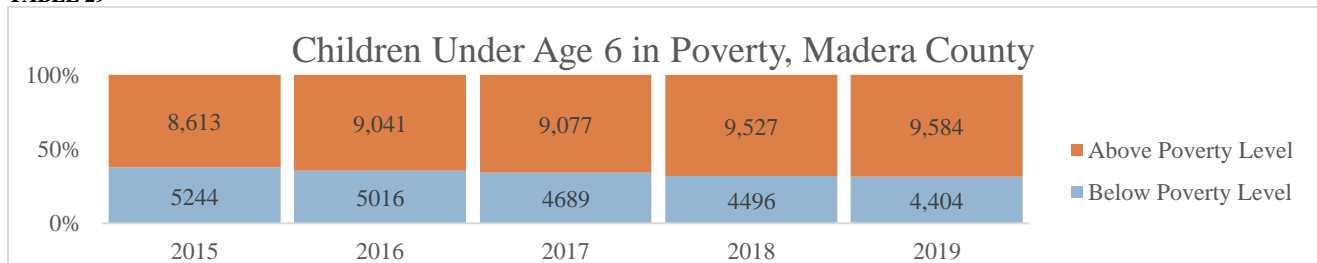
	Madera County	City of Chowchilla	Fresno County	State of California
Total Number in Poverty	32,244	3,471	218,254	5,149,742
Total Percent in Poverty	19.9%	20.2%	22.5%	13.4%
POVERTY AND SEX				
Men in Poverty	17.8%	17.7%	21.0%	12.3%
Women in Poverty	22.0%	22.7%	24.1%	14.4%
POVERTY AND AGE				
Under 5 Years	31.0%	20.6%	36.0%	18.6%
Ages 5 to 17	29.0%	28.2%	30.8%	18.0%
Ages 18 to 34	20.2%	20.6%	23.0%	14.9%
Ages 35 to 64	16.0%	16.5%	17.5%	10.7%
Age 65 and over	9.6%	13.0%	12.8%	10.2%
POVERTY AND RACE/ETHNICITY				
Hispanic or Latino, of any race	25.0%	26.7%	28.1%	17.7%
White alone, not Hispanic/Latino	11.5%	13.4%	11.8%	9.1%
Black or African American	24.2%	11.7%	35.3%	20.5%
Asian	12.5%	20.6%	19.8%	10.2%
Native Hawaiian	0.0%	0.0%	32.0%	13.3%
Other Race	28.8%	24.4%	28.1%	18.7%
Two or More Races	21.1%	59.1%	19.2%	12.4%

Source: U.S. Census Bureau, American Community Survey 2019, 5-Year Estimates. S1701.

CHILDREN IN POVERTY

Over the past decade there has been a growing concern with the overall poverty rate in Madera County but of highest concern are children living in poverty. Based on information gathered from the U.S. Census, children under the age of six have a poverty rate of over 30%, which means that more than 1 in 3 children in Madera County live in poverty.

TABLE 29



Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. B17001.

The number of children who live in poverty in Madera County has declined since 2015. In 2019, 29.5% children under the age of 18 lived in poverty (*American Community Survey, Table S1701*). For children under the age of six, that rate is even higher at 31.5%.

CHILDREN ELIGIBLE FOR FREE & REDUCED-PRICE MEALS

The number of children who participate in the Free & Reduced Lunch Program is a conventionally accepted metric of the need in a community. With data from California Department of Education’s DataQuest specifying that more than 3 out of every 4 children are eligible to receive free and reduced lunches, it is clear that Madera County is a community with severe needs. Madera Unified School District provides breakfast and lunch, free of charge, to all students every day. During the COVID-19 Pandemic, Madera Unified continued to offer meals to every child under age 18, through weekly meal boxes at neighborhood schools.

TABLE 30

School Year	Madera County	Chowchilla Elementary	State of California
2015-2016	77.6%	82.5%	58.9%
2016-2017	77.6%	78.8%	58.1%
2017-2018	79.3%	81.2%	60.1%
2018-2019	79.2%	80.4%	59.4%
2019-2020	79.7%	79.6%	59.3%

Source: CDE DataQuest, Free and Reduced-Price Meal Eligibility.

PUBLIC BENEFITS USAGE

TABLE 31

	Madera County	City of Chowchilla	Fresno County	State of California
Percent Households Utilizing SNAP	17.2%	18.3%	19.2%	8.9%

Source: U.S. Census Bureau, American Community Survey 2019, 5-Year Estimates. S2201.

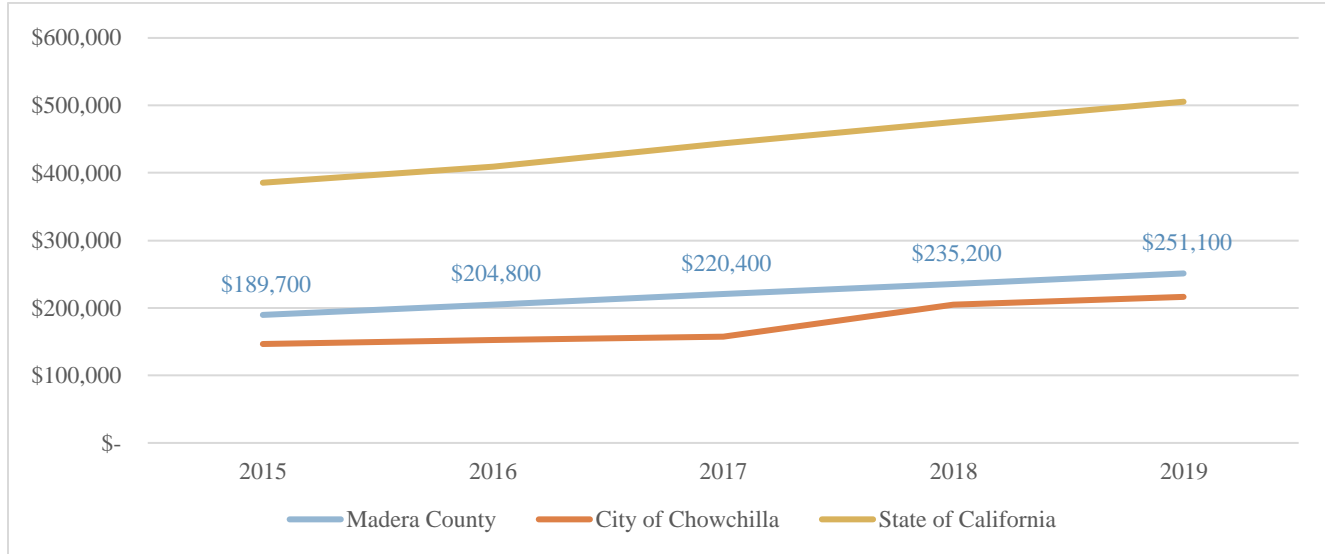
HOUSING ENVIRONMENT AND CONDITIONS

According to the 2017 Community Health Assessment, conducted by the Madera County Public Health Department, substandard housing is federally defined as having at least one of the following: 1) incomplete plumbing facilities, 2) incomplete kitchen facilities, 3) more than 1.01 occupants per room, 4) selected owner costs of greater than 30% of monthly income, or 5) gross rent of greater than 30% of monthly income.

MEDIAN HOME PRICES

The median home values in Madera County have increased 32% over the period 2015 to 2019.

TABLE 32

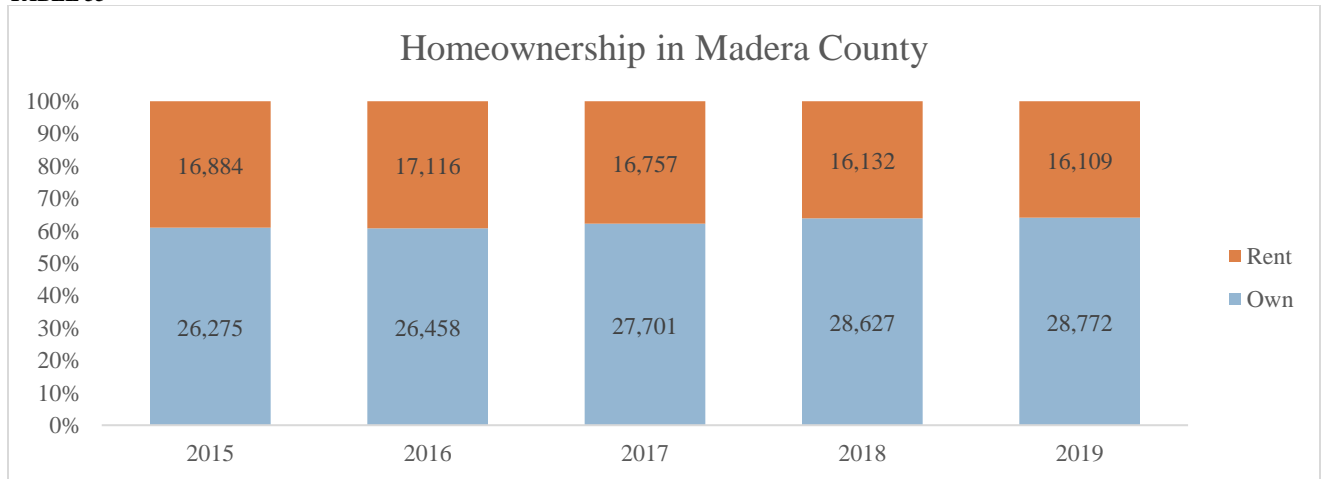


Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates.

HOMEOWNERSHIP

According to the American Community Survey, 64% of homes in Madera County are owner-occupied.

TABLE 33

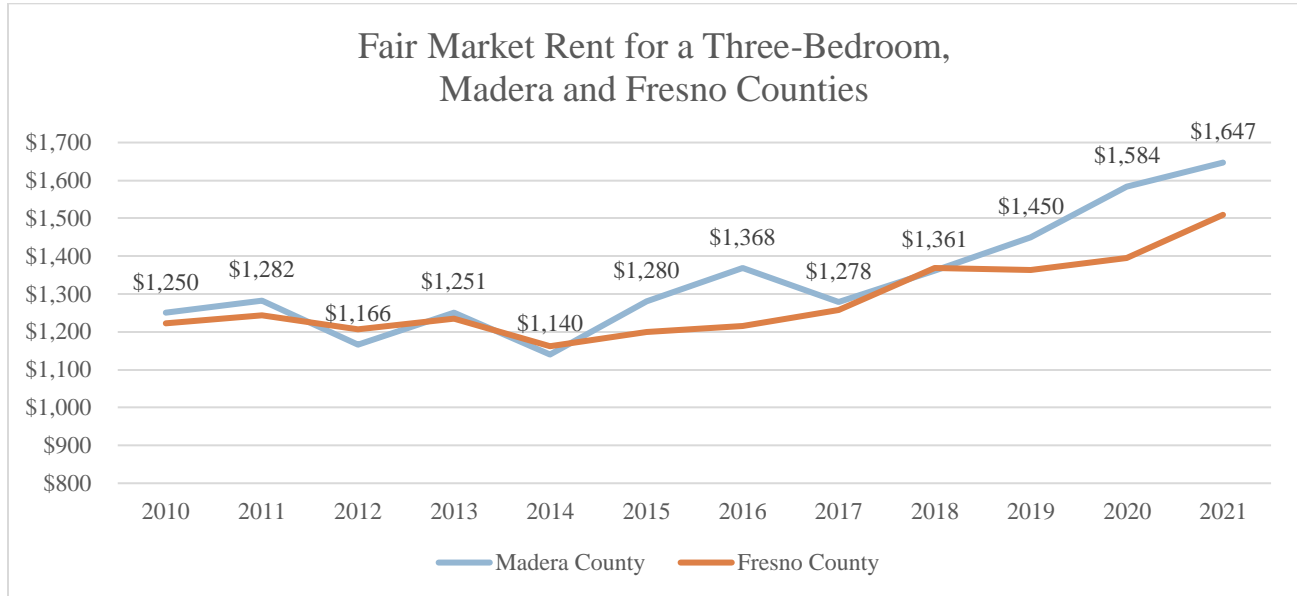


Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates, DP04.

FAIR MARKET RENT

Economic factors have caused individuals and families to lose their homes, and forced them to find alternative housing, causing the fair market rent value to increase from 2010 to 2019.

TABLE 34



Source: U.S. Department of Housing and Urban Development. Fair Market Rents, 3-bedroom.

HOUSING RESOURCES

Section 8 housing provides rent subsidy to eligible low-income families. The Housing Authority of the City of Madera (HACM) administers 741 vouchers in the City and County of Madera. The waiting list consists of 681 households, as of May 2020. HACM also administers 16 project-based vouchers, 708 tenant-based vouchers, 54 Veterans Affairs Supporting Vouchers, and 17 Family Unification Program special purpose vouchers. In addition, HACM also operates a facility with 244 low-rental units in the Public Housing Program.

Madera County Department of Social Services offers two programs to CalWORKs recipients who are homeless or at-risk of homelessness. Housing Assistance and Housing Support Program work in conjunction to provide housing and promote stability for families in the CalWORKs program.

Shunammite Place, a CAPMC program, houses 36 individuals with disabilities in permanent supportive housing.

Sugar Pine Village which is in partnership with Self Help Enterprises developing a 56-60 unit apartment complex targeting low to very low income renters. The project will have 14 units dedicated as supportive housing for people referred from Madera County Behavioral Health.

A new downtown veterans and family housing facility is currently under construction in the City of Madera downtown district. The 48-unit community will consist of two three-story buildings constructed on publicly owned vacant infill parcels, featuring 18 studios, 10 one-bedroom, 12 two-bedroom, and 8 three-bedroom units.

HOUSING BURDEN

According to the City of Madera Housing Authority’s 2016-2024 Housing Element Update, the City of Madera has a projected need of 676 extremely low-income units, and a total of 6,099 units to meet the housing need.

EXISTING CHILD CARE PROGRAMS SERVING ELIGIBLE CHILDREN

Table 35 below displays the child care and development programs in Madera County with the children ages 0-5, and 0- 12 served in 2019-20. CAPMC received additional funding of \$3,615,738 for serving child care needs of essential workers. They served an additional 196 children in 2020.

TABLE 35

Child Care Program	Number of Children 0-12 Served
CalWORKs Stage 1	1,299
CAPMC Alternative Payment Program (CalWORKs Stages 2 & 3, and General AP)	1,266
Cal-Safe	16
Head Start/Migrant Head Start/Early Head Start Programs	661 preschoolers 329 infants/toddlers
State Preschool	795 preschoolers
Transitional Kindergarten	545
TOTAL CHILDREN SERVED	4,911

TRANSITIONAL KINDERGARTEN

Transitional Kindergarten accepts children that just a few years ago would have otherwise been served by a preschool program such as State Preschool, Head Start, or a private program. A pattern has emerged, in which older four-year olds are enrolling in State Preschool, leaving mainly three-year olds in the Head Start centers.

TABLE 36

Transitional Kindergarten Enrollment 2019-2020	
Alview-Dairyland Union Elementary:	9
Bass Jake Joint Union Elementary:	23
Chawanakee Unified:	27
Chowchilla Elementary:	52
Golden Valley Unified:	40
Madera County Office of Education:	9
Madera Unified School District:	360
Raymond-Knowles Unified:	0
Yosemite Unified:	25
TOTAL FOR MADERA COUNTY:	545

Source: CDE DataQuest, Enrollment Data, Transitional Kindergarten Program Participation, 2019-2020

QUALITY OF LIFE

EDUCATION

Schools across the nation measure their investment towards education by comparing per-pupil spending. In the most recent data (Fiscal Year 2018), California spent \$12,664, just above the national US average of \$12,654. (Source: National Center for Education Statistics, Revenues and Expenditures for Public Elementary and Secondary Education.)

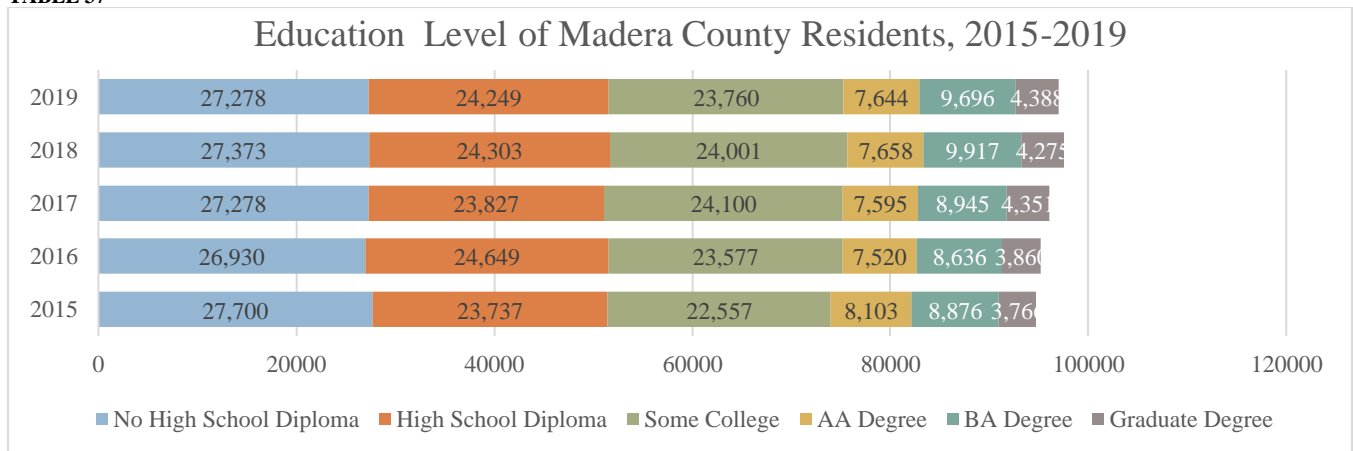
HIGH SCHOOL GRADUATION RATES

According to Children Now’s Madera County Scorecard, only 86% of high schoolers graduated high school on time in 2020, an increase from 82% in 2019.

EDUCATIONAL ATTAINMENT

In Madera County, the rate of educational attainment of high school graduates or higher is at 70.8%, according to the American Community Survey. Although higher education is available to all students, the cost of college in California has been a deterrent to many who might otherwise pursue it.

TABLE 37



Source: U.S. Census Bureau, American Community Survey 2015-2019, 5-Year Estimates. B15002.

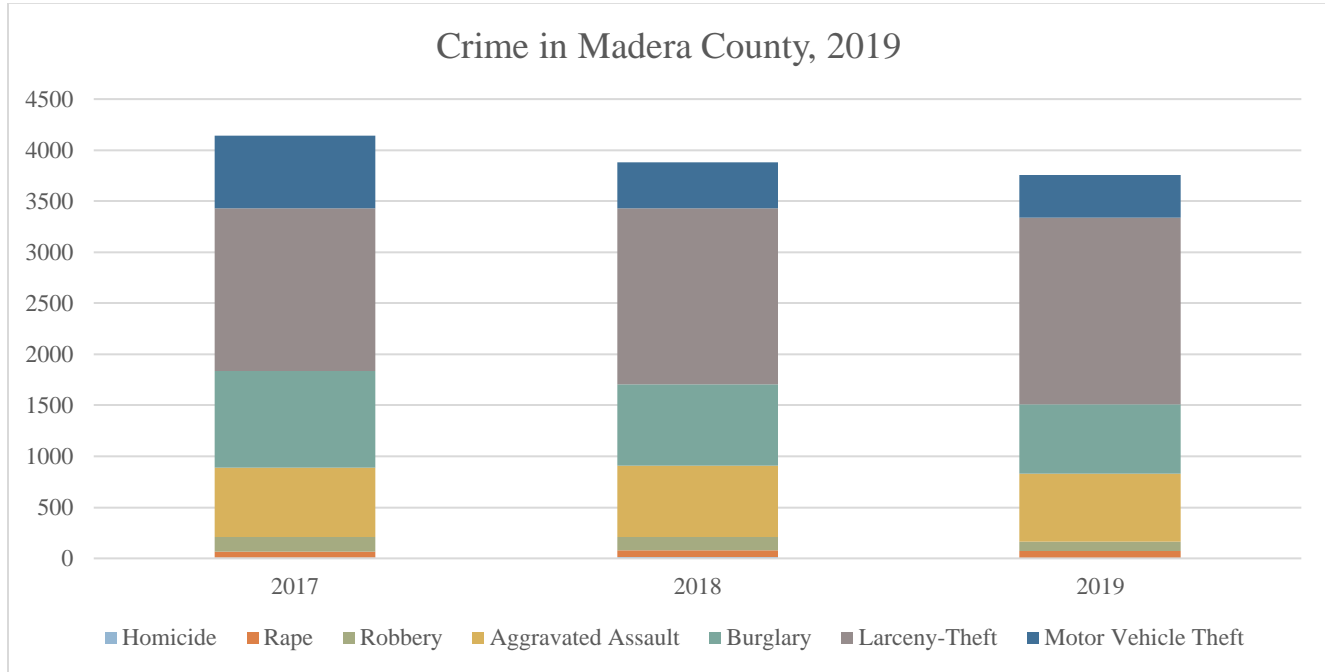
EDUCATIONAL INSTITUTIONS

There are a variety of higher education institutions available to the communities in the CAPMC service area that include state run local community colleges, private for-profit and non-profit colleges and universities. The two educational facilities in Madera County are Madera Community College and its satellite campus in Oakhurst. In July 2020, Madera Community College became the 116th campus in the community college system. Fresno City College, California State University-Fresno and Fresno Pacific University are located in the metropolitan area of Fresno, and the University of California-Merced is located in Merced County. Many students from the surrounding areas attend these large universities or attend the local community college to transfer into the larger universities.

PUBLIC SAFETY

Table 38 below displays the most current official crime statistics from the FBI database from 2017 through 2019.

TABLE 38



Source: FBI, Uniform Crime Reports. Crime reported by Madera County Sheriff Department, Madera Police Department, Chowchilla Police Department, and California Highway Patrol

CHILD ABUSE

Community Action Partnership of Madera County, Inc. oversees the Madera County Child Advocacy Center, an accredited member of the National Children’s Alliance. The team consists of a collaboration between core members such as Law Enforcement (inclusive of Madera Police Department, Chowchilla Police Department, and the Madera County Sheriff’s Office), District Attorney’s Office, Madera County Child Protective Services, and CAPMC-Victim Services Center and Administration Department. The team also includes Behavioral Health and Valley Children’s Health Care. Together, the team is able to conduct interviews with children when an allegation of sexual assault, domestic violence, are witnesses to domestic violence or abuse has been presented. The goal of the team is to prevent the re-traumatization for the child, and prevent the child from testifying, with a recorded interview of the child’s statement considered valid testimony. During 2020:

- There were 110 Child Forensic Interviews conducted, compared to 111 interviews in 2019.
- There were 13 male children interviewed while there were 97 female children interviewed.
- The ages of children were broken down to age groups: there were 20 children 0-6 years of age interviewed, 40 children ages 7-12, and 49 children ages 13-18 were interviewed.
- Out of the 110 interviews, 101 were sexual assault related.
- Jurisdiction was as follows: 45 cases were led by Madera Police Department, 17 cases were led by Chowchilla Police Department, 44 cases were led by Madera Sheriff’s Office, and of the 110, 4 cases were courtesy interviews for children who reside outside of Madera County.

Number of CFIT Interviews completed in 2020, compared to previous years:

TABLE 39

Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2020	9	10	11	13	11	12	13	6	3	8	8	6	110
2019	9	11	12	6	7	9	16	12	10	9	5	5	117
2018	13	11	11	8	14	8	4	12	5	13	15	3	117
2017	15	6	8	9	17	8	5	11	17	13	10	7	126
2016	3	13	17	14	11	12	12	13	13	8	4	7	127
2015	9	12	7	13	6	5	7	10	4	5	7	7	92

Source: CAPMC Child Advocacy Center Report.

TABLE 40

Relationship	Parent	Stepparent	Parent's Boy/Girlfriend	Other Relative	Other known person	Unknown
2020	23	5	12	40	33	0
2019	19	12	8	29	35	12
2018	17	7	12	38	40	3
2017	11	14	11	41	38	11
2016	24	10	18	49	38	4
2015	11	12	8	30	19	17

Source: CAPMC Child Advocacy Center Report.

SPECIAL INVESTIGATIONS

The City of Madera Police Department's Special Investigations Unit (SIU) is a team that focuses on reducing crime, fear, and disorder through proactive policing strategies. They work closely with the narcotics team, as many gang members are involved with drugs. As of the last annual report for 2019, the SIU made 193 arrests, 21 drug sale cases, and 20 weapons arrests.

RELATIONSHIP BUILDING WITHIN THE COMMUNITY

According to the City of Madera Police Department's 2019 Annual Report, "Not only is MPD interested in building relationships with our adult community members, it's also important to build relationships with children of our community, as they will be our future residents and leaders. Our officers know that education is a key aspect in reducing crime and building community success and they're excited to help out any way they can." Education and community-building programs offered by the City of Madera Police include the following:

- Citizens Academy is a 13-week program offered to those that reside or work in the City of Madera, designed to provide a better understanding of the department's operations as well as the Madera County criminal justice system.
- M.P.A.K.T. (Madera Police and Kids Together): intentional interactions between kids and police officers monthly, to encourage kids to ask questions and become more comfortable with officers
- Mad-Kids: a sports camp open to children, meant to build lasting relationships and offer kids personal interaction with officers.

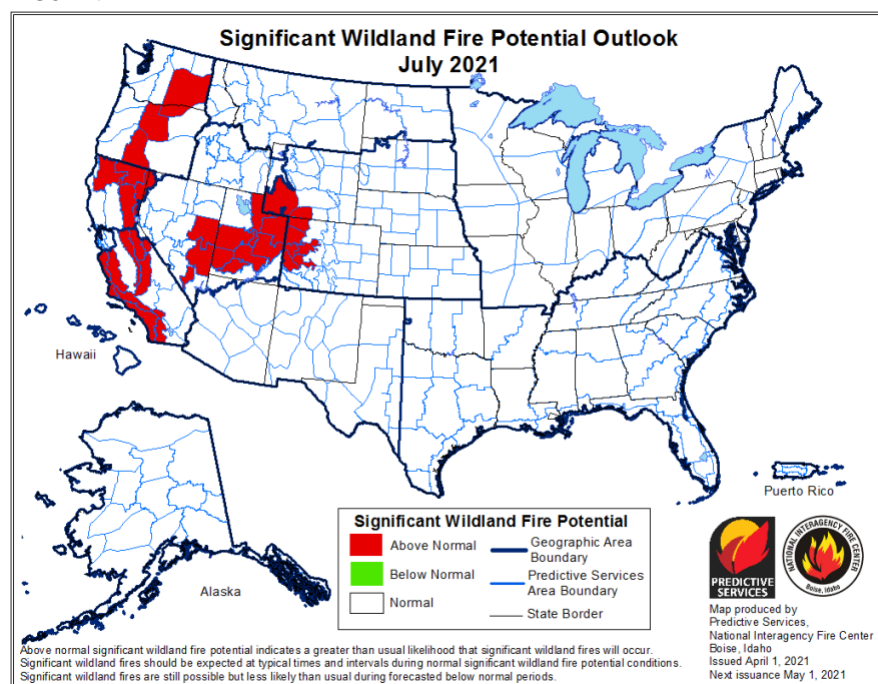
- The Parent Project: a successful program for 30 years, providing effective parenting skills all over the US in 10-week class session. The department partnered with chaplains, Madera County Probation, and MUSD in providing classes in English and Spanish.
- Coffee with a Cop: an open invitation for citizens to join police officers for coffee to ask questions, provide information, or just get to say hello. Events are held monthly and upon request by private groups.
- Learning with the Law: an in-school opportunity for children to get comfortable approaching and speaking with police officers. In 2019, the program was active at 13 MUSD campuses, where offices meet and read to students biweekly.
- National Night Out: an annual event that promotes and bolsters the bond between residents and law enforcement.
- G.R.E.A.T. (Gang Recognition Education & Training): intended as an immunization against delinquency, youth violence, and gang membership for children in the years immediately before the prime ages for introduction into gangs and delinquent behavior
- Neighborhood Watch: a partnership between citizens and their police department. A total of 97 neighborhoods participated in 2019.
- Business Watch: a program designed to create awareness in the business community that enables the police and community to work together to fight crime. Businesses look out for each other and report any suspicious activity.

FIRE SAFETY

Current conditions throughout the state, including dry weather, lack of snowpack, and hot temperatures have created unfavorable fire conditions (seen in the figure below). This poses a safety risk to residents of Eastern Madera County, especially, but it is also a drain on monetary and personnel resources.

The Fire Outlook for 2021 continues to be a threat, as dry conditions persist. See Figure 9 below.

FIGURE 9



Source: National Interagency Coordination Center – Fire. 4/26/2021.

2020 was a particularly devastating year for California, with respect to wildfires. According to CalFire's Fire Siege 2020 Report, the following occurred:

- 9,142 wildfires
- 28 civilian lives were lost, in addition to three firefighters
- 9,428 structures were lost
- Over 4.2 million acres were consumed
- Specifically, the Creek Fire affected Madera County and Fresno County residents, destroying 856 structures and consuming 374,466 acres.

VETERANS IN THE COMMUNITY

According to the California Association of County Veterans Service Officers, Inc.'s 2020 Annual Report, Madera County has 7,327 veterans. Of the veterans who reside in Madera County, 1,954 of them have opened compensation or pension cases, resulting in a utilization rate of 26.7%. In the past few years, thanks to programs through Madera County Workforce Assistance Center and county services marketing to veterans, many are getting the help they need. Housing, however, seems to continue to be a need in the county.

HEALTH, WELLNESS & NUTRITION

The importance of good health, wellness, and nutrition for any community is very significant. These three tie hand-in-hand to many social and economic factors that affect Madera County residents, especially the low-income. Often, the limited linkage to preventative care or education on health issues leads to unstable or even life-threatening situations. Based on the 2019 Madera County Community Health Assessment, Madera County's Primary Care Provider Rate per 100,000 Population was 40.0, compared to the State of California's rate of 78.0.

ASTHMA

The statistics for active asthma lifetime prevalence indicate Madera County rates (15.5%) to be higher than California (15.4%) among all ages, as found by the Madera County Asthma Profile released from California Department of Public Health.

Madera has poor air quality and has received a grade of "F" for the number of high ozone days reported annually by the American Lung Association's 2021 State of the Air Report. Most persons are medicated for this illness, but it can also lead to further, more serious respiratory issues.

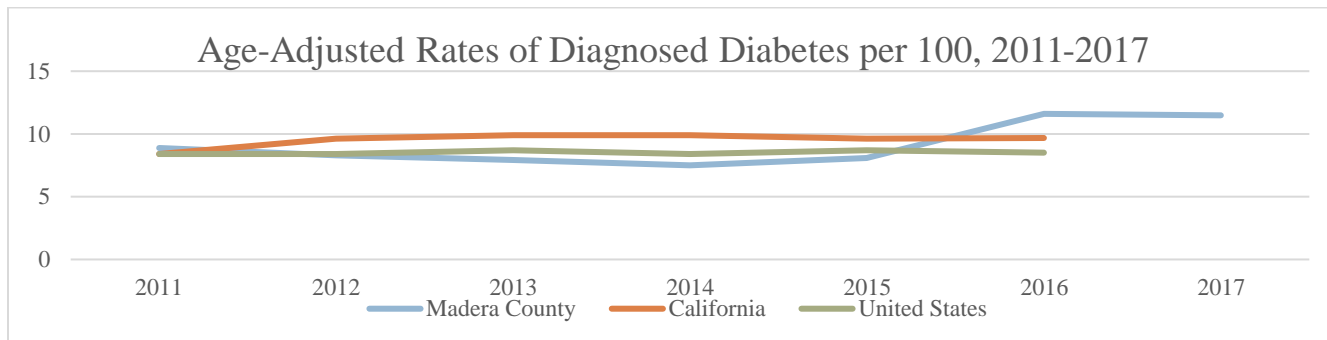
OBESITY

According to the most recent from California Department of Education's DataQuest (2018-2019), 28.1% of fifth graders are overweight or obese. Obesity leads to childhood and adult diabetes, heart disease, high blood pressure and other obesity-related illnesses. Obesity rates among low-income families is still much higher than the Healthy People 2020 target nationwide.

ACCESSIBILITY OF PROMOTED HEALTHY CHOICES

Although many programs promote healthy choices, some of those options are not available at neighborhood markets where families shop. WIC (Women, Infants & Children) has taken the lead in advocating for this issue. Madera County Public Health Department sponsors a farmer’s market once a week during the summer months wherein CalFresh recipients may use their food vouchers for local fresh produce. In addition, the Madera County Public Health Department has reduced sugar-sweetened beverages in the county, including at CAPMC Head Start centers and in Madera Unified cafeterias.

TABLE 41

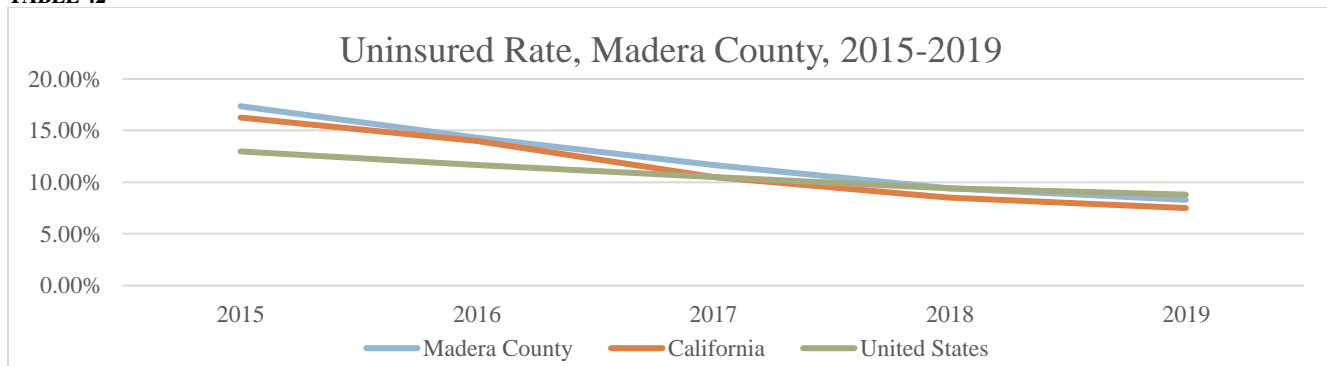


Source: CDC. Data & Statistics, Diabetes Data, 2011-2017.

HEALTH INSURANCE

The percent of residents that are insured, either by public programs or private, is increasing. In 2019, 91.7% of Madera County residents were insured, compared to California’s rate for the same period of 92.5%. The trend is moving toward more people being insured in all three demographics: Madera County, California, and the United States.

TABLE 42



Source: U.S. Census Bureau, American Community Survey 2015-2019, 5 Year Estimates. S2701

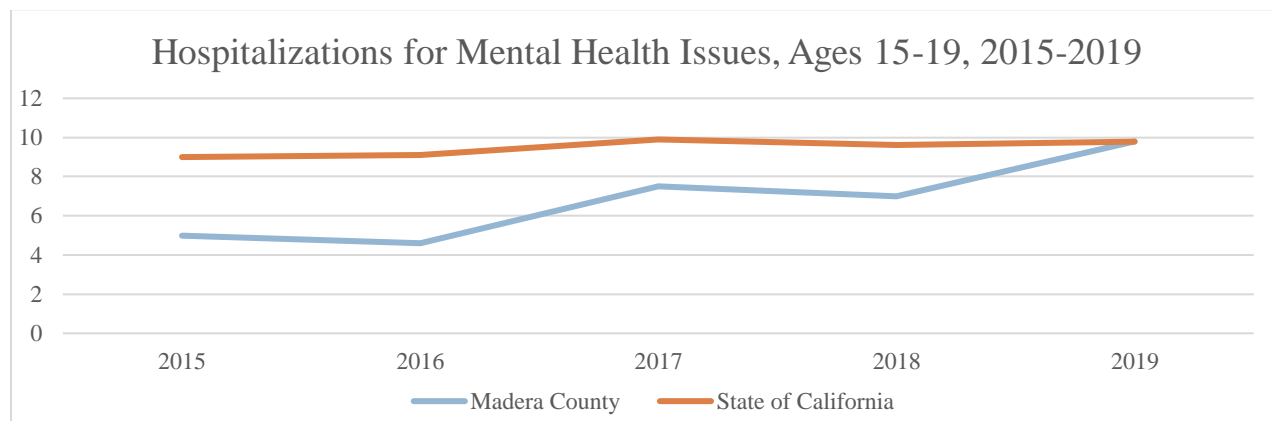
MENTAL HEALTH

A long-standing Madera County need, which perhaps is receiving quite a bit more attention, is a stronger network of mental health practitioners and/or a mental health hospital. The increase in mental health related education, awareness, and outreach does assist but the community still feels this is a community-wide need that needs to remain at the forefront.

Madera County facts to keep in mind regarding mental health are:

- The suicide mortality rate has decreased to 11.3 per 100,000 population, just above than the state average of 10.4, according to the 2019 CDPH County Health Profile.
- The cost of depression (including direct medical costs as well as absenteeism from work or school) in Madera County is estimated to be \$33,226,357.00 annually, according to the Economic Burden of Chronic Disease in California (UC Merced).

TABLE 43



Source: www.kidsdata.org. Hospitalizations for Mental Health Issues, by Age Group, Incident Rate per 1,000.

PHYSICAL ENVIRONMENT

According to the 2021 County Health Rankings released by the Robert Wood Johnson Foundation, Madera County ranked 48th (tenth to last of all ranked counties) in “Physical Environment,” which rates Daily Fine Particulate Matter, Drinking Water Safety, Severe Housing Problems, Driving Alone to Work, and Commute.

Madera County’s unique geographical placement in the agriculture-rich but enclosed basin of the Central Valley means that air can be stagnant. Madera County received a failing grade for Particle Pollution (annual), Particle Pollution (24-hour), and Ozone, according to the American Lung Association’s State of the Air 2021 report.

FOOD INSECURITY

An estimated 20,530 people in Madera County, 8,750 of them being children, could not afford to put adequate food on the table, according to Feeding America’s Map the Meal Gap. Displayed below is food insecurity data for Madera County and the state.

FIGURE 10



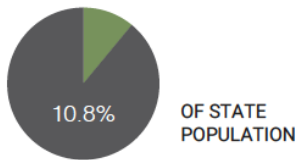
California



2018 **OVERALL** FOOD INSECURITY & FOOD COST IN THE US

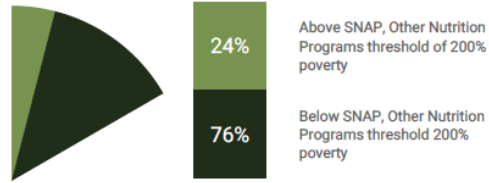
STATE FOOD INSECURITY RATE

FOOD INSECURE PEOPLE: 4,291,830



11.5% NATIONAL FOOD INSECURITY RATE

ESTIMATED PROGRAM ELIGIBILITY AMONG FOOD INSECURE PEOPLE

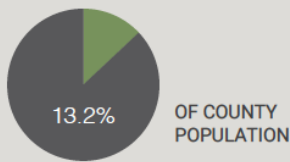


Average meal cost	State	National
	\$3.28	\$3.09

Madera County, California

COUNTY FOOD INSECURITY RATE

FOOD INSECURE PEOPLE: 20,530



ESTIMATED PROGRAM ELIGIBILITY AMONG FOOD INSECURE PEOPLE



Average meal cost	County	National
	\$3.97	\$3.09

Hunger exists in every corner of the United States, but as Feeding America's Map the Meal Gap study shows, food insecurity looks different from one county to the next. In addition to providing data about the prevalence of food insecurity at the local level, Map the Meal Gap estimates the share of food insecure individuals who are income-eligible for federal anti-hunger programs and provides local variations in food costs. The study finds that many food insecure individuals do not

qualify for federal nutrition programs and must rely on charitable food assistance, suggesting that complementary programs and strategies are necessary to reach food insecure individuals at different income levels. By providing information about hunger at the local level, Map the Meal Gap can help policymakers and service providers identify strategies to best reach those in need of assistance.

Visit map.feedingamerica.org for more information.
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Source: Feeding America. Map the Meal Gap, 2018

MORBIDITY AND MORTALITY

Data about morbidity and mortality can tell us about the leading health conditions affecting Madera County residents. The table below displays the leading causes of death for Madera County.

TABLE 44

Madera County	Age Adjusted Rates per 100,000 Population	2019 Ranking
All Cancers	149.3	1
Coronary Artery Disease	83.5	2
Accidents (Unintentional Injuries)	49.2	3
Alzheimer’s Disease	42.2	4
Stroke	41.9	5
Chronic Lower Respiratory Disease	37.9	6
Diabetes	19.3	7
Chronic Liver Disease and Cirrhosis	19.3	8
Motor Vehicle Crashes	17.9	9
Drug Induced Deaths	15.1	10

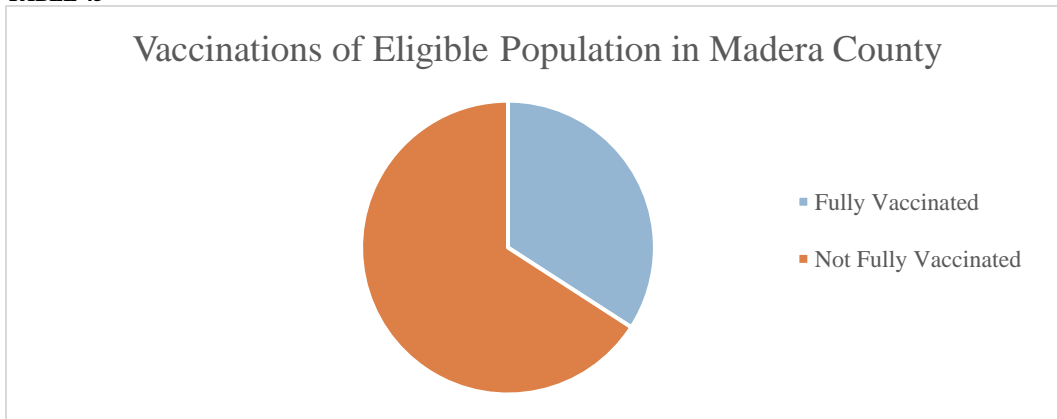
Source: California Department of Public Health, County Data: Leading Causes of Death, 2019 (2015-2017 Death Data).

COVID-19 HEALTH INFORMATION

As of May 11, 2021, according to the Madera County Department of Public Health, the following cumulative information is available regarding COVID-19:

- Total Cases of COVID-19: 16,357
- Total Deceased: 242
- Total Recovered: 15,912
- Total Active Cases: 217
- Total fully vaccinated persons: 42,382

TABLE 45



Source: Madera County Public Health, COVID-19 Website and Vaccine Dashboard, 5/11/21

HEALTH RESOURCES IN MADERA COUNTY

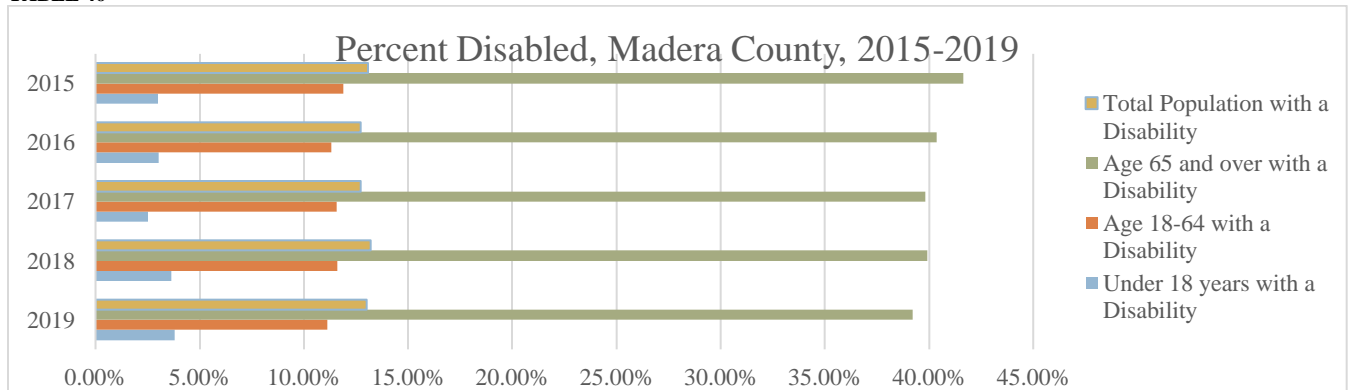
According to the U.S. News & World 2020-2021 Report, Valley Children’s Healthcare ranked in the top of these pediatric specialties:

- Pediatric Diabetes & Endocrinology – conducts diabetes self-management classes and treats common endocrine disorders as well as very rare thyroid or pituitary tumor cases
- Pediatric Gastroenterology & Gastrointestinal Surgery – performs rare pediatric procedures such as endoscopic retrograde colangio pancreatography (ERCP) and advanced motility testing; offers clinics for inflammatory bowel disease and obesity
- Pediatric Orthopedics – delivers outstanding care for fractures, congenital deformities and neuromuscular diseases
- Neonatology – delivers comprehensive array of services for critically ill newborns
- Pediatric Pulmonary & Lung Surgery - provides a range of comprehensive medical services for patients with congenital, genetic and acquired lung and respiratory system disorders, from birth to age 21. Valley Children’s Hospital is a Cystic Fibrosis Foundation (CFF)-accredited center affiliated with the CFF Core Center at Stanford Medical Center
- Pediatric Urology - provides expert diagnosis and management of complex genital and urological conditions and disorders in infants, children and young adults

DISABILITIES

The data about adults with disabilities in Madera County shows that nearly 40% of adults age 65 years and over have a disability, and that figure is decreasing.

TABLE 46



Source: U.S. Census Bureau, American Community Survey 2015-2019, 5 Year Estimates. S1810.

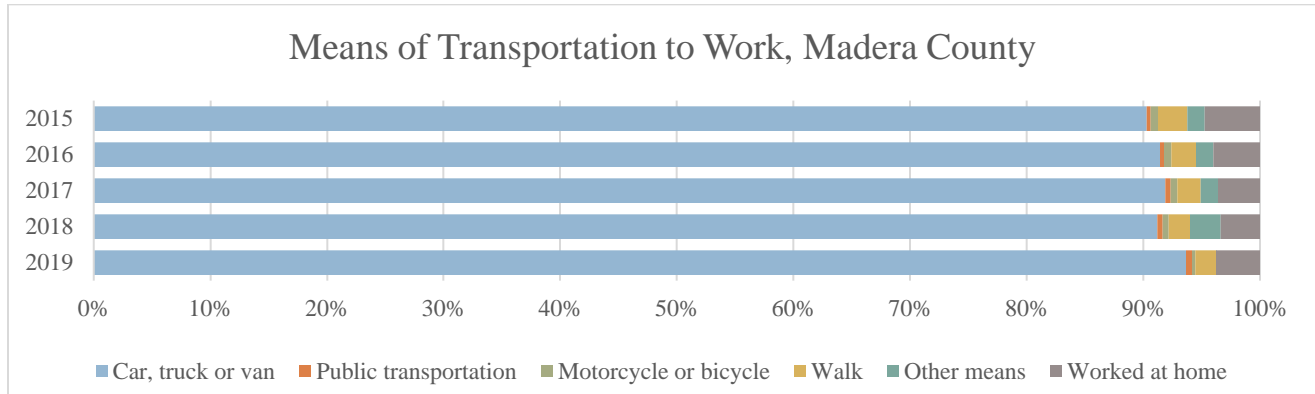
TRANSPORTATION AND MOBILITY

According to the American Community Survey, the number of Madera County individuals commuting to work has increased just over 24%, from 44,208 in 2015 to 54,942 in 2019.

Community resources in Madera include:

- Madera County Connection
- City of Madera Dial-a-Ride
- Madera Area Express

TABLE 47



Source: U.S. Census Bureau, American Community Survey 2015-2019, 5 Year Estimates. B08301.

As evident in the above chart, the percentage of individuals who commute to work in a vehicle is about 95% and is growing. Access to personal vehicles is a strength in the area. Although only a small portion of working individuals use public transportation (0.50% in 2019), some depend on that for primary mode of transportation. The most recent Transportation Report listed those individuals as the elderly, those living in poverty, and families without a vehicle in the home.

TABLE 48

SYSTEM	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	% Change FY10 to FY16
Madera Area Express	129,817	119,965	134,161	144,411	144,518	143,710	131,493	108,391	-16.5%
Madera Dial-A-Ride	35,973	30,262	37,115	35,709	34,451	36,662	40,505	39,146	8.8%
Chowchilla Area Transit Express	20,344	12,533	8,386	7,908	12,095	13,962	14,851	11,855	-41.7%
Madera County Connection	10,672	11,695	15,415	20,343	22,435	23,763	22,063	20,409	91.2%
Eastern Madera County Senior Bus & Escort Service	3,257	2,847	2,658	2,918	3,261	4,432	3,949	3,722	14.3%
TOTAL	200,063	177,302	197,735	211,289	216,760	222,529	212,861	183,523	

Source: Madera County Transportation Commission, Final Short-Range Transit Development Plan, FY2017/18-2021/22.

Madera County Transportation Commission is currently undergoing data collection for the updated Development Plan, and the report is expected in the next year. In response to COVID-19, transportation services have adjusted in the following ways:

- Public transportation seats are limited, in order to remain socially distant
- Some fares for services have been suspended

Another important project which will affect transportation in the region is the California High Speed Rail. According to the California High Speed Rail Authority, the rail was “inspired by successful high-speed train systems worldwide, California’s electrically-powered high-speed trains will help the state meet ever-growing demands on its transportation infrastructure.” With a planned route from San Francisco to Los Angeles/Anaheim via the Central Valley, high-speed trains will travel at speeds of up to 220 mph, and will interconnect with other transportation alternatives, providing an environmentally friendly option to

traveling by plane or car. Construction has commenced in the local area, affecting highway traffic. There is mixed messaging on whether the high-speed rail project will see its completion, as many local projects have come to a stalemate.

SENIOR POPULATION

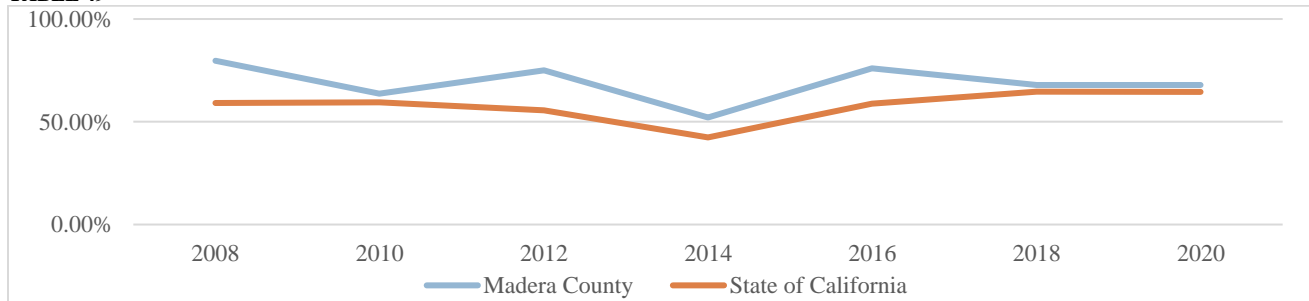
According to 2019 data from the California Department of Aging, Madera County has 32,477 senior citizens (60 years and older) with 11,935 of seniors living in geographically isolated areas and 5,050 living alone.

Some of the issues associated with the senior population of Madera County include transportation, health & wellness, food security, and veteran services.

COMMUNITY PARTICIPATION

Community participation amongst Madera County residents is difficult to assess, but through anecdotal information and data from countywide elections, the community involvement appears to be moderate. The indicators that reflect this conclusion are based on the relatively high turnout of registered voters in nonpresidential election years (above the average for the State of California).

TABLE 49



Source: California Secretary of State, Voter Registration Statistics.

The City of Madera offers a Citizen’s Academy to individuals with interest in local government. It is an eight-week training opportunity to learn from city administrators, elected officials, and volunteers. The City has maintained favorable enrollment in all recent offerings.



The County of Madera’s 311 calling and citizen information system. Using this system in conjunction with live operators available during regular business hours, residents of Madera County are able to call or log into a website to ask a question regarding accessing county resources. Residents may also list a complaint to animal control, roads, or other county departments. This has streamlined many complicated referral processes, as one central hub may give eligible individuals comprehensive information about multiple referral points, so long as the individual asks the appropriate questions.

COVID-19 IN MADERA COUNTY

On March 16, 2020 an Emergency Declaration Order was issued in Madera County for residents with non-essential employment, in response to the COVID-19 global pandemic that was unfolding around the world. Local schools switched to distance learning, and many service providers temporarily closed their doors to public interfaces, struggling to find ways to still serve those in need. The first case of COVID-19 found in Madera County was on March 7, 2020, and since then, 16,357 cases have been reported, leading to 242 deaths. As of May 11, 2021, 42,382 full two-dose vaccines have been administered in Madera County.

In response to COVID-19, the following services have been offered to Madera County residents:

- Madera County Food Bank served approximately 65,000 individuals per month, an increase from their pre-pandemic numbers of 45,000.
- Madera County Food Bank has distributed 500,000 pounds of food, compared to their regular 275,000 pounds per month.
- Madera Unified School District offered weekly meal distributions for all students.
- Valley Caregiver Resource Center offers weekly interactive call groups for seniors, where they learn health and wellness tips, safety, and socialize virtually with other area seniors.
- Madera County Economic Development Commission made available Small Business Pandemic Assistance Grants to local eligible small businesses, as a part of the CARES Act Funding.

Data about the impacts of the COVID-19 Pandemic is yet to come, as the business, medical, social, and educational systems, and the individuals that make them up in Madera County struggle in countless ways.

COMMUNITY INPUT

An integral part of the Community Needs Assessment is listening to Madera County residents, both those affected by the conditions of poverty, and those attempting to reduce them. CAPMC held the following Focus Groups and Survey Opportunities to hear from differing parts of Madera County:

- Online Surveys Distributed from April 1-April 26 to General Madera County population
- Head Start Parent Meeting on Thursday, April 15 at 2pm
- Shunammite Place Focus Group on Friday, April 23 at 9am
- Community Partner WebEx Forum on Friday, April 23 at 11am

TABLE 50

NEEDS PRIORITIZED BY INPUT GROUP				
Name	Online Survey	Head Start Parent Meeting	Shunammite Place Focus Group	Community Partner WebEx Forum
Date	<i>April 1-26</i>	<i>April 15 at 2pm</i>	<i>April 23 at 9am</i>	<i>April 23 at 11am</i>
Participants	62	6	9	8
Target Population	Those who work or live in Madera County	Fairmead/Chowchilla Residents, Spanish Speaking	Homeless, Recipients of CAPMC Services	Community Partners
Priorities	Affordable Housing	<i>Responses Included in Survey Data</i>	Health	Homeless
	Food		Affordable Housing	Mental Health
	Employment		Transportation	Resources for At-Risk 12-17 Youth
	Health		Employment	Housing
	Community Events & Parks		Shopping/Stores	Employment
	Homeless		Homeless	Education/Schools
	Financial Health		Child Care	Rehab/Recovery for Drug Abuse
	Transportation		Education/Schools	
	Child Care			
	Mental Health			

PRIORITIZATION PROCESS

The Community Needs Assessment Team has collected the most current information available for more than 40 indicators in three impacted areas: demographic economic, and quality of life conditions. Each impacted area has a set of indicators that provide information about the magnitude of certain needs, social problems or contributing factors; and the overall performance in the community in addressing issues, needs or problems.

ALIGNMENT WITH LIVE WELL MADERA COUNTY

The Madera County Public Health Department's accreditation process prompted the need to conduct a Community Health Assessment. This process began with a convening of individuals led by Madera County Public Health Department, representing various community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. The group became known as the Mobilizing for Action through Planning and Partnerships (MAPP) Steering Committee in 2017, and now has been renamed Live Well Madera County. CAPMC is proud to have representatives in both the Steering Committee and Executive Committee.

The result of the data is the 2017 Community Health Assessment, which documented four priorities and needs in the community, confirmed by the 2017 Madera County Health Rankings Report. The four priorities are:

- Obesity & Diabetes
- Mental Health
- Alcohol & Drug Use
- Child Abuse & Neglect

The 2019-2021 Community Health Improvement Plan monitored progress in two identified strategic health priorities: Diabetes and Obesity, and Child Abuse and Neglect, and strategies are under way to address those issues.

The CAPMC Community Needs Assessment aims to show linkage between data found from the Live Well Madera County Steering Committee and data found from CAPMC to help together address the priorities and factors contributing to these. Many of the contributing factors and effects of the priorities are being addressed by CAPMC services and program

CAPMC PRIORITIES

When deciding which needs to prioritize, an understanding of root causes is important. Poverty is so widespread throughout Madera County and has been for many years, it almost seems endemic. However, by truly understanding the stories of our residents, root causes can begin to be addressed. Most of the priorities listed below are root causes of poverty and contribute to the lineage of poverty that is often passed from one generation to the next.

Staff reviewed the concerns listed from the community focus groups, public hearings, community surveys, and then organized the data into categories or themes. Each time a participant mentioned an issue, it was tallied, and those were totaled together to form a list of the top needs in Madera County.

Coordinating priorities is essential when collaborating with local agencies. Although the priorities below look distinctively different in verbiage from those identified through LiveWell Madera, CAPMC will be addressing root causes of the four priority areas of the Live Well Madera Steering Committee (Obesity & Diabetes, Mental Health, Alcohol & Drug Use, and Child Abuse & Neglect). This collaboration, inclusive of strategic planning and a community-based approach, allows for collaboration, partnerships, and increased efficiency and effectiveness to serve the low-income residents and overall entire population of Madera County.

CAPMC Identified Community Priorities
Affordable Housing
Access to Health Care
Employment
Food
Homeless Services
Transportation
Community Activities/Parks
Financial Health
Child Care
Mental Health

Affordable Housing means both the ability to secure affordable rental housing and the ability to become homeowners. CAPMC offers permanent supportive housing at the Shunammite Place.

Access to Health care – CAPMC does not provide health care services but assistance in obtaining Medi-Cal insurance is provided.

Employment – CAPMC offers volunteer opportunities and this often leads to employment.

Food – CAPMC assists clients in signing up for Cal-Fresh benefits and in helping clients access food supplies offered by Madera County Food Bank.

Homeless Services – CAPMC provides an array of services to support the homeless.

Transportation – CAPMC provides limited transportation for homeless individuals and families.

Community Activities/Parks – CAPMC does not build parks. This information has been forwarded to the City of Madera Parks & Recreation Department.

Financial Health – CAPMC provides Budget Development classes and Credit Repair classes for the Shunammite Place residents.

Child Care – CAPMC provides assistance in both finding quality child care, and in paying for child care with Alternative Payment Program. CAPMC’s Head Start program is also offered in Madera County.

Mental Health – CAPMC supports this priority by assisting clients with connecting to mental health services offered in Madera County.

CAPMC AS A RESOURCE

CLIENT DEMOGRAPHICS

According to the CSBG All Characteristics Report for Community Action Partnership of Madera County, Inc., 8,050 individuals from 2,852 unique households were served in 2020. Of those, the following demographics are available:

TABLE 51

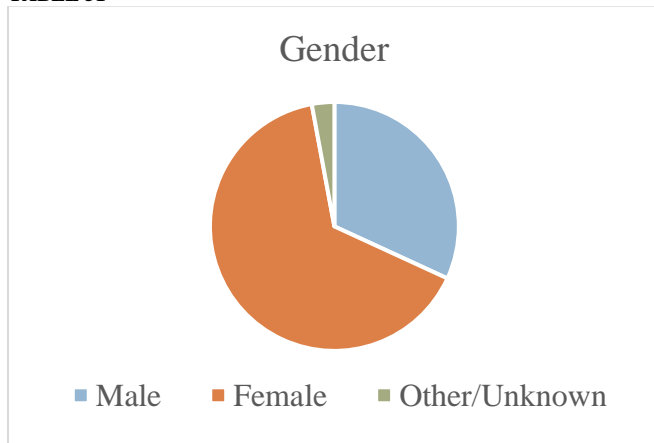


TABLE 52

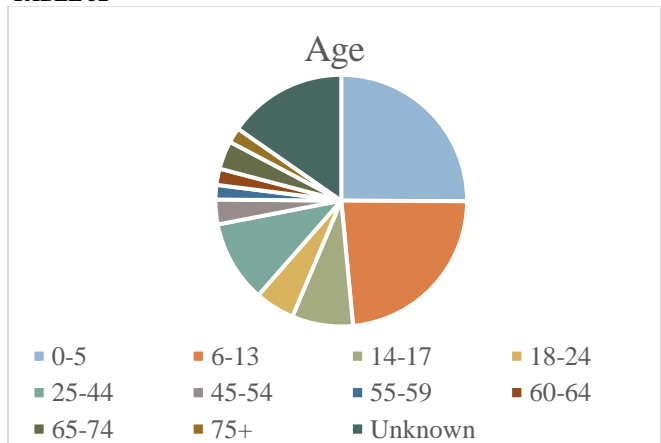


TABLE 53

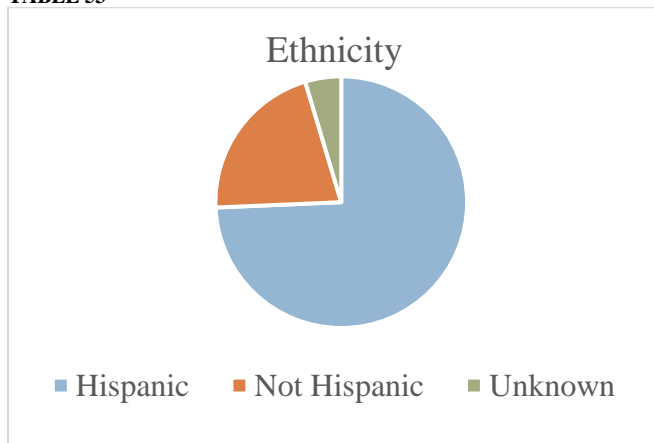


TABLE 54

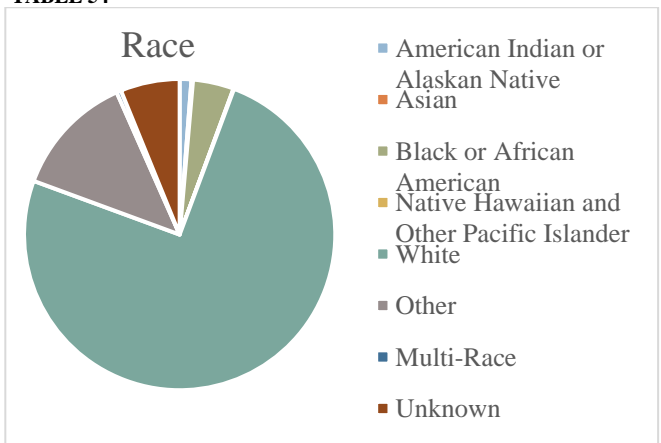


TABLE 55

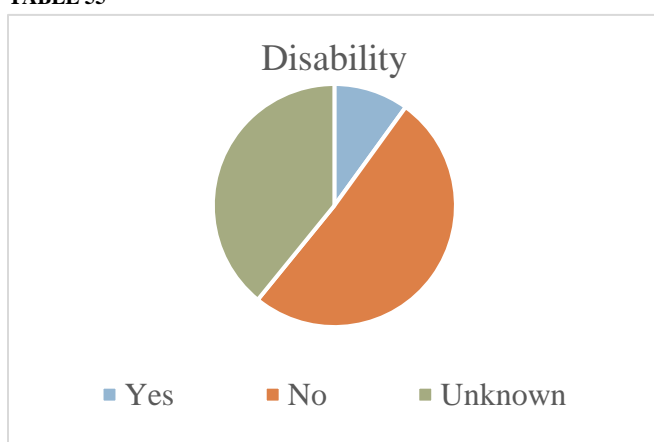
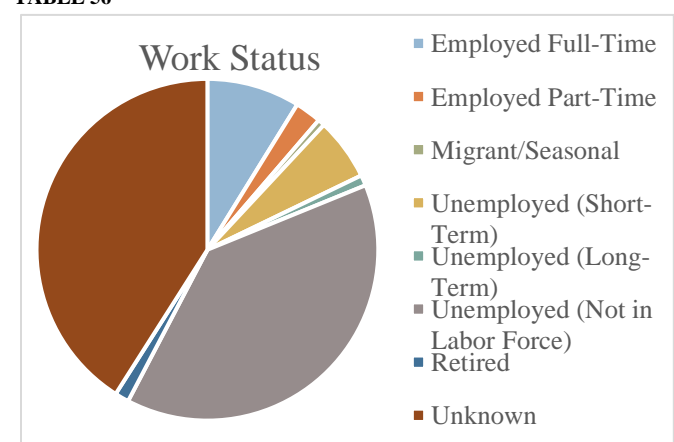


TABLE 56



SERVICES PROVIDED

CAPMC offers various program aimed at removing barriers to self-sufficiency, thus targeting the root causes of poverty in the county's most vulnerable citizens.

- Early Childhood Programs
 - Regional Head Start
 - Migrant/Seasonal Head Start
 - Early Head Start
 - Child Care Alternative Payment Program
 - Child Care Resource & Referral
- Community Services
 - Emergency and Utility Programs
 - Low Income Home Energy Assistance Program
 - Energy Assistance
 - Water/Trash Utility Bill Assistance (to begin July 2021)
 - Homeless Programs
 - Permanent Supportive Housing
 - Homeless Engagement for Living (HELP) Center
 - Emergency Shelter
 - Rapid Rehousing
 - Homeless Prevention/Rental Assistance
 - Mortgage Assistance
 - Senior Programs
 - Nutrition Program
 - Weatherization Program
- Victim Services
 - Domestic Violence
 - Victim and Witness Services
 - Rape/Sexual Assault Services
 - Emergency Shelter
 - Underserved Victims Immigration Assistance
- Strengthening Families Program
- Madera County Child Advocacy Center

CUSTOMER & EMPLOYEE SATISFACTION

CAMPC programs are constantly looking at ways to improve efficiency and effectiveness. In order to determine program quality, satisfaction surveys are being deployed to all programs.

INTERNAL SATISFACTION

The 2016 Employee Climate Survey was deployed and has revealed the following data:

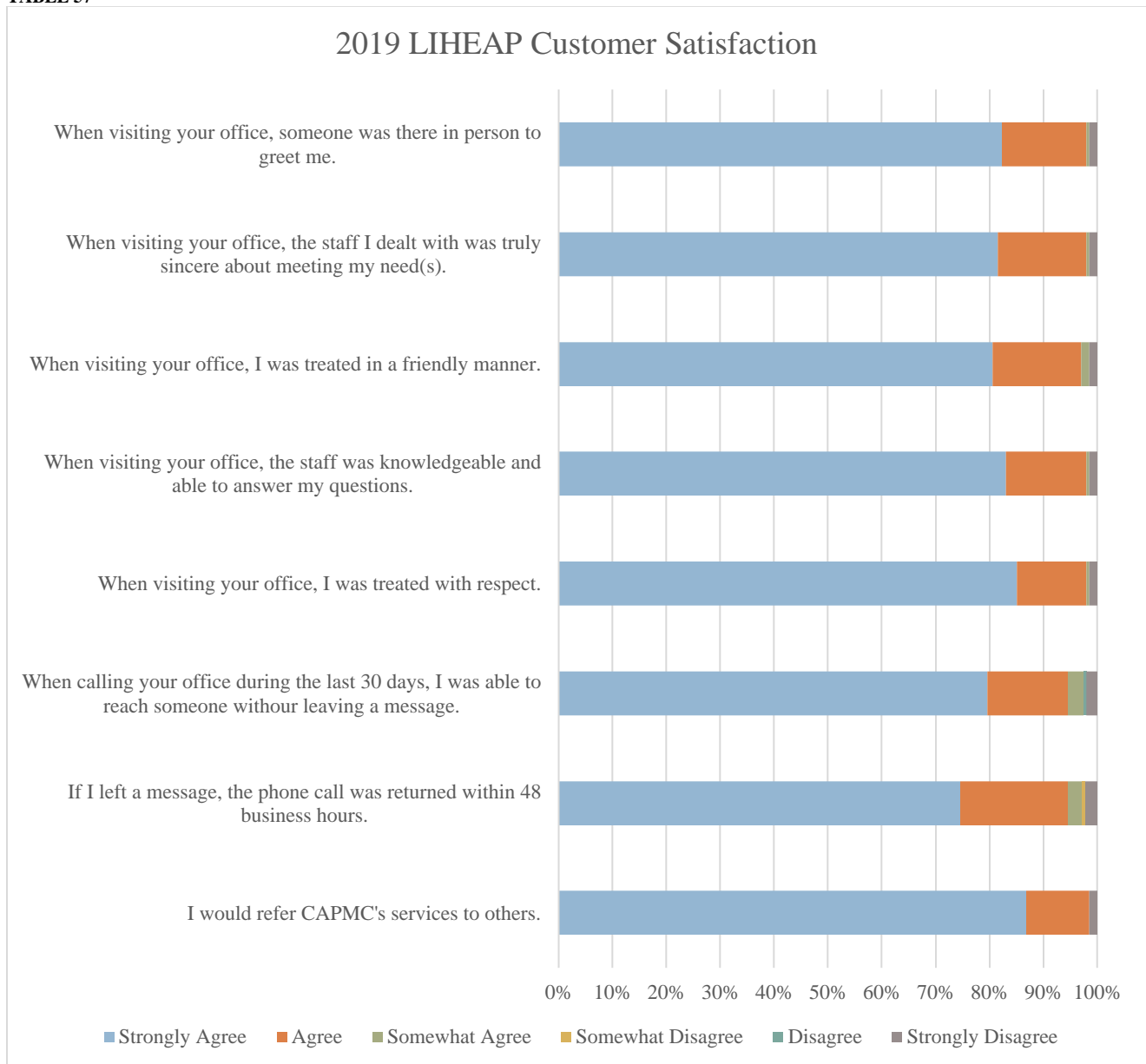
- The highest scored items were:
 - My paycheck is accurate and on time.
 - I know what is expected of me at work.
- The areas of greatest improvement since the 2014 survey were:

- I have received some form of Safe Environment/IIPP training in the past year.
- I have the materials and equipment I need to do my work efficiently.
- Customer Service provided by Madera Regional Head Start Office staff
- The lowest scored items were:
 - How satisfied with you with your pay?
 - I am satisfied with my current and future financial situations.
 - I am aware of the Employee Assistance Program (EAP)

CUSTOMER SATISFACTION

Customer satisfaction surveys tie directly to the agency strategic plan through the objective of Improve Customer/Stakeholder Satisfaction. The table below shows the survey questions and summary.

TABLE 57



Customer surveys deployed in the Community Services Department in 2019 with a cumulative score of over 90% satisfaction to the following statements:

- Someone was there to greet me in person
- The staff I dealt with was truly sincere about meeting my needs
- I was treated in a friendly manner
- The staff was knowledgeable and able to answer my questions
- I was treated with respect
- I was able to reach someone without leaving a message
- If I left a message, the phone call was returned within 48 business hours
- I would refer CAPMC's services to others

METHODOLOGY: THE COMMUNITY NEEDS ASSESSMENT PROCESS

The CAPMC Community Needs Assessment is a powerful tool for helping to shape the quality of life for everyone in Madera County. The completed document contains not only extensive quantitative and qualitative data, but thorough, knowledgeable analysis.

The data in this report provides a panoramic picture of the state of our community: what trends or troubling conditions are affecting our community, the quality of life here, and the challenges facing our community.

MEETING COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS

Informational Memorandum 138 was issued January 26, 2015 by the U.S. Department of Health and Human Services to offer guidance in the organizational standards related to the Community Services Block Grant:

TABLE 58

The Community Needs Assessment must meet the following standards:	Enclosed you will find that CAPMC met these standards as evidenced by:
Standard 1.1 The organization demonstrates low-income individuals' participation in its activities.	Low income individuals participated in focus groups, and completed community needs assessment and customer satisfaction surveys.
Standard 1.2 The organization analyzes information collected directly from low-income individuals as part of the community assessment.	An analysis is included in the Methodology Section.
Standard 1.3 The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	The agency's process for reporting customer satisfaction can be found in CAPMC as a Resource Section.
Standard 3.1 The organization conducted a community assessment and issued a report within the past 3-year period.	This report was completed in May 2021 and submitted to the board for approval on May 13, 2021.
Standard 3.2 As part of the community assessment the organization collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).	Please see information in the Poverty Section of this report.
Standard 3.3 The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	Both focus groups and surveys were utilized, as noted in the Methodology Section.
Standard 3.4 The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	See the Methodology Section.
Standard 3.5 The governing board or tripartite board/advisory body formally accepts the completed community assessment.	Approval was obtained by the Board of Directors on June 10, 2021.

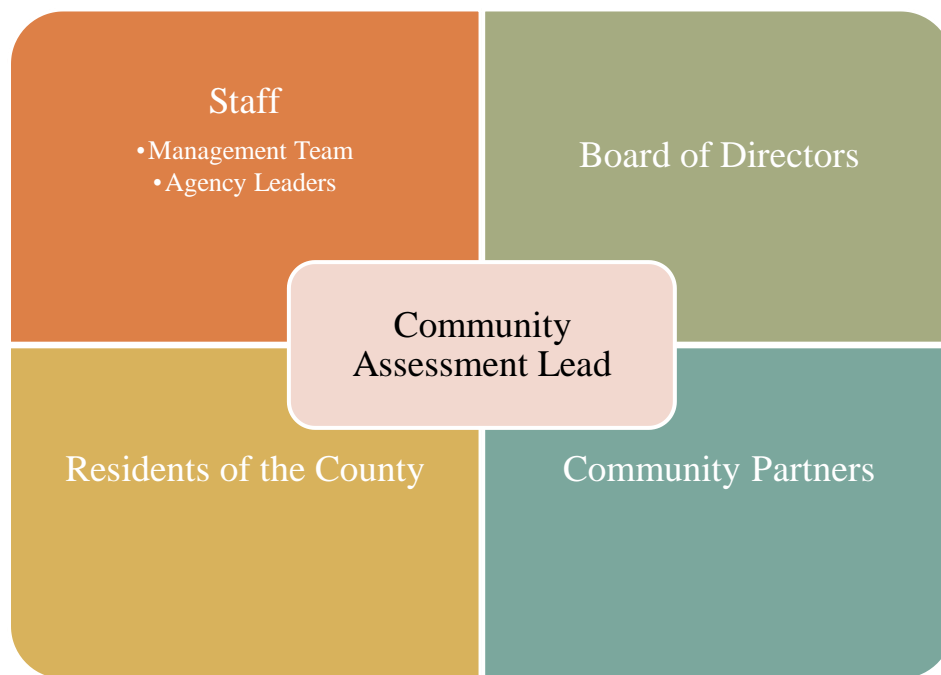
PROCESS

The Community Needs Assessment was developed by a lead person, the Community Needs Assessment Consultant, working closely with staff, community partners, program participants, and members of the community via existing committees, as shown in Figure 11. The Community Assessment team, as noted later in this document, is a combination of all of these members.

The Community Assessment process includes, but is not limited to:

- Selecting a Community Assessment Lead to coordinate with staff, citizens of the county, and community partners through existing committees
- Developing timelines of the tasks to be completed
- Conducting Focus Groups
- Gathering and analyzing data

FIGURE 11



The Community Assessment process spans over six months, as the time needed to fulfill the requirements and obtain all desired data is extensive. Table 59 below is a brief timeline of key dates.

TABLE 59

DATE	TASKS	PARTICIPANTS
February 2021	Review the CSBG requirement for a Madera County Needs Assessment and establish a Community Needs Assessment lead	Agency Leaders
February 2021	Begin the internal and external data collection	Consultant
April 15, 2021	Focus Group	Head Start Parents, Chowchilla/Fairmead
April 23, 2021	Focus Group	Shunammite Residents
April 23, 2021	Focus Group	County Residents and Community Partners
February – April 2021	Analyze and synthesize all external and internal data	Consultant
February – April 2021	Analyze all public hearings/focus group data collected	Consultant
May 13, 2021	Public Hearing Present Community Needs Assessment information to Board of Directors	Board of Directors
June 10, 2021	Public Hearing Seek Board of Directors approval to submit	Board of Directors

Attaining a high level of success requires that our agency become more innovative and creative in the delivery of human services. This depends on identifying the emerging trends of the past three to five years, analyzing those trends to better understand their impact on our service delivery, and planning strategically based on those noted changes.

Our community offered a wide variety of information with which to determine current conditions and identify issues for action. There are several reasons why our agency needed to secure accurate information about the needs of our community. Like many others, our community experiences a continual flux in demographics: births and deaths of citizens, residents moving out and new people moving in, and natural growth and development of the community. Consequently, what was once an appropriate policy or program can eventually become inappropriate. The character and attitudes of a community can shift as a result of the interplay of services, as well as cultural and economic changes.

The Community Needs Assessment Team found a vast array of information, helping to provide an understanding of the area’s problems and providing insight into the community that most citizens may not have. The data the Community Assessment Team accumulated came from a broad variety of services,

internal and external, primary and secondary. A large amount of statistical data was collected through various avenues; Table 60 identifies various internal and external data sources.

TABLE 60

Internal	External
Child Advocacy Center Report	Adult Education Pipeline
CSBG All Characteristics Report	American Lung Association
CSBG Annual Report	California Association of County Veterans Service Officers, Inc.
Customer Satisfaction Surveys	California Department of Aging
Employee Climate Survey	California Department of Education
Homeless Outreach Workers	California Department of Public Health
Policies and Procedures	California Department of Social Services
Program Satisfaction Surveys	California Highspeed Rail Authority
	California Secretary of State
	California State University, Fresno
	Camarena Health
	Center for Disease Control
	Children Now
	City of Madera
	City of Madera Police Department
	Federal Bureau of Investigation
	Feeding America
	Fresno Madera Continuum of Care
	Housing Authority of the City of Madera
	Insight Center for Community Economic Development
	KidsData
	Madera Unified School District
	Madera County Board of Supervisors
	Madera County Agricultural Commissioner
	Madera County Community Health Assessment
	Madera County Department of Public Health
	Madera County Department of Social Services
	Madera County Economic Development Commission
	Madera County Food Bank
	Madera County Superintendent of Schools
	Madera County Transportation Commission
	Live Well Madera County Steering Committee
	National Center for Education Statistics
	National Interagency Fire Center
	Robert Wood Johnson Foundation
	State of California Economic Development Department
	United States Census Bureau, American Community Survey
	United States Department of Agriculture
	United States Department of Health & Human Services
	United States Department of Housing & Urban Development
	United States Drought Monitor
	University of California, Merced
	U.S. News & World Report

LIMITATIONS OF DATA

Because of the prohibitive cost of primary research, the Community Needs Assessment relies on statistics and information that others have compiled, and therefore, has its limitations. To assure that the information provided by the Community Needs Assessment is deciphered and implemented most effectively, it is important to be aware of the following limitations.

LAG TIME

Using secondary data requires a diligent collection from many sources. The release of data varies among the vast array of sources. New data is continually being released. Any report of this type will have certain indicators that are no longer current. Even the most recent data will have some lag time between the time the data is collected and when it is released. In the case of figures on unemployment the time lapse may be only a matter of weeks. However, data from the U.S. Census Bureau is released 18 months after having finalized collections.

GEOGRAPHIC LIMITATIONS

The intent of the Community Needs Assessment is to track conditions in Madera County. However, not all data is available at the local or county level. In some cases, regional, state, national prevalence rates, or survey results, can be extrapolated to the local level. However, this assumes that the same rate that applies on a larger geographic scale also applies to local conditions. This may or may not be the case, but the technique allows for an estimate of local conditions.

AVAILABILITY

The Community Needs Assessment relies on data that can be collected and analyzed to help determine if, and to what degree, a problem or need exists. In some cases, data may not exist that directly applies to a certain need or condition. The committee structure and review process help to offset this drawback to some extent. CAPMC representatives and community experts had the opportunity to identify any such needs and ensure that they are considered in the priority-setting process.

FORMAT

Data is not always collected in the format that is best suited to the purposes of the report. For example, data is often reflected in pie graphs, charts, figures and pictures, whereas tables would provide more precise data.

REPORTING PERIODS

Reporting periods can vary by year type, frequency, length. Some data is reported on a calendar-year basis, and other data on a fiscal-year basis. Different jurisdictions and organizations have different fiscal years, which makes comparing data sets difficult.

ACCURACY & VALIDITY

We have been very careful in collecting, analyzing, and presenting data from a variety of sources. Where any question about accuracy or validity of the data occurred, that data was not included in the Community Needs Assessment. Drafts of the report were reviewed multiple times by staff and the consultant.

However, it was not possible to authenticate all data. In some cases, expert opinion was included in the analysis regarding the state or condition of a certain issue. We have made every effort to properly document this independent judgment.

Even though the data may be valid, questions about accuracy may still arise. While under-reporting is a concern about data in general, it can be of particular concern when dealing with certain types of data,

including crime, family violence, child abuse, and school dropout rates and at-risk populations such as migrants. There are a number of reasons why individuals fail to report certain conditions such as:

- Suspicion of authority
- Language or cultural barriers
- Immigration status
- Concerns about retribution
- Attempts to protect someone or to keep a problem in the family

While under-reporting can make it difficult to gauge the true size of a problem, if it is considered to be fairly constant then trends over time can still be identified.

CAPACITY

The availability of services can substantially influence reporting. When resources are limited those individuals in need of that service may not be able to obtain it. This can result in that section of the community not being counted in the total. In a similar way, public awareness of certain conditions may increase based on the public profile of an issue or event.

SUBJECTIVITY

One of the primary objectives of the Community Needs Assessment is to recommend areas of emphasis for future human service investment. As such, volunteer committees are called upon to make value judgments about the relative importance or size of a problem or need, based on the available data and other information.

The data is subject to interpretation as individuals or groups come to conclusions about what the data suggests. The process of determining priorities for CAPMC through group consensus is intended to partially offset this limitation. At the same time, the report and accompanying data are intended to serve as a resource to other individuals and groups in the community. Other users can review the data and develop their own interpretations and/or priorities.

BASELINE

By collecting time-series data whenever possible, trends can be identified. However, because data is available in differing time frames and individuals interpret the data differently, the determination of trends is often subjective.

CAUSATION

Finally, it should be noted that when collecting and using data that provides merely a “snapshot” of conditions at a particular point in time, any changes in the conditions of individuals or households are not taken into account. Individuals who are poor one year may not necessarily be poor later, while others may readily replace them.

In addition to the limitations listed above, the unavailability of some specific data for the local service area poses challenges. Historical internal data, as well as general service area data, were used to determine information when gaps existed. Although the agency was faced with the noted limitations, the information provided is the most accurate account possible of the individuals and families in Madera County.

TABLES AND FIGURES

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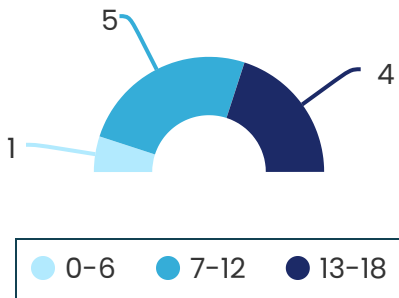
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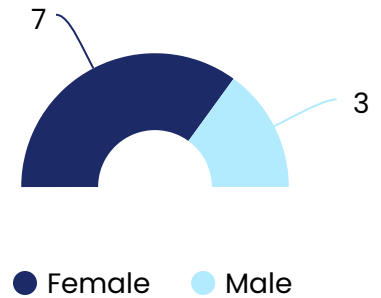
Madera County Child Advocacy Center (CAC)

April 2021

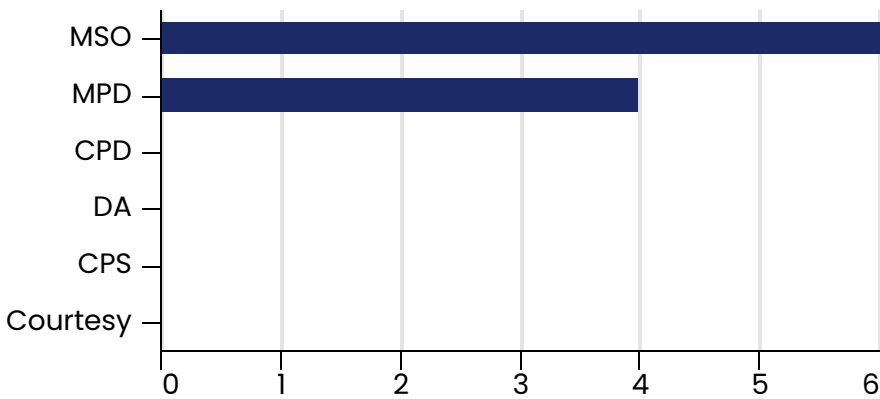
Age



Gender



Requesting Agency



Counseling Services

Referrals Made: 7
Onsite Counseling Sessions: 8

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2021	7	13	26	36								
2020	9	19	30	43	54	66	79	85	88	96	104	110



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [April 2021](#)**

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

General Contract - CAPP	374
CalWORKs Stage 2 – C2AP	214
CalWORKs Stage 3 – C3AP	122
Bridge Program - BP	16
Total Children Enrolled	726

**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	46
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	36
LICENSE-EXEMPT CHILD CARE PROVIDERS	50
Total Providers Enrolled	132

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	123
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- TIC Module 2: Self-Care – 3 attendees
- TIC Module 2: Self-Care (Spanish) – 23 attendees
- Best Practices for Child Care Contracts – 4 attendees
- Best Practices for Child Care Contracts (Spanish) – 20 attendees

Family, Friend and Neighbor Activity:

- Not being hosted at the time due to COVID-19

Emergency Child Care Bridge Program for Foster Children:

- Coaching Session – 18 attendees



Victim Service May 2021 update

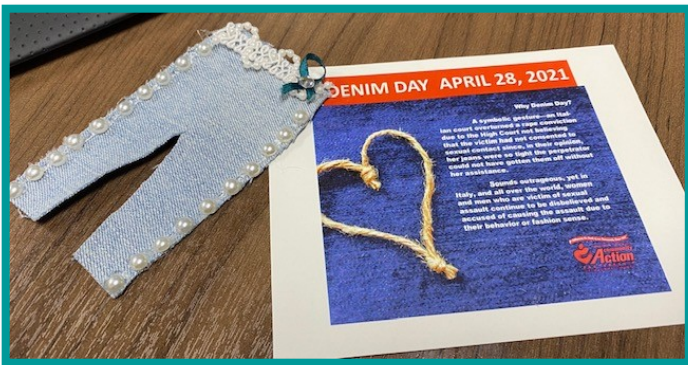
Walk a Mile winner: Charlie



City of Madera, City of Chowchilla, & Madera County Board of Supervisors proclaimed April as Sexual Assault Awareness Month.

City of Chowchilla & Madera County Board of Supervisors also proclaimed April 18-24th as National Crime Victims' Rights week. We honored 3 individuals and 1 business (David Petersen, Det. Garibay, Yvette Paul, & Mike Takechi Westamerica Bank) as allies for victims in our community.

We distributed 1,597 Denim Day pins throughout Madera County. All Madera County employees were allowed to break dress code and wear jeans on April 28th.





Community Services Monthly Report to the Board of Directors

April 2021

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	YTD Totals
2020 CARES HEAP	0	340
2020 CARES Wood/Propane/Oil	0	7
2020 Wood/Propane/Oil	5	57
2021 Non-Emergency	28	1454
2021 Emergency	22	1237
2021 Wood/Propane/Oil	5	115

HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	27	8
Madera Mental Health Service Act	12	0

EMERGENCY WATER PROGRAM

Program	HH on Program	April Additions	Total
CAL OES Emergency Drinking Water Program	103	-0-	103

HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	143	0

April 2021 Homeless Prevention Assistance

Homeless Housing Assistance	3
FEMA CARES	2
CDBG CARES	3
Kaiser	4
PATH	4
Total	13

Kaiser Permanente Grant January 1, 2021 through December 31, 2021

Numbers below reflect April 2021

	Award	YTD Expenses	Budget Balance	% Spent
Funding	\$90,000	\$54,050	\$39,950	60%
Objectives	Goal	YTD Achieved	Balance	% Achieved
Objective 1 Households assisted with Rapid Rehousing or Homeless Prevention	30	16	14	53%
Objective 2 Homeless individuals will receive a personal care kit	200	535	(335)	268%
Objective 3 Homeless individuals will be connected to at least one supportive service provided by Community Partners	100	TBD	100	0%



HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP) CENTER SERVICES REPORT April 2021

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 3/29/2021-4/30/2021.

Location	Madera City & Surrounding Area	Oakhurst	Nipinnawasee	Coarsegold	Northfork	Chowchilla	Total Contact
Previous Month YTD	610	63	1	12	2	99	787
April 2021	95	1	0	1	0	5	102
YTD Total 7/1/20-4/30/21	705	64	1	13	2	104	889

OUTCOMES - SERVICES OFFERED			
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ENTERED DRUG PROGRAM	1	11	12
REFERRED TO MADERA BHS FOR ASSESSMENT	33	220	253
SUICIDE PREVENTION	0	9	9
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
WENT INTO SHELTER	5	72	77
WENT INTO TRANSITIONAL HOUSING	0	0	0
REUNITED WITH FAMILY VIA BUS OR AIRPLANE	2	11	13
ASSISTED WITH COLLECTING PAPERWORK TO HELP GET HOUSED	69	278	347
REFERRED TO PERMANENT SUPPORTIVE HOUSING	19	13	32
MOVED INTO PERMANENT SUPPORTIVE HOUSING	0	29	29
REFERRED TO RAPID REHOUSING	6	34	40
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED AND CONNECTED WITH WORKFORCE	7	13	20
ASSISTED WITH JOB INTERVIEW PROCESS	0	12	12
EMPLOYED AS A RESULT OF ASSISTANCE	0	7	7
ASSISTED IN OBTAINING BYCYCLE FOR TRANSPORTATION FOR WORK	2	2	4
OTHER NON-EMPLOYMENT INCOME	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	9	9
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	7	11	18
ASSISTED IN OBTAINING CASH AID / TANF	0	3	3
ASSISTED IN OBTAINING CALFRESH BENEFITS	4	52	56
ASSISTED IN OBTAINING HEALTH INSURANCE	2	18	20
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE (MEDICAL, DENTAL, EYE CARE)	10	35	45
ASSISTED IN OBTAINING A GOVT. PHONE	0	6	6
ASSISTED IN OBTAINING PET DOCUMENTATION	3	8	11
ASSISTED IN OBTAINING BIRTH CERTIFICATE	4	13	17
ASSISTED IN OBTAINING DRIVER'S LICENSE	0	3	3
REFFERALS MADE TO THE VA	1	16	17
REFFERALS MADE TO CPS	1	11	12
REFFERALS MADE TO VICTIM SERVICES	1	14	15
PROVIDED SHOES OR CLOTHES TO CLIENT	4	18	22
PROVIDED DMV VOUCHER FOR ID	7	70	77
DELIVERED COMMODITIES	26	62	88
ARRANGED TRANSPORTATION	5	20	25
CONNECTED TO VOLUNTEER WORK	0	2	2
ADVOCACY WITH LEGAL MATTER	1	10	11
REFERRAL TO FOSTER CARE SERVICES	1	2	3

OTHER HELP CENTER SERVICES

LIHEAP REFERRALS	13
HOUSING GUIDE PROVIDED	5
RENTAL ASSISTANCE APPLICATION PROVIDED	23
ONGOING RAPID REHOUSING	5
HOUSEHOLDS IN EMERGENCY SHELTER	13
CLIENTS INELIGIBLE FOR RENTAL ASSISTANCE [1]	18



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors' Meeting for: May 13, 2021

Author: Irene Yang

DATE: May 4, 2020

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: 2021-2022 Workers' Compensation Renewal

I. RECOMMENDATION:

Review and consider approving the renewal of the Workers' Compensation coverage and the broker's consulting fee.

II. SUMMARY.

CAPMC's Workers' Compensation Insurance Broker, Heffernan Insurance Services recommended to accept Cypress Insurance Company, Berkshire Hathaway Homestate Company (BHHC) for the coverage effective June 1, 2021 to June 1, 2022.

III. DISCUSSION.

A. Nine carriers were approached for the renewal. Results from the carriers were two quotes and seven indications.

B. The provided results are:

i. Arrowhead	Indication - \$310,000
ii. Berkshire Hathaway Homestate Co. (BHHC)	\$288,680
iii. Carewest	Indication - \$315,000
iv. Church Mutual	Indication - \$321,000
v. Everest	Indication - \$318,000
vi. ICW	Indication - \$320,000
vii. Non-Profits United	\$290,500
viii. State Compensation Insurance Fund	Indication - \$333,500
ix. Tangram - Prosight	Indication - \$303,500

C. Heffernan proposed to accept BHHC because:

- i. BHHC wants to continue serving the account.
- ii. Overall renewal premium is down by 14% from \$334,766 to \$288,680 while the overall classification rates are down as the projected payrolls remains the same at \$11,796,842, along with risk adjustment and premium discount.
- iii. Berkshire Hathaway Homestate Companies (BHHC) is with an "A++" rating under A.M. Best standard.

D. CAPMC's experience modification for the renewal year is at 1.04. This is a decrease from last renewal year at 1.24 due to the 2017-2018 claims incurred costs.

E. Heffernan Insurance Broker's consulting fee is \$5,000.

IV. **FINANCIAL IMPACT:** Funds are allocated in the appropriate budgets for the year 2021-2022.

PROPOSAL OF INSURANCE

PREPARED FOR COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY



Because You're Different

PRESENTED BY

Brian O'Callaghan
Producer
(925) 942-4606
BrianOC@heffins.com

ADDRESS

(WC) Heffernan Insurance
Brokers
1350 Carlback Avenue
Walnut Creek, CA 94596

INFORMATION

WWW.HEFFINS.COM
LICENSE # 0564249
(925) 934-8500
(925) 934-8278

DATE PREPARED

4/28/2021

Dawn Masiewicz
Executive Account Manager
(925) 295-2552
DawnM@heffins.com

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AUTHORIZATION TO BIND COVERAGE

ATTENTION

This resume of coverage is intended to facilitate your understanding of the insurance program we are proposing to arrange on your behalf. It is NOT intended to replace or supersede your present insurance policies. For a complete description of coverages, conditions, limitations, warranties, exclusions, etc., please read the actual policy. This is a quotation only, and coverage is not bound, nor does this document represent a Binder of Insurance.

On behalf of Community Action Partnership of Madera County, as an authorized representative:

I hereby authorize Heffernan Insurance Brokers to bind coverage(s) as stated in this proposal as follows:

_____ No Changes

_____ Changes:

I consent to electronic delivery of insurance policies, disclosures, and all related documents to the e-mail address below or as the client later indicates and agree that all such documents, including applications and agreements may be signed by electronic signature software, unless prohibited or until I withdraw this consent in writing. I will notify Heffernan promptly of any change to our e-mail addresses. Heffernan will confirm that I am able to receive information electronically to effect this consent. An electronic signature is the legal equivalent of a manual signature and all signatories will be legally bound thereby.

I understand the importance of true and accurate information in my insurance applications and warranty statements and that non-disclosure of required information may jeopardize the validity of my insurance policy OR payment of claims. Heffernan makes no warranties regarding the accuracy of the information I provide.

PLEASE NOTE:

- Higher limits of insurance and different types of coverage may be available, please contact us.
- This proposal does not provide legal advice. For legal advice, please consult your attorney.
- Your coverages will not be bound unless and until the indicated binding requirements are met.

Acknowledged and Agreed:

NAME

SIGNATURE

TITLE

DATE SIGNED

EMAIL ADDRESS

NAMED INSURED AND LOCATIONS

NAMED INSURED

ENTITY	WORKERS COMPENSATION
Community Action Partnership of Madera County	X

MAILING ADDRESS

1225 Gill Avenue, Madera, CA 93637

LOCATIONS

1. 1225 Gill Avenue, Madera, CA 93637
2. 5022 Madera Ave Kerman, CA. 93630
3. 1777 Thomas Conboy Firebaugh, CA. 93622
4. 18849 W. Excelsior Road Five Point, CA. 93624
5. 16901 Tomado Huron, CA. 93234
6. 435 Sorenson Mendota, CA. 93640
7. 4610 W. Jacqueline Avenue, Fresno, CA. 93722
8. 315 Adams Street Orange Cove, CA. 93646
9. 900 Newmark Ave Parlier, CA. 93648
10. 12898 S. Fowler Ave Selma, CA. 93662
11. 900 Stadium Drive Madera, CA. 93637
12. 23784 Avenue 9, Madera, CA 93638
13. 265 Hospital Dr. Chowchilla, CA. 93610
14. 2236 Tozer Ave Madera, CA. 93638
15. 29551 Avenue 8 Madera, CA. 93637
16. 1112 S A Street Madera, CA. 93638
17. 22850 Road 19 1/2, Chowchilla, CA. 93610
18. 29171 Desha Street Madera, CA. 93638
19. 5058 Jones Street Mariposa, CA. 95338
20. 131 Mace Street Madera, CA. 93638
21. 33087 Road 228 North Fork, CA. 93643
22. 40094 Indian Springs Road Oakhurst, CA. 93644
23. 11777 Wood Ward Way Madera, CA. 93637
24. 838 Lily Street Madera, CA. 93638
25. 917 E. Olive Ave Madera, CA. 93638
26. 101 Adell Street Madera, CA. 93638
27. 1901 Clinton Ave Madera, CA. 93638

NAMED INSURED AND LOCATIONS

28. 510 South G Street #102 Madera, CA. 93637
29. Victim Service Shelter, Madera, CA.
30. 1501 N. Del Altair Reedley, CA 93654
31. 75 E. Adell Street, Madera, CA 93637
32. 22380 South 7th Street, South Dos Palos, CA 93665
33. 18926 West Henry Miller Road, Los Banos, CA 95635
34. 8594 Road 23, Madera, CA 93637
35. 56446 Road 200, North Fork, CA 93643
36. 34610 Highway 41, Coarsegold, CA 93614
37. 37330 Berkshire, Madera, CA 93636
38. 49111 Cinder Lane, Oakhurst, CA 93644
39. 14143 Road 28, Madera, CA 93638
40. 201 South B Street, Madera, CA 93638
41. 49269 Golden Oak Drive, Suite 200, Oakhurst, CA 93644
42. 228 Trinity Avenue, Chowchilla, CA 93610
43. 28219 Avenue 14, Madera, CA 93638
44. 209 East 7th Street, Madera, CA 93638
45. 325 S. Pine Street, Suite 103, Madera, CA 93637
46. 812 W. Yosemite Ave., #101 and #102, Madera, CA 93637
47. 800 E. Yosemite Ave., Madera, CA 93637

WORKERS COMPENSATION COVERAGE

3. A. COVERED STATES CA

3. B. LIABILITY LIMITS

COVERAGE DESCRIPTION	LIMITS
EMPLOYERS LIABILITY – BODILY INJURY BY ACCIDENT - EACH ACCIDENT	\$1,000,000
EMPLOYERS LIABILITY – BODILY INJURY BY DISEASE - POLICY LIMIT	\$1,000,000
EMPLOYERS LIABILITY – BODILY INJURY BY DISEASE - EACH EMPLOYEE	\$1,000,000

Experience Modification Factor Used in preparing this quote is: 1.04

CLASSIFICATION SCHEDULE

LOC	CODE	CATEGORIES AND DUTIES	CURRENT PAYROLL	BASE RATE	PREMIUM	NET RATE
1	8742	Salespersons	\$1,725,522	.62	\$10,698	.55
1	8804	Social Rehab Facility	\$254,759	5.15	\$13,120	4.54
1	8810	Clerical	\$3,179,958	.40	\$12,720	.35
1	9059	Day care Centers	\$6,568,659	4.18	\$274,570	3.69
1	9079	Restuarants- Senior Nutrition program	\$67,944	5.30	\$3,601	4.68

ESTIMATED ANNUAL PREMIUM

PREMIUM INFORMATION	FACTOR	ESTIMATED PREMIUM
TOTAL MANUAL PREMIUM		\$314,709
EXPERIENCE MODIFICATION	1.04	\$12,588
RISK ADJUSTMENT		-\$39,276
PREMIUM DISCOUNT	-.0362	-\$10,435
EXPENSE CONSTANT		\$100
TOTAL ESTIMATED TAXES/FEES		\$10,994
TOTAL ESTIMATED PREMIUM		\$288,680

WORKERS COMPENSATION COVERAGE

NOTE: NO COVERAGE FOR VOLUNTEERS

IMPORTANT INFORMATION

<ul style="list-style-type: none">➤ This policy is subject to audit at expiration to verify your actual payroll(s). An additional or return premium may result from this audit.
<ul style="list-style-type: none">➤ If an individual, partner, owner or officer is not eligible to be covered or wants to be excluded from Workers' Compensation and Employer's Liability coverage, we suggest that they purchase life, health and disability insurance. Your personal health insurance MAY not pay for any WORK RELATED injury or disease. Please consider this before choosing to be excluded from coverage on your Workers' Compensation policy.
<ul style="list-style-type: none">➤ Five States and the Commonwealth of Puerto Rico provide or require employers to provide short term disability insurance benefits. California, New Jersey and Rhode Island are paid thru payroll taxes which provide a State Disability Program. Hawaii and New York all require the employers to purchase a separate disability insurance policy. Heffernan Insurance Brokers sells disability insurance therefore if you have employees living/working in these States and would like a quote, please contact us. If you have employees who travel to New York or Hawaii please contact us as you may need to obtain coverage for their travel to these States.
<ul style="list-style-type: none">➤ If you enter into a contract for an OCIP/CIP (Owner Controlled or Contractor Controlled Insurance Program) during the course of your policy term, please notify Heffernan Insurance Brokers immediately so that your insurance carrier(s) can be notified and your policy endorsed accordingly, if required.

CALIFORNIA CLIENTS ONLY

Effective July 1, 2018 Law AB 2883/SB189:

Following changes take effect for new and renewal policies effective on or after 7/1/2018

<ul style="list-style-type: none">➤ Special Note: Individuals who do not render actual service to the business entity and/or do not receive wages from the business entity are considered "Not Covered" as they do not meet the CA Dept. of Labor definition of an employee.
<ul style="list-style-type: none">➤ Any eligible individual (corporate officer and members of the corporate board of directors who render actual service for the corporation for pay; general partner, managing member) electing exclusion from workers compensation benefits must provide a signed waiver to the insurance carrier signed by each individual electing exclusion.
<ul style="list-style-type: none">➤ For corporations, an officer or member of the board of directors that meets the definition of employee in Labor Code § 3351(c) may elect to waive coverage if either (1) he or she owns at least 10% of the issued and outstanding stock, or (2) he or she owns at least 1% of the issued and outstanding stock of the corporation if his or her parent, grandparent, sibling, spouse, or child owns at least 10 percent of the issued and outstanding stock and is covered by a health insurance policy or health care. Note: If you were ineligible before at 15%, but are eligible now at 10%, be sure to submit your waiver.
<ul style="list-style-type: none">➤ For partnerships, only general partners are eligible for exclusion.
<ul style="list-style-type: none">➤ Sole shareholders of corporations (private or professional) are automatically excluded — no waiver necessary — but can be included for coverage.
<ul style="list-style-type: none">➤ For LLCs, only managing members are eligible for exclusion.

WORKERS COMPENSATION COVERAGE

- For Trusts, a person holding the power to revoke a trust with respect to shares of a private corporation held in trust, or general partnership or limited liability company interests held in trust, is defined as an “employee” within the meaning of Labor Code § 3351. To the extent such person is deemed an “employee” pursuant to the provisions defining as employees officers and members of boards of directors of quasi-public or private corporations, or working members of a partnership or limited liability company receiving wages irrespective of profits from the partnership or limited liability company, he or she may also elect to be excluded from coverage if the person otherwise meets the criteria for exclusion from coverage described in § 3352.

WAIVER OF SUBROGATION – NOT INCLUDED

PREMIUM RECAP

COVERAGE/ CARRIER	POLICY TERM	AM BEST RATING	ADMITTED OR NON- ADMITTED	BILLING AGENCY OR DIRECT	RENEWAL PREMIUM
WORKER'S COMPENSATION/CYPRESS INSURANCE COMPANY	6/1/2021 - 6/1/2022	A++ XV	Admitted	Direct Bill	\$288,680
TOTAL PREMIUM					\$288,680
ADDITIONAL SERVICES FEE					\$5,000

IMPORTANT INFORMATION	
	This policy includes (monthly) (quarterly) (semi-annual) (annual) payroll reporting. Failure to report your payrolls on time will result in a notice of cancellation to be sent by the insurance carrier. All open items including payroll reports, overdue premiums will need to be satisfied prior to the CANCELLATION DATE in order for the insurance company to reinstate the policy. MOST insurance carriers now only send out one notice of cancellation and if all items are not met, no further notice is sent to you AND your policy will have cancelled.
	Should you (the insured) elect to cancel your policy mid-term, you may be charged a short-rate cancellation penalty as determined by the insurance carrier regardless of the reasons to cancel. Please read your policy and endorsements for cancellation provisions.
	Please refer to the policy for a complete list of exclusions, warranties, endorsements and limitations.
	We recommend that you keep a copy of your policy and endorsements. Heffernan Insurance Brokers' retention policy is five (5) years from the expiration date of the policy as required by The Department of Insurance.
	Insurance carriers are rated by AM Best for financial Solvency. AM Best ratings are included in the above as of May 3, 2021. For the most current insurance company rating information , please go to www.ambest.com
	It is the policy of the Heffernan Insurance Brokers to discourage the use of carriers whose Best Rating is less than B+. If you are offered a quote with a carrier who is rated lower than B+, it is typically the only viable option we could obtain. If you are offered a quote for less than B+ rated then you will be required to sign an authorization to bind with a carrier less than B+ rated except for California State Compensation Insurance Fund for Workers Compensation as they withdrew from AM Best Rating

PAYMENT OPTIONS
*Deposit of \$52,646.90; remainder on payroll reporting – 11 monthly reports; note that the deposit will be applied to the 12 th months premium, which will be handled as part of your final audit.

PREMIUM RECAP

QUOTE CONDITIONS

Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.

Signed Additional Services Fee Agreement

Signed Acord Application

Please be advised that this quote will expire on the expiration date of your current coverage.

PREMIUM COMPARISON AND MARKETING ANALYSIS

PREMIUM COMPARISON:

COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM	PERCENT CHANGE
WORKERS' COMPENSATION:	\$334,766	\$288,680	-14%

PAYROLL COMPARISON:

COVERAGE	EXPIRING PAYROLL	RENEWAL PAYROLL	PERCENT CHANGE
WORKERS' COMPENSATION:	\$11,796,842	\$11,796,842	0%

NET RATE COMPARISON:

CLASS DESCRIPTION	CLASS CODE	EXPIRING NET RATES	RENEWAL NET RATES	NET PERCENT CHANGE
SALESPERSONS	8742	.65	.55	-15%
SOCIAL REHAB FACILITY	8804	5.50	4.54	-17%
CLERICAL	8810	.45	.35	-22%
DAY CARE CENTERS	9059	4.26	3.69	-13%
RESTUARANTS- SENIOR NUTRITION PROGRAM	9079	5.71	4.68	-18%

EXPERIENCE MODIFICATION COMPARISON:

EXPIRING EXPERIENCE MODIFICATION	RENEWAL EXPERIENCE MODIFICATION	PERCENT CHANGE
1.24	1.04	-16%

PREMIUM COMPARISON AND MARKETING ANALYSIS

MARKETING ANALYSIS:

CARRIER	RESULTS
ARROWHEAD	Indication - \$310,000
BHHC	Incumbent – Quoted - \$288,680
CAREWEST	Indication - \$315,000
CHURCH MUTUAL	Indication - \$321,000
EVEREST	Indication - \$318,000
ICW	Indication - \$320,000
NON-PROFITS UNITED	Quoted - \$290,500
STATE FUND	Indication - \$333,500
TANGRAM – PROSIGHT	Indication - \$303,500

LOSS SUMMARY

COVERAGE: WORKERS' COMPENSATION

POLICY YEAR	# CLAIMS	TOTAL PAID	TOTAL RESERVED	TOTAL INCURRED
2020-2021	22	\$52,197	\$96,934	\$149,131
2019-2020	43	\$27,682	\$0	\$27,682
2018-2019	40	\$71,758	\$94,086	\$165,844
2017-2018	42	\$50,128	\$0	\$50,128
2016-2017	19	\$40,281	\$0	\$40,281

Losses valued – 3/8/2021

COVERAGE OPTIONS- RECOMMENDATIONS

Please let us know if you would like to discuss higher limits than what is shown in this summary OR any of the following additional coverages. These are some other common coverages that you may want to consider.

PROPERTY

- Business Personal Property
- Loss of Income, Loss of Rents, Extra Expense
- Computer Hardware, Software , Extra Expense
- Earthquake, Earthquake Sprinkler Leakage, Flood
- Ordinance coverage for Building, Business Personal Property, Loss of Income, Loss Rents and Extra Expense
- Product Contamination/Product Recall
- Cargo
- Stock Throughput
- Equipment Breakdown
- Power/Utility service interruption

AUTOMOBILE COVERAGE

- Non-Owned/Hired Auto Liability
- Drive Other Car

CRIME/THEFT/BONDS

- Employee Dishonesty, Depositors Forgery, Money & Securities In-Out, Computer Fraud, 3rd Party
- ERISA Bond
- Surety Bonds

MANAGEMENT LIABILITY

- Directors & Officers Liability
- Employment Practice Liability (with Wage and Hour Defense & Third Party)
- Professional Liability-Errors & Omissions
- Internet/Cyber/Privacy/Advertising Liability
- Fiduciary Liability
- Kidnap and Ransom

CASUALTY

- General Liability
- Excess Liability
- Pollution Liability

OTHER

- Life, Key Man Life, Health, Accident or Disability Insurance
- Foreign Exposures-including Foreign locations and Foreign Travel
- Corporate and Non-Profit Retirement Plan Advisory Services and Individual Wealth Planning
- Intellectual Property/Liability/Defense ie: Copyright, Infringement, Trademark, Patents
- Active Assailant Coverage

INFORMATION REGARDING CONTRACTS & CERTIFICATES OF INSURANCE

Insurance is one of the available resources which may help in balancing your company's risk. You review, evaluate and sign contracts based on your evaluation of how much RISK your company can sustain. Insurance policies may defend and cover some of the items you have assumed in a contract but insurance will never cover everything you have agreed to in a contract.

We recommend that you and your legal counsel review all contracts prior to signing.

Additional Insured, Primary and/or Waiver of Subrogation Requests:

If your contract requires you to provide a Certificate of Insurance evidencing your insurance coverages, you may also be required to assume obligations and/or liability for others by naming your client or customer on your policy as an Additional Insured, your policy is primary and/or include a Waiver of Subrogation. This is possible only with permission of the insurance company, the endorsements must be approved by the insurance company and, in some cases, there may be an additional premium. Please forward the contract to us, along with the insurance requirements, and we will work with your insurance company to see if they can provide the coverages required in the contract. Please be aware that there may be other consequences to your policy, including but not limited to:

- Your policy limits are now shared with other entities: their claims involvement may reduce or exhaust your full policy's aggregate limits.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the Additional Insured.
- There may be conflicts in defense when your insurer has to defend both you and the Additional Insured.
- Additional Insured or Primary may only have coverage if the claim is also against you.
- Additional Insured endorsement may cover on-going operations and your contract states on-going and completed operations.
- If other party is at fault and you waive your rights for your insurance company to subrogate against their insurance company, your policy limits will be affected. This may also result in your future insurance rates increasing or ability to purchase insurance.
- Contracts you sign may include that you protect them for other items that are not covered by your insurance policy. Be sure that you read and understand your policy forms, exclusions, limitations, terms, warranties and conditions.
- 2013 ISO General Liability policy form restricts your insurance company payments to limits listed in the contracts. This may be contrary to what you or they believe you have or agreed upon. Currently there is no way to change the 2013 ISO policy forms.
- We cannot add any cancellation wording to a certificate of insurance. Only the first named insured (you) will receive notice of cancellation or non-renewal from the insurance company. The insurance company is under no obligation to provide notice of cancellation, reduction, change or non-renewal of coverage. Some insurance carriers will provide this endorsement but it is generally less than what the contract requires.

Please refer to this proposal and attachments for copies of the Additional Insured, Primary and Waiver of Subrogation endorsements that the company has added to your policy and authorized us to use. Since we can only issue these endorsements, be sure to update your contracts to reflect these forms. We cannot issue forms you agree to in a contract if not authorized by the insurance carrier.

CERTIFICATE OF INSURANCE REQUEST FORM

Email Request TO: HIBCertRequest@Heffins.com

Client Code COMMACT-16

Policy Holder Name	
Your Name and Title	
Your Phone Number	
Date The Certificate of Liability is required	

Certificate Holder

Name	
Address	
City	
State	
Zip	
Fax or email to?	

Coverage Required on Certificate of Insurance:

<input type="checkbox"/>	General Liability	<input type="checkbox"/>	Automobile Liability	<input type="checkbox"/>	Workers' Compensation
<input type="checkbox"/>	Umbrella Liability	<input type="checkbox"/>	Other – specify:		

Provide information on the project, location, vehicle information etc.

Additional Insured Required? If yes provide name(s) below		GL		Auto
Primary Wording Required?		GL		Auto
Waiver of Subrogation Required?	<input type="checkbox"/>	WC	<input type="checkbox"/>	Auto
Is this for a Condo, Town home or Residential Project?		Yes	<input type="checkbox"/>	No
Is this for a CIP, OCIP or WRAP project?		Yes	<input type="checkbox"/>	No
If Yes, are you participating in the CIP, OCIP or WRAP Policy?		Yes	<input type="checkbox"/>	No

If this request is for a Rental Agency for rental or lease of Automobiles, Equipment or both, please contact your Account Manager before requesting a Certificate of Liability Insurance to verify that you have the proper insurance coverage in place.

**Additional Insured
Other Information**

**If you do not receive a copy of the certificate of insurance within 24 hours,
please contact your Account Manager.**

WHEN TO NOTIFY HEFFERNAN INSURANCE BROKERS

It is important that you notify us of any occurrences that could result in a claim and/or any change to your operation, which impacts your insurance program. Please notify us immediately when:

- You/any employee are made aware of any incident, event or occurrence that could result in a claim. See next page.
- You are contemplating a change of ownership, officers/directors, new operations, new ventures, partnerships, LLCs or change in the structure of your operations.
- Your address has changed or you are adding another location to your operations.
- You assume new liabilities by signing leases, contracts or rental agreements.
- Circumstances which may require and increase limit of insurance coverage:
 - Significant changes in payroll,
 - Significant changes in sales, or
 - Significant changes in subcontracting costs
- Changes in security procedures or protection systems (alarms, sprinkler systems, back-up procedures). Your policy may contain a warranty that systems are up and running and if not will void your insurance coverage.
- Vacancy or un-occupancy of any building that will last for more than thirty days.
- Change of personnel who manage your insurance, accounting or safety programs.
- Personnel who travel out of the state or country.
- Any use of watercraft or aircraft or use/ownership of drones.
- Significant changes in ERISA or Retirement Plans assets. You may need to increase your ERISA Bond limit to be in compliance with Federal Laws.
- Addition of new drivers.
- If you are leasing Automobiles, Equipment or both, please contact your Account Manager to verify that you have the proper insurance coverage in place and also prior to requesting proof of insurance for the Rental Agency.

If you are not sure, PLEASE CALL US.

CLAIMS REPORTING INFORMATION

Failure to provide notice of a Claim or an Incident to your insurance carrier can result in denial of coverage for both expiring and renewal policies.

IMPORTANT FACTS TO KNOW

Every insurance policy is written differently. To ensure you receive the full benefits of the insurance policy you have purchased it is vitally important that you read and understand your policy including incident/claim reporting, definition of claim/incident, conditions of reporting etc. The below definitions of incidents or claims are only examples and are not intended to be inclusive of every matter that could rise to an incident/claim. **If in doubt as to whether a situation should be reported, contact us or your insurance carrier.**

The policy contract is between you and your insurance company, so while we can assist you in reporting your claims you should always seek the advice of your attorney.

The definition of an **incident or claim** may include (refer to your policy):

- Any knowledge by anyone in your company of a claim **or** any incident that may result in a claim;
- Demand for monetary or non-monetary relief;
- Notice that a non-employee, such as a customer or client, intends to hold you responsible for Third Party Discrimination;
- Civil, criminal, administrative, regulatory or mediation/arbitration proceedings, etc.
- Workers Compensation:
- Lawsuits filed by an injured worker, or their family, against our client alleging negligence or discrimination
- Penalty Petitions, under a State's Workers' Compensation Statute or Federal Statute, alleging the employer's unsafe actions knowingly caused an injury to occur or that they discriminated against an employee for filing a workers' compensation claim (For example a 132A or Serious & Willful under California's workers' compensation Statute
- Any lawsuits related to a Workers Compensation claim or claimant, and/or when a Workers Compensation claim includes allegations of wrongful termination, discrimination, sexual harassment, a written demand for modified or alternative work, or any such employment related allegations.

There are some other types of governmental or regulatory matters that may qualify as a **Claim or Notice of Incident** depending upon the terms of the policy, especially:

- Formal investigations;
- Any communication received from the EEOC, DFEH or ANY State Regulatory Agency or similar Federal, State or local administrative proceeding.
- Often these communications may simply state that they are investigating a matter and no action is required on your part. This is notice of an incident and **MUST** be reported to your carrier.

CLAIMS REPORTING INFORMATION

Be sure you Read and Understand all of your policies' definitions of claim or incident and their reporting requirements:

- Any situation meeting your policy's definition of a claim or incident during the policy period should be reported to the carrier immediately.
- You should make certain that those individuals in your company who are responsible for receiving notification of Claims are aware of the procedures in the event of a Claim, those procedures are set forth in detail in the notice provisions of your policy.
- If a claim or incident is presented to you after the policy has expired there may be specific provisions that permit noticing the claim after expiration.

Be sure that you communicate to Heffernan Insurance Brokers and state on all applications all incidents, claims or potential claims.

Be aware of policy quote conditions that require all incidents be reported prior to binding coverage. If you report it after the policy is bound, the insurance carrier may void the binder or change their terms and conditions of the policy. In addition the claim may not be covered under expiring policy or the renewal policy.

During Renewal Process, be sure that you report all claims, all incidents and all potential claims within the policy period to your carrier as there will be no coverage if the claim is submitted in the subsequent (renewal) policy period if you knew about it during the expiring policy term.

VERY IMPORTANT TO REMEMBER

- **Do not appoint defense counsel or incur any legal costs without consent from your insurance carrier.** Pursuant to the terms of the policy, carrier may have the right to either appoint counsel or in some instances, approve your choice of counsel. Most carriers will not pay for attorneys' fees incurred prior to giving the carrier notice of the claim.
- **Do not enter into settlement negotiations without consent from your insurance carrier.**

HEFFERNAN INSURANCE BROKERS

DATA COLLECTION & DATA DISCLOSURE

INFORMATION

This notice describes our policy on collection and disclosure of your information.

Categories of Information Collected and May Be Disclosed:

We obtain most of the information directly from you. We may collect and disclose the following non-public personal information about you for the purpose of obtaining insurance products and services on your behalf:

- Your business dealings with us and other companies;
- Information about your transactions with us, our affiliates or others such as your policy coverage, premiums and payment history;
- Information you provide us on applications or other forms such as your name, address, Federal ID Number or Social Security number, assets, drivers' license numbers and drivers' Motor Vehicle Records.

To Whom Information is Disclosed:

We disclose your information to other parties in order to help us fulfill our obligations to you; this includes disclosure to:

- Insurance carriers, wholesalers, MGAs for the purpose of obtaining insurance for you;
- A third party partner to assist in administrative tasks and projects on behalf of you and Heffernan;
- A risk and insurance benchmarking organization that aggregates information in their database to give us access to resources so we can better serve you and to fulfill our contractual obligation.
- *Opt Out: If you do not want us to disclose any of your information to the benchmarking company, this can be stated on the Authorization to Bind document.*

HEFFERNAN INSURANCE BROKERS COMPENSATION DISCLOSURES

Commissions. The insurer that underwrites your policy generally pays our firm a sales commission. For our efforts, we are compensated primarily by standard commissions. Standard Commissions are based on the commission schedules developed by each insurance company and calculated as a percentage of the premium. This commission percentage is set by the insurance company, not by us, and is included as part of the insurance premium you pay.

Commissions and Incentive Compensation from Insurance Companies. We may also receive compensation through incentive or profit-sharing arrangements with insurance companies with which we place business. Eligibility for and the amount of contingency compensation is based on pre-established thresholds that consider the overall profitability of the business we place with insurers and other factors. This incentive compensation is never tied to any individual policyholder, and there is no meaningful method to determine in advance the impact that any particular policy has on these payments. If in a given year our firm does not meet the profitability thresholds outlined above, we are not eligible for any incentive compensation.

Compensation from Excess & Surplus Lines Brokers and/or Third Party: Heffernan Insurance Brokers has disclosed and client acknowledges that in the event Heffernan Insurance Brokers places insurance coverage for YOU, including but not limited to excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers, and similar parties, some of which may be affiliates either owned in whole or in part by Heffernan Insurance Brokers (see affiliate definition below) then these parties may earn and retain “usual and customary” commissions and fees in the course of the placement of insurance coverage by Heffernan Insurance Brokers on behalf of YOU (“Third Party Compensation”), to the extent permissible under both state and federal law. Any such Third Party Compensation shall not constitute or apply toward any fees, commissions or compensation earned by Heffernan Insurance Brokers in the placement of coverage for YOU.

Heffernan Insurance Brokers Affiliates: A Heffernan Insurance Brokers affiliate means any person or entity, any corporation, partnership, limited liability company, or any other person or entity that, directly or indirectly is controlled by, or is under the common control with Heffernan Insurance Brokers. For purposes of this definition, “control” shall consist of the ownership of 49% or more of the voting stock, voting interests, voting membership interests or other voting equity interests in an entity, or, in the case of a limited partnership, in the general partner thereof.

Additional Services Fees. Heffernan Insurance Brokers may charge fees for additional services in addition to the compensation & commissions described above, for our additional services. Additional Services Fees charged to YOU, if any, have been disclosed to YOU in this proposal, and you will acknowledge by signing our Additional Services Agreement included in this proposal.

Additional Information. For more specific details about compensation relating to your policy, please contact your servicing team.

HEFFERNAN INSURANCE BROKERS ADDITIONAL SERVICES AGREEMENT

ADDITIONAL SERVICE FEE

Client acknowledges the additional services fee disclosure and consent for the fee is given as evidenced by the signature below.

The parties to this agreement are Community Action Partnership of Madera ("Client") and Heffernan Insurance Brokers, California Department of Insurance License #0564249, ("Heffernan").

This agreement shall become operative on June 1, 2021 and shall continue for one year.

Heffernan Insurance Brokers agrees to provide the following to Client:

- Invitations to HIB's, and its vendors', webinars and seminars
- Informative mailings
- Access to HIB247, HIB's client portal with visibility to policy information, documents and certificates of insurance
- Access to Risk Management Center provided by KPA
- Access to various on-line software products
- Workers Compensation Claims Management
- Access to vendor partner providing both telephonic and on-site medical triage service

If client cancels their insurance policies midterm for any reason, services as outlined in this document shall cease immediately.

Client agrees to pay Heffernan Insurance Brokers a fee for these additional services in the amount of \$5,000. This fee is fully earned and nonrefundable upon execution of this agreement. Heffernan Insurance Brokers may also receive compensation from the insurers of insurance policies.

Client's Signature

Date

The application of this agreement is to be interpreted in accordance with the laws of the relevant jurisdiction to best effect the expectations and agreements herein.

ON-LINE ACCESS TO HIB 24/7 & RISK MANAGEMENT CENTER

HIB 24/7-Powered by Applied Systems CSR24:

Heffernan Insurance Brokers has an online portal that is available to all our commercial insurance client users. The portal is available any time of the day or evening and is accessible not only from your desktop, but also from your mobile devices.

Through the HIB 24/7 portal, you will now have the ability to:

- View documents
- View policy information
- Request changes on locations, vehicles and drivers
- Request a certificate to be issued
- Reprint auto ID cards
- Report Claims
- ...and more!



For more information, contact your Heffernan service team.

Risk Management Center Powered by KPA:

Heffernan has access to KPA's Risk Management Center which is a client portal and our clients to create and manage their own risk management, safety and HR programs. The portal includes several facets and has been heavily utilized by our clients focusing on increasing their risk management capabilities.

- Safety Program Resource and Administration
- Library of safety training and sample safety programs
- Automated MSDS storage system
- Training tracking
- Job hazard analysis developer – helpful for mitigating Workers' Compensation claims and early return to work program
- Safety posters
- Online training programs & training tracking – This feature allows clients to monitor and track safety training via email, sending program to train and reminders to complete training
- Ability to upload own training documents for training purposes
- Online claim reporting
- OSHA reporting

HR Resources

Document Library
Legislative Updates

Accessibility and Security

The RMC portal is available 24 hours a day, 7 days a week. The portal access is granted via logon and password.



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors' Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: April 15, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: CAPMC Madera Early Head Start submission of Non-Federal Share waiver for 2020-2021 Program Year

I. RECOMMENDATION:

Review and consider approving the Madera Early Head Start submission of Non-Federal Share waiver for 2020-2021 Program Year.

II. SUMMARY:

CAPMC staff has determined that based on the current non-federal share (in-kind) earnings the Early Head Start program will not be able to meet the required non-federal share amount of \$153,623 by the end of May. Therefore, staff will be submitting a waiver to Region IX for the amount of \$125,000.

III. DISCUSSION:

- A. After the review and analysis of the February in-kind report, staff have determined that the non-federal share amount will not be reached by the end of the budget year – May 2021.
- B. Staff had a discussion with the Region IX Program Specialist and the suggestion was to submit a non-federal share waiver for the amount the program foresees being short.
- C. Due to COVID-19 staff have not been able to conduct their weekly home visits with families and thus prevented staff from providing materials and activities for parents to do at home. Those activities, which are connected to the curriculum or child's educational goals, generate in-kind for the program. Since services are being provided via distance learning there hasn't been a lot of contact with parents other than phone and virtual meetings.
- D. Based on the average amounts earned on a monthly basis, the program foresees a shortage of about \$125,000. The waiver must be submitted by May 1, 2021 in order to be processed by Region IX. At this time, there are no penalties for not earning the non-federal share as it has been an issue for programs across the nation.
- E. A plan on how and what steps the program will take to ensure the program meets its non-federal share in the future will be submitted along with the waiver.

IV. FINANCING: None

IN-KIND MONTHLY SUMMARY REPORT

Month

MARCH

Year

2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	152,723.00	28,402.92	-	28,402.92	124,320.08
A. Professional Services/Servicios Profesionales	-	0.00		-	0.00
B. Center Volunteers/Voluntarios en el Centro	152,723.00	28,402.92		28,402.92	124,320.08
C. Other/Policy Council/Otro/Comité de Póliza	-	0.00		-	0.00
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	900.00	0.00		-	900.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	-	0.00		-	0.00
Transportation/ Transportación	-	0.00		-	0.00
TOTAL IN-KIND	153,623.00	28,402.92	-	28,402.92	125,220.08

		0.00			0.00
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Grand Total	153,623.00	28,402.92	-	28,402.92	125,220.08
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B. YTD In-Kind \$ 28,402.92

C. Percent Y-T-D In-Kind 18.49%



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors' Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: April 27, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2020-2021 Budget Carry-Over for the Regional Head Start Basic Budget

I. RECOMMENDATION:

Review and consider approving the carry-over funds for the 2020-2021 Regional Head Start Basic Grant to the 2021-2022 Grant year beginning June 1, 2021.

II. SUMMARY:

CAPMC has identified budget savings in the 2020-2021 Regional Head Start basic grant and is proposing a carry-over of the funds to the 2021-2022 program year to support the extension of child services into June 2021.

III. DISCUSSION:

- A. Upon review of the 2020-2021 budget – past and current payroll, program expenses and projected expenditures up to the end of the funding year – May 31, 2021, staff have identified budget savings. Some of the savings are due to COVID funding from Office of Head Start that supported expenses for PPE and other health & safety supplies. Additionally, wage credits provided by the state when staff were out due to COVID also created a surplus in funding.
- B. Staff have shared the potential of budget savings with the Region IX Specialist that oversees CAPMC's grant. Region IX is in support of the proposal to carry-over funds as long as proper approvals and submission is done in a timely manner.
- C. The carry-over funds will be utilized to extend child services until June of 2021. Where the typical school year ends at the end of May, staff is proposing to continue services since the centers recently reopened for in-person services. The extension will provide children an opportunity to continue to be in school for a longer period of time.
- D. Additionally, staff is proposing to keep staff employed instead of laying them off to provide additional cleaning, preparation, and training time. This means that staff will remain employed year-round until May 2022. This will provide additional income and health insurance.

E. At this time, staff do not have a detailed budget to provide to the Policy Council or Board. However, staff is seeking approval to submit the budget once the carry over amount is identified and a budget is created in order to submit the budget revision to Region IX. Staff will bring back the detail budget to the PC and Board for review and ratification.

IV. FINANCING:

Estimate carry-over funds of \$275,000 to \$300,000.



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors' Meeting for: May 11, 2021

Author: Maritza Gomez-Zaragoza

DATE: April 26, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Approval of Madera Migrant Seasonal Head Start Cost of Living Adjustment (COLA) and Quality Improvement Grant Applications for the Contract Year Ending February 28, 2022.

I. RECOMMENDATION:

Review and consider approving the 2021-2022 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications.

II. SUMMARY:

The Consolidated Appropriations Act of 2021 contain an increase to Head Start Programs for the fiscal year of 2021. Part of the funding was earmarked for a Cost of Living Adjustment (COLA) for the Head Start Programs. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 1.22%. The Act also provided Quality Improvement funds for Migrant Head Start and Native American Head Start Programs.

III. DISCUSSION:

- A. The Madera Migrant Seasonal Head Start budgets have been amended to reflect 1.22% COLA increase to personnel costs beginning March 1, 2021. Related fringe benefit cost (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly.
- B. After applying cost to salaries and benefits, CAPMC staff will apply left over funds to the Telephone Expense category. CAPMC has experienced an increase in telephone/internet expenses and therefore, additional funding will be applied to cover costs.
- C. The Quality Improvement funds will be utilized to increase service days for children and families. With the extension in days, most of the funding will be applied to salaries and fringe benefits. The remaining funds will also be applied to the telephone expense category. The attached calendars detail the number of additional days the program will be providing to children & families.
- D. The attachment provides a summary of the original funding, the addition of the COLA funding and where it was applied, and Quality funding and categories where it was applied.

- E. The allowable indirect expense for the two (2) grants is the agency's approved rate of 9.1%.
- F. The Non-Federal Share (in-kind) amounts are \$15,737 for COLA and \$61,519 for Quality Improvement. The total amount has been allocated to volunteer hours.

IV. FINANCING:

COLA Funding: Increase of \$62,950

Quality Improvement Funding: Increase \$246,075

Non-Federal Share: Increase of \$77,256

STANISLAUS COUNTY OFFICE OF EDUCATION
CENTRAL CALIFORNIA MIGRANT HEAD START
ENTERPRISE BUDGET
March 1, 2021 - February 28, 2022

Delegate Agency: Community Action Partnership of Madera County

		Federal Resource Pre-COLA MSHS	Federal Resource 1.22% COLA	Federal Resource Post-COLA MSHS	Federal Resource T&TA MSHS	Federal Resource Quality MSHS	Federal Resource Budget Total	Non-Federal Share Total	Federal & State (NFS) TOTAL BUDGET	COLA/ Quality Admin Rate	TOTAL Administrative COLA BUDGET
		\$ 5,159,852	\$ 62,950	\$ 5,222,802	\$ 31,845	\$ 246,075	\$ 5,500,722	\$ 1,306,579	\$ 6,807,301		\$ 28,046
6a Personnel											
Ent Code	Title	\$ 2,960,103	\$ 35,833	\$ 2,995,936	\$ -	\$ 169,295	\$ 3,165,231	\$ 725,540	\$ 3,890,771		\$ 1,099
6b Fringe Benefits		\$ 778,574	\$ 5,610	\$ 784,184	\$ -	\$ 55,716	\$ 839,900	\$ 206,153	\$ 1,046,053		\$ 331
6c Travel (Out of County)		\$ 463	\$ -	\$ 463	\$ 4,674	\$ -	\$ 5,137	\$ -	\$ 5,137		\$ -
c1	Out-of-county Travel	463	-	463	4,674	-	5,137	-	5,137		-
c1	National MSHS Conference	-	-	-	2,245	-	2,245	-	2,245	0%	-
c1	National MSHS Conference	463	-	463	-	-	463	-	463	100%	-
c1	CHSA Annual Conference	-	-	-	486	-	486	-	486	0%	-
c1	ZERO to THREE Conference	-	-	-	1,180	-	1,180	-	1,180	0%	-
c1	CHSA Health Institute	-	-	-	316	-	316	-	316	0%	-
c1	CACFP Annual Conference	-	-	-	447	-	447	-	447	0%	-
6d Equipment (\$5,000 or more per unit)		\$ 52,844	\$ -	\$ 52,844	\$ -	\$ -	\$ 52,844	\$ -	\$ 52,844		\$ -
d1	Office Equipment	-	-	-	-	-	-	-	-		-
d2	Classroom/Outdoor/Home-based/FCC	-	-	-	-	-	-	-	-		-
d3	Vehicle Purchase	52,844	-	52,844	-	-	52,844	-	52,844		-
d4.1	Other Equipment	-	-	-	-	-	-	-	-		-
6e Supplies and Equipment Under \$5,000/Unit		\$ 378,127	\$ 16,256	\$ 394,383	\$ 2,512	\$ 539	\$ 397,434	\$ 10,015	\$ 407,449		\$ 840
e1	Office Supplies	24,903	-	24,903	-	-	24,903	1,000	25,903		-
e1	Office Supplies - main office	24,903	-	24,903	-	-	24,903	-	24,903	5.00%	-
e1	Office Supplies (State)	-	-	-	-	-	-	1,000	1,000	5.00%	-
e2	Child and Family Services Supplies	263,224	-	263,224	-	-	263,224	8,015	271,239		-
e2	Program Materials	142,261	-	142,261	-	-	142,261	-	142,261	0%	-
e2	Program Materials	54,863	-	54,863	-	-	54,863	7,425	62,288	0%	-
e2	Center Office Supplies	12,600	-	12,600	-	-	12,600	-	12,600	0%	-
e2	Center Office Supplies	3,500	-	3,500	-	-	3,500	590	4,090	0%	-
e2	Instructional Supplies	18,000	-	18,000	-	-	18,000	-	18,000	0%	-
e2	Instructional Supplies	7,000	-	7,000	-	-	7,000	-	7,000	0%	-
e2	Medical/Dental Supplies	18,000	-	18,000	-	-	18,000	-	18,000	0%	-
e2	Medical/Dental Supplies	7,000	-	7,000	-	-	7,000	-	7,000	0%	-
e3	Food Services Supplies	4,200	-	4,200	2,512	-	6,712	1,000	7,712		-
e3	Food - CACFP excess costs	3,000	-	3,000	-	-	3,000	-	3,000	0%	-
e3	Food - EE trainings	-	-	-	2,512	-	2,512	-	2,512	0%	-
e3	Kitchen Supplies - CACFP excess costs	1,000	-	1,000	-	-	1,000	-	1,000	0%	-
e3	Kitchen Supplies - EE trainings	200	-	200	-	-	200	-	200	0%	-

Delegate Agency: Community Action Partnership of Madera County

	Federal Resource Pre-COLA MSHS	Federal Resource 1.22% COLA	Federal Resource Post-COLA MSHS	Federal Resource T&TA MSHS	Federal Resource Quality MSHS	Federal Resource Budget Total	Non-Federal Share Total	Federal & State (NFS) TOTAL BUDGET	COLA/ Quality Admin Rate	TOTAL Administrative COLA BUDGET
	\$ 5,159,852	\$ 62,950	\$ 5,222,802	\$ 31,845	\$ 246,075	\$ 5,500,722	\$ 1,306,579	\$ 6,807,301		\$ 28,046
e3 Supplies - NFS	-	-	-	-	-	-	1,000	1,000	0%	-
e4.1 Other Supplies: Non-Capitalized Equipment	-	-	-	-	-	-	-	-	-	-
e4.1 Other Supplies - Custodial Supplies	45,000	-	45,000	-	-	45,000	-	45,000	-	-
e4.1 Custodial Supplies	45,000	-	45,000	-	-	45,000	-	45,000	0%	-
e4.2 Other Supplies - General Operation Supplies	40,800	16,256	57,056	-	539	57,595	-	57,595	0.0%	840
e4.2 Data Processing Supplies	40,000	16,256	56,256	-	539	56,795	-	56,795	5.00%	840
e4.2 Uniform Purchase	300	-	300	-	-	300	-	300	0.00%	-
e4.2 Postage & Shipping	500	-	500	-	-	500	-	500	100%	-
6f Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
6g Construction, Repairs/Renovations (Subject to 1309 Requirements)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
6h Other	\$ 563,767	\$ -	\$ 563,767	\$ 22,003	\$ -	\$ 585,770	\$ 364,871	\$ 950,641		\$ -
h2 Rent	127,780	-	127,780	-	-	127,780	126,072	253,852	0.00%	-
h2 Equipment Rental	30,000	-	30,000	-	-	30,000	-	30,000	5.00%	-
h2 Rent	95,280	-	95,280	-	-	95,280	940	96,220	4.30%	-
h2 Rent - training facility	2,500	-	2,500	-	-	2,500	-	2,500	0.00%	-
h2 Donated Space NFS	-	-	-	-	-	-	125,132	125,132	0.00%	-
h3 Mortgage	-	-	-	-	-	-	-	-	-	-
h4 Utilities, Telephone	151,117	-	151,117	-	-	151,117	200	151,317	0.00%	-
h4 Telephone	38,017	-	38,017	-	-	38,017	20	38,037	5.00%	-
h4 Utilities/Disposal	110,400	-	110,400	-	-	110,400	180	110,580	5.00%	-
h4 Pest Control	2,700	-	2,700	-	-	2,700	-	2,700	5.00%	-
h5 Building and Child Liability Insurance	19,200	-	19,200	-	-	19,200	36	19,236	0.00%	-
h5 Property Insurance	16,300	-	16,300	-	-	16,300	36	16,336	5.00%	-
h5 Liability Insurance	600	-	600	-	-	600	-	600	5.00%	-
h5 Student Activity Insurance	2,300	-	2,300	-	-	2,300	-	2,300	5.00%	-
h6 Building Maintenance / Repair and Other Occupancy	119,100	-	119,100	-	-	119,100	-	119,100	0.00%	-
h6 Equipment Maintenance	6,100	-	6,100	-	-	6,100	-	6,100	5.00%	-
h6 Building Repairs & Maintenance	50,000	-	50,000	-	-	50,000	-	50,000	0.00%	-
h6 Ground Maintenance	15,000	-	15,000	-	-	15,000	-	15,000	0.00%	-
h6 Burglar & Fire Alarm	1,200	-	1,200	-	-	1,200	-	1,200	5.00%	-
h6 Custodial Services	46,800	-	46,800	-	-	46,800	-	46,800	0.00%	-
h7 Incidental Alterations/Renovations	-	-	-	-	-	-	-	-	-	-
h8 Local Travel	35,300	-	35,300	-	-	35,300	-	35,300	-	-
h8 Staff Travel - local	1,300	-	1,300	-	-	1,300	-	1,300	0.00%	-
h8 Gas & Oil	8,000	-	8,000	-	-	8,000	-	8,000	0.00%	-
h8 Vehicle Repair & Maintenance	8,000	-	8,000	-	-	8,000	-	8,000	0.00%	-
h8 Vehicle Insurance	18,000	-	18,000	-	-	18,000	-	18,000	0.00%	-
h9 Nutrition Services	-	-	-	-	-	-	-	-	-	-
h9 Nutritional Services	-	-	-	-	-	-	-	-	0.00%	-
h10 Child Service Consultants	45,300	-	45,300	11,799	-	57,099	-	57,099	-	-
h10 Consultants	20,000	-	20,000	11,799	-	31,799	-	31,799	0.00%	-
h10 Speech & Mental Health Services	25,000	-	25,000	-	-	25,000	-	25,000	0.00%	-
h10 Consultants Expenses	100	-	100	-	-	100	-	100	0.00%	-
h10 Medical & Dental Services	200	-	200	-	-	200	-	200	0.00%	-

Madera Migrant Seasonal Head Start 2022-2023 Days of Operation

Mar-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Child Days 0
Staff Days w/o Children 4
Holiday 0

Apr-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 16
Staff Days w/o Children 4
Holiday 1

May-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 20
Staff Days w/o Children 1
Holiday 1

36
9
2

Jun-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Child Days 21
Staff Days w/o Children 1
Holiday 0

Jul-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 19
Staff Days w/o Children 1
Holiday 1

Aug-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Child Days 20
Staff Days w/o Children 2
Holiday 0

60
4
1

Sep-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Child Days 20
Staff Days w/o Children 1
Holiday 1

Oct-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Child Days 19
Staff Days w/o Children 1
Holiday 1

Nov-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Child Days 15
Staff Days w/o Children 3
Holiday 3

54
5
5

Dec-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Child Days 0
Staff Days w/o Children 0
Holiday 0

Jan-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 0
Staff Days w/o Children 0
Holiday 0

Feb-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Child Days 0
Staff Days w/o Children 0
Holiday 0

0
0
0

Sites:
Eastin Arcola

Total Child Days	150
Staff Days w/o Children	18
Start Up/Close Down Days	2
Holidays	8

178

Madera Migrant Seasonal Head Start 2022-2023 Days of Operation

Mar-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Child Days 0
Staff Days w/o Children 0
Holiday 0

Apr-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 16
Staff Days w/o Children 4
Holiday 1

May-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 20
Staff Days w/o Children 1
Holiday 1

36
5
2

Jun-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Child Days 21
Staff Days w/o Children 1
Holiday 0

Jul-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 19
Staff Days w/o Children 1
Holiday 1

Aug-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Child Days 20
Staff Days w/o Children 2
Holiday 0

60
4
1

Sep-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Child Days 20
Staff Days w/o Children 1
Holiday 1

Oct-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Child Days 14
Staff Days w/o Children 0
Holiday 1

Nov-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Child Days 0
Staff Days w/o Children 0
Holiday 0

34
1
2

Dec-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Child Days 0
Staff Days w/o Children 0
Holiday 0

Jan-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 0
Staff Days w/o Children 0
Holiday 0

Feb-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Child Days 0
Staff Days w/o Children 0
Holiday 0

0
0
0

Sites:
Los Niños
Sierra Vista
Mis Angelitos
Pomona

Total Child Days	130
Staff Days w/o Children	10
Start Up/Close Down Days	2
Holidays	5

147

Madera Migrant Seasonal Head Start 2022-2023 Days of Operation

Mar-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Apr-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

May-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Jun-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Jul-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Aug-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Sep-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Oct-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	28	27	28	29
30	31					

Child Days 1
 Staff Days w/o Children 0
 Startup/Close down 3
 Holiday 0

Nov-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Child Days 19
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 3

Dec-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Child Days 16
 Staff Days w/o Children 4
 Startup/Close down 0
 Holiday 2

Jan-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 19
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 2

Feb-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Child Days 18
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

Sites:
 Los Niños
 Sierra Vista
 Mis Angelitos
 Pomona

Total Child Days	73
Staff Days w/o Children	6
Start Up/Close Down Days	3
Holidays	8
	90

April 14, 2021

Mattie Mendez, Executive Director
Community Action Partnership of Madera County (CAPMC)
1225 Gill Avenue
Madera, CA 93637

Dear Mattie:

The Migrant Seasonal and Migrant Early Head Start COLA and Quality application is due to the Office of Head Start Region XII office by May 14, 2021. The next phase is developing agency budgets. Enclosed please find the necessary guidelines and documents needed for your proposed 2021-2022 COLA and Quality budget submission.

Your funding allocation for the 2021-22 is as indicated below:

	MHS
COLA funds	\$62,950
Quality Funds	\$246,075
Non-Federal Share	\$0
Administrative Cost Rate	9.5%

In order to assist with a timely submission of the application to the Regional office, please prepare the following documents utilizing the format provided and **submit to Stanislaus County Office of Education by April 30, 2021.**

1. 2021-22 COLA and Quality Budget (including Administrative Budget)
2. Signed 424 documents (accessed thru HSES)
3. Budget Narrative
4. 2021-22 Total compensation form for Executive Director, Head Start Director, Human Resources Director and Fiscal Director (This is a form to comply with additional information the Office of Head Start requires in order to process our application).
5. If your agency has an indirect cost submit your agency's current approval letter.
6. Policy Committee and Board Approval Verification. **(Please request an extension for submission if you will need to submit these approvals after April 30, 2021)**

Please see attached guidelines regarding the Quality funding requirements.

Your agency's budget is to be input online through the Head Start Enterprise System (HSES). If necessary, login and password information is available from Breanna Emery, please contact her regarding the process and for any training arrangements needed.

Please note that the submission of the 2021-22 COLA and Quality budget documents requires the approval of your agency's Governing Board and Policy Committee. The signature page must be signed and received with your submission.

Please submit all documents via e-mail to selarson@stancoe.org. In addition, send in original signature pages *only*. You may not change the total budget amounts indicated above unless it is approved by this office.

To facilitate the budget process, the *new mandatory* budget format is required; please follow this format as you develop the 2021-22 budgets. It is critical that the budgets be submitted in this format. Any budgets received that are not in the required format will be returned for resubmission.

This data is being provided for planning purposes only and should not be interpreted as the offer of a contract.

Please submit electronically all refunding materials by April 30, 2021 to selarson@stancoe.org and forward all signature pages to:

Steven Larson
Child/Family Services
Stanislaus County Office of Education
1100 H Street
Modesto, CA 95354

Should you have any questions regarding the enclosed information, please contact Marissa Duran for program questions at (209) 613-4124 and Steven Larson for fiscal inquiries at (209) 505-0217.

Thank you for your continued efforts to serve children and their families.

Sincerely,

Ramona Trejo

Ramona Trejo
Director of C/FS Fiscal Services

CC: Marissa Duran, Director II
Steven Larson, Financial Services Manager
Leilani Garcia, Early Childhood Coordinator



Report to the Board of Directors

Agenda Item Number: E-5

Policy Committee Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: May 13, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Approval of Fresno Migrant Seasonal Head Start Cost of Living Adjustment (COLA) and Quality Improvement Grant Application for the Contract Year Ending August 31, 2022.

I. RECOMMENDATION:

Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Application.

II. SUMMARY:

The Consolidated Appropriations Act of 2021 contain an increase to Head Start Programs for the fiscal year of 2021. Part of the funding was earmarked for a Cost of Living Adjustment (COLA) 1.22% for the Head Start Programs. Additionally, Quality Improvement funds were set aside for Migrant Seasonal and Native American Head Start Programs. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA and Quality Improvement increases.

III. DISCUSSION:

- A. The Fresno Migrant Seasonal Head Start budgets have been amended to reflect 1.22% COLA increase to personnel costs beginning September 1, 2021. Related fringe benefit cost (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly.
- B. After applying cost to salaries and benefits, CAPMC staff will apply left over funds to the Telephone Expense category. CAPMC has experienced an increase in telephone/internet expenses and therefore, additional funding will be applied to cover costs.
- C. The Quality Improvement funds will be utilized to increase 10 service days for children and families. With the extension in days, most of the funding will be applied to salaries and fringe benefits. The remaining funds will also be applied to the telephone expense category.
- D. The attachment provides a summary of the original funding, the addition of the COLA funding and where it was applied, and Quality funding and categories where it was applied.

- E. The allowable indirect expense for the two (2) grants is the agency's approved rate of 9.1%.
 - F. The Non-Federal Share (in-kind) amounts are \$7,226 for COLA and \$34,893 for Quality Improvement. The total amount has been allocated to volunteer hours.
- The 2021-2022 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Application was presented during the Policy Committee meeting on May 12.

IV. FINANCING:

FMSHS COLA Funding:	Increase of \$52,992
FMSHS Quality Improvement:	Increase of \$255,879

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget Summary 2020-21

4/20/2021
 11:18 AM

ORIGINAL w/1.22% COLA \$ 52,992 w/Quality \$ 255,879

	BASIC	TOTAL BASIC w/Cola	BASIC	TOTAL BASIC w/Cola	Variance	BASIC	TOTAL BASIC w/Quality	Variance
SALARIES	\$ 2,566,792	\$ 2,722,647	\$ 2,597,695	\$ 2,755,451	\$ 30,903	\$ 2,781,656	\$ 2,951,359	\$ 183,961
	\$ 155,855		\$ 157,756		\$ 1,901	\$ 169,703		\$ 11,947
					\$ -			\$ -
FRINGE BENEFITS		\$ 677,515		\$ 682,869	\$ -		\$ 714,737	\$ -
Health Insurance	\$ 180,114		\$ 180,114		\$ -	\$ 180,114		\$ -
Worker's Comp (Various)	\$ 102,791		\$ 104,024		\$ 1,233	\$ 111,323		\$ 7,299
Pension (4.0%)	\$ 136,128		\$ 137,771		\$ 1,643	\$ 147,567		\$ 9,796
Pension Spending Credit \$200	\$ 11,275		\$ 11,275		\$ -	\$ 11,275		\$ -
FICA (7.65%)	\$ 205,281		\$ 207,759		\$ 2,478	\$ 222,532		\$ 14,773
SUTA (6.2%)	\$ 41,926		\$ 41,926		\$ -	\$ 41,926		\$ -
					\$ -			\$ -
					\$ -			\$ -
TOTAL SALARIES & FRINGE BENEFITS		\$ 3,400,162		\$ 3,438,320	\$ 38,158		\$ 3,666,096	\$ 227,776
					\$ -			\$ -
Out of the Area Travel-Staff					\$ -			\$ -
Staff Travel (Out of the Area)	\$ -		\$ -		\$ -	\$ -		\$ -
Per Diem Staff	\$ -		\$ -		\$ -	\$ -		\$ -
Total Travel (Out of the Area)		\$ -		\$ -	\$ -		\$ -	\$ -
					\$ -			\$ -
Equipment (Excess \$5000.00/Unit)		\$ -		\$ -	\$ -		\$ -	\$ -
					\$ -			\$ -
Total Equipment (Excess \$5000/Unit)		\$ -		\$ -	\$ -		\$ -	\$ -
					\$ -			\$ -
Office Supplies					\$ -			\$ -
Office Supplies-Fresno Head Start Office	\$ 12,100	\$ 20,000	\$ 12,100	\$ 20,000	\$ -	\$ 12,100	\$ 20,000	\$ -
Office Supplies-Head Start Sites	\$ 7,900		\$ 7,900		\$ -	\$ 7,900		\$ -
					\$ -			\$ -
Data Processing Supplies		\$ 27,000		\$ 27,000	\$ -		\$ 27,000	\$ -
Office Supplies-Fresno Head Start Office	\$ 20,000		\$ 20,000		\$ -	\$ 20,000		\$ -
Office Supplies-Head Start Sites	\$ 7,000		\$ 7,000		\$ -	\$ 7,000		\$ -
					\$ -			\$ -
Food Supplies		\$ 4,000		\$ 4,000	\$ -		\$ 4,000	\$ -
Food Inventory Cost-Fresno Head Start Office	\$ 2,783		\$ 2,783		\$ -	\$ 2,783		\$ -
Food/Children -Food Experience -Head Start Sites	\$ 1,217		\$ 1,217		\$ -	\$ 1,217		\$ -
					\$ -			\$ -
Kitchen Supplies- Head Start Sites	\$ 1,050.00	\$ 1,050.00	\$ 1,050	\$ 1,050	\$ -	\$ 1,050	\$ 1,050	\$ -
					\$ -			\$ -
Program Supplies					\$ -			\$ -
Fresno Headstart Office	\$ 11,886	\$ 34,886	\$ 11,886	\$ 34,886	\$ -	\$ 11,886	\$ 34,886	\$ -
Program Supplies-Head Start Sites	\$ 23,000		\$ 23,000		\$ -	\$ 23,000		\$ -
					\$ -			\$ -
Medical Supplies					\$ -			\$ -
Fresno Headstart Office	\$ -	\$ 140	\$ -	\$ 140	\$ -	\$ -	\$ 140	\$ -
Medical/Dental Supplies-Head Start Sites	\$ 140		\$ 140		\$ -	\$ 140		\$ -
					\$ -			\$ -
Instructional Supplies					\$ -			\$ -
Fresno Headstart Office	\$ 500	\$ 4,400	\$ 500	\$ 4,400	\$ -	\$ 500	\$ 4,400	\$ -
Program Supplies-Head Start Sites	\$ 3,900		\$ 3,900		\$ -	\$ 3,900		\$ -
					\$ -			\$ -
Custodial Supplies					\$ -			\$ -
Fresno Headstart Office	\$ 5,040	\$ 38,285	\$ 5,040	\$ 38,285	\$ -	\$ 5,040	\$ 38,285	\$ -
Custodial Supplies-Head Start Sites	\$ 33,245		\$ 33,245		\$ -	\$ 33,245		\$ -
					\$ -			\$ -
Postage					\$ -			\$ -
Fresno Head Start Office	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -
					\$ -			\$ -
Total Supplies		\$ 131,261		\$ 131,261	\$ -		\$ 131,261	\$ -
					\$ -			\$ -
Contracts					\$ -			\$ -
Fresno Head Start Office	\$ 24,912	\$ 24,912	\$ 24,912	\$ 24,912	\$ -	\$ 24,912	\$ 24,912	\$ -
					\$ -			\$ -
Total Contracts		\$ 24,912		\$ 24,912	\$ -		\$ 24,912	\$ -
					\$ -			\$ -
Renovation					\$ -			\$ -
Total Renovation		\$ -		\$ -	\$ -		\$ -	\$ -
					\$ -			\$ -
Other					\$ -			\$ -
					\$ -			\$ -
Equipment Leases					\$ -			\$ -
Fresno Headstart Office	\$ 7,500.00	\$ 21,984	\$ 7,500	\$ 21,984	\$ -	\$ 7,500	\$ 21,984	\$ -
Rentals -Head Start Sites	\$ 14,484.00		\$ 14,484		\$ -	\$ 14,484		\$ -
					\$ -			\$ -
Equipment Repair and Maintenance					\$ -			\$ -
Fresno Headstart Office	\$ 3,000.00	\$ 18,120	\$ 3,000	\$ 18,120	\$ -	\$ 3,000	\$ 18,120	\$ -
Repairs & Maintenance -Head Start Sites	\$ 15,120.00		\$ 15,120		\$ -	\$ 15,120		\$ -
					\$ -			\$ -
Printing and Advertising					\$ -			\$ -
Printing and Publications-Fresno Office	\$ 3,500.00	\$ 7,000	\$ 3,500	\$ 7,000	\$ -	\$ 3,500	\$ 7,000	\$ -
Printing and Publications-Head Start Sites	\$ 3,500.00		\$ 3,500		\$ -	\$ 3,500		\$ -
Advertising & Promotion	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ 250	\$ 250	\$ -
					\$ -			\$ -
Communications					\$ -			\$ -
Fresno Headstart Office	\$ 10,299.00	\$ 56,609	\$ 20,712	\$ 67,022	\$ 10,413	\$ 27,472	\$ 73,782	\$ 6,760
Telephone Head Start Sites	\$ 46,310.00		\$ 46,310		\$ -	\$ 46,310		\$ -
					\$ -			\$ -
Annual Rent					\$ -			\$ -
Fresno Headstart Office	\$ 60,252.00	\$ 77,036	\$ 60,252	\$ 77,036.00	\$ -	\$ 60,252	\$ 77,036	\$ -
Head Start Sites	\$ 16,784.00		\$ 16,784		\$ -	\$ 16,784		\$ -
					\$ -			\$ -
UTILITIES					\$ -			\$ -

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget Summary 2020-21

4/20/2021
 11:18 AM

ORIGINAL w/1.22% COLA \$ 52,992 w/Quality \$ 255,879

	ORIGINAL		w/1.22% COLA		Variance	w/Quality		Variance
	BASIC	TOTAL BASIC w/Cola	BASIC	TOTAL BASIC w/Cola		BASIC	TOTAL BASIC w/Quality	
Fresno Headstart Office	12,240.00	53,136	12,240	53,136	\$ -	12,240	53,136	\$ -
Head Start Sites	40,896.00		40,896		\$ -	40,896		\$ -
					\$ -			\$ -
Building Improvements					\$ -			\$ -
028 Parlier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
030Selma	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -			\$ -
Building Maintenance, Repair, and Occupancy					\$ -			\$ -
Fresno Headstart Office R&M	22,000.00	57,000	22,000	57,000	\$ -	22,000	57,000	\$ -
Head Start Sites R&M	35,000.00		35,000		\$ -	35,000		\$ -
Grounds Maintenance	17,940	17,940	17,940	17,940	\$ -	17,940	17,940	\$ -
Pest Control-Centers	6,600	6,600	6,600	6,600	\$ -	6,600	6,600	\$ -
Burglar & Fire Alarm	2,155	2,155	2,155	2,155	\$ -	2,155	2,155	\$ -
Custodial Services	4,776	4,776	4,776	4,776	\$ -	4,776	4,776	\$ -
					\$ -			\$ -
Building and Child Liability					\$ -			\$ -
Property Insurance	12,048	13,727	12,048	13,727	\$ -	12,048	13,727	\$ -
Liability Insurance	504		504		\$ -	504		\$ -
Student Activity Insurance	1,175		1,175		\$ -	1,175		\$ -
					\$ -			\$ -
Consultants					\$ -			\$ -
Psychological/Child Observation Services	3,590	13,390	3,590	13,390	\$ -	3,590	13,390	\$ -
Consultant Expenses	800		800		\$ -	800		\$ -
Legal	9,000		9,000		\$ -	9,000		\$ -
					\$ -			\$ -
Screening/Medical					\$ -			\$ -
Employee Screening/Medical & Drug Testing	1,000	1,000	1,000	1,000	\$ -	1,000	1,000	\$ -
					\$ -			\$ -
Vehicle Repair & Maintenance					\$ -			\$ -
Vehicle Gas & Oil	10,000	37,000	10,000	37,000	\$ -	10,000	37,000	\$ -
Vehicle Insurance	12,000		12,000		\$ -	12,000		\$ -
Vehicle Repair & Maintenance	15,000		15,000		\$ -	15,000		\$ -
					\$ -			\$ -
Travel and Per Diem					\$ -			\$ -
Staff Travel Local	3,294	3,294	3,294	3,294	\$ -	3,294	3,294	\$ -
Training-Staff	-	-	-	-	\$ -	-	-	\$ -
Training-Volunteer	-	-	-	-	\$ -	-	-	\$ -
Training-Participants/clients	-	-	-	-	\$ -	-	-	\$ -
Training-Parents	-	-	-	-	\$ -	-	-	\$ -
					\$ -			\$ -
Other		<u>33,950</u>		<u>33,950</u>	\$ -		<u>33,950</u>	\$ -
Uniforms Purchase or Rental	-		-		\$ -	-		\$ -
					\$ -			\$ -
Property Taxes	5,260.00		5,260		\$ -	5,260		\$ -
Fees and Licenses	17,850.00		17,850		\$ -	17,850		\$ -
Fingerprints	75.00		75		\$ -	75		\$ -
CPR	240		240		\$ -	240		\$ -
Employee Health and Safety	8,475		8,475		\$ -	8,475		\$ -
Parent Activity	700		700		\$ -	700		\$ -
Parent Mileage	750.00		750		\$ -	750		\$ -
PC Allowance	-		-		\$ -	-		\$ -
Policy Council Food	600		600		\$ -	600		\$ -
					\$ -			\$ -
Total Other		424,967		435,380	10,413		442,140	6,760
					\$ -			\$ -
Total Operational Cost		581,140		591,553	10,413		598,313	6,760
Total Payroll Cost		3,400,162		3,438,320	38,158		3,666,096	227,776
Total Costs		<u>3,981,302</u>		<u>4,029,873</u>	<u>48,571</u>		<u>4,264,409</u>	<u>234,536</u>
					\$ -			\$ -
Total Indirect Costs	8.34%	362,298	-	366,719.00	4,421		388,062	21,343
					\$ -			\$ -
TOTAL BUDGET	<u>Contract</u>	<u>\$ 4,343,600</u>	<u>Contract</u>	<u>\$ 4,396,592.00</u>	<u>\$ 52,992</u>	<u>Contract</u>	<u>\$ 4,652,471</u>	<u>\$ 255,879</u>
					\$ -			\$ -
Children		469		469	\$ -		469	\$ -
Cost per Child		\$ 9,261		\$ 9,374	\$ 113		\$ 9,920	\$ 546
					\$ -			\$ -
Budget		<u>\$ 4,343,600</u>		<u>\$ 4,396,592</u>			<u>\$ 4,652,471</u>	
					\$ -			\$ -
Variance		-		\$ -			\$ -	

CAPMC - FRESNO MIGRANT/SEASONAL HEAD START

Fresno Basic Days of Operation

2021-2022

4/21/21 1:28 PM

Sep-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 13
 Child Days 20
 Trans Days 0
 Staff w/o Children 1
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 22

Oct-21

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 30
 Child Days 19
 Trans Days 0
 Staff w/o Children 1
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 21

Nov-21

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mth 22 Exp 20
 Child Days 5
 Trans Days 0
 Staff w/o Children 2
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 15
 22

Dec-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth 23 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 23
 23

Jan-22

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth 21 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 21
 21

Feb-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth 20 Exp 26
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 20
 20

Mar-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth 23 Exp 14
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 23
 23

Apr-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth 21 Exp 30
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 21
 21

May-22

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth 22 Exp 22
 Child Days 11
 Trans Days 0
 Staff w/o Children 5
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 5
 22

Jun-22

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 22
 Child Days 21
 Trans Days 0
 Staff w/o Children 1
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 22

Jul-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 16
 Child Days 19
 Trans Days 0
 Staff w/o Children 1
 Holidays 1
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 21

Aug-22

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth 23 Exp 28
 Child Days 22
 Trans Days 0
 Staff w/o Children 1
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 23

Advocates & CD's Return
 Staff Return - Pre-Service

	Sum
Child Days	117
Trans Days	-
Staff w/o Children	12
Holidays	4
Saturdays	-
Non-Op Days	128



Report to the Board of Directors

Agenda Item Number: E-6

Policy Committee Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: May 13, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Approval of Fresno Migrant Seasonal Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Grant Application for the Contract Year Ending August 31, 2022.

I. RECOMMENDATION:

Review and consider approving the 2021-2022 Fresno Migrant Seasonal Early Head Start COLA and Quality Improvement Grant Application.

II. SUMMARY:

The Consolidated Appropriations Act of 2021 contain an increase to Head Start Programs for the fiscal year of 2021. Part of the funding was earmarked for a Cost of Living Adjustment (COLA) 1.22% for the Head Start Programs. Additionally, Quality Improvement funds were set aside for Migrant Seasonal and Native American Head Start Programs. The funding is intended to increase the on-going funding level of Head Start Programs through a COLA and Quality Improvement increases.

III. DISCUSSION:

- A. The Fresno Migrant Seasonal Early Head Start budgets have been amended to reflect 1.22% COLA increase to personnel costs beginning September 1, 2021. Related fringe benefit cost (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly.
- B. After applying cost to salaries and benefits, CAPMC staff will apply left over funds to the Telephone Expense, Supplies, and Gas/Oil categories.
- C. The Quality Improvement funds will be utilized to increase 39 service days for children and families. With the extension in days, most of the funding will be applied to contracts since the services are provided through Family Child Care providers. The remaining funds will also be applied to the supplies and gas/oil categories.
- D. The attachment provides a summary of the original funding, the addition of the COLA funding and where it was applied, and Quality funding and categories where it was applied.
- E. The allowable indirect expense for the two (2) grants is the agency's approved rate of 9.1%.

- F. The Non-Federal Share (in-kind) amounts are \$516 for COLA and \$2,232 for Quality Improvement. The total amount has been allocated to volunteer hours.
- The 2021-2022 Fresno Migrant Seasonal Early Head Start COLA and Quality Improvement Grant Application was presented during the Policy Committee meeting on May 12.

IV. FINANCING:

FMSHS COLA Funding:	Increase of \$3,785
FMSHS Quality Improvement:	Increase of \$16,368

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Early Head Start Operating Budget
 2020-21

4/20/2021
11:19 AM

	BASIC	TOTAL BASIC w/Cola	BASIC	TOTAL BASIC w/Cola	Variance	BASIC	TOTAL BASIC w/Cola	Variance
SALARIES	\$ 77,328	\$ 82,519	\$ 78,272	\$ 83,527	944.00	\$ 78,272	\$ 83,527	-
	\$ 5,191		\$ 5,255		64.00	\$ 5,255		-
FRINGE BENEFITS		\$ 25,600		\$ 25,764			\$ 25,764	-
Health Insurance	\$ 8,801		\$ 8,801			\$ 8,801		-
Worker's Comp (Various)	\$ 3,460		\$ 3,501		41.00	\$ 3,501		-
Pension (4.0%)	\$ 4,125		\$ 4,177		52.00	\$ 4,177		-
Pension Spending Credit \$200	\$ -		\$ -			\$ -		-
FICA (7.65%)	\$ 5,867		\$ 5,938		71.00	\$ 5,938		-
SUTA (6.2%)	\$ 3,347		\$ 3,347			\$ 3,347		-
TOTAL SALARIES & FRINGE BENEFITS		\$ 108,119		\$ 109,291			\$ 109,291	
Out of Area Travel								
Staff Travel	-		-			-		-
Per Diem	-		-			-		-
Total Travel (Out of the Area)		\$ -		\$ -			\$ -	
Equipment (Excess \$5000.00/Unit)		\$ -		\$ -			\$ -	
Total Equipment (Excess \$5000/Unit)		\$ -		\$ -			\$ -	
Supplies-Fresno Head Start Office								
Office Supplies	864.00		900.00		36.00	900.00		-
Data Supplies	1,200.00		1,200.00			1,200.00		-
Food	-		-			-		-
Program Supplies	2,400.00		3,600.00		1,200.00	4,829.00		1,229.00
Instructional Supplies	1,050.00		1,200.00		150.00	1,200.00		-
Total Supplies		\$ 5,514		\$ 6,900			\$ 8,129.00	
Total Contracts	167,160	\$ 167,160	167,160.00	\$ 167,160.00		180,880.00	\$ 180,880.00	13,720.00
Construction		\$ -		\$ -			\$ -	
Total Construction		\$ -		\$ -			\$ -	
Other								
Printing and Publication	-		-			-		-
Advertising & Promotion	-		-			-		-
Telephone	-		648.00		648.00	648.00		-
Rent Fig Garden Storage Unit G034	2,160.00		2,160.00			2,160.00		-
Office Rent	-		-			-		-
Utilities	-		-			-		-
Ground Maintenance	-		-			-		-
Pest Control	-		-			-		-
Burlar & Fire Alarm	-		-			-		-
Property Insurance	-		-			-		-
Consultants	-		-			-		-
Consultant Expenses	-		-			-		-
Gas and Oil	1,183.00		1,446.00		263.00	1,500.00		54.00
Fees and License	-		-			-		-
Staff Training Trauma	-		-			-		-
Parent Training Trauma	-		-			-		-
Student Activity Insurance	252.00		252.00			252.00		-
Parent Mileage	-		-			-		-
PC Allowance	-		-			-		-
Total Other		\$ 3,595		\$ 4,506	911.00		\$ 4,560	\$ 54.00
Total Direct Cost	56.8%	\$ 176,269	67%	\$ 178,566	2,297.00	68%	193,569.00	15,003.00
Total Payroll Cost	34.8%	\$ 108,119	24%	\$ 109,291	1,172.00	24%	109,291.00	-
		\$ 284,388		\$ 287,857	3,469.00		\$ 302,860.00	15,003.00
Total Indirect Costs	9.1%	\$ 25,879	9.1%	\$ 26,195	316.00	9.1%	\$ 27,560	1,365.00
		\$ 310,267		\$ 314,052.00	3,785.00		\$ 330,420.00	16,368.00
Children		21		\$ 21.00			21.00	
Cost per Child		\$ 14,775		\$ 14,955	180.00		\$ 15,734	\$ 779.00

CAPMC - FRESNO MIGRANT/SEASONAL HEAD START

Early Migrant Head Start - FCC

2021-2022 Days of Operation

4/21/21 1:28 PM

Sep-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 13
 Child Days 21
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 22

Oct-21

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 30
 Child Days 20
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 21

Nov-21

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth 22 Exp 20
 Child Days 19
 Trans Days 0
 Staff w/o Children 0
 Holidays 3
 Winter/Spring Break 0
 Non-Op Days 0
 22

Dec-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth 23 Exp 20
 Child Days 13
 Trans Days 0
 Staff w/o Children 0
 Holidays 2
 Winter/Spring Break 8
 Non-Op Days 0
 23

Jan-22

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth 21 Exp 20
 Child Days 20
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 21

Feb-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth 20 Exp 26
 Child Days 19
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 20

Mar-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth 23 Exp 14
 Child Days 19
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 4
 23

Apr-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth 21 Exp 30
 Child Days 21
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 0
 21

May-22

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth 22 Exp 22
 Child Days 21
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 22

Jun-22

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 22
 Child Days 22
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 22

Jul-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 16
 Child Days 20
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 21

Aug-22

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth 23 Exp 28
 Child Days 23
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 23



Advocates & CD's Return
 Staff Return - Pre-Service

	Sum
Child Days	238
Trans Days	-
Staff w/o Children	-
Holidays	11
Winter/Spring Break	8
Saturdays	-
Non-Op Days	4



Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors' Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: May 13, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Review, Consider and Provide Direction for the Proposed Enrollment Reduction for the Fresno Migrant Seasonal Head Start Effective September 1, 2021.

I. RECOMMENDATIONS

Review and consider approving the proposed enrollment reduction and program changes for the Fresno Migrant Seasonal Head Start program beginning September 1, 2021.

II. SUMMARY

- Program staff are proposing a reduction of 50 slots for the Fresno Migrant Seasonal Head Start Program. Although the Fresno Migrant Seasonal Head Start program has been able to meet enrollment in the past years, it has been extremely difficult to reach the funded enrollment.
- The estimated capacity that centers can serve at one time is 265 leaving an additional 254 enrollment slots. The remaining slots will have to be reached by children dropping and new children enrolling. This situation creates a hardship since during the 5 month season all children would have to drop from the program and be replaced in order to meet the funded enrollment.
- The other issue CAPMC faces is the program's funding year which affects enrollment. The funding year ends August 30th and therefore, children who are enrolled as of September 1st are counted as served for the following program year. This means that those children cannot be enrolled in May when the program reopens.
- Additionally, the 265 slots can be served at all centers only if all qualified staff for each age group is in place. It is hard to determine from year to year if staff will be returning for the season. As an example, for the 2020-2021 summer session, management staff have identified 10 vacant teacher positions. Those vacancies are going to limit the number of children that can be served per classroom and per center.
- Program staff have prepared two budget options for the Board and Policy Committee to review and consider. CAPMC will submit the budget that both the Board and PC approve for CAPSLO (Grantee) to consider. If the proposal is not approved by the Grantee, then the program will resume services per prior year. Program staff will bring to the Board and PC the decision from the Grantee once received by CAPMC.

III. DISCUSSION

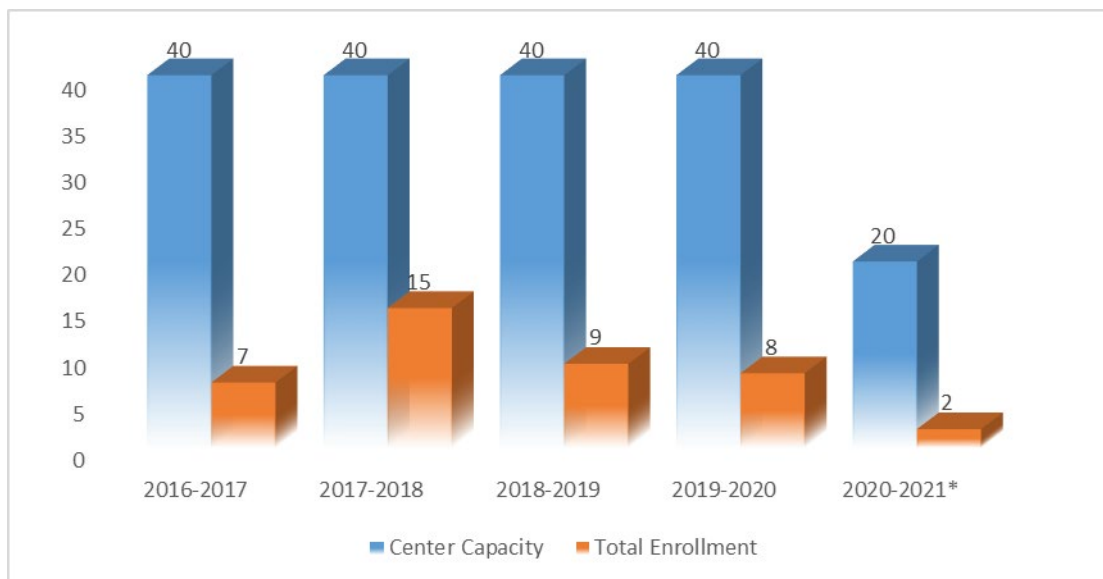
Staff is recommending the following for the Committee to consider and provide direction. The goal is continuity of care for the children and provide quality services to children in its service areas. There are multiple steps to the final results which are described below:

Slot reduction

- On January 22, 2008, an Informational Memorandum was issued by the Office of Head Start giving programs the option to reduce their funded enrollment. The Office of Head Start has given Regional Offices the authority to approve up to a 10% reduction of program's funded enrollment. In CAPMC's case, the request for the slot reduction will be submitted to CAP of San Luis Obispo, Grantee. CAPSLO will in turn submit to Region XII who has the oversight of the program; and therefore, would be approving the enrollment reduction should it be approved by Policy Committee and Board of Directors.
- The proposed slot reduction will constitute a reduction in funding which CAPMC is well aware of. CAPMC will be reduce its total funding allowing CAPSLO to utilize the funding to serve children and families in areas where they also serve including Fresno County.
- Reduction in Funding – **\$463,050.00**

Center Closure - Biola

- In reviewing program data, discussion with staff, and at program expenses, it was identified that the Biola Center has been experiencing difficulties with enrollment. The center is licensed to serve 20 children. However, the total enrollment varies from 7 to 10 children at one time. The chart below provides historical enrollment data in the past five years. However, for the 2020-2021 program year, the enrollment was taken at the end of the season which ended on October 2020.



- In reviewing the staffing roster for the upcoming season, it was identified that there are 2 vacant teacher positions for the Biola site. If qualified staff are not hired, this will limit the number of children that can be served.
- If the funding for the program was earned based on enrollment, the total reimbursement would be between \$92,610 (10 enrollees) with a maximum of \$185,220 (20 enrollees). The cost to operate the center more than exceeds the cost

per child. At full enrollment, the cost to operate the center equals \$14,656 per child. At partial enrollment the cost per child is \$29,312. In summary, this site is no cost effective to operate.

- The savings identified from the closure of this site will offset the funding that will be returned to CAPSLO.
- Reduction in operational costs – program supplies, data supplies, etc. were made in order to balance to the reduced funding amount.
- **Potential savings - \$293,128.00**

Staffing

- Since CAPMC is proposing to close a site, management staff wants the Policy Committee, Board of Director, and Biola center staff, that no one will be displaced.
 - Staff who return for the 2021 summer session, will be placed in vacant positions. Additionally, staff will be offered other positions for which they qualify either in Fresno or Madera Head Start Programs.
- The Proposed Enrollment Reduction for the Fresno Migrant Seasonal Head Start Effective September 1, 2021 was presented and approved by the Executive Policy Committee on April 7, 2021.

IV. FINANCIAL

Significant – Budget(s) are attached for review.

CAPMC - FRESNO MIGRANT/SEASONAL HEAD START

Basic Days of Operation

2021-2022

3/26/21 12:14 PM

Sep-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 15
 Child Days 20
 Trans Days 0
 Staff w/o Children 1
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 22

Oct-21

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 20
 Child Days 18
 Trans Days 0
 Staff w/o Children 2
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 21

Nov-21

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth 22 Exp 30
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 22
 22

Dec-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth 23 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 23
 23

Jan-22

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth 21 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 21
 21

Feb-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth 20 Exp 25
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 20
 20

Mar-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth 23 Exp 15
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 23
 23

Apr-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth 21 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 21
 21

May-22

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth 22 Exp 30
 Child Days 11
 Trans Days 0
 Staff w/o Children 5
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 5
 22

Jun-22

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 22
 Child Days 21
 Trans Days 0
 Staff w/o Children 1
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 22

Jul-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 18
 Child Days 19
 Trans Days 0
 Staff w/o Children 1
 Holidays 1
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 21

Aug-22

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth 23 Exp 26
 Child Days 22
 Trans Days 0
 Staff w/o Children 1
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 23

Advocates & CD's Return
 Staff Return - Pre-Service

	Sum
Child Days	111
Trans Days	-
Staff w/o Children	11
Holidays	4
Saturdays	-
Non-Op Days	135

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant Head Start
 Community Action Partnership of Madera County
 PA Basic Payroll budget
 2021-22

DAYS OF OPERATION

Title	Pre-Start	Child Days	Staff w/o Child	Holidays	Total Work Days	Total Hrs	Benefit %	Total YTD wages	Federal Amount
FRESNO HEAD START 021 - Biola									
CENTER DIRECTOR/TEACHER	23	111	11	4	149	1,192	100.0%		
ADVOCATE II	23	111	11	4	149	1,192	100.0%		
ASSOCIATE TEACHER-PRESCHOOL		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE II/JANITOR		111	11	4	126	1,008	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
						6,416		\$ 147,417.52	\$ 186,096.52
FRESNO HEAD START 023 - Firebaugh									
CENTER DIRECTOR II	23	111	11	4	149	1,192	100.0%		
ADVOCATE II	23	111	11	4	149	1,192	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,080	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER-PRESCHOOL		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER-INFANT/TODDLER		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III		111	11	4	126	1,008	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
JANITOR		111	11	4	126	1,008	100.0%		
						13,544		\$ 315,502.92	\$ 398,096.92
FRESNO HEAD START 024 - Five Points									
CENTER DIRECTOR II	23	111	11	4	149	1,192	100.0%		
ADVOCATE III	23	111	11	4	149	1,192	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE II/JANITOR		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III		111	11	4	126	1,008	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
FOOD SERVICE/COOK(40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
						12,464		\$ 299,166.04	\$ 372,155.04
FRESNO HEAD START 026 - Mendota									
CENTER DIRECTOR II	23	111	11	4	149	1,192	100.0%		
ADVOCATE II	23	111	11	4	149	1,192	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III		111	11	4	126	1,008	100.0%		
FOOD SERVICE/COOK(40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
JANITOR		111	11	4	126	1,008	100.0%		
						9,440		\$ 243,670.80	\$ 305,493.80
FRESNO HEAD START 027 - Orange Cove									
CENTER DIRECTOR II	23	111	11	4	149	1,192	100.0%		
ADVOCATE II	23	111	11	4	149	1,192	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER-PRESCHOOL		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III		111	11	4	126	1,008	100.0%		
FOOD SERVICE/HEAD COOK (40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
FOOD SERVICE WORKER I		111	11	4	126	1,008	100.0%		
MAINTENANCE WORKER I		248		13	261	2,088	100.0%		
						15,560		\$ 374,593.56	\$ 466,434.56

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant Head Start
 Community Action Partnership of Madera County
 PA Basic Payroll budget
 2021-22

DAYS OF OPERATION

Title	Pre-Start	Child Days	Staff w/o Child	Holidays	Total Work Days	Total Hrs	Benefit %	Total YTD wages	Federal Amount
FRESNO HEAD START 028 - Parlier									
CENTER DIRECTOR II	23	111	11	4	149	1,192	100.0%		
ADVOCATE II	23	111	11	4	149	1,192	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER-PRESCHOOL		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III/JANITOR		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE II/JANITOR		111	11	4	126	1,008	100.0%		
FOOD SERVICE/HEAD COOK (40+ MEALS)		111	11	4	126	1,008	100.0%		
FOOD SERVICE/HEAD WOKER I		111	11	4	126	1,008	100.0%		
JANITOR		111	11	4	126	1,008	100.0%		
						15,488		\$ 370,882.52	\$ 455,583.52
FRESNO HEAD START 029 - Inez C Rodriguez									
CENTER DIRECTOR II	23	111	11	4	149	1,192	100.0%		
ADVOCATE III	23	111	11	4	149	1,192	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
MASTER TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III/JANITOR		111	11	4	126	1,008	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
JANITOR		111	11	4	126	1,008	100.0%		
						14,480		\$ 348,371.04	\$ 421,381.04
FRESNO HEAD START 030 - Selma									
CENTER DIRECTOR II	23	111	11	4	149	1,192	100.0%		
ADVOCATE II	23	111	11	4	149	1,192	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
TEACHER		111	11	4	126	1,008	100.0%		
ASSOCIATE TEACHER		111	11	4	126	1,008	100.0%		
INSTRUCTIONAL AIDE III		111	11	4	126	1,008	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		111	11	4	126	1,008	100.0%		
JANITOR		111	11	4	126	1,008	100.0%		
						9,440		\$ 223,117.60	\$ 276,751.60
Office Support Staff									
AREA MANAGER		248		13	261	2,088	100.0%		
HEAD START PROFESSIONAL DEVELOPMENT COACH		248		13	261	2,088	100.0%		
HEALTH SERVICES CONTENT SPECIALIST		248		13	261	2,004	96.0%		
SUPPORT SERVICES MANAGER/ERSEA		248		13	261	647	31.0%		
DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST		248		13	261	2,004	96.0%		
NUTRITION SERVICES CONTENT SPECIALIST		248		13	261	2,004	96.0%		
PROGRAM TECHNICIAN		248		13	261	2,046	98.0%		
MAINTENANCE WORKER II		248		13	261	2,088	100.0%		
						14,969		\$ 478,166.37	\$ 607,083.37
HEAD START DIRECTOR		248		13	261	480	23.0%		
DEPUTY DIRECTOR-ECE		248		13	261	564	27.0%		
DEPUTY DIRECTOR-PROGRAM SERVICES		248		13	261	606	29.0%		
EXECUTIVE ADMINISTRATIVE AIDE		248		13	261	376	18.0%		
ADMINISTRATIVE ANALYST		248		13	261	731	35.0%		
HUMAN RESOURCES ASSISTANT II		248		13	261	1,984	95.0%		
						4,741		\$ 167,811.00	\$ 211,228.66

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant Head Start
 Community Action Partnership of Madera County
 PA Basic Payroll budget
 2021-22

DAYS OF OPERATION

Title	Pre-Start	Child Days	Staff w/o Child	Holidays	Total Work Days	Total Hrs	Benefit %	Total YTD wages	Federal Amount
								6A Total Salaries	2,762,170.57
								Accrued Vacation	173,076.80
								Merit	33,452.00
								<u>\$ 2,968,699.37</u>	
								Taxes	
								SUI	44,572.00
								FICA	223,839.00
								<u>\$ 268,411.00</u>	
								Workers Comp	<u>\$ 112,030.00</u>
								6B Fringe Benefits	
								Medical Insurance	153,395.66
								Dental Insurance	36,309.00
								Retirement Insurance Decline	13,675.00
								Retirement Insurance 4%	147,785.00
								<u>Total Employee Benefits</u>	<u>\$ 351,164.66</u>
								GRAND TOTAL	3,700,305.03

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget
 2021-22

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							BASIC	TOTAL
6a. SALARIES							Salaries \$ 2,795,623	\$ 2,968,700
							Accr Vac \$ 173,077	
6b. FRINGE BENEFITS								\$ 731,606
Health Insurance							\$ 189,705	
Worker's Comp (Various)							\$ 112,030	
Pension (4.0%)							\$ 147,785	
Pension Spending Credit \$200							\$ 13,675	
FICA (7.65%)							\$ 223,839	
SUTA (6.2%)							\$ 44,572	
TOTAL SALARIES & FRINGE BENEFITS								\$ 3,700,306
6C Out of the Area Travel-Staff								
Staff Travel (Out of the Area)	-	x	0	Events			\$ -	
Staff Meals	-	per Diem	0				\$ -	
Total Travel (Out of the Area)								\$ -
6D Equipment (Excess \$5000.00/Unit)								
Insight Company								\$ -
Total Equipment (Excess \$5000/Unit)								\$ -
6E Office Supplies								
Office Supplies-Fresno Head Start Office	800	x	12	Mths			\$ 9,600	\$ 20,000
Office Supplies-Head Start Sites	260	x	5	Mths			\$ 10,400	
Data Processing Supplies								\$ 50,000
Office Supplies-Fresno Head Start Office	3,500	x	12	Mths			\$ 42,000	
Office Supplies-Head Start Sites	1,600	x	5.0	Mths			\$ 8,000	
Food Supplies								\$ 7,823
Food Inventory Cost-Fresno Head Start Office	482	x	12	Mths			\$ 5,783	
Food/Children -Food Experience -Head Start Sites	243	x	5	Mths			\$ 1,217	
Kitchen Supplies- Head Start Sites	823	x	1	Sites			\$ 823	
Program Supplies								\$ 70,000
Fresno Headstart Office	3,250	x	12	Mths			\$ 39,000	\$ 70,000
Program Supplies-Head Start Sites	6,200	x	5	Mths			\$ 31,000	
Medical Supplies								\$ 160
Fresno Headstart Office	-	x	12	Mths			\$ -	\$ 160
Medical/Dental Supplies-Head Start Sites	32	x	5	Mths			\$ 160	
Instructional Supplies								\$ 5,100
Fresno Headstart Office Truma Literture and Supplies	42	x	12	Mths			\$ 500	\$ 5,100
Program Supplies-Head Start Sites	920	x	5	Mths			\$ 4,600	
Custodial Supplies								\$ 43,245
Fresno Headstart Office	350	x	12	Mths			\$ 5,000	\$ 43,245
Custodial Supplies-Head Start Sites	7,649	x	5	Mths			\$ 38,245	
Postage								\$ 1,500
Fresno Head Start Office	125	x	12	Mths			\$ 1,500	\$ 1,500
Total Supplies								\$ 197,828
6F Contracts	Children		Days		\$ Rate			
	519	Screened	15	x	\$ 1,333.33		\$ 20,000	
Speech Therapist - Screenings								\$ 20,000
Total Contracts								\$ 20,000
6G Renovation								\$ -
Total Renovation								\$ -
6H Other								
Rentals and Leases								
Fresno Headstart Office	625	x	12	Mths			\$ 7,500.00	\$ 22,884
Rentals -Head Start Sites	1,282	x	12	Mths			\$ 15,384.00	
Equipment Repair and Maintenance								\$ 20,100
Fresno Headstart Office	250	x	12	Mths			\$ 3,000.00	\$ 20,100
Repairs & Maintenance -Head Start Sites	1,425	x	12	Mths			\$ 17,100.00	
Printing and Advertising		5						
Printing and Publications-Fresno Office	700	x	9	Mths			\$ 3,500.00	\$ 7,500
Printing and Publications-Head Start Sites	800	x	5	Mths			\$ 4,000.00	

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget
 2021-22

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Advertising & Promotion	50	x	5	Mths	\$	250	\$	250
<u>Communications</u>								
Fresno Headstart Office	858	x	12	Mths	\$	10,299.00	\$	59,909
Telephone Head Start Sites	4,134	x	12	Mths	\$	49,610.00		
<u>Annual Rent</u>								
Fresno Headstart Office	4,511	X	12	Mths		60,252.00	\$	85,436
Head Start Sites	2,103	X	12	Mths		25,184.00		
<u>UTILITIES</u>								
Fresno Headstart Office	1,020	X	12	Mths		12,240.00	\$	58,728
Head Start Sites	3,874	X	12	Mths		46,488.00		
<u>Building Maintenance, Repair, and Occupancy</u>								
Fresno Headstart Office R&M	2,250	X	12	Mths		27,000.00	\$	107,011
Head Start Sites R&M	2,200	X	12	Mths		48,000.00		
Grounds Maintenance	1,495	X	12	Mths	\$	17,940		
Pest Control-Centers	595	X	12	Mths	\$	7,140		
Burglar & Fire Alarm	340	X	12	Mths	\$	2,155		
Custodial Services	398	X	12	Mths	\$	4,776		
<u>Building and Child Liability</u>								
Property Insurance	1,159	X	12	Mths	\$	13,013	\$	14,777
Liability Insurance	42	X	12	Mths	\$	504		
Student Activity Insurance	252	X	5	Mths	\$	1,260		
<u>Consultants</u>								
Psychological/Child Observation Services	2,145	X	5	Mths	\$	10,000	\$	20,800
Consultant Expenses	160	X	5	Mths	\$	1,800		
Legal	750	X	12	Mths	\$	9,000		
<u>Screening/Medical</u>								
Employee Screening/Medical & Drug Testing	5	Emp	x		\$ 200	\$	1,000	\$ 1,000
<u>Vehicle Repair & Maintenance</u>								
Vehicle Gas & Oil	3.75	X	2,666.0	Gallons	\$	10,000	\$	46,000
Vehicle Insurance	1,333	X	12	Mths	\$	16,000		
Vehicle Repair & Maintenance	1,667	X	12	Mths	\$	20,000		
<u>Travel and Per Diem</u>								
Staff Travel Local	833	X	6	Mths		\$	5,000	\$ 5,000
<u>Staff Training</u>								
Staff Training	100	Emp	30		\$ 3,000.00	\$	3,000	\$ 3,000
<u>Other</u>								
						\$ 35,200		
Property Taxes	6,060	X	1	Mths	\$	6,060.00		
Fees and Licenses	3,400	X	2.4	Mths	\$	18,000.00		
Fingerprints	25	X	3	Emp	\$ 75.00	\$	75.00	
CPR Fees	20	X	12	Emp	\$ 240.00	\$	240.00	
Employee Health and Safety	115	Emp	x		75.00	\$	8,625.00	
Parent Activity	16	X	5	Mths	\$	800.00		
Parent Mileage	270	X	5	Mths	\$	800.00		
Policy Council Food	6	Meetings	x		100.00	\$	600.00	
Total Other						\$ 487,595		
6I Total Operational Cost						14.7%	\$	705,423
Total Payroll Cost						77.0%	\$	3,700,306
Total Costs						\$ 4,405,729		
6J Total Indirect Costs						Approved Indirect Rate 9.10%	8.34%	\$ 400,921
TOTAL BUDGET						Contract	100%	\$ 4,806,650
						Children		519
						Cost per Child	\$	9,261

Community Action Partnership of Madera County
 Fresno Head Start
 Training and Technical Assistance
 Budget 2021-22

6a.	SALARIES		\$0
6b.	FRINGE BENEFITS		\$0
	TOTAL SALARIES & FRINGE BENEFITS		\$0

OPERATIONAL EXPENSES

6c.	TRAVEL		\$ 29,612
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<u>1. National Head Start Association Conference</u>		\$	8,550
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Registration fees (\$650/person x 3 staff)	\$ 1,950		
Lodging (\$250/night x 5 nights x 2 room, including parking)	\$ 2,600		
Per diem (\$50/day x 6 days x 4 staff)	\$ 1,200		
Airfare	\$ 2,800		

<u>2. CHSA Annual Education Conference</u>			\$4,440
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Registration fee (\$450/day x 4 staff)	\$1,800		
Lodging (150/night x 4 nights x 3 rooms, including parking)	\$1,800		
Per diem (\$42/day x 5 days x 4 staff)	\$840		

<u>3. CACFP Annual Conference</u>			\$450
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Registration fees (\$450 x 1 staff)	\$450		
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<u>4. National Migrant & Seasonal Head Start</u>			
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Registration (\$600 x 10 staff)	\$6,000		\$14,600
Lodging (\$250/night x 4 nights x 6 room, including parking)	\$6,000		
Per diem (\$42/day x 5 days x 10 staff)	\$2,100		
Parking & Incidentals	\$500		

<u>5. CAPSLO - Training</u>			
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Lodging (\$250/night x 1 nights x 5 room, including parking)	\$ 1,250		\$1,572
Per diem (\$46/day x 1 days x 7 staff)	\$ 322		

6d.	EQUIPMENT		\$0
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6e.	SUPPLIES		\$3,079
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<u>1. Office/Program Supplies</u>			\$3,079
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Resource materials for staff and parents training and meetings

6f.	CONTRACTUAL		\$0
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6g.	CONSTRUCTION		\$0
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6h.	OTHER SUPPLIES		\$43,101
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			\$3,000
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Rental of facility for training and advisory meetings (500.00/day rental fee, food x 6 meetings)	\$3,000		
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Community Action Partnership of Madera County
 Fresno Head Start
 Training and Technical Assistance
 Budget 2021-22

<u>2. Consultants and Consultant Expenses</u>		\$40,101
a. Policy Council Training with Agency Attorney	\$1,500	
*Brown Act		
*By-Laws		
*Program Governance		
*Role & Responsibilities		
b. Area Manager, Coach, Teaching staff, 15 hour In-service	\$20,300	
*CLASS		
*Dual Language Learners		
*DRDP Assessment		
*Meaningful Observations		
*Frog Street Curriculum - Fidelity Tool		
*TLC		
*CLASS Leadership Summit		
c. Health & Safety Trainings	\$3,500	
*CPR/First Aid		
*Emergency/Safety Procedures		
*Child Abuse & Neglect		
*Harrasment in the Workplace		
d. Ready Rosie Training	\$3,000	
*Staff Training		
e. Food Handler and Food Manager Certification	\$401	
*\$15/per person x 16 staff - handler	\$240	
*\$161/person x 1 staff - Manager	\$161	
f. Teach Stone - CLASS Certification	\$900	
(\$150/Person x 6 Staff)		
g. Abriendo Puertas New Facilitator Training	\$10,500	
7 Advocates x \$1,500/ea		

4. Printing and Publications - Training Materials

	TOTAL DIRECT CHARGES	\$75,793
6i.	INDIRECT COSTS	9.10% \$6,897
	TOTAL PA 20 HEAD START T & TA BUDGET	<u>\$82,690</u>

**Community Action Partnership of Madera County
Fresno Migrant Head Start
Non-Federal Share (In-Kind Cash)
Budget Detail Justification
PA20/PA22
Sept 1, 2021 - Aug 31, 2022**

6a.	SALARIES							0	BASIC	\$0
6b.	FRINGE BENEFITS							0		\$0
6c.	TRAVEL (OUT OF AREA)							0		\$0
6d.	EQUIPMENT							0		\$0
6e.	SUPPLIES									<u>\$1,623</u>
	1 Donated Materials	69.22	x	9	Sites			623.00	\$ 1,623.00	
	Doantions provided by local merchants									
	2 Supplies Purchased	83.33	x	12	Months			1,000.00		
	with Program Income									
6f.	CONTRACTUAL									\$0
6g.	CONSTRUCTION									\$0
6h.	OTHER									<u>\$665,105</u>
	Rents									
	21 Biola	23,988.00						8,400.00	Inkind Value	\$99,532
	23 Firebaugh	53,328.00						6,000.00	15,588.00	
	24 Five Points	-						-	47,328.00	
	25 Huron	-						-	0.00	
	26 Mendota	31,104.00						4,179.00	0.00	
	27 Orange Cove	3,600.00						2.00	26,925.00	
	28 Parlier	5,700.00						6,600.00	3,598.00	
	29 Inez Rodriguez	3,900.00						2.00	-900.00	
	30 Selma	1,200.00						1.00	3,898.00	
	31 Fresno Office	51,708.00						49,812.00	1,199.00	
		<u>174,528.00</u>						<u>74,996.00</u>	1,896.00	
	4 Volunteers									\$565,573
	a. PC Board	9 Members		2.0	Hrs	10	Mtgs \$49.18	Hr	8,852.40	
	21 Biola	15 Parents		18.60	Hrs	6	Mths \$22.37	Hr	37,447.38	
	23 Firebaugh	30 Parents		18.60	Hrs	6	Mths \$22.37	Hr	74,894.76	
	24 Five Points	24 Parents		18.60	Hrs	6	Mths \$22.37	Hr	59,915.81	
	25 Huron	20 Parents		-	Hrs	6	Mths \$22.37	Hr	-	
	26 Mendota	20 Parents		18.60	Hrs	6	Mths \$22.37	Hr	49,929.84	
	27 Orange Cove	24 Parents		18.60	Hrs	6	Mths \$22.37	Hr	59,915.81	
	28 Parlier	45 Parents		18.60	Hrs	6	Mths \$22.37	Hr	112,342.14	
	29 Inez Rodriguez	35 Parents		18.60	Hrs	6	Mths \$22.37	Hr	87,377.22	
	30 Selma	30 Parents		18.60	Hrs	6	Mths \$22.37	Hr	74,894.76	
	31 Fresno Office	0 Parents		-	Hrs	6	Mths \$22.37	Hr	-	
	252									
6i.	TOTAL DIRECT EXPENSES									<u>\$666,728</u>
TOTAL NON-FEDERAL SHARE BUDGET										<u>\$666,728</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT HEAD START
ADMINISTRATIVE BUDGET
September 1, 2021 - August 31, 2022**

	Hrs./ Day	# Days	% Time		BASIC FEDERAL SHARE
6A PERSONNEL					
HEAD START DIRECTOR	2.00	261	26%	\$	32,754.60
DEPUTY DIRECTOR-ECE	2.58	261	32%	\$	29,819.52
DEPUTY DIRECTOR-PROGRAM SERVICES	2.32	261	29%	\$	29,684.26
EXECUTIVE ADMINISTRATIVE AIDE	1.44	261	18%	\$	7,130.07
ADMINISTRATIVE ANALYST	3.20	261	40%	\$	23,679.89
HUMAN RESOURCES ASSISTANT II	8.00	261	100%	\$	57,831.91
TOTAL SALARIES					180,900
6B FRINGE BENEFITS					
Health/Dental/Vision/Life Insurance					16,268
Workers' Compensation					6,879
PENSION					9,046
FICA					13,583
SUI					968
TOTAL FRINGE BENEFITS					46,744.00
TOTAL PERSONNEL COSTS					\$ 227,644.00
6C TRAVEL (OUT OF AREA)					
1. National Head Start Association Conference	\$ 11,272	x	100%	11,272	
2. CHSA Annual Education Conference	\$ 4,440	x	100%	4,440	
3. CACFP Annual Conference	\$ 450	x	100%	450	
4. National Migrant & Seasonal Head Start	\$ 14,600	x	100%	14,600	
5. CAPSLO - Training	\$ 1,572	x	100%	1,572	
6. Frog Street SPLASH Conference	\$ 450	x	100%	450	
TOTAL TRAVEL (OUT OF AREA)					\$ 32,784
6D EQUIPMENT (EXCESS \$5,000/UNIT)				\$	-
6E SUPPLIES					
Office Supplies	9,600	per yr.	x	14.0%	2,000
Custodial Supplies	5,000	per yr.	x	5%	250
Postage	1,500	per yr.	x	100%	1,500
TOTAL SUPPLY COST					\$ 3,750
6F CONTRACTS					-
6G RENOVATION					-
6H OTHER					
Printing & Publication	3,500	YTD	x	35.0%	1,225
Advertising & Promotion	250	YTD	x	35.0%	88
Telephone	10,299	YTD	x	3.0%	309
Rent	49,812	YTD	x	5.3%	2,640
Utilities and Disposal	12,240	YTD	x	13.3%	1,628
Pest Control	540	YTD	x	5.0%	27
Burglar & Alarm	828	YTD	x	12.1%	100
Property Insurance	965	YTD	x	5.0%	48
Liability Insurance	504	YTD	x	10.0%	50
Legal	9,000	YTD	x	100.0%	9,000
Fees & Licenses	16,800	YTD	x	100.0%	16,800
TOTAL OTHER					\$ 31,915
6I TOTAL DIRECT COSTS					\$ 296,093
6J INDIRECT COSTS				Indirect Rate (9.1%)	\$ 400,921
TOTAL BUDGET					\$ 697,014
ADMINISTRATIVE PERCENTAGE					11.80%

Administrative Rate Calculation	
Fresno Migrant	\$ 4,806,650
Fresno T&A	\$ 82,690
EHS Operating	\$ 310,267
EHS T&A	\$ 6,949
Non-Federal	\$ 701,974
	\$ 5,908,530
MAX ADMIN % ALLOWED = 15%	\$ 886,280
ADMIN BUDGET TOTAL	\$ 697,014
DIVIDED BY TOTAL FUNDING	\$ 5,908,530
ADMIN %	11.80%

CAPMC - FRESNO MIGRANT/SEASONAL HEAD START
Fresno Basic Days of Operation
2021-2022

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Sep-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 13
 Child Days 20
 Trans Days 0
 Staff w/o Children 1
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 22

Oct-21

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 30
 Child Days 18
 Trans Days 0
 Staff w/o Children 2
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 21

Nov-21

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth 22 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 22
 22

Dec-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth 23 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 23
 23

Jan-22

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth 21 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 21
 21

Feb-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth 20 Exp 26
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 20
 20

Mar-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth 23 Exp 14
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 23
 23

Apr-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth 21 Exp 30
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 21
 21

May-22

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth 22 Exp 22
 Child Days 6
 Trans Days 0
 Staff w/o Children 5
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 10
 22

Jun-22

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 22
 Child Days 21
 Trans Days 0
 Staff w/o Children 1
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 22

Jul-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 16
 Child Days 19
 Trans Days 0
 Staff w/o Children 1
 Holidays 1
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 21

Aug-22

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth 23 Exp 28
 Child Days 22
 Trans Days 0
 Staff w/o Children 1
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 23

 Advocates & CD's Return
 Staff Return - Pre-Service

	Sum
Child Days	106
Trans Days	-
Staff w/o Children	11
Holidays	4
Saturdays	-
Non-Op Days	140

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant Head Start
 Community Action Partnership of Madera County
 PA Basic Payroll budget
 2021-22

Title	DAYS OF OPERATION						Total Work Day	Total Hrs	Benefit %	Total	
	Pre-Start	Child Days	Trans Day	Staff w/o Child	Holidays	Total				YTD Wages	Federal Amount
FRESNO HEAD START 023 - Firebaugh											
CENTER DIRECTOR II	23	106	0	11	4	144	1,152	100.0%			
ADVOCATE II	23	106	0	11	4	144	1,152	100.0%			
MASTER TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	1,080	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER-PRESCHOOL		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER-INFANT/TODDLER		106	0	11	4	121	968	100.0%			
INSTRUCTIONAL AIDE III		106	0	11	4	121	968	100.0%			
FOOD SERVICE/COOK (40 MEALS OR LESS)		106	0	11	4	121	968	100.0%			
JANITOR		106	0	11	4	121	968	100.0%			
							13,064		\$ 303,372.04	\$ 384,675.04	
FRESNO HEAD START 024 - Five Points											
CENTER DIRECTOR II	23	106	0	11	4	144	1,152	100.0%			
ADVOCATE III	23	106	0	11	4	144	1,152	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%			
INSTRUCTIONAL AIDE II/JANITOR		106	0	11	4	121	968	100.0%			
INSTRUCTIONAL AIDE III		106	0	11	4	121	968	100.0%			
FOOD SERVICE/COOK (40 MEALS OR LESS)		106	0	11	4	121	968	100.0%			
FOOD SERVICE/COOK(40 MEALS OR LESS)		106	0	11	4	121	968	100.0%			
							11,984		\$ 287,249.88	\$ 358,290.88	
FRESNO HEAD START 026 - Mendota											
CENTER DIRECTOR II	23	106	0	11	4	144	1,152	100.0%			
ADVOCATE II	23	106	0	11	4	144	1,152	100.0%			
MASTER TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
INSTRUCTIONAL AIDE III		106	0	11	4	121	968	100.0%			
FOOD SERVICE/COOK(40 MEALS OR LESS)		106	0	11	4	121	968	100.0%			
JANITOR		106	0	11	4	121	968	100.0%			
							9,080		\$ 233,703.20	\$ 293,900.20	
FRESNO HEAD START 027 - Orange Cove											
CENTER DIRECTOR II	23	106	0	11	4	144	1,152	100.0%			
ADVOCATE II	23	106	0	11	4	144	1,152	100.0%			
MASTER TEACHER		106	0	11	4	121	968	100.0%			
MASTER TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER-PRESCHOOL		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%			
INSTRUCTIONAL AIDE III		106	0	11	4	121	968	100.0%			
FOOD SERVICE/HEAD COOK (40 MEALS OR LESS)		106	0	11	4	121	968	100.0%			
FOOD SERVICE WORKER I		106	0	11	4	121	968	100.0%			
MAINTENANCE WORKER I		174			7	181	1,448	100.0%			
							14,400		\$ 347,314.84	\$ 434,703.84	
FRESNO HEAD START 028 - Parlier											
CENTER DIRECTOR II	23	106	0	11	4	144	1,152	100.0%			
ADVOCATE II	23	106	0	11	4	144	1,152	100.0%			
MASTER TEACHER		106	0	11	4	121	968	100.0%			
MASTER TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
TEACHER		106	0	11	4	121	968	100.0%			
ASSOCIATE TEACHER-PRESCHOOL		106	0	11	4	121	968	100.0%			
INSTRUCTIONAL AIDE II/JANITOR		106	0	11	4	121	968	100.0%			
INSTRUCTIONAL AIDE II/JANITOR		106	0	11	4	121	968	100.0%			
FOOD SERVICE/HEAD COOK (40+ MEALS)		106	0	11	4	121	968	100.0%			
FOOD SERVICE/HEAD WOKER i		106	0	11	4	121	968	100.0%			
JANITOR		106	0	11	4	121	968	100.0%			
							14,888		\$ 356,114.76	\$ 438,403.76	

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant Head Start
 Community Action Partnership of Madera County
 PA Basic Payroll budget
 2021-22

Title	DAYS OF OPERATION					Total Work Day	Total Hrs	Benefit %	Total	
	Pre-Start	Child Days	Trans Day	Staff w/o Child	Holidays				YTD Wages	Federal Amount
FRESNO HEAD START 029 - Inez C Rodriguez										
CENTER DIRECTOR II										
ADVOCATE III	23	106	0	11	4	144	1,152	100.0%		
MASTER TEACHER	23	106	0	11	4	144	1,152	100.0%		
MASTER TEACHER		106	0	11	4	121	968	100.0%		
MASTER TEACHER		106	0	11	4	121	968	100.0%		
TEACHER		106	0	11	4	121	968	100.0%		
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%		
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%		
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%		
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%		
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%		
INSTRUCTIONAL AIDE II/JANITOR		106	0	11	4	121	968	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		106	0	11	4	121	968	100.0%		
JANITOR		106	0	11	4	121	968	100.0%		
							13,920		\$ 334,595.52	\$ 405,359.52
FRESNO HEAD START 030 - Selma										
CENTER DIRECTOR II	23	106	0	11	4	144	1,152	100.0%		
ADVOCATE II	23	106	0	11	4	144	1,152	100.0%		
TEACHER		106	0	11	4	121	968	100.0%		
TEACHER		106	0	11	4	121	968	100.0%		
TEACHER		106	0	11	4	121	968	100.0%		
ASSOCIATE TEACHER		106	0	11	4	121	968	100.0%		
INSTRUCTIONAL AIDE III		106	0	11	4	121	968	100.0%		
FOOD SERVICE/COOK (40 MEALS OR LESS)		106	0	11	4	121	968	100.0%		
JANITOR		106	0	11	4	121	968	100.0%		
							9,080		\$ 214,319.44	\$ 266,516.44
Office Support Staff										
AREA MANAGER		248		13	261	2,088	2,088	100.0%		
HEAD START PROFESSIONAL DEVELOPMENT COACH		248		13	261	2,088	2,088	100.0%		
HEALTH SERVICES CONTENT SPECIALIST		248		13	261	2,004	2,004	96.0%		
SUPPORT SERVICES MANAGER/ERSEA		248		13	261	647	647	31.0%		
DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST		248		13	261	2,004	2,004	96.0%		
NUTRITION SERVICES CONTENT SPECIALIST		248		13	261	2,004	2,004	96.0%		
PROGRAM TECHNICIAN		248		13	261	2,046	2,046	98.0%		
MAINTENANCE WORKER II		248		13	261	2,088	2,088	100.0%		
							14,969		\$ 478,166.37	\$ 607,083.37
HEAD START DIRECTOR		248		13	261	480	480	23.0%		
DEPUTY DIRECTOR-ECE		248		13	261	564	564	27.0%		
DEPUTY DIRECTOR-PROGRAM SERVICES		248		13	261	606	606	29.0%		
EXECUTIVE ADMINISTRATIVE AIDE		248		13	261	376	376	18.0%		
ADMINISTRATIVE ANALYST		248		13	261	731	731	35.0%		
HUMAN RESOURCES ASSISTANT II		248		13	261	1,984	1,984	95.0%		
							4,741		\$ 167,811.00	\$ 211,228.66

6A Total Salaries	2,533,340.33
Accrued Vacation	155,854.72
Merit	33,452.00
	<u>\$ 2,722,647.05</u>

Taxes	
SUI	41,926.00
FICA	205,281.00
	<u>\$ 247,207.00</u>

Workers Comp	<u>\$ 102,791.00</u>
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6B Fringe Benefits	
Medical Insurance	145,395.66
Dental Insurance	34,718.00
Retirement Insurance Decline	11,275.00
Retirement Insurance 4%	136,128.00
Total Employee Benefits	<u>\$ 327,516.66</u>

GRAND TOTAL 3,400,161.71

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget
 2021-22

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6a. SALARIES

	BASIC	TOTAL
Salaries	\$ 2,566,792	\$ 2,722,647
Accr Vac	\$ 155,855	
		\$ 677,515
	\$ 180,114	
3.78%	\$ 102,791	
5.00%	\$ 136,128	
0.41%	\$ 11,275	
7.54%	\$ 205,281	
1.54%	\$ 41,926	
		<u>\$ 3,400,162</u>

6b. FRINGE BENEFITS

Health Insurance
 Worker's Comp (Various)
 Pension (4.0%)
 Pension Spending Credit \$200
 FICA (7.65%)
 SUTA (6.2%)
TOTAL SALARIES & FRINGE BENEFITS

6C Out of the Area Travel-Staff

Staff Travel (Out of the Area)	0	x	350.00	Events		
Per Diem Staff	0	Food per Diem		\$	50	
Total Travel (Out of the Area)						<u>\$ -</u>

6D Equipment (Excess \$5000.00/Unit)

Insight Company
 Total Equipment (Excess \$5000/Unit)

\$ -

6E Office Supplies

Office Supplies-Fresno Head Start Office	\$ 1,008.33	x	12	Mths		\$ 12,100	\$ 20,000
Office Supplies-Head Start Sites	\$ 225.71	x	5	Mths		\$ 7,900	
Data Processing Supplies							\$ 27,000
Office Supplies-Fresno Head Start Office	1,667	x	12	Mths		\$ 20,000	
Office Supplies-Head Start Sites	1,400	x	5.0	Mths		\$ 7,000	
Food Supplies							\$ 5,050
Food Inventory Cost-Fresno Head Start Office	\$ 232.00	x	12	Mths		\$ 2,783	
Food/Children -Food Experience -Head Start Sites	\$ 243.40	x	5	Mths		\$ 1,217	
Kitchen Supplies- Head Start Sites	\$ 1,050.00	x	1	Sites		\$ 1,050.00	
Program Supplies							\$ 34,886
Fresno Headstart Office	\$ 990.50	x	12	Mths		\$ 11,886	
Program Supplies-Head Start Sites	\$ 4,600.00	x	5	Mths		\$ 23,000	
Medical Supplies							\$ 140
Fresno Headstart Office	\$ -	x	12	Mths		\$ -	
Medical/Dental Supplies-Head Start Sites	\$ 28.00	x	5	Mths		\$ 140	
Instructional Supplies							\$ 4,400
Fresno Headstart Office Truma Literture and Supplies	\$ 41.67	x	12	Mths		\$ 500	
Program Supplies-Head Start Sites	\$ 780.00	x	5	Mths		\$ 3,900	
Custodial Supplies							\$ 38,285
Fresno Headstart Office	\$ 420.00	x	12	Mths		\$ 5,040	
Custodial Supplies-Head Start Sites	\$ 6,649.00	x	5	Mths		\$ 33,245	
Postage							\$ 1,500
Fresno Head Start Office	\$ 125.00	x	12	Mths		\$ 1,500	
Total Supplies							<u>\$ 131,261</u>

6F Contracts

Speech Therapist - Screenings	Children 519	Screened	Days 15	x	\$ Rate \$ 48.00		\$ 24,912
Total Contracts							<u>\$ 24,912</u>

6G Renovation

Total Renovation							<u>\$ -</u>
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6H Other

Rentals and Leases							
Fresno Headstart Office	\$ 625.00	x	12	Mths		\$ 7,500.00	\$ 21,984
Rentals -Head Start Sites	\$ 1,207.00	x	12	Mths		\$ 14,484.00	
Equipment Repair and Maintenance							\$ 18,120
Fresno Headstart Office	\$ 250.00	x	12	Mths		\$ 3,000.00	
Repairs & Maintenance -Head Start Sites	\$ 1,260.00	x	12	Mths		\$ 15,120.00	
Printing and Advertising							\$ 7,250
Printing and Publications-Fresno Office	\$ 700.00	x 14	9	Mths		\$ 3,500.00	
Printing and Publications-Head Start Sites	\$ 700.00	x	5	Mths		\$ 3,500.00	
Advertising & Promotion	\$ 50.00	x	5	Mths		\$ 250	

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget
 2021-22

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Communications									
Fresno Headstart Office	\$ 858.25	x	12	Mths		\$ 10,299.00	\$	56,609	
Telephone Head Start Sites	\$ 3,859.17	x	12	Mths		\$ 46,310.00			
Annual Rent									
Fresno Headstart Office	\$ 5,021.00	X	12	Mths		60,252.00	\$	77,036	
Head Start Sites	\$ 2,103.25	X	12	Mths		16,784.00			
UTILITIES									
Fresno Headstart Office	\$ 1,020.00	X	12	Mths		12,240.00	\$	53,136	
Head Start Sites	\$ 3,408.00	X	12	Mths		40,896.00			
Building Maintenance, Repair, and Occupancy									
Fresno Headstart Office R&M	\$ 1,833.33	X	12	Mths		22,000.00	\$	57,000	
Head Start Sites R&M	\$ 2,200.00	X	12	Mths		35,000.00			
Grounds Maintenance	1,495.00	X	12	Mths		\$ 17,940	\$	17,940	
Pest Control-Centers	595.00	X	12	Mths		\$ 6,600	\$	6,600	
Burglar & Fire Alarm	340.00	X	12	Mths		\$ 2,155	\$	2,155	
Custodial Services	398.00	X	12	Mths		\$ 4,776	\$	4,776	
Building and Child Liability									
Property Insurance	1,078.66	X	12	Mths		\$ 12,048	\$	13,727	
Liability Insurance	42.00	X	12	Mths		\$ 504			
Student Activity Insurance	235.00	X	5	Mths		\$ 1,175			
Consultants									
Psychological/Child Observation Services	718.00	X	5	Mths		\$ 3,590	\$	13,390	
Consultant Expenses	160.00	X	5	Mths		\$ 800			
Legal	\$ 750	X	12	Mths		\$ 9,000			
Screening/Medical									
Employee Screening/Medical & Drug Testing	5	Emp	x	\$ 200		\$ 1,000	\$	1,000	
Vehicle Repair & Maintenance									
Vehicle Gas & Oil	\$ 3.75	X	2,667	Gallons		\$ 10,000	\$	37,000	
Vehicle Insurance	\$ 1,000.00	X	12	Mths		\$ 12,000			
Vehicle Repair & Maintenance	\$ 1,250.00	X	12	Mths		\$ 15,000			
Travel and Per Diem									
Staff Travel Local	549.00	X	6	Mths		\$ 3,294	\$	3,294	
Other									
Property Taxes	\$ 5,260.00	X	1	Mths		\$ 5,260.00			
Fees and Licenses	\$ 3,325.00	X	2.4	Mths		\$ 17,850.00			
Fingerprints	\$ 25.00	X	3	Emp	\$ 75.00	\$ 75.00			
CPR Fees	\$ 20.00	X	12	Emp	\$ 240.00	\$ 240.00			
Employee Health and Safety	113	Employees	x	75.00		\$ 8,475.00			
Parent Activity	\$ 14.00	X	5	Mths		\$ 700.00			
Parent Mileage	\$ 150.00	X	5	Mths		\$ 750.00			
Policy Council Food	6	Meetings	x	100.00		\$ 600.00			
Total Other									
								\$ 424,967	
6I Total Operational Cost								13.4% \$ 581,140	
Total Payroll Cost								78.3% \$ 3,400,162	
Total Costs								\$ 3,981,302	
6J Total Indirect Costs								8.34% \$ 362,298	
								Approved Indirect Rate 9.10%	
TOTAL BUDGET								Contract 100% \$ 4,343,600	
								Children 519	
								Cost per Child \$ 8,369	

Community Action Partnership of Madera County
 Fresno Migrant Head Start
 Non-Federal Share (In-Kind Cash)
 Budget Detail Justification
 PA20/PA22
 Sept 1, 2021 - Aug 31, 2022

6a.	SALARIES						0		BASIC
									\$0
6b.	FRINGE BENEFITS						0		\$0
6c.	TRAVEL (OUT OF AREA)						0		\$0
6d.	EQUIPMENT						0		\$0
6e.	SUPPLIES								<u>\$1,623</u>
	1 Donated Materials	69.22	x	9	Sites		\$ 623.00	\$ 1,623.00	
	Donations provided by local merchants								
	2 Supplies Purchased	83.33	x	12	Months		\$ 1,000.00		
	with Program Income								
6f.	CONTRACTUAL								\$0
6g.	CONSTRUCTION								\$0
6h.	OTHER								<u>\$673,505</u>
	<u>Rents</u>								
	Appraised							Inkind Value	\$107,932
	Annual Rent Paid								
21	Biola	23,988.00					-	23,988.00	
23	Firebaugh	53,328.00					6,000.00	47,328.00	
24	Five Points	-					-	0.00	
25	Huron	-					-	0.00	
26	Mendota	31,104.00					4,179.00	26,925.00	
27	Orange Cove	3,600.00					2.00	3,598.00	
28	Parlier	5,700.00					6,600.00	-900.00	
29	Inez Rodriguez	3,900.00					2.00	3,898.00	
30	Selma	1,200.00					1.00	1,199.00	
31	Fresno Office	51,708.00						1,896.00	
		<u>174,528.00</u>					<u>66,596.00</u>		
	4 <u>Volunteers</u>								\$565,573
	a. PC Board	9 Members		2.0	Hrs	10	Mtgs \$49.18 Hr	\$8,852	
21	Biola	15 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$37,447	
23	Firebaugh	30 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$74,895	
24	Five Points	24 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$59,916	
25	Huron	20 Parents		-	Hrs	6	Mths \$22.37 Hr	\$0	
26	Mendota	20 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$49,930	
27	Orange Cove	24 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$59,916	
28	Parlier	45 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$112,342	
29	Inez Rodriguez	35 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$87,377	
30	Selma	30 Parents		18.60	Hrs	6	Mths \$22.37 Hr	\$74,895	
31	Fresno Office	0 Parents		-	Hrs	6	Mths \$22.37 Hr	\$0	
	252								
6i.	TOTAL DIRECT EXPENSES								<u>\$675,128</u>
	TOTAL NON-FEDERAL SHARE BUDGET								<u>\$675,128</u>



Report to the Board of Directors

Agenda Item Number: E-8

Board of Directors' Meeting for: May 13, 2021

Author: Maritza Gomez-Zaragoza

DATE: May 13, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant & Seasonal Head Start's Early Head Start- Child Care Partnership Program Refunding Grant Application to serve Fresno County Migrant children and families.

I. RECOMMENDATION:

Review and consider approving the submission of the Fresno Migrant Seasonal Head Starts Early Head Start Basic Grant application and budgets.

- ✓ 2021-22 Basic Budget
- ✓ 2021-22 Administrative Budget
- ✓ 2021-22 Training and Technical Assistance Budget
- ✓ 2021-22 In-Kind Budget

II. SUMMARY:

1. CAPMC is applying to serve migrant children and families in Fresno County.
2. The 2021-2022 Basic Grant applications with all respective budget details are due Community Action Partnership of San Luis Obispo, Inc. by April 2021.
3. CAPMC Board of Directors Resolution is required by Community Action Partnership of San Luis Obispo, Inc.

III. DISCUSSION:

Basic Application:

1. Approve the submission of the Community Action Partnership of Madera County's 2021-2022 Fresno Migrant Head Start Application to Community Action Partnership of San Luis Obispo.
2. Total days of operation are 199 days.
3. Services will be provided to 30 migrant children utilizing Family Child Care Home partnership option.
4. Areas of services at five rural Fresno County Family Child Care Provider homes in Coalinga, Five Points, Fresno, Huron & Mendota.

- Fresno Migrant & Seasonal Head Start's Early Head Start- Child Care

Partnership Program Refunding Grant Application to serve Fresno County Migrant children and families was presented and approved by the Executive Policy Committee on April 7, 2021.

IV. FINANCING:

Total funding is: Basic \$310,267

Training and Technical Assistance is \$6,949.

This grant does require a 12% in-kind match

CAPMC - FRESNO MIGRANT/SEASONAL HEAD START

Early Migrant Head Start - FCC

2021-2022 Days of Operation

3/26/21 12:14 PM

Sep-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 15
 Child Days 21
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 22

Oct-21

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 20
 Child Days 20
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 21

Nov-21

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mth 22 Exp 30
 Child Days 19
 Trans Days 0
 Staff w/o Children 0
 Holidays 3
 Winter/Spring Break 0
 Non-Op Days 0
 22

Dec-21

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth 23 Exp 20
 Child Days 13
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 10
 23

Jan-22

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth 21 Exp 20
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 21
 21

Feb-22

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mth 20 Exp 25
 Child Days 0
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 20
 20

Mar-22

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth 23 Exp 15
 Child Days 19
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 4
 23

Apr-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth 21 Exp 20
 Child Days 21
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Non-Op Days 0
 21

May-22

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth 22 Exp 30
 Child Days 21
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Non-Op Days 0
 22

Jun-22

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mth 22 Exp 22
 Child Days 22
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 22

Jul-22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth 21 Exp 18
 Child Days 20
 Trans Days 0
 Staff w/o Children 0
 Holidays 1
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 21

Aug-22

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mth 23 Exp 26
 Child Days 23
 Trans Days 0
 Staff w/o Children 0
 Holidays 0
 Winter/Spring Break 0
 Saturdays 0
 Non-Op Days 0
 23

Advocates & CD's Return
 Staff Return - Pre-Service

	Sum
Child Days	199
Trans Days	-
Staff w/o Children	-
Holidays	7
Saturdays	-
Non-Op Days	55

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Early Head Start Payroll
 Budget 2021-22

DAYS OF OPERATION

Title	Pre-Start	Child Days	Trans Day	Staff w/o Child	Holidays	Total Work Days	Hrs		Benefit %	Total YTD Wages
							Per Day	Total Hrs		
HEALTH SERVICES CONTENT SPECIALIST		248			13	261	0.32	84	4.0%	
SUPPORT SERVICES MANAGER/ERSEA		248			13	261	0.08	21	1.0%	
FAMILY CHILD CARE DEVELOPMENT/QUALITY ASSURANCE SPECIALIST		248			13	261	8.00	2,088	100.0%	
DISABILITIES/MENTAL HEALTH SERVICES CONTENT SPECIALIST		248			13	261	0.32	84	4.0%	
NUTRITION SERVICES CONTENT SPECIALIST		248			13	261	0.32	84	4.0%	
PROGRAM TECHNICIAN		248			13	261	0.16	42	2.0%	
								2,403		\$ 69,429.89
HEAD START DIRECTOR		248			13	261	0.16	42	2.0%	
DEPUTY DIRECTOR-ECE		248			13	261	0.40	104	5.0%	
ADMINISTRATIVE ANALYST		248			13	261	0.40	104	5.0%	
HUMAN RESOURCES ASSISTANT II		248			13	261	0.40	104	5.0%	
								354		\$ 13,089.25

6A Total Salaries	77,296.72
Accrued Vacation	5,191.42
Merit	31.00
	<u>82,519.14</u>

Taxes	
SUI	3,347.00
FICA	5,867.00
	<u>9,214.00</u>

Workers Comp	<u>3,460.00</u>
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6B Fringe Benefits	
Medical Insurance	7,505.46
Dental Insurance	1,296.00
Retirement Insurance Decline	-
Retirement Insurance 4%	4,125.00
Total Employee Benefits	<u>12,926.46</u>

GRAND TOTAL	108,119.60
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Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Early Head Start Operating
 Budget 2021-22

3/23/2021
11:16 AM

<u>SALARIES</u>				Salaries Accr Vac	BASIC 77,328	TOTAL \$ 82,519
				5,191		
FRINGE BENEFITS						\$ 25,600
Health Insurance					8,801	
Worker's Comp (Various)					3,460	
Pension (4.0%)					4,125	
Pension Spending Credit \$200					-	
FICA (7.65%)					5,867	
SUTA (6.2%)					3,347	
TOTAL SALARIES & FRINGE BENEFITS						<u>\$ 108,119</u>
<u>Out of Area Travel</u>						
Staff Travel		x	miles		-	
Per Diem		x	Mths		-	
Total Travel (Out of the Area)						<u>\$ -</u>
<u>Equipment (Excess \$5000.00/Unit)</u>					\$ -	
Total Equipment (Excess \$5000/Unit)						<u>\$ -</u>
<u>Supplies-Fresno Head Start Office</u>						
Office Supplies	\$ 70.58	x	12	Mths	847	
Data Supplies	\$ 100.00	x	12	Mths	1,200	
Food	\$ -	x	12	Mths	-	
Program Supplies	\$ 200.00	x	12	Mths	2,400	
Instructional Supplies	\$ 50.00	x	21	Children	1,050	
Total Supplies						<u>\$ 5,497</u>
<u>Contracts</u>		Children		Days		\$ Rate
		21	x	199	x	\$ 40.00
Total Contracts						167,160
						<u>\$ 167,160</u>
<u>Construction</u>						-
Total Construction						<u>\$ -</u>
<u>Other</u>						
Rent Fig Garden Storage Unit G034	\$ 180.00	x	12	Mths	2,160	
Gas and Oil	\$ 100.00	x	12	Mths	1,200	
Student Activity Insurance	\$ 21.00	x	12	Mths	252	
Total Other						<u>\$ 3,612</u>
Total Direct Cost						56.8% \$ 176,269
Total Payroll Cost						34.8% \$ 108,119
						<u>\$ 284,388</u>
Total Indirect Costs				Approved Indirect Rate	9.1%	\$ 25,879
				TOTAL BUDGET		<u>\$ 310,267</u>
				Children		21
				Cost per Child		\$ 14,775

Community Action Partnership of Madera County
 Early Head Start
 Training and Technical
 Budget 2021-22

6a.	SALARIES		\$0
6b.	FRINGE BENEFITS		\$0
TOTAL SALARIES & FRINGE BENEFITS			\$0

OPERATIONAL EXPENSES

6c.	TRAVEL		\$3,172
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1. National Migrant & Seasonal Head Start

Registration (\$550 x 1 staff)		\$550
Lodging (\$250/night x 5 nights x 1 room, including parking)	\$	1,250
Per diem (\$42/day x 6 days x 1 staff)	\$	252
Airfare	\$	670

2. Frog Street SPLASH Conference

Registration \$450 x 1 staff		\$450
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6d.	EQUIPMENT		\$0
6e.	SUPPLIES		\$0
6f.	CONTRACTUAL		\$0
6g.	CONSTRUCTION		\$0
6h.	OTHER		\$3,197

FCC Orientation/Trainings

12 Sessions x 10 Participants		\$ 750
Materials/Books	\$	500
Food	\$	250

Child Development Associates Credential Training

Materials		\$ 900
Materials	\$	500
Credential Testing Fee	\$	400

Educational Classes

Child Development Courses		\$1,200
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PC & Parent Shared Governance Training

Food/Venue		\$ 347
Materials	\$	200
Mileage	\$	100
		47

	TOTAL DIRECT CHARGES		\$6,369
6i.	INDIRECT COSTS	\$6,369	X 9.10%
TOTAL PA 20 HEAD START T & TA BUDGET			\$580
			\$6,949

**Community Action Partnership of Madera County
 Fresno Migrant Head Start
 Non-Federal Share (In-Kind Cash)
 Budget Detail Justification
 PA20/PA22
 Sept 1, 2021 - Aug 31, 2022**

6a.	SALARIES				0	BASIC	\$0
6b.	FRINGE BENEFITS				0		\$0
6c.	TRAVEL (OUT OF AREA)				0		\$0
6d.	EQUIPMENT				0		\$0
6e.	SUPPLIES				0		\$2,580
					\$ 2,580.00		
	1 Donated Materials	\$ 22.22	x	9	Sites		\$ 200.00
	Doantions provided by local merchants						
	2 Supplies Purchased	\$ 198.33	x	12	Months		\$ 2,380.00
	with Program Income						
6f.	CONTRACTUAL						\$0
6g.	CONSTRUCTION						\$0
6h.	OTHER						\$32,666
	<u>Rents</u>	Appraised		Annual Rent Paid		Inkind Value	\$0
	21 Biola	-		-		0.00	
	23 Firebaugh	-		-		0.00	
	24 Five Points	-		-		0.00	
	25 Huron	-		-		0.00	
	26 Mendota	-		-		0.00	
	27 Orange Cove	-		-		0.00	
	28 Parlier	-		-		0.00	
	29 Inez Rodriquez	-		-		0.00	
	30 Selma	-		-		0.00	
	31 Fresno Office	-		-		0.00	
		-----		-----			
		-		-			
		-----		-----			
		-		-			
	4 <u>Volunteers</u>						\$32,666
	a. PC Board	9 Members		0.5 Hrs	10 Mtgs	\$54.80 Hr	\$2,466
	21 Biola	0 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$0
	23 Firebaugh	5 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$15,100
	24 Five Points	0 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$0
	25 Huron	0 Parents		- Hrs	10 Mths	\$22.37 Hr	\$0
	26 Mendota	5 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$15,100
	27 Orange Cove	0 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$0
	28 Parlier	0 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$0
	29 Inez Rodriquez	0 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$0
	30 Selma	0 Parents		13.50 Hrs	10 Mths	\$22.37 Hr	\$0
	31 Fresno Office	0 Parents		- Hrs	10 Mths	\$22.37 Hr	\$0
		19					
6i.	TOTAL DIRECT EXPENSES						\$35,246
TOTAL NON-FEDERAL SHARE BUDGET							\$35,246



Report to the Board of Directors

Agenda Item Number: E-9

Board of Directors' Meeting for: May 13, 2021

Author: Jeannie Stapleton

DATE: May 3, 2021

TO: Board of Directors

FROM: Elizabeth Wisener

SUBJECT: Pacific Gas and Electric Company (PG&E) Community-Based Organization (CBO) Outreach for the Phase Out Emergency COVID-19 Protections.

I. RECOMMENDATION:

Consider authorizing the Executive Director to sign and submit the PG&E Community Based Organization (CBO) Outreach on the Phase Out Emergency COVID-19 Protections contract.

II. SUMMARY:

During the COVID-19 pandemic many PG&E customers experience economic challenges. PG&E set a moratorium through June 30, 2021 to protect customers from being disconnected especially the most vulnerable, which are those on Medical Baseline.

III. DISCUSSION:

1. PG&E is seeking Community Based Organizations to conduct outreach to inform customers that the moratorium that was set in place will end on June 30, 2021.
2. Outreach will be conducted by community outreach, mail and through web-based information such as social media.
3. Training will be conducted to provide information such as branding content, and hosting partnership meetings, track activities and submit invoicing.
4. Outreach to be completed from 30 calendar days from the contract execution and ideally within 20 calendar days.
5. Payment will consist of \$1,000 upon execution of the contract to cover onboarding, initial training expenses, and cost for development of an outreach plan.
6. \$4,000 will be paid upon completion of the Outreach and Education.
7. The contract will be forthcoming.

IV. FINANCING: \$5,000

**Pacific Gas and Electric Company (PG&E)
Community-Based Organization (CBO) Outreach
on the Phase out of Emergency COVID-19 Protections**

Statement of Work

1.0 BACKGROUND/ PROJECT SUMMARY

Summary of Project

PG&E seeks community-based organizations (CBOs) to conduct short-term outreach and education services to community members on the phase out of emergency COVID-19 protections.

The CA Public Utilities Commission, in tandem with CA's Investor-Owned Utilities (IOUs), implemented a suite of emergency consumer protections throughout 2020 due to the impacts of COVID-19. These protections, for example, included a moratorium on all service disconnections due to non-payment, and suspended verification processes that are standard for the CARE and Medical Baseline programs. These emergency COVID-19 protections are set to expire on June 30, 2021.

This project will enlist CBOs to support PG&E's outreach efforts to hard-to-reach communities, providing information to community members about both the phase out of COVID-protections, and the suite of programs and resources PG&E and its partners offer that can provide bill relief and bill savings.

2.0 CONTRACT TERM

Contract shall commence upon signature by both parties and extend through the sooner of: December 31, 2021, or the completion of the Outreach and Education plan.

3.0 WORK LOCATION

PG&E's service territory. Work may be conducted entirely or partially remotely. Any in-person work will need to adhere to state and local health directives.

4.0 DEFINITIONS

5.0 PROJECT SCOPE

5.1 Task 1: Onboarding and Training

- **Key Actions:** Attending PG&E-led webinars and trainings, reviewing PG&E-provided information and PG&E-branded content, identifying staff at CBO to lead this project and work with PG&E, hosting initial partnership kick-off meetings, setting up systems to track activities and submit invoices
- **Deliverables:** Completion of training and completion of kick-off meeting with PG&E
- **Schedules and Due Dates:** To be completed within 20 calendar days from contract execution, and ideally within 14 calendar days.

5.2 Task 2: Development of a customized Outreach and Education Plan

- **Key Actions:** Identifying what activities CBO can undertake for its marketing and education efforts, what communities/zip codes it will target, languages to conduct outreach and education activities in, drafting a plan for implementation, having PG&E staff review the plan and offer suggestions.
- **Deliverables:** Final Outreach and Education Plan that is approved by PG&E.
- **Schedules and Due Dates:** To be completed within 30 calendar days from contract execution, and ideally within 20 calendar days.

5.3 Task 3: Execution of customized Outreach and Education Plan

- **Key Actions:** Implement Outreach and Education plan by conducting activities included within it. Activities may include the CBO using PG&E-created content in its newsletters, social media posts, or hosting a webinar. Some CBOs may use PG&E printed materials, should they choose to have in-person activities (following all applicable health orders). PG&E will work collaboratively with the CBO to translate materials into non-English languages.
- **Deliverables:** Executed outreach plan, documentation of activities.
- **Schedules and Due Dates:** Ongoing, to commence after Outreach and Education plan in Task 2 is approved by PG&E.

5.4 Task 4: Data gathering and reporting to PG&E

- **Key Actions:** Record outreach efforts including communities targeted (zip codes, cities, etc.), geographic scope, and types of community members (i.e. individuals with disabilities, rural communities, seniors, etc.). Collect anecdotal information from outreach efforts as to what messages resonated, what types of questions community members had. Report all outreach activities in monthly reports and/or the final invoice (i.e. # of social media posts and the date, # of newsletter mentions with date and reach, # of webinars hosted and attendees, etc.). Include languages of outreach activities, when conducted in non-English languages.
- **Deliverables:** Monthly meetings and check ins, monthly reports, final invoice.
- **Schedules and Due Dates:** Ongoing, to commence after outreach and education plan in Task 2 is approved by PG&E and continue until completion of Outreach and Education Plan.

PAYMENT TERM –

The total contract amount is Not-to-Exceed \$5,000.00 USD:

Payment will occur in two lump sum payments:

1. \$1,000 USD will be paid upon execution of the contract, to cover onboarding, initial training expenses, and costs for development of an outreach plan (Task #1)
2. \$4,000 USD remainder will be paid upon completion of the Outreach and Education plan (Tasks #2, #3, and #4)

The total amount invoiced by vendor, inclusive of all expenses and administrative costs, shall not exceed **\$5,000.**

5.5 Project Fees by Task

Task	Estimated Delivery Date	Amount
Task 1: Onboarding and Training	Within 14-20 days from contract execution	\$1,000

Task 2: Development of a customized Outreach and Education Plan	Within 20-30 days from contract execution	\$1,000
Task 3: Execution of customized Outreach and Education Plan	To commence within 7 days from completion of Task 2, ongoing through contract completion	\$2,000
Task 4: Data gathering and reporting to PG&E	To commence in coordination with Task 3, ongoing through contract completion	\$1,000



Report to the Board of Directors

Agenda Item Number: E-10

Board of Directors' Meeting for: May 13, 2021

Author: Jeannie Stapleton

DATE: May 3, 2021

TO: Board of Directors

FROM: Elizabeth Wisener

SUBJECT: WestCare Subcontract Agreement to Provide Financial Assistance for Families Working Towards Obtaining Permanent Housing

I. RECOMMENDATION:

Consider authorizing the Executive Director to sign and submit the WestCare subcontract agreement to provide allowable financial assistance to families in the process of obtaining permanent housing.

II. SUMMARY:

WestCare provides certain services such as help families to exit homelessness and return to permanent housing as quickly as possible. CAPMC will provide financial assistance for rent, security deposits, utility deposits and payments, moving and storage costs, and emergency housing motel vouchers for families while they work to obtain permanent housing. The term of the contract is March 1, 2021 through February 28, 2022.

III. DISCUSSION:

CAPMC's responsibilities will include:

1. Work with Community Coordinators to update communities by-name list using confidential measures to ensure families confidentiality and safety if necessary.
2. In the event the number of referrals exceeds the number of available housing placements, CAPMC will prioritize families using the following criteria:
Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) score, length of homelessness, medical conditions, and any other relevant factors.
3. Meet with WestCare California, Inc. administrative staff as needed, for service coordination, problem/issue resolution, information sharing, training, review, and monitoring of services.
4. Engage clients in linguistically and culturally – appropriate manner, including the use of interpreters when needed.
5. Engage and connect homeless families to housing resources through the FMCoC CES when appropriate.
6. Complete Vulnerability Surveys (VI-SPDAT) on potential homeless families.
7. Comply with all requirements of the master contract attached.
8. Provide a monthly report by the 10th of each month that describes the services rendered that includes number of families served, broken down by number to

adult and children per household and what type of financial assistance they received.

9. Although the contract allows for all the services that were outlined in the summary section, CAPMC plans to use the funding to provide emergency shelter via hotel rooms for the vulnerable clients when the Madera Rescue Mission is full.

IV. FINANCING:

Compensation of \$65,000 for eligible direct financial assistance throughout the 12-month contract term.



SUBCONTRACT AGREEMENT

This Subcontract Agreement (hereinafter referred to as “Agreement”) is executed this 1st day of March, 2021 (“Effective Date”) by and between **Community Action Partnership of Madera County** a California not-for-profit corporation (“Subcontractor”) with its primary address at 1225 Gill Ave, Madera, CA 93637 and **WestCare California, Inc.**, a California not-for-profit corporation (“WestCare”) with its primary address at 1900 N. Gateway Blvd., Fresno, CA 93727. Collectively Subcontractor and WestCare are hereafter the “parties”

Recitals

WHEREAS, WestCare is a non-profit operating in California providing behavioral health services and such other services as needed within the communities it operates in;

WHEREAS, Subcontractor is a non-profit who provides supportive services to homeless families and families who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing.

WHEREAS, the WestCare has a contract dated November 28th 2020 with Day 1 Families Fund (“Base Contract”), attached hereto as **Exhibit A** and incorporated herein by and through this reference, pursuant to which WestCare has agreed to help family households by providing the following services; diversion, street outreach, low barrier shelter, rehousing, and connection to services;

WHEREAS, WestCare can subcontract certain Services pursuant to Exhibit C Standard Agreement of the Base Contract;

WHEREAS, Subcontractor and WestCare now desire to subcontract under this Agreement for the provision of those Subcontracted Services (as defined herein) by Subcontractor pursuant to this Agreement and the terms and conditions of the Base Contract;

NOW, THEREFORE, the parties hereby agree that the Recitals set forth above are incorporated into this Agreement by this reference and are hereby stipulated to be true and correct, and the parties further agree as follows:

- 1. Term.** This Agreement shall commence on the Effective Date and shall expire on the expiration of the Base Contract, terminating on **February 28, 2022** (“Term”). Foregoing notwithstanding, either party hereto may terminate this Agreement for any reason upon not less than thirty (30) days prior written notice to the other party. Additionally, in the event that the Base Contract is terminated for any reason this Agreement shall automatically expire as of the date of notice of the termination of the Base Contract. In the event of termination pursuant to this Section, and provided that Subcontractor is not in material breach of its obligations hereunder, Subcontractor shall be entitled to keep all monies already paid pursuant to this Agreement and WestCare’s sole obligation shall be to pay Subcontractor the amount due for Subcontracted Services already acceptably performed and Materials already accepted, pro rata. In no event shall WestCare be liable for any lost profits or consequential, incidental or special damages.
- 2. Base Contract.** Subcontractor agrees to abide by all applicable terms and requirements of the Base Contract.
- 3. Subcontracted Services.** Subject to the terms herein and the Base Contract, Subcontractor shall provide those services set forth in **Exhibit B**, attached hereto and incorporated by this reference.
- 4. Compensation.** In full consideration for the performance of the Subcontracted Services set forth in Section 3, and for any rights granted or relinquished by the Subcontractor under this Agreement, WestCare shall pay Subcontractor the rate set forth in **Exhibit C** based on the specific Subcontracted Services provided pursuant to this Agreement (“Fee Rate”). Subcontracted Services provided pursuant to this Agreement are to be documented and invoiced by Subcontractor in writing at the end of each calendar month of service. All written invoices are due by the last day of the month for that month’s service. Compensation shall be payable on the fifteenth (15) of each month following WestCare’s receipt and acceptance of Subcontractor’s written accurate invoice. Subcontractor acknowledges and agrees that, except as provided in this Section or as otherwise set forth in **Exhibit C**, it shall not be entitled to, and WestCare shall not be obligated to pay, any monies or other compensation for the Subcontracted Services provided and rights granted under this Agreement.

- 5. Loss of Funds.** Should the monetary amounts set forth in the Base Contract or this Agreement be altered by a change in the funding appropriations to WestCare from any applicable funding entity, a termination of the Base Contract, or for any other unforeseen reason, this Agreement will terminate as of the date of receipt of such notification. Upon expiration or termination of this Agreement, neither party shall have any further obligation hereunder except for (i.) obligations due and owing which arose prior to the date of termination, and (ii.) obligations, promises or covenants contained herein which expressly extend beyond the term of this agreement.
- 6. Confidentiality.** Both parties hereto shall treat as confidential all information relating to either party's operations or the general business affairs or any of the operations or general business affairs of the party (including the party's parent, affiliate or subsidiary companies) which the other party may observe or which may be disclosed as a result of the party's performance under this Agreement. Neither party shall not disclose any information, including without limitation any information contained in this Agreement, to third parties or use any such information for any purpose other than the performance under this Agreement, without the prior written consent of the other party. Additionally, the parties agree to abide by all State and Federal laws, rules and regulations, HIPAA and 42 C.F.R., Part 2. Both parties agree not to divulge any information concerning any individual client to any unauthorized person or agency without the written consent of the client and participant. This Section 6 shall survive the termination of this Agreement.
- 7. Indemnification.** Each party hereto shall indemnify, defend and hold the other party, including, without limitation, the other party's subsidiaries, affiliates, officers, directors, employees, representatives, independent contractors and agents harmless for, from and against any and all losses, expenses, costs, liabilities, damages, claims, suits and demands (including without limitation attorney's fees and costs) arising from or attributable to the negligent acts or omissions of the indemnifying party (including but not limited to the indemnifying party's officers, directors, employees, representatives, sub-contractors and agents). This Section 7 shall survive the termination of this Agreement.

- 8. Notices.** Any notices required or permitted to be given pursuant to this Agreement shall be in writing and sent by certified mail, postage prepaid, return receipt requested to the party's address noted above. Notice shall be deemed to be given upon the date three (3) days after such notice is deposited in the mail. Notices may also be delivered by courier, electronic transmission (including email) or by facsimile transmission and shall be deemed to be delivered when received by the party to whom such notice is directed with a confirmation of receipt. All notices of breach, default, legal demand, claim for indemnity, or of legal claim or action to WestCare shall also be copied to the following address in addition to the notice address above:

WestCare Foundation, Inc.
Attn: Executive Vice President
1711 Whitney Mesa Drive
Henderson, Nevada 89014

- 9. Remedy and Waiver.** In the event of any action or proceeding to compel compliance with, or with respect to any breach of this Agreement, the prevailing party shall be entitled to recover all reasonable costs and reasonable expenses of such action or proceeding including without limitation its reasonable attorneys' fees and costs incurred in connection therewith regardless of whether any formal legal action is commenced or whether such fees and costs are incurred at or in connection with trial or appellate proceedings. Any failure by either party at any time to enforce or require the other party's compliance with any of the terms and conditions of this Agreement shall not constitute a waiver of such terms and conditions in any way, or the right of the non-defaulting party at any time to avail itself of any and all remedies it may have for any breach of said terms and conditions including without limitation any right to terminate this Agreement. The remedies of the parties provided for in this Agreement shall be cumulative with all other remedies that either party may have against the other party at law or in equity.

- 10. Entire Understanding.** This Agreement sets for the entire arrangement between the parties and supersedes all prior oral and written understanding, representation, and discussions between the parties respecting the subject matter of this Agreement. This Agreement is effective as of the Effective Date above and upon signature and shall terminate at the expiration of the Term unless renewed by mutual agreement. No amendment to this Agreement shall be enforceable, unless in writing and signed by both parties hereto.

- 11. No Assignment.** Neither party may assign this Agreement in whole or in part or assign, pledge or otherwise transfer either party's obligations hereunder except with the prior written consent of the non-assigning party, which consent shall not be unreasonably withheld.

- 12. Governing Law.** This Agreement shall be governed by and construed in accordance with the all applicable laws of the United States and laws of the State of California. The venue for any dispute arising under this Agreement shall be a court of competent jurisdiction in Fresno County.
- 13. Permits and Licenses.** Each party hereto shall be responsible for securing all necessary licenses and permits required for the full and faithful performance of the terms of this Agreement.
- 14. Standards of Practice.** Subcontractor shall comply with and provide all services required under this Agreement in a manner consistent with 1) the CARF standards, if applicable to the Subcontracted Services provided; 2) the policies, procedures, standards, rules and regulations of the Medicaid Rehabilitation Option services (MRO), if applicable, and other state and federal regulatory licensing and accrediting agencies and bodies, all or any of which may be changed or amended from time to time; and 3) all applicable laws of the United States and the State of California.
- 15. Proprietary Materials and Ownership.** Subcontractor agrees that all written and/or electronic materials that are developed as part of this Agreement (such as, but not limited to, software, policy and procedures, grants, etc.) shall be the exclusive property of WestCare unless otherwise agreed to in writing by both parties. This Section 15 shall survive the termination of this Agreement.
- 16. Insurance.** Each party hereto shall be responsible for providing its own insurance coverage, including general liability, workers compensation and professional liability (if applicable).
- 17. Breach of Agreement and Remedies.** In the event that Subcontractor breaches this Agreement or the Base Contract WestCare shall have the right, upon not less than ten (10) days written notice to Subcontractor, to terminate this Agreement. WestCare expressly reserves all right and remedies at law and in equity. Forgoing notwithstanding, Subcontractor hereby waives any and all right to injunctive relief in the event of any dispute with WestCare, and Subcontractor's sole remedy in such a dispute shall be at law. In no event shall WestCare be liable for any lost profits or consequential, incidental or special damages.
- 18. Independent Subcontractors.** The parties to this Agreement are acting as independent contractors and independent employers. Nothing contained in this Agreement shall create or be construed as creating a partnership, joint venture or agency relationship between the parties. Neither party shall have the authority to bind the other party in any respect.

Agreement Signature Page

This Agreement may be executed in one or more counterparts. The parties execute this Agreement as of the Effective Date above.

<p>Subcontractor:</p> <p>Community Action Partnership of Madera County, a California not-for-profit corporation</p> <p>By: _____</p> <p>Name: Mattie Mendez Its: Executive Director</p>	<p>WestCare</p> <p>WESTCARE CALIFORNIA, INC. a California not-for-profit corporation</p> <p>By: _____</p> <p>Name: Shawn A. Jenkins Its: Deputy COO</p> <p>Executed pursuant to authority under <u>Resolution WCCA 2019-10</u></p>
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EXHIBIT A

Base Contract

(see attached)

EXHIBIT B

Subcontracted Services

Pursuant to Section 3 herein and pursuant to the terms of the Base Agreement, Subcontractor agrees to provide the following services:

Scope of Work

Day 1 Families Fund

The intent of this agreement is to help families exit homelessness and return to permanent housing as quickly as possible. Tenant-based assistance will be provided to participants throughout the Fresno Madera Continuum of Care (FMCoC) service area. Community Action Partnership of Madera County will provide financial assistance for rent, security deposits, utility deposits and payments, moving and storage costs, and emergency housing motel vouchers for families while they work to obtain permanent housing.

Subcontractor responsibilities will include:

- Work with Community Coordinator to update communities by-name list using confidential measures to ensure families confidentiality and safety if necessary .
- In the event the number of referrals exceeds the number of available housing placements, Community Action Partnership of Madera County will prioritize families using the following criteria: Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) score, length of homelessness, medical conditions, and any other relevant factors.
- Meet with WestCare California, Inc. administrative staff as needed, for service coordination, problem/issue resolution, information sharing, training, review, and monitoring of services.
- Engage clients in a linguistically and culturally – appropriate manner, including the use of interpreters when needed.
- Engage and connect homeless families to housing resources through the FMCoC CES when appropriate.
- Complete Vulnerability Surveys (VI-SPDAT) on potential homeless families.
- Comply with all requirements of the master contract attached.
- Provide a monthly report by the 10th of each month that describes the services rendered that includes number of families served, broken down by number of adults and children per household and what type of financial assistance they received.

EXHIBIT C

Compensation

Pursuant to Section 4 Compensation **Community Action Partnership of Madera County** will be compensated monthly on a cost reimbursement basis with a maximum contract amount of \$65,000.00 for eligible rapid rehousing direct financial assistance throughout the 12 month contract term. Invoices must be submitted by the 15th of each month for the previous month's expenses. All invoices must include supporting documentation in the form of lease agreements, motel receipts, utility receipts, storage fees etc.

Monthly invoices will be submitted by the 15th of each month to the following address:

WestCare California, Inc.
Attn: Accounting
1900 N. Gateway Blvd.
Fresno, CA 93727



Report to the Board of Directors

Agenda Item Number: E-11

Board of Directors' Meeting for: May 13, 2021

Author: Elizabeth Wisener

DATE: May 5, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: City of Madera Community Development Block Grant (CDBG)
Coronavirus Aid, Relief, and Economic Security (CARES) Act Round
II Funding.

I. RECOMMENDATION:

Consider authorizing the Executive Director to resubmit the application for the Community Development Block Grant (CDBG) CARES Act Round 11 funding to the City of Madera to provide rapid rehousing, homeless prevention and utility water/garbage billing assistance.

II. SUMMARY:

The initial application was approved during the November 12, 2020 Board of Directors meeting. There was a delay in processing the applications at the City of Madera. CAPMC was notified recently by a City of Madera representative that they are ready to proceed with submitting the applications to the City Council for approval. The City will be awarded more funding than was originally anticipated and CAPMC has been requested to increase the request from \$100,000 to \$122,322.19.

III. DISCUSSION:

- A. The proposed program will provide rental assistance, rapid rehousing, and/or utility water/garbage bill assistance. The funding will aid low-income individuals/families, seniors and people living with disabilities effected by COVID-19 who live within the City of Madera.
- B. CAPMC was awarded \$90,000 from Round I. If the application is awarded, it will allow CAPMC to extend the program into 2022.
- C. Per HUD, in attempts to serve disadvantaged regions, only residents who reside in census tracts 5.02, 6.03, 6.04, 8 and 9 are eligible to receive assistance. Households who reside in all census tracts have been financially impacted by COVID-19, and it was difficult to see that income eligible households were denied CDBG assistance because they did not reside in the approved census tracts. Fortunately, CAPMC had other funds that were not discriminatory because of where the residence was located. This funding is running low. CAPMC will continue to seek other funding streams so that all eligible low-income residence may receive assistance.

IV. FINANCING:

\$122,322

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
COMMUNITY SERVICES
CITY OF MADERA CDBG CARES
RENT/UTILITY ASSISTANCE**

	Budget
5010 Salaries	\$4,914.00
5020-5999 Benefits	<u>1,135.00</u>
	<u>\$6,049.00</u>
6110 Office Supplies	\$20.00
6170 Postage & Shipping	250.00
6180 Equipment Rental	600.00
6181 Equipment Maintenance	800.00
6320 Telephone	400.00
6410 Rent	850.00
6420 Utilities/Disposal	150.00
7224 Client Rent	60,000.00
7240 Direct Benefits -PGE	28,000.00
7240 Direct Benefits - Water	15,000.00
9010 Indirect Cost Allocation	<u>10,203.00</u>
Total Expenses	<u><u>\$122,322.00</u></u>



Report to the Board of Directors

Agenda Item Number: E-12

Board of Directors' Meeting for: May 13, 2021

Author: Elizabeth Wisener

DATE: May 5, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: California Emergency Rental Assistance Program

I. RECOMMENDATION:

Consider authorizing the Executive Director to sign and submit the California Emergency Rental Assistance Program application to Local Initiatives Support Corporation (LISC).

II. SUMMARY:

Funding is made available through federal COVID-19 Economic Relief, and California will receive \$2.6 billion dollars to assist families who have impacted by Covid-19. The County of Madera did not receive a direct allocation. Jurisdictions that did not receive a federal allocation will have their funds administered by the State Program. The State of California contracted with LISC to administer the program on behalf of the state. LISC is seeking vendors who will assist with the administration of the program.

III. DISCUSSION:

1. Rental assistance is available for income eligible renters who have experienced a financial hardship due to COVID-19 and have past due rent, or for landlords who have experienced a loss in income because of unpaid rent.
2. Landlords can get reimbursed for 80% of past due rent accrued between April 1, 2020 and March 31, 2021 if they agree to waive the remaining 20% of unpaid rent.
3. Eligible renters whose landlords choose not to participate may still apply on their own and receive 25% of back rent owed for the covered period.
4. Income must be at or below 80% of Area Median Income (AMI) based on total household's monthly income at the time of the application.
5. Federal law is silent on immigration status in determining eligibility for assistance.
6. If funded, CAPMC will provide outreach services via social media campaigns, mass mailings and door to door outreach to promote the program and then assist applicants

with the application process. One full-time equivalent (FTE) Customer Assistance Technician has been budgeted to fulfill program objectives. In addition, 37.5% FTE of Community Services Coordinator who will work with the Customer Assistance Technician, 5% of the Community Services Program Manager who will provide program oversight. Lastly, 10% of IT Communication Specialist has been budget to assist with the social media campaign. The program is short-term and tentatively scheduled to end on November 15, 2021.

7. Rent payments will be issued by LISC.

IV. **FINANCING:**
\$61,745



Report to the Board of Directors

Agenda Item Number: E-13

Board of Directors' Meeting for: May 13, 2021

Author: Cristal Sanchez

DATE: May 6, 2021

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Updated Child Forensic Interview Team (CFIT) Guidelines and Memorandum of Understanding (MOU)

I. RECOMMENDATION:

Review and consider approving the updated Child Forensic Interview Team (CFIT) Guidelines and MOU effective May 1, 2021.

II. SUMMARY:

The purpose of the Child Forensic Interview Team Guidelines is to define a systematic approach for investigating, within a multidisciplinary framework, allegations of child sexual abuse within Madera County and to ensure a cooperative and coordinated effort between the Multidisciplinary Team (MDT). In 2018, the Victim Services department relocated from the CAPMC office to a standalone office on 812 W. Yosemite in Madera. The CFIT program was then placed under the supervision of Administration, which oversees the Child Advocacy Center. The CFIT Guidelines and MOU were updated as a result of the separation of duties from Victim Services and the recently established Child Advocacy Center, which provides support to the MDT and the investigative and prosecution process.

III. DISCUSSION:

- A. The need to update the CFIT Guidelines arose from the change in management of the CFIT Program and to comply with the funding terms and conditions of the Victim Services Program.
- B. Administration reviewed and updated the CFIT guidelines to reflect current practices. The CFIT Guidelines were also sent to the CFIT Steering Committee in an effort to obtain feedback and or necessary updates from the various disciplines.
- C. Updates on the CFIT Guidelines and MOU include:
 - I. Separation of duties between Victim Services and the recently established Child Advocacy Center
 - II. Emphasized the Child Advocacy Center's responsibility in supporting the investigative and prosecution process
 - III. Verified resources (i.e. phone numbers and addresses) included in the guidelines were active and up-to-date. Mollie's House and FBI Innocence Lost were removed and phone numbers were added and/or updated where applicable.

- IV. Added Commercially Sexually Exploited Children (CSEC) to the title of the guidelines. The CSEC section of the guidelines remained consistent with only minor updates to resource contact information.
 - V. Removed law enforcement as the entity responsible for recording the CFIT and added CAPMC as the responsible entity.
 - VI. Updated Steering Committee members on MOU.
- D. There were no changes made to MDT Protocols, goals and objectives.
- E. The CFIT Steering Committee met on April 28, 2021 where the updated CFIT Guidelines and MOU were approved and executed.
- F. CAPMC has assigned the Child Advocacy Case Worker the responsibility to oversee and implement the CFIT Guidelines with the MDT.
- G. Note: The CFIT Steering Committee is composed of the Madera County District Attorney, Madera County Sheriff, Madera County Department of Social Services Director, Madera County Department of Behavioral Health Services Director, Madera Police Chief, Chowchilla Police Chief, Madera County Department of Public Health Director, Madera County Department of Probation Chief, and the CAPMC Executive Director. Each member of the CFIT Steering Committee assigns staff to the MDT to serve on the CFIT.

IV. FINANCING: N/A

**Madera County
Child Forensic Interview Team (CFIT)
Guidelines
and
Commercially Sexually Exploited Children (CSEC)
Protocols**



Backed by
NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Revised 03/2021

Approved by CAPMC Board of Directors on 05/13/2021

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CHILD FORENSIC INTERVIEW TEAM GUIDELINES

PURPOSE

The purpose of these guidelines is to define a systematic approach for investigating, within a multidisciplinary framework, allegations of child sexual abuse within Madera County. The established guidelines are to ensure a cooperative and coordinated effort between city/county law enforcement agencies, the District Attorney's Office, Probation Department, Department of Social Services, Department of Public Health, Department of Behavioral Health, and Community Action Partnership of Madera County, Inc. – Child Advocacy Center and Victim Services Center.

MISSION STATEMENT

The Child Forensic Interview Team (CFIT) Guidelines exists to reduce the ongoing trauma for children who are alleged victims of sexual abuse by providing evidence based best practices outlined in the National Children's Alliance service standards for Child Advocacy Centers with accredited memberships.

GOALS

The goals of the CFIT Guidelines are to:

1. Reduce the number of interviews to which the child is subjected;
2. Minimize the number of persons who interview the child;
3. Improve the quality and quantity of information obtained in the interview;
4. Shorten the time period between investigation and legal disposition of child sexual abuse cases;
5. Provide immediate intervention for the purpose of protection, support services, and referrals for the child and family;
6. Provide immediate crisis intervention by trained professionals available at all times through our crisis hotline 1(800) 355-8989

GUIDING PRINCIPLES OF CHILD FORENSIC INTERVIEW TEAM

- The Steering Committee shall have the ultimate responsibility for developing, approving, and implementing the CFIT Guidelines.
- Upon approval, all members of the CFIT Steering Committee shall sign the CFIT Guidelines.
- The Steering Committee shall review the CFIT Guidelines periodically or at the request of any participating agency.
- The CFIT Guidelines shall be made available to members of the CFIT Steering Committee and to all participating agencies.
- The Steering Committee will appoint staff members of their choice to participate in training related to improving the response to allegations of sexual abuse and commercial sexual exploitation of children.

THE MULTIDISCIPLINARY APPROACH

OVERVIEW

Child sexual abuse cases are complex and difficult to substantiate. Often there are no physical findings, eyewitnesses, or other forms of corroborating evidence. In addition, the age and developmental maturity of the child may make very special demands on the interviewer. To provide the best possible environment for forensic evidence to be collected, interagency coordination, and planning is crucial. A Child Forensic Interview Team (CFIT) is an effective way to prevent further trauma to the victim of suspected child abuse, an efficient way to communicate important details, and facilitate professionals working collaboratively.

General referral criteria for the CFIT include:

1. The allegation of child sexual abuse occurred within Madera County;
2. The allegation of child sexual abuse occurring outside Madera County, or in an unknown jurisdiction, for which a courtesy report may be accommodated; or
3. The case involves allegations of child sexual abuse in which concurrent dependency and criminal investigations are likely.

SUMMARY OF JURISDICTIONAL RESPONSIBILITY

The participating agencies and their representatives will have various responsibilities during the course of the investigation. It is the goal of each participating agency to provide representatives to gather information in a single interview, reducing trauma to the child. Summaries of responsibilities for each entity include, but are not limited to, the following:

- A. Department of Social Services (DSS) will be responsible for observing all interviews with children involved in referrals or cases open in Child Welfare Services, coordinating with the law enforcement representative and the Deputy District Attorney in the investigation, and preparing recommendations regarding dependency actions.

DSS will be responsible for assisting and collaborating with the law enforcement agency handling the case and sharing information gathered during any joint investigation.

- B. Law Enforcement responsibilities will include: observing all interviews, preparing a written report documenting the interview, doing all follow-up investigative activity pertaining to the criminal investigation, forwarding the report to the District Attorney's Office if charges are to be requested, preparing search warrants, and presenting the law enforcement perspective on the case to assist the Deputy

District Attorney in filing a decision.

The law enforcement officer will also be responsible for placing the child in protective custody should the forensic interview reveal that the child is in danger of further abuse.

- C. District Attorney's Office: It is the role of the District Attorney's Office to prosecute criminal violations of the law in the courts of Madera County. Cases are referred by the law enforcement agency in whose jurisdiction the crime occurred. The prosecutor reviews the report and decides whether or not to file criminal charges.

If criminal charges are filed, it is the role of the District Attorney's Office to:

1. Prosecute the case in conformance with California Law and Madera County District Attorney's Office procedure;
2. Attempt to secure an outcome which is equitable and just for the defendant, the victim and the community; in light of the circumstances of the offense and the defendant's criminal background; and
3. Prosecutor will seek appropriate bail, keeping the victim and community protected, and ensuring the defendant's appearance in court.

- D. Forensic/Medical Evaluation: It is the purpose of a forensic/medical evaluation to:

1. Identify and document physical findings indicating evidence of sexual abuse;
2. Provide assessment of any health consequences that may have occurred from the abuse;
3. Assess medical problems secondary to the abuse, reassure the child, and refer to their primary physician; and
4. Provide information to law enforcement officers, Deputy District Attorney, and Department of Public Health about the findings and whether or not they are consistent with sexual abuse.

- E. Child Forensic Interviewer (CFInterviewer) will be drawn from a list of certified trained forensic interviewers.

The CFInterviewer will be responsible for conducting an interview according to accepted forensic interview guidelines (Appendix D), conducting further interviews when necessary, being available for consultation with the involved

investigating agencies, and providing courtroom testimony when required.

F. Community Action Partnership of Madera County, Inc. – Child Advocacy Center (CAC) will be responsible for:

1. Notifying CFIT members of upcoming meetings, preparing agendas for the meetings, taking minutes, and serving as co-coordinator of the CFIT;
2. Providing support and/or assistance to the CFIT members;
3. Assisting CFIT members with coordinating/scheduling a forensic interview;
4. Welcoming and hosting the family during their time at the CAC, explaining the interview process, and showing the child/family the interview room;
5. Offering the referral to North Star Wellness Center (NSWC) counseling services.

G. Community Action Partnership of Madera County, Inc. – Victim Services Center will provide the victim with:

1. Informing the child and/or their caregiver of their rights as a crime victim;
2. Assistance in obtaining information from law enforcement agencies, probation, the District Attorney's Office, Departments of Public Health, Social Services and Behavioral Health, and court records;
3. Information concerning court procedures and policies;
4. If applicable, reviewing victims' claims prior to submission to the Victim Compensation and Government Claims Board;
5. Ongoing contact with the Victim Compensation and Government Claims Board for discussion of claims, forwarding of additional bills, information or documentation as requested, and providing representation on appeals of denied cases, as appropriate; and
6. Immediate support for victims, and liaison with agencies involved in the Criminal Justice System.

JURISDICTIONAL PROTOCOL

JURISDICTIONAL DETERMINATION

During the initial assessment, an attempt to determine the location of the offense should be made. If it is determined that the offense occurred:

1. Outside Madera County: The appropriate law enforcement agency having jurisdiction should be notified by the law enforcement agency that made the jurisdictional determination to determine the direction of the investigation; interview and evidentiary examination. If the child lives in Madera County and the outside law enforcement agency requests assistance in conducting the interview, the law enforcement agency in the location of Madera where the child resides should arrange for a courtesy CFIT interview to be conducted, attend that interview and forward both copies of the interview to the requesting law enforcement detective. The requesting law enforcement detective will keep one copy, and forward the other copy to the requesting law enforcement jurisdiction.
2. Within Madera County: The law enforcement agency having jurisdiction over the location of the offense will have the investigative responsibility.
3. In California: When a child reveals that molestation or sexual assault has occurred both within Madera County and within another County in California then the law enforcement agency within Madera County having jurisdiction over the location of the offense will have the investigative responsibility. District Attorney's office consequently involved will then make a determination as to which county will prosecute. The Madera County District Attorney's Office will be responsible for obtaining or providing the necessary jurisdictional releases between the counties. If it is determined that Madera County will prosecute all the offenses, then the law enforcement agency within Madera County having jurisdiction over the location of the offenses occurring in Madera will continue to have the investigative responsibility.

In cases where there are multiple jurisdictions involved within Madera County, the law enforcement agency having jurisdiction over the majority of the offenses will be responsible for handling the investigation, unless the parties agree on the primary investigating agency. The two agencies need to cooperate, depending on the investigation, time involved, availability of investigator, any monetary constraints, etc.

The following pages detail each jurisdiction/entity's protocol as it pertains to the interagency of the Child Forensic Interview Team Guidelines multidisciplinary approach to children who have been sexually abused/assaulted.

DEPARTMENT OF SOCIAL SERVICES JOINT RESPONSE WITH LAW ENFORCEMENT

When a case involves allegations of child sexual abuse in which concurrent child protection and criminal investigations are likely, an ideal investigation includes a joint initial response and a preliminary interview conducted by law enforcement and Department of Social Services (DSS).

- A. DSS will contact law enforcement to coordinate a joint initial assessment response on all referrals classified as Emergency Response. It is recognized that a joint response is not always possible. In those instances, the responding agency will cross-report the incident to the other agency.
 - 1. The State of California has mandated reporting requirements for child abuse/sexual assault cases as delineated in Section 11164 through 11174.3 of the California Penal Code. The California Penal Code states that both law enforcement and DSS personnel will cross report immediately, or as soon as practically possible, by telephone and within 36 hours in writing, all referrals of physical abuse, sexual abuse, or general neglect.
 - 2. DSS referrals are classified as an Immediate Response (mandatory response-within two hours), or a 10-Day response (mandatory response within 10 calendar days). DSS will cross report all referrals to law enforcement immediately by telephone and within 36 hours in writing, stating if the response is classified as “immediate” or “10-Day”.
 - a) On Immediate Responses, DSS will coordinate with law enforcement to make a joint response, unless law enforcement requests that DSS make the initial response alone. DSS will advise law enforcement of the outcome.
 - b) On 10-Day Responses, the field investigator, whether law enforcement, DSS, or both, shall gather only the essential information required to determine if further investigation is warranted. If the circumstances dictate further investigation, the law enforcement officer and/or DSS personnel will immediately advise each other of the need for a multidisciplinary interview.
 - 3. Pursuant to the Memorandum of Understanding between Madera City/County law enforcement agencies and DSS, when a joint investigation has been conducted, law enforcement will forward the investigation report to the Department of Justice (DOJ) and will send out notification to the suspect that his/her name will be sent to the Children’s Registry for Child Abuse. If DSS conducts an investigation and law enforcement has not initiated their own investigation, it will be the responsibility of DSS to forward the investigation report to DOJ and send notification to the suspect.

4. DSS will share information gathered during its own investigation with the law enforcement agency investigating the same allegation(s). For cases which have been “closed” by DSS, the intake worker will print an extra copy of their Investigation Narrative for the law enforcement agency at the time the case is closed.
- B. DSS will make several decisions during the initial response to a referral involving an allegation of child sexual abuse. These decisions balance the protection of the child against the preservation of the family.
1. DSS must decide if the child needs immediate medical care.
 2. DSS must decide what, if any, intervention or services would provide safety to the child.
- C. Department of Social Services (DSS), in most cases, relies on law enforcement to place a child in protective custody. DSS should contact the local law enforcement agency and document the circumstances justifying the protective custody.
- D. While there are multiple goals in handling a child sexual assault investigation, the law enforcement officer and DSS are both primarily concerned with the protection of the child.
- E. The United States passed its first comprehensive human trafficking bill in 2000, the Victims of Trafficking and Violence Protection Act, since renamed the Trafficking Victims Protection Act (TVPA).

Federal Legislation – P.L. 113-183 (HR 4980) Preventing Sex Trafficking and Strengthening Families Act was signed into law by President Obama on September 29, 2014. This law implemented several provisions relating to child sex trafficking.

California State Legislation – SB 855 (Chapter 29, Statutes of 2014) did the following:

- clarifies that children who are commercially sexually trafficked come under the jurisdiction of the child welfare agency;
- permits counties to provide supplemental payments to foster care providers for the board and care of CSEC youth; and
- establishes the Commercially Sexually Exploited Children Program.

PROTOCOL FOR RESPONDING TO COMMERCIALY SEXUALLY EXPLOITED CHILDREN

- I. Individuals can be referred from any source including, but not limited to:
 - a. Self-referral
 - b. Victim Services Center
 - c. Law Enforcement
 - d. Community based organizations
 - e. Medical offices, clinics, hospitals
 - f. Probation
 - g. Referrals from Social Services
 - h. Referrals from other agencies
 - i. School Districts

- II. The Madera County Department of Social Services and Law Enforcement will cross report when responding to commercially sexually exploited children in Madera County.
 - a. Provide emotional support and clarifying information during reporting process, facilitating useful communications by law enforcement or DSS.
 - b. Explain mandatory reporting process, and confidentiality rights
 - c. Provide information to CAPMC – Victim Services Center crisis hotline 1(800) 355-8989 to inform youth on their victim’s rights
 - d. If appropriate, place minor in protective custody.

- III. Determine victim safety by verbal and/or physical assessment.
 - a. Explain your role; provide support and information, answer any questions which will be useful in guiding the survivor to make informed choices regarding their situation.
 - b. Explore the need for medical care and communicate the importance of health and recovery.
 - c. Ask about basic needs such as food, shelter, clothing, health, financial, etc.
 - d. Provide crisis intervention support.

- IV. Determine if victim needs/wants services.
 - a. Shelter
 - b. Sexual Assault/Domestic Violence services
 - c. Restraining order assistance
 - d. Counseling
 - e. Victim/Witness Protection
 - f. Health/Medical
 - g. Education/Employment referral

- h. Substance Abuse Recovery Assistance
 - i. Other public social service resources
- V. Make appropriate referrals to community resources.
 - a. National Human Trafficking Hotline 1 (888) 373-7888
 - b. Central Valley Against Human Trafficking (559) 527-5869 or text "HELP" to "BeFree" (233733)
 - c. CAPMC – Victim Services Center 1 (800) 355-8989
- VI. Madera County Department of Social Services and Community Action Partnership of Madera County, Inc. – Child Advocacy Center will assist in coordinating effective intervention by all response members
 - a. All forensic interviews for commercially sexually exploited children will be conducted at Community Action Partnership of Madera County, Inc. – Child Advocacy Center
 - b. All case review for commercially sexually exploited children will be conducted at Community Action Partnership of Madera County, Inc. – Child Advocacy Center

LAW ENFORCEMENT PROTOCOL

DEPARTMENT POLICY SHOULD BE ADHERED TO AND THE FOLLOWING ARE GUIDELINES TO ASSIST THE OFFICER/DEPUTY

A. Initial Law Enforcement Contact

1. The vast majority of initial law enforcement contacts with the alleged victims of child sexual abuse are made by uniformed patrol officers. Individual department policies and procedures may affect certain aspects of an investigation.
2. The initial contact may take place in the child's home, at school or a daycare center, hospital or at any number of sites.
3. As with any situation involving physical injury, the officer must first decide if the child needs immediate medical care.
4. DSS personnel, parent, teacher, or other reporter may have already received some of the required information from the child. This information should be obtained before interviewing the child.
5. Information collected by Law Enforcement - The initial contact interview with the child should be brief. Basic information such as names, addresses, and phone numbers are needed, but only five other facts are necessary for the initial report:
 - a. Jurisdiction of the abuse/assault;
 - b. Time frame of events (approximate dates when possible);
 - c. Basic elements of the crime;
 - d. Identity or description of the offender, location of offender, and location of incident;
 - e. Establish if the child knows the difference between the truth and a lie;
 - f. Law enforcement detectives need to personally contact the victim and verify if the victim's articulate enough to proceed;
 - g. Establish that the child uses clear language, complete sentences, and words;
 - h. Verify that the victim has the ability to engage in conversation.

6. The child will be asked for details at a later time when interviewed at Community Action Partnership of Madera County, Inc. – Child Advocacy Center. It can be very difficult and traumatic for the child to have to repeatedly relate these events.
7. If the child does not speak English, Law Enforcement will need to provide a translator.
8. If possible, law enforcement detectives will present identification of the offender to the victim immediately following the interview at Community Action Partnership of Madera County, Inc. – Child Advocacy Center.

B. Protective Custody by Law Enforcement

1. The officer, either alone or with DSS, must determine whether or not there is a protection issue for the child or other children in the setting. Even when it is anticipated that a Community Action Partnership of Madera County, Inc. – Child Advocacy Center interview will take place, should there be insufficient evidence to determine the safety of the child, the child must promptly be questioned to determine if there is a need for protective custody.
2. If leaving the child/children in their current situation would put the child/children at risk, the officer must take them into protective custody as authorized by Section 300 of the California Welfare and Institutions Code.
3. If DSS is not present, the officer will consult by telephone with the Department of Social Services regarding the removal of the child/children so that a referral can be generated and an emergency response worker can be assigned to help determine if the child needs to be removed, and to provide services as necessary.
4. The following criteria should be used in assessing protective custody:
 - a. Whether the child/children is/are at risk;
 - b. Attitude, ability, and availability of the non-offending parent or guardian to protect the child;
 - c. When and where the incident occurred;
 - d. Location of the alleged perpetrator;
 - e. Need for immediate medical attention of forensic evidentiary examination;
 - f. When in doubt, all children potentially at risk should be removed.

C. Evidence Collected by Law Enforcement

1. It is important for the officer to be aware that evidence of the abuse may exist.
 - a. In sexual abuse or assault cases handled by the field officer, immediate documentation of visible injuries and conditions (i.e., emotional state; physical surroundings, etc.) is necessary. This includes photographs and detailed descriptions.
 - b. Instrumentalities of the crime (i.e., belts, spoons, lubricating jelly, controlled substances, pornographic movies, photographs or magazines) should be collected as evidence.
 - c. Communication devices, documents, photographs or other evidence which tend to establish a connection between the victim and suspect should be collected.
2. In many sexual abuse cases, not all of the evidence may be readily discernible and may only be detected by experienced investigators or medical personnel.
3. It is important for the investigating officer to consider pursuing search warrants and investigating alternative crime scenes, and to follow-up on these courses of action when the evidence so suggests.
4. Ideally, it is a goal of law enforcement to avoid alerting the suspect of a pending investigation. However, there are occasions when DSS needs to notify the custodial parent or guardian that a child interview has been conducted. In those situations, when DSS must make notification to a custodial parent, DSS should first notify the law enforcement officer of the intent to notify the custodial parent or guardian, giving law enforcement sufficient advance notice, so as not to frustrate the investigative tactics of law enforcement.
5. Evidence Collection in “Acute” Cases
 - a. Most reports of child sexual abuse occur sometime after the actual offense has occurred. However, occasionally, the offense will be reported immediately after its occurrence. In those cases, particularly when there has been an exchange of bodily fluids, certain evidence should be collected immediately.
 - b. After law enforcement has completed collection of evidence-transport child immediately to Central Valley Forensic Nursing Specialists, Inc. located at 7025 N. Chestnut Avenue, Suite 102, Fresno, CA 93720 (CVFNS: 559-840-1012).

- c. Crime scenes should be photographed before any evidence is moved or removed. Attention should be paid to areas that appear to be disturbed.
- d. Any physical evidence that may implicate the suspect should be seized (i.e., fingerprints, materials that potentially contain body fluids such as used condoms, bedding and towels; victim clothing, suspect clothing and belongings; hairs; etc.).
- e. Note any evidence of alcohol and/or drug consumption by the suspect or victim. Seize any instrumentalities of such consumption whenever drug-induced rape may be indicated.
- f. Even when a victim is reluctant to cooperate in the investigation of the case, the officer should collect whatever evidence is legally available.

DISTRICT ATTORNEY PROTOCOL

A. Preliminary Concerns

1. Case Priority: Sexual abuse cases involving children should be aggressively prosecuted and moved through the system with as few delays and continuances as possible.
2. Designated Prosecutor Training: Deputy District Attorneys who handle child sexual abuse cases will receive formal training offered by the California District Attorneys Association to increase understanding of distinct legal, procedural, and evidentiary issues involved in child sexual abuse cases.

B. Victim Contact

1. Privacy: The District Attorney's Office will make every effort to protect the privacy of the victim. The victim will be referred to as Jane or John Doe or another anonymous name. The victim's name will be "blackened" out of the police report provided to the court. The victim's name will not be used in open court, (unless required to obtain a stay away or protective order). The victim's address will only be divulged to the defense attorney for legitimate discovery purposes. Also, whenever pursuant to discovery, a DVD of the victim's interview is provided to the defense, the Deputy District Attorney will seek a protective order to prevent dissemination of the DVD beyond that required for preparation of the defense.
2. Victim Interview
 - a) The Deputy District Attorney assigned to the case will make every effort to observe the child forensic interview of the victim at Community Action Partnership of Madera County, Inc. – Child Advocacy Center for the purpose of obtaining filing information and evaluating the child as a witness. During that interview, the Deputy District Attorney will consult with law enforcement officers and/or Department of Social Services personnel to determine the nature and extent of any supplemental investigation.
 - b) When a Deputy District Attorney is unable to attend the child forensic interview, the reviewing Deputy District Attorney will first observe the DVD of the interview to evaluate witness competency, assess the victim's demeanor, and determine whether a filing decision can be made without a further interview of the victim. If those factors can be assessed from a review of the DVD, the Deputy District Attorney will do so without another child interview. If the filing decision cannot be made from the DVD, the Deputy District Attorney will arrange for a follow-up interview with the child.

- c) Nothing in this protocol is intended to prevent or discourage a Deputy District Attorney who is preparing the case for trial or hearing from interviewing the child to develop rapport, introduce the child to the courtroom atmosphere, or discuss the child's anticipated substantive testimony.
 - d) The District Attorney's Office will provide a liaison to the CFIT, who will attend meetings, participate in periodic review of the CFIT procedures and protocol, and participate in case review.
3. Victims' Rights: The assigned Victim Services Advocate will be knowledgeable of, and advise the child victim, or his/her parent or guardian of his/her rights, including but not limited to:
- a. The right to have a suspect tested for the HIV virus;
 - b. The right to confer with the prosecutor about the case status;
 - c. The right to be heard at sentencing;
 - d. The right to receive restitution.
4. Familiarity with victim: The Deputy District Attorney will ascertain the victim's concerns and wishes and consider them throughout the process. The prosecutor will keep the victim advised of the progress of the case. Additionally, should dismissal of charges be required at any point, the prosecutor shall advise the victim of that necessity prior to the dismissal of the charges.
5. Defense access to victim: The Deputy District Attorney shall advise the victim that he or she is not required to talk with anyone about the case, including the defense attorney and any private investigator. The victim should also be advised that should he/she wish to speak to someone about the case, the prosecutor or investigating officer will be present if the victim so requests.
6. Victim's attendance in court: A victim's required presence in court should be scheduled so as to avoid unnecessary waiting. Arrangements should be made so as to avoid contact between the victim and the defendant or any defense witnesses. Additionally, the victim should be advised of his/her right to have a sexual assault advocate and support persons to accompany him/her. Finally, the Deputy District Attorney will be aware of and will utilize any appropriate available procedures sanctioned by the California Penal Code which will reduce the trauma to the child.

7. Filing standard: The standard that will be applied to the decision as to whether or not charges will be filed in any particular case is whether the Deputy District Attorney believes beyond a reasonable doubt that a conviction will result from the charges, based on the evidence known to the prosecutor at the time of the filing decision.

FORENSIC/MEDICAL EXAMINATION PROTOCOL

Most medical evaluations for alleged child sexual abuse will NOT elicit any physical findings to corroborate the allegations. As such, the forensic medical evaluation should be performed for alleged child sexual abuse. Instead, most cases will be validated by the forensic interview.

Purpose for a Forensic Medical Exam:

- To identify and document physical findings indicating evidence of sexual abuse;
- To provide assessment of any health consequences that may have occurred from the abuse;
- To treat medical problems secondary to the abuse, reassure the child, and refer to their primary physician; and
- To provide information to law enforcement officers, Madera County Foster Care Public Health Nurse and Deputy District Attorneys about the findings of the examination.

A. Procedure

1. Alleged child abuse forensic medical evaluations requested by authorized agencies will be done in accordance with the California Medical Protocol for Examination of Sexual Abuse Victims, published by the California Office of Emergency Services (CalOES) and will be done at Central Valley Forensic Nursing Specialists, Inc., or a qualified facility able to perform examination in accordance to California Medical Protocol for Examination of Sexual Abuse Victims. Central Valley Forensic Nursing Specialists, Inc. office is available 24 hours, 7 days a week (CVFNS: 559-840-1012).
2. The alleged child sexual abuse forensic medical evaluations will be done at Central Valley Forensic Nursing Specialists, Inc. California by a forensically trained nurse specialist, when the following criteria are met:
 - a. Law enforcement has been notified and has authorized the exam to be done. An authorization form needs to be signed on the appropriate CalOES form.

- b. Less than 120 hours has elapsed since the sexual abuse occurred and no other emergency medical attention is required.
- c. For non-acute cases when more than 120 hours has elapsed since the sexual abuse occurred, the forensic exam will be scheduled at Central Valley Forensic Nursing Specialists, Inc. (CVFNS: 559-840-1012).

B. Forensic Medical Evaluation Protocol

1. Alleged child sexual abuse forensic medical evaluations will follow the California Medical Protocol for Examination of Sexual Abuse Victims and be completed on the appropriate CalOES form:
 - a. CalOES form 930 for Acute (Less than 72 hours) Child/Adolescent Sexual Abuse Examination.
 - b. CalOES form 925 for Non-acute (More than 72 hours) Child/Adolescent Sexual Abuse Examination.
 - c. CalOES form 923 for acute (Less than 72 hours) Adult/Adolescent Sexual Assault Examination.
2. Although the CalOES characterizes acute sexual assault as occurring within 72 hours, often forensic evidence will be found up to 10 days' post- assault in cases with a history of vaginal intercourse.
3. Consent to Treatment:
 - a. Minors, 12 years of age or older, may give consent to the provision of medical care related to the diagnosis or treatment of a sexual assault and the collection of evidence.
 - b. In the event that the legal guardians of a child under age 12 refuses to allow the child to submit to a forensic evidentiary examination, and law enforcement has reason to believe that the child has been molested by a person who is being protected by the parent or guardian, law enforcement officers may seek a court order to have the child physically examined at Central Valley Forensic Nursing Specialists, Inc. (CVFNS: 559-840-1012)
 - c. Parental consent is not required to examine, treat or collect evidence for suspected child abuse if a court ordered representative of the child protective agency signs the CalOES 925 or CalOES 930 as the temporary guardian of the child to authorize

the procedure.

C. Forensic Evidentiary Examination

1. The collection and preservation of evidence will be done in accordance to guidelines of CalOES.
2. Digital forensic photography will be used as enhancement techniques for detection and documentation of findings. Evidentiary photographs are not part of the official medical record but should be stored in a secure location. Copies of the photographs should be released only to the appropriate legal authority and to the District Attorney's Office.
3. Documentation on the CalOES form will be completed to include: acute injuries, the current state of tissue changes that have occurred as a result of the healing process of any ano-genital injuries encountered, and description of common variations of normal and abnormal ano-genital physical findings of a child or adolescent.
4. Prophylaxis for sexually transmitted diseases will be provided according to the most current recommendations of the Centers for Disease Control for victims 12 years and older. Children 12 years and under will be referred to the child's physician.
5. Prophylaxis for post-coital contraception will be provided according to the qualified facility's policy for victims 12 years and older. Children 12 years and under will be referred to the child's physician.
6. The qualified facility will recommend the victim and the family for follow-up medical care with the child's own medical provider.
7. Madera County Foster Care Public Health Nurse can request a copy of the completed CalOES form. Other agencies or the child's legal caretaker requesting copies must address their request to the referring agency.

D. Cost of Forensic Evidentiary Examination

The cost of the forensic evidentiary examination will be paid by the agency who requests the physical examination. When the investigation is a joint undertaking by both the law enforcement and DSS, law enforcement will absorb the cost.

CHILD FORENSIC INTERVIEW PROTOCOL

The goal of a forensic interview is to obtain a statement from a child, in a developmentally-sensitive, unbiased and fact-finding manner, that will support accurate and fair decision-making in the criminal justice process. The agencies involved in interviewing child victims of sexual assault in Madera County attempt to adhere to the best practices among interviewers. In order to accomplish this, member agencies are frequently reviewing their practices in light of new and evolving techniques to facilitate interviews. Because of this, the following description of the interview process is subject to change and/or modification based on changes in the best practices as understood in the industry and in response to the dynamics involved in any particular interview in the best judgment of the interviewer and the CFIT present at the time of the interview.

- A. Ideally, the Child Forensic Interview (CFI) should be done as soon as possible.
- B. The task of contacting the Child Advocacy Center to obtain possible dates and time for the interview, and in turn coordinating a date and time with CFIT members, the child and the caretaker will be the responsibility of:
 1. Law enforcement officer and DSS when the initial assessment has been a joint response. Unless otherwise agreed, the presumption will be that the law enforcement officer will take primary responsibility of arranging the interview by contacting Community Action Partnership of Madera County, Inc. – Child Advocacy Center.
 2. DSS when the initial assessment has been handled alone.
 3. Child Advocacy Center personnel who has assumed responsibility for coordinating the CFI will:
 - a. Confirm the proposed date and time with the CFIT consisting of; Deputy District Attorney's, DSS, law enforcement, forensic interviewer, interpreter (if needed), and CAPMC IT Manager of the scheduled interview by e-mailing or calling.
 - b. Confirm a Victim Services Advocate to the pending case.
 - c. Arrange for any needed translation services.
 4. Unless the child specifically requests, the Victim Services advocate will not be present for the interview but will be available for the child/family.

5. Either agency, DSS or law enforcement, whether responding alone or making a joint response at which time it is agreed that a CFI is not required, may still schedule a forensic interview for the purpose of continuing their investigation.
6. In cases involving children 14 years of age or older who are victims of illegal but consensual sex offenses, the law enforcement officer at his or her discretion may choose to forego a forensic interview at the Child Advocacy Center and conduct a video or audio taped victim interview at another location, whenever it is the conscientious belief of the officer that the child's cooperation is precarious and that any time delays may be counterproductive to the investigation. The victim must be notified of their right to have a sexual assault advocate present.
7. Attendance in the interview room is limited to the child forensic interviewer, the child and the interpreter when necessary.
8. Attendance in the observation room is limited to the CFIT members. Any other persons will be admitted to the observation room only under unusual and compelling circumstances. Any other person requesting to be in attendance must receive written approval from a Deputy District Attorney of Madera County.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. – VICTIM SERVICES CENTER PROTOCOL

Community Action Partnership of Madera County, Inc. – Victim Services Center (VSC) provides to child and adolescent victims information, support, accompaniment, advocacy, follow-up, counseling services referrals, and ongoing referrals which will allow continuity of care to direct and indirect child and adolescent victims of sexual assault and abuse, from first contact to case closure. These services are provided on a 24-hour, 7 days per week basis by calling 1-800-355-8989. As a member of the CFIT, a primary task is to advocate for interventions most likely to support a victim's recovery from traumatizing experience.

VSC's responsibilities include assuring implementation of a victim's legal rights to:

1. Have VSC notified when the victim will be transported to the hospital for any medical evidentiary or physical examination, and follow up appointment.
2. Have a victim advocate present, upon victim request, at any interview conducted by law enforcement, district attorney or defense attorney.

The advocate's role during the examinations and interviews is to support and advocate for the victim. The advocate will not otherwise participate in these processes.

VSC sexual assault advocates are trained to assist child and adolescent victims to negotiate what they invariably experience as bewildering legal and social systems. The goal is to help them participate in these systems in ways that reduce the likelihood of becoming confused, overwhelmed, disillusioned or re-traumatized. An important step towards achieving this goal is to provide developmentally appropriate, accurate, relevant, and requested information likely to aid in restoring a child or adolescent survivor's sense of control and consequent personal dignity. Another is to offer to be with the child or adolescent as an emotional support during any aspect of the process.

Recognizing the profound effects of sexual assault to child and adolescent victims, a core role of VSC is to provide or assist in finding counseling and other sources likely to support ongoing recovery. VSC provides crisis intervention, follow-up, in-person individual group and family counseling after the event(s), as well as referral information for other resources available in the county or, where necessary, in other communities throughout the state and nation.

DIGITAL VIDEO DISC PROCEDURES

The following procedures have been implemented to provide specific guidelines and protection for the creation, transfer, and use of the Digital Video Disc (DVD). The protection of the child victim's right to confidentiality must be respected in the handling of these digital videos, while complying with the rules of criminal discovery in court proceedings.

- A. Equipment Use: It is the shared responsibility of CAPMC Information Technology (IT) Manager and CAC personnel to activate and operate the recording equipment according to instructions posted in the observation room. CAPMC will provide the blank DVD and audiotapes for all interviews.
- B. Informing the Victim: The assigned investigating officer or Child Advocacy Center personnel will routinely advise the parent and the child of the intent to digitally record the interview. The parent and child will be informed of the reasons for the digital recording and the attempt to maintain confidentiality of the DVD, within the confines of the law.
- C. Transfer of the DVD to Evidence: Once the interview is complete, the assigned investigating officer and Deputy District Attorney will immediately take possession of the DVD, affix appropriate labels as specified as per jurisdictional policy, below, and hand carry the DVD to their agency.
- D. Documentation: The DVD will be entered into evidence by the assigned investigating officer and Deputy District Attorney as specified as per jurisdictional policy.
- E. DVD Storage: Once logged, the DVD shall be stored in a secured location. This location will vary according to each law enforcement agency and District Attorney's Office current procedures. The DVD will be kept until final adjudication of the matters in both criminal and juvenile court.

- F. Duplication for DSS: Law Enforcement shall copy the DVD and deliver it to DSS attorneys at the Madera Office of the County Counsel within two court days of an email request sent by County Counsel to the appropriate law enforcement agency as set forth below:
1. Madera Police Department: County Counsel will request the DVD via email to the Property Evidence Officer, the Assigned Detective, and the Property Evidence Supervisor.
 2. Madera Sheriff's Department: County Counsel will request the DVD via email to the Investigating Officer/Detective, and the Supervising Sergeant.
 3. Chowchilla Police Department: County Counsel will request the DVD via email to the Investigating Officer/Detective, and the Supervising Sergeant.
- G. Labeling the DVD: The original DVD and all copies shall be labeled as it pertains to departmental policy.
- H. Destruction of the DVD/recording: If the law enforcement agency or District Attorney's Office so chooses, once a criminal prosecution is completed, including the conclusion of any appeals or appeal period, the DVD of the child's forensic interview may be destroyed. For the purposes of this protocol, "destroyed" means that the DVD of the victim be rendered unrecognizable. It is unacceptable to simply throw it away without further destruction. CAPMC IT Manager will immediately delete all child forensic interview recordings after two DVD copies have been burnt and given to the assigned investigating officer and Deputy District Attorney.

APPENDIX A

CFIT MEMORANDUM OF UNDERSTANDING

I. Mission Statement

The mission of the Child Forensic Interview Team (CFIT) of Madera County is to establish and promote a coordinated countywide, multidisciplinary approach to child sexual abuse investigations.

II. Purpose

The purpose of this understanding is to establish a countywide Child Forensic Interview Team (CFIT) for improving the fact finding process in suspected child sexual abuse cases. Its goal is to reduce the number of interviews of a child victim as well as promote interagency cooperation between agencies for criminal investigations and for effective social service delivery.

III. Interagency Collaboration Agreement

- A. Each party agrees to support the concept and philosophy of the Child Forensic Interview Team, a neutral, child-friendly site promoting the multidisciplinary approach to investigating child sexual abuse at the Community Action Partnership of Madera County, Inc. – Child Advocacy Center and agrees that all efforts will be made to interview and meet with children.
- B. Each party will devote sufficient staff and resources to maintain a team whose goals are to facilitate the recovery of the child victim and further the prosecution of offenders on a case-by-case basis.
- C. Each party agrees that initial interviews of children will be conducted by the agencies' investigating team whenever possible. Interviews involving the Madera Police Department, Chowchilla Police Department or the Madera County Sheriff's Office will involve a detective whenever available. When said interviews are conducted at the Child Advocacy Center, they may be observed by the law enforcement officer, Deputy District Attorney, Department of Social Services, Child Advocacy Center personnel, and/or other professionals deemed appropriate by the members of the CFIT.
- D. Each party agrees to coordinate and improve procedures for the timely, thorough, and professional gathering of physical evidence from child sexual abuse victims by trained physicians or nurse examiners in environments that will not add trauma to the child victim.

- E. The parties recognize the fact that each of them has a different role and specific responsibilities for the interviewing, investigation, treatment, prosecution, and support services in the handling of these cases. It is further recognized that a team approach is more conducive to the resolution of the problems presented by these cases than an individual agency approach.
- F. The parties agree to meet once a month or at such intervals as may be agreed upon to attend Case Review Team Meetings for the purpose of reviewing specific cases, sharing relevant information, and recommending specific referrals. Involved agencies will also be expected to participate in an annual review of the protocol itself, examining its efficiency.
- G. CFIT members are obligated to hold confidential information in the strictest confidence and not to disclose the information to any person or in any manner that is inconsistent with applicable policies and procedures.
- H. CFIT protocol is to improve the investigation, documentation and prosecution of cases of child sexual abuse and exploitation, by establishing standards for the person who will conduct forensic interviews of the child victim and by establishing ongoing plans for the training of local professionals in methods that reduce trauma to the child victims.
- I. All parties, in accordance to their individual agency's policies, agree to participate in ongoing training in the field of child sexual abuse. Each CFIT member shall receive a minimum of eight (8) continuing education hours related to his/her discipline. Verification of continuing education will be submitted to the CAPMC – Child Advocacy Center within forty-five (45) days of training taking place. A certificate stating the name of the training and number of hours or training agenda will be considered appropriate verification.
- J. Signed parties agree upon standards, annual reviews and to commit to annual training for staff involved in the investigation of child sexual abuse.
- K. The signing parties shall review this Agreement at least once a year.
- L. This Agreement may be amended from time to time as the parties agree by approval of two-thirds (2/3) vote of the Steering Committee members. Each amendment will take into consideration the policies, standards, codes of conduct, and laws governing each party involved with this agreement.

IV. Administration

- A. The overall administration responsibility will be with Community Action Partnership of Madera County, Inc. – Child Advocacy Center. Community Action Partnership of Madera County, Inc. will be responsible for ensuring the implementation of the CFIT protocol.

- B. Community Action Partnership of Madera County, Inc. – Child Advocacy Center will maintain a list of qualified Forensic Interviewers.
- C. Based on funding, a Forensic Interviewer may be a contract employee with Community Action Partnership of Madera County, Inc. and compensation for their time and role will be defined in their contract. Law enforcement agencies may appoint a staff person to conduct Forensic Interviews. Compensation will be paid by the appropriate agency.
- D. The agencies that participate in the investigation of child sexual abuse comprise the members of the Child Forensic Interview Team of Madera County who will function under their own departmental policies and regulations.

V. Application of the CFIT Protocol

The CFIT of Madera County will serve all children of Madera County, under the chronological age of 18, who are suspected victims of child sexual abuse, no matter what the circumstances are (in-home, out-of-home, or stranger assaults).

VI. Forensic Medical Examination Costs

In regards to medical examinations, the purpose of which is the collection of evidence (such as collection of specimens for a rape kit or forensic medical examination), the law enforcement agency in the jurisdiction in which the alleged offense was committed that requests the examination, incurs the cost of the forensic medical examination only. These costs are not billed to the victim or the victim's family as provided by Penal Code Section 13823.95 (see Appendix A).

The CFIT recommendation to an investigating officer that an evidence gathering forensic medical examination occur does not constitute a directive to that officer or agency, nor does such a recommendation constitute an agreement by the CFIT (or any member thereof) to incur the cost of an evidence-seeking medical examination.

If there is a determination by the District Attorney's Office that a medical examination is needed after the criminal charges are filed by the District Attorney, then the District Attorney's Office will request and pay for the examination.

Valley Children's Hospital and/or the Community Regional Medical Center will not perform a forensic medical examination without authorization from law enforcement. This memorandum of understanding discourages duplication of forensic exams and forensic interviews.

Each agency agrees to designate a procedure or process within their own agency for authorization and payment of the sexual abuse medical examinations conducted.

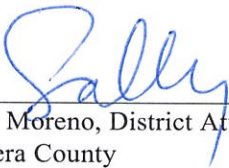
VII. Approval and Adoption

WE RECOGNIZE AND SUPPORT the purpose of the Child Forensic Interview Team of Madera County to promote better investigation and prosecution of child sexual abuse and to lessen the trauma experienced by the victims of these acts.

WE APPROVE AND ADOPT the terms of the protocol, which we recognize as a living document subject to periodic review and modification by the members, and agree to comply with the terms of the protocol.

WE AGREE to participate and take an active role in the Child Forensic Interview Team of Madera County.

This Memorandum of Understanding will be effective May 1, 2021 and remain effective unless a member of the Steering Committee requests a change to the document.




Sally Moreno, District Attorney
Madera County

4/28/2021
Date



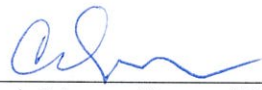
Tyson Pogue, Sheriff/Coroner
Madera County

4/28/2021
Date




Deborah Martinez, Director
Madera County Department of Social Services

4/28/2021
Date



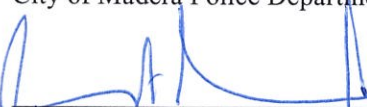
Connie Moreno-Peraza, Director
Madera County Department of Behavioral Health

4/28/21
Date



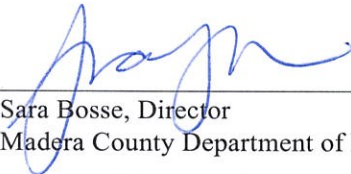
Dino Lawson, Chief
City of Madera Police Department

04-28-21
Date



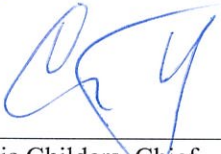
Dave Riviere, Chief
Chowchilla Police Department

04/28/2021
Date



Sara Bosse, Director
Madera County Department of Public Health

4/28/2021
Date



Chris Childers, Chief
Madera County Department of Probation

4/28/21
Date



Mattie Mendez, Executive Director
Community Action Partnership of Madera County, Inc.

4-28-2021
Date

APPENDIX B

CHILD FORENSIC INTERVIEW PROCEDURE

This procedure is not intended to limit the individual interviewer's style and creativity, but provides a basic guide for conducting forensic interviews. The interviews are conducted in a child oriented room where the child can have a sense of safety and comfort (e.g. Madera County Child Advocacy Center). Emphasis is placed on minimizing multiple interviews of victims by various individuals from different agencies.

The interview process is structured in terms of the material to be discussed. There are specific areas which will be covered in all interviews. The degree to which the information will be obtained depends greatly upon the individual child's emotional and cognitive abilities. Similarly, although there is a consistent sequence to the various parts of the interview, there is a dynamic flow between them.

The forensic interview must comply with the standards set forth by the National Children's Alliance using the Ten Step Investigative Interview Protocol developed by Thomas D. Lyon, J.D., Ph.D. 2005 (version 2) or updated versions as they become available. This procedure has been organized into the pre-interview conference and five interview phases.

The CFIT will comply with 1990 Americans with Disabilities Act regulations in regards to interviewing children or adults with mental/physical impairments.

PRE-INTERVIEW CONFERENCE

Prior to the forensic interview, the child forensic interviewer (CFInterviewer), the Deputy District Attorney, the law enforcement officer and/or the child welfare worker will confer in order to obtain any additional information about the alleged abuse.

Upon arrival of the child and caretaker, the Child Advocacy Center (CAC) personnel will greet and escort them to a private family waiting room. The CAC personnel will explain the interview process and advise the child and caretaker that the interview will be recorded.

The child will be escorted to the interview room by the CFInterviewer. The caretaker will remain in the family waiting room accompanied by an advocate.

The CFInterviewer will ensure sound and video equipment in the interview room is properly working prior to starting the interview.

THE INTERVIEW

A. Rapport Building Phase

The CFInterviewer attempts to put the child at ease as much as possible. The CFInterviewer may want to begin by allowing the child to play and/or explore the room for a brief period of time so the child has a chance to diffuse any anxiety.

During this time the CFInterviewer may ask some basic non-threatening questions, such as the child's first name, how they are doing, or why they are there. The interviewer may help the child to understand by explaining in an age-appropriate manner. The CFInterviewer should assure the child that they are not in trouble.

B. General Assessment Phase

Whether an extensive assessment of the child's developmental level is necessary will be determined by each CFInterviewer. It is important to do this with young, severely traumatized, or developmentally disabled children.

At this point in the interview the CFInterviewer may attempt to assess the child's developmental and emotional state by having the child complete simple tasks, such as identifying colors, counting, or naming objects in the room. This is also an appropriate time to discover if the child is able to tell time, months of the year, days of the week, etc. If it is not already known, the CFInterviewer will want to discover the child's linguistic background.

Over the course of this phase, the CFInterviewer should be attempting to discover the child's understanding of the difference between "truths" and "lies", and more importantly, the consequences associated with telling lies and telling the truth.

C. Transitional Phase

1. In this phase of the interview, the CFInterviewer moves from the general assessment phase to fact finding. Some of the questions that may be asked in this phase are:
 - a. Child's identification of body parts;
 - b. Child's understanding of why/how they came to be interviewed;
 - c. Who lives in the child's home; and

- d. What a typical day is like for the child
2. Drawings may be used, or the child may be asked to draw pictures in this phase.

The CFInterviewer will explore the aspects of the relationship in regards to grooming activities.

D. Fact-Finding Phase

The fact-finding phase is understandably of the greatest interest to the CFInterviewer and is the most difficult for the child. It is important to remember to proceed at the child's pace.

Allowing the child periods of time to express emotions they may be feeling at this time, helping the child to identify feelings, and validating these feelings can be helpful to both parties. The child may also need a "break" from the interview to relieve tension by playing before entering the fact finding phase, and may need small "breaks" throughout this phase. The CFInterviewer may want to remind young children that it is important to tell the truth and only talk about things that really happened; that if the child does not know the answer to a question, the child should say they do not know.

It is important to clarify the child's statement in this phase, repeating them back to the child if necessary. At some point, the CFInterviewer will need to check with observers to be certain that all the necessary information has been obtained.

Information to be obtained in the fact-finding phase includes:

1. Clarification as necessary of the child's terminology for body parts and sexual acts, (this may have been covered in the transitional phase).
2. The child's detailed description of what occurred.
 - a. **What** happened; how they were touched; over or under clothing; with hand, penis, mouth, object, etc.; vaginal, oral, anal contact and/or penetration; complaint of pain; were pictures/videos taken or shown, etc.?
 - b. **Who** committed the abuse; was the alleged perpetrator a stranger, known or related to the child; was there more than one alleged perpetrator; were others present who may have known of the abuse?
 - c. **When** the abuse occurred; how many incidents; over what period

of time; can the child pinpoint when incident occurred; and relationship to significant dates (i.e., birthdays, Christmas); can the child relate the incident(s) to any grade, teacher, residence, etc.; is there an approximate date, time of week, month, season, or time of day?

- d. **Where** the abuse occurred: at home, school, in a residence? The child should be encouraged to provide a detailed description of the location.
- e. Did the alleged perpetrator threaten, bribe, or coerce the child? Was the child afraid? Were objects promised/given to the child?
- f. Are there other possible witnesses or victims?
- g. Did the child previously report the abuse to anyone, or document the abuse in any way?

E. Closure Phase

1. The CFInterviewer will check with observers before initiating closure with the child.
2. Suggested topics to discuss with the child during this phase include the following:
 - a. Reiterate what the child has told the CFInterviewer, noting the high points and giving the child a chance to elaborate, correct, or clarify if necessary.
 - b. Ask the child if there is anything the CFInterviewer forgot to ask. Tell the child that it is all right if she/he was not able to remember everything or if she/he was not comfortable telling the CFInterviewer everything on that date. The CFInterviewer may give the child a card with a CFInterviewer's name and telephone number.
 - c. Ask the child how they feel. Assess the child for any fear they may have as a result of the interview and for any appropriate referrals that may be necessary.
 - d. Tell the child that the abuse is not their fault.
 - e. Ask the child what result they want.
 - f. Ask the child if they have any questions.

- g. Thank the child for talking to the CFInterviewer.

POST INTERVIEW

1. After the interview, the CFInterviewer and observers will meet to discuss the interview and make case decisions, (i.e., evaluate situation for possible dependency action, referrals for service, suggested further investigation, etc.)
2. The caretaker will be given assistance in dealing with any reactions that the child may experience after making the disclosure about the abuse.
 - a. Emphasis will be placed on assuring the caretaker that help is available for the entire family.
 - b. The caretaker will be provided information on how to apply for Victim of Crime Compensation Claims through the Victim/Witness Program.
 - c. Aftercare treatment will be offered through Victim Services Center.

APPENDIX C

GLOSSARY OF TERMINOLOGY

CHILD FORENSIC INTERVIEW TEAM STEERING COMMITTEE (CFIT Steering Committee). The CFIT Steering Committee is an entity composed of the directors and chiefs of participating agencies and departments or their designees. Their essential functions will include oversight, high-level community support, allocation of resources, agency coordination, consultation to CFIT, and periodic review of the guidelines.

CASE REVIEW TEAM. The Case Review Team is composed of law enforcement officers, prosecuting attorneys, trained child forensic interviewers, child protective services social workers, sexual assault advocates, mental health therapists, medical providers, forensic medical examiner, and appropriate personnel from Community Action Partnership of Madera County, Inc. Child Advocacy Center and Victim Services Center. The Case Review Team's primary functions are: specialized child interviews, forensic evidentiary examinations, advocacy and support for the child and the child's family, and case coordination with all the involved agencies ensuring multidisciplinary approach for services for the child and family.

Note: Essential to the success of the CFIT and the welfare of the alleged child victim is a strong line of communication between the various disciplines working a specific case. State law (11167.5 PC) allows for the sharing of information among members of the CFIT when the information is deemed to be pertinent to:

1. Ensuring safety when there is an awareness of high risk individuals and/or behaviors;
2. Minimizing re-traumatization by reducing "triggering" statements and activities;
3. Increasing the understanding of the individual child, enabling a more appropriate response from the child; and
4. Long term planning, including the potential for family reunification when appropriate.

FORENSIC MEDICAL REVIEW. An on-call forensic nurse specialist, or qualified facility able to perform examination in accordance with California Medical Protocol for Examination of Sexual Abuse Victims will perform the acute, non-acute, and mini-forensic evidentiary examinations.

CHILD FORENSIC INTERVIEWER (CFInterviewer). Child Forensic Interviewer (CFInterviewer) performs the specialized interview. The CFInterviewer is specially trained to conduct forensic interviews, knows the needs of the agencies involved, knows and understands the dynamics of child sexual abuse, has a command of child development issues, and is able to identify the needs of child victims and families. The CFInterviewer follows general forensic interviewer guidelines (See Appendix D).

“Working together to improve the life of a child.”



Addressing the Needs of our Community Since 1965



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED APRIL 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	%BUDGETED YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG (01/01/21 - 12/31/21) 218	287,694.00	103,783.00	33.33%	36.07%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 2020 (06/01/20 - 5/31/21) 217	32,000.00	32,000.00	91.67%	100.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	119,687.30	50.00%	30.68%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	40,370.00	8,651.35	50.00%	21.43%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL (06/1/20 - 05/31/21) 311/380	4,060,640.00	3,118,454.40	91.67%	76.80%	Provide HS services to 246 low income preschool children and families
HEAD START T/TA (06/01/20 - 05/31/21) 310	46,025.00	38,381.00	91.67%	83.39%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/20 - 05/31/21) 312	601,117.00	510,597.61	91.67%	84.94%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/20 - 05/31/21) 309	13,373.00	14,944.62	91.67%	111.75%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/20 - 06/30/21) 319	631,152.00	684,697.00	83.33%	108.48%	Provide child care services to HS preschool children and families
HEAD START REGIONAL CARES (06/1/20 - 05/31/21) 811	216,187.00	193,515.98	91.67%	89.51%	Provide funds to prevent, prepare for and respond to COVID-19 in the Head Start program
EARLY HEAD START REGIONAL CARES (06/1/20 - 05/31/21) 812	36,910.00	19,481.17	91.67%	52.78%	Provide funds to prevent, prepare for and respond to COVID-19 in the Early Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/20 - 09/30/21) 390	528,085.00	73,324.18	58.33%	13.88%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/21 - 02/28/22) 321/362	5,159,852.00	677,050.02	14.29%	13.12%	Provide HS services to 458 migrant and 121 seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/21 - 02/28/22) 320	31,845.00	3,856.10	16.67%	12.11%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/20 - 06/30/21) 322/324	883,390.00	628,610.95	83.33%	71.16%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/20 - 06/30/21) 325	134,765.00	94,543.30	83.33%	70.15%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
FRESNO MIGRANT HEAD START (09/01/20 - 08/31/21) 331	4,806,650.00	2,228,735.68	66.67%	46.37%	Provide HS services to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/20 - 08/31/21) 330	89,638.00	33,663.79	66.67%	37.56%	Provide training for staff and parents
FRESNO MIGRANT EARLY HEAD START (09/01/20 - 08/31/21) 337	310,267.00	100,242.12	66.67%	32.31%	Provide early HS services to 30 low income infant, toddlers and pregnant women

FRESNO MIGRANT EARLY HS -TRAINING (09/01/20 - 08/31/21) 338	6,949.00	653.51	66.67%	9.40%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/20 - 08/31/21) 831	454,125.00	203,218.02	66.67%	44.75%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT EARLY HEAD START CARES (09/01/20 - 08/31/21) 837	26,250.00	5,340.31	66.67%	20.34%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Early Head Start
DSS STRENGTHENING FAMILIES (07/01/2020 - 06/30/2021) 371	189,600.00	128,642.84	83.33%	67.85%	Provides training and education to parents to strengthen family relationships
RESOURCE & REFERRAL:					
CSCP - ONE TIME FUNDS (07/01/20 - 06/30/21) 400	225,201.00	37,706.87	83.33%	16.74%	Training and supplies for child care providers
CCDF-HEALTH & SAFETY (07/01/20 - 06/30/21) 411	4,702.00	795.86	83.33%	16.93%	Training and supplies for child care providers
R & R GENERAL (07/01/20 - 06/30/21) 401	196,708.00	143,443.93	83.33%	72.92%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/20 - 06/30/21) 407	219,899.00	163,851.54	83.33%	74.51%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/20 - 06/30/21) 424	33,509.00	24,171.18	83.33%	72.13%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/22) 426/432	6,062,403.00	2,577,037.83	41.67%	42.51%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 (07/01/20 - 06/30/21) 427	2,597,220.00	1,670,361.87	83.33%	64.31%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/20 - 06/30/21) 428	1,207,044.00	992,932.90	83.33%	82.26%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT ONE TIME ONLY PROVIDER STIPENDS (07/01/20 - 06/30/21) 439	132,985.55	114,354.98	83.33%	85.99%	Provide supplies and one-time stipend to child care providers
VICTIM SERVICES:					
RSVP/CALOES (10/01/20 - 09/30/21) 500	331,285.00	179,361.55	58.33%	54.14%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/20 - 09/30/21) 501	363,566.00	211,760.03	58.33%	58.25%	Assist victims of crime
DOM.VIO.MAR.LIC. (07/01/20 - 06/30/21) 502	15,000.00	39,130.79	83.33%	260.87%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/20 - 06/30/21) 504	2,400.00	0.00	83.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND DONATIONS ONLY (07/01/20 - 06/30/21) 507/525	2,000.00	1,212.14	83.33%	60.61%	Assist victims of domestic violence
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/21 - 12/31/21) 508	162,896.00	47,915.94	33.33%	29.42%	Assist unserved/underserved, primarily Hispanic, victims of crime

VICTIM SERVICES CENTER FUND (07/01/20 - 06/30/21) DONATIONS ONLY 510	2,500.00	5,297.78	83.33%	211.91%	Assist with program operations for all Victim Services clients
SHELTER-BASED DOMESTIC VIOLENCE (10/01/21 - 09/30/21) 533	537,587.00	345,831.49	58.33%	64.33%	Provide shelter services for domestic violence victims
TRANSITIONAL HOUSING (01/01/21 - 12/31/21) 531	126,808.00	37,180.13	33.33%	29.32%	Provide long-term shelter services for domestic violence and human trafficking victims
EMERGENCY SERVICES:					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	754,299.00	581,332.51	76.00%	77.07%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 205	1,826.00	1,826.00	72.73%	100.00%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/20 - 06/30/22) 207	684,900.00	92,730.21	31.58%	13.54%	Assistance for low income clients for energy bills and weatherization services
FEMA CARES (01/27/20 - 10/31/21) 210	32,603.00	21,018.41	66.67%	64.47%	Housing assistance for clients impacted by COVID-19 and administration of FEMA CARES
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/20 - 06/30/21) 216	30,000.00	11,808.24	83.33%	39.36%	Provides property management services for the County of Madera Behavioral Health
SHUNAMMITE PLACE (11/01/20 - 10/31/21) 224	541,520.00	212,556.74	50.00%	39.25%	Provides permanent supportive housing for homeless women with disabilities
CITY OF MADERA - CDBG (07/01/20 - 06/30/21) 231	20,000.00	5,925.25	83.33%	29.63%	Provides funding for Fresno-Madera Continuum of Care and homeless support
FEMA (01/01/20 - 10/31/21) 235	1,587.00	231.30	72.73%	14.57%	Administration of the FEMA program
LIHEAP CARES (07/01/20 - 04/30/21) 234	155,591.00	119,161.18	100.00%	76.59%	Assistance for low income clients for energy bills impacted by COVID-19
SENIOR MEAL - MADERA COUNTY (07/01/20 - 06/30/21) 237	43,734.00	31,721.28	83.33%	72.53%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
CDBG CARES (09/17/20 - 06/30/21) 244	90,000.00	53,891.54	88.24%	59.88%	Provides utility and rental assistance for clients within the City of Madera jurisdiction.
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	270,028.34	22.45%	65.63%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
MADERA CO. SENIOR MEAL HOME DELIVERY (08/17/20 - 12/31/21) 247	350,000.00	261,312.99	51.52%	74.66%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
Kaiser Rapid Rehousing (12/01/2020 - 12/31/2021) 249	90,000.00	54,049.53	38.46%	60.06%	Provides rental assistance to clients
DRINKING WATER - STATE WATER RESOURCES (09/22/17 - 06/30/21) 252	117,905.00	67,554.90	95.56%	57.30%	Provides bottled water for continuation of drought water assistance
PROJECT ROOMKEY (12/01/20 - 06/30/21) 257	45,178.00	45,178.00	71.43%	100.00%	Provides hotel and motel vouchers to homeless clients
BEHAVIORAL HEALTH PATH PROGRAM (07/01/20 - 06/30/21) 259	39,045.00	28,419.29	83.33%	72.79%	Provides outreach and case management for homeless individuals that have a serious mental illness

FMCOC HEAP (03/15/21 - 06/30/21) 265	150,000.00	65,308.59	42.86%	43.54%	Provides emergency shelter for the vulnerable homeless
EMERGENCY SOLUTIONS GRANT (01/01/21 - 12/31/21) 268	110,000.00	0.00	33.33%	0.00%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
ESG CARES (01/01/21 - 12/31/21) 269	110,000.00	69,965.01	33.33%	63.60%	Provides emergency shelter and rapid rehousing to homeless
HOMELESS OUTREACH CCP AB109 07/01/20 - 06/30/21 272	231,000.00	207,848.07	83.33%	89.98%	Provides funds outreach workers to provide case management & resources to homeless or at-risk
YOUTH AND SPECIALIZED SERVICES:					
MENTAL HEALTH FULL SERVICES (07/01/20 - 6/30/21) 607	5,000.00	4,045.66	83.33%	80.91%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/20 - 6/30/21) 516	1,000.00	735.53	83.33%	73.55%	Provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. Consolidated Balance Sheet by Object March 31, 2021
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	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,688.37
1115- CASH IN WESTAMERICA MENTAL HEALTH	10,069.70
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,514.26
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	10,334.45
1122- SAVINGS - WESTAMERICA	2,491,817.52
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	3,026,721.31
1320- ACCOUNTS RECEIVABLE	0.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	512.77
1326- EMPLOYEE RECEIVABLES	0.00
1327- A/R-OTHER	35.20
1329- ADVANCE CLEARING	0.00
1410- PREPAID EXPENSES	2,010.33
1414- PREPAID RENT	47,833.68
1420- SECURITY DEPOSITS	29,366.04
1421- WORKERS' COMP DEPOSIT	59,629.96
1450- INVENTORY	15,920.28
1512- EQUIPMENT	1,181,006.63
1513- VEHICLES	842,974.24
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	180,369.83
1516- BUILDING IMPROVEMENTS	72,459.76
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(889,832.07)
1523- ACC DEPR - VEHICLES	(740,258.13)
1524- ACC DEPR - BUILDINGS	(3,317,018.45)
1525- ACC DEPR - LAND IMPROVE.	(123,189.99)
1526- ACC DEPR - BUILDING IMPROVE.	(71,202.78)
	7,260,688.36
Total Assets	7,260,688.36
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,350,503.69
2111- ACCOUNTS PAYABLE - MANUAL	125,520.76
2112- ACCOUNTS PAY-FUNDING SOURCE	507.57
2115- A/P OTHERS	5,505.08

2121- ACCRUED PAYROLL	1,156,739.92
2122- ACCRUED VACATION	849.40
2123- ACCRUED PAYROLL - MANUAL	(241.33)
2211- FICA PAYABLE	0.00
2212- FICA-MED PAYABLE	0.00
2213- FIT PAYABLE	0.00
2215- SIT PAYABLE	0.00
2216- SDI PAYABLE	0.00
2217- SUI PAYABLE	0.00
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	39,099.53
2231- RETIREMENT PAYABLE-ER CONTRIB	545,090.78
2232- W/H RETIREMENT	0.00
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(8,158.23)
2245- KAISER HIGH15	(3,564.42)
2248- KAISER LOW30	3,193.68
2252- SELF INSURANCE - LIFE & ADD	(216.63)
2253- VISION INSURANCE PAYABLE	212.82
2254- SELF INSURANCE - DENTAL	68,500.73
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	52.00
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	6,205.21
2410- DEFERRED GRANT REVENUE	1,516,612.33
2415- RESERVE ACCOUNT	39,976.00
2420- OTHER DEFERRED REVENUE	10,206.17
2600- INVESTMENT IN FIXED ASSETS	0.00
	<hr/>
Total Liabilities	4,861,195.88
3000- NET ASSETS W/O DONOR RESTRICTIONS	389,324.33
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,480,328.32
Change in Net Assets	(30,160.17)
	<hr/>
Total Net Assets	2,399,492.48
	<hr/>
Total Liabilities and Net Assets	7,260,688.36
	<hr/> <hr/>

COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC. Consolidated Revenue and Expense March 31, 2021
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	<u>Year-To-Date</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	16,936,658.31
4120- GRANT INCOME-STATE	4,883,477.11
4130- GRANT INCOME-AREA	218,086.54
4210- DONATIONS	112,677.31
4220- IN KIND CONTRIBUTIONS	1,043,430.77
4315- CHILD CRE REVENUE-STATE	203,516.00
4320- INTEREST INCOME	1,120.84
4350- RENTAL INCOME	27,241.50
4370- MERCHANDISE SALES	330.95
4390- MISCELLANEOUS INCOME	8,624.40
4900- INDIRECT COST REIMBURSEMENT	1,717,819.75
Total Revenues	<u>25,152,983.48</u>
<u>Expenses</u>	
5010- SALARIES & WAGES	8,802,878.51
5012- DIRECTOR'S SALARY	110,022.09
5019- SALARIES & WAGES C19	1,217.41
5020- ACCRUED VACATION PAY	559,165.20
5112- HEALTH INSURANCE	821,775.20
5114- WORKER'S COMPENSATION	265,716.38
5115- Worker's Compensation C19	91.02
5116- PENSION	425,741.44
5117- Pension C19	82.57
5121- FICA C19	145.54
5122- FICA	691,624.24
5124- SUI	111,986.26
5125- DIRECTOR'S FRINGE	64,462.67
5130- ACCRUED VACATION FRINGE	35,915.42
6110- OFFICE SUPPLIES	128,924.52
6112- DATA PROCESSING SUPPLIES	511,709.35
6121- FOOD	125,160.25
6122- KITCHEN SUPPLIES	33,873.61
6130- PROGRAM SUPPLIES	688,747.31
6132- MEDICAL & DENTAL SUPPLIES	42,445.07

6134- INSTRUCTIONAL SUPPLIES	72,853.53
6140- CUSTODIAL SUPPLIES	68,871.79
6142- LINEN/LAUNDRY	9.16
6143- FURNISHINGS	31,324.60
6150- UNIFORM RENTAL/PURCHASE	600.00
6160- RESALE ITEMS	790.11
6170- POSTAGE & SHIPPING	16,947.86
6180- EQUIPMENT RENTAL	105,018.51
6181- EQUIPMENT MAINTENANCE	23,091.13
6221- EQUIPMENT OVER > \$5000	255,892.98
6232- BUILDING IMPROVEMENTS	47,686.60
6310- PRINTING & PUBLICATIONS	12,648.71
6312- ADVERTISING & PROMOTION	14,501.83
6320- TELEPHONE	385,005.80
6410- RENT	586,735.67
6420- UTILITIES/ DISPOSAL	276,708.32
6432- BUILDING REPAIRS/ MAINTENANCE	514,391.75
6433- GROUNDS MAINTENANCE	73,136.32
6436- PEST CONTROL	14,774.00
6437- BURGLAR & FIRE ALARM	11,613.73
6440- PROPERTY INSURANCE	44,613.01
6510- AUDIT	63,697.50
6520- CONSULTANTS	61,235.19
6522- CONSULTANT EXPENSES	2,836.20
6524- CONTRACTS	472,319.87
6530- LEGAL	93,712.38
6540- CUSTODIAL SERVICES	60,654.65
6555- MEDICAL SCREENING/DEAT/STAFF	6,679.00
6562- MEDICAL EXAM	566.00
6610- GAS & OIL	13,136.15
6620- VEHICLE INSURANCE	48,948.47
6640- VEHICLE REPAIR & MAINTENANCE	19,656.74
6712- STAFF TRAVEL-LOCAL	12,258.64
6714- STAFF TRAVEL-OUT OF AREA	3,057.48
6730- VOLUNTEER TRAVEL	(30.00)
6742- TRAINING - STAFF	102,057.20
6745- TRAINING - PARTICIPANT/CLIENTS	1,077.68
6746- TRAINING - PARENT	1,312.50
6748- EDUCATION REIMBURSEMENT	138.00
6810- BANK CHARGES	4,738.60
6832- LIABILITY INSURANCE	26,354.55
6834- STUDENT ACTIVITY INSURANCE	5,107.68

6840- PROPERTY TAXES	13,614.75
6850- FEES & LICENSES	66,897.79
6851- CPR FEES	1,003.85
6852- FINGERPRINT	2,302.54
6875- EMPLOYEE HEALTH & WELFARE COSTS	28,442.86
7111- PARENT MILEAGE	188.75
7114- PC ALLOWANCE	3,795.04
7210- TRANSPORTATION VOUCHERS	1,400.88
7222- MOTEL VOUCHERS	24,695.00
7224- CLIENT RENT	429,066.45
7226- CLIENT LODGING/SHELTER	126,432.50
7230- CLIENT FOOD	712.22
7234- FOOD - INDIVIDUAL	36.00
7236- FOOD BOX/MASS	20,000.00
7240- DIRECT BENEFITS	4,499,136.45
7245- DIRECT BENEFITS - STATE	203,516.00
7250- FURNACE REPAIRS/REPLACEMENT	22,208.08
8110- IN KIND SALARIES	723,031.66
8120- IN KIND RENT	286,093.40
8130- IN KIND - OTHER	34,305.71
9010- INDIRECT COST ALLOCATION	1,717,819.75
	<hr/>
Total Expenses	<u>25,183,113.63</u>
Excess Revenue Over (Under) Expenditures	<u>(30,130.15)</u>

State of California Department of Community Services and Development
LIHEAP 20B-2019 Grant Period October 2019 to December 2021 Revenue and Expense with Encumbrances and Net Assets
March 2021

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2021</u>	<u>YTD Budget March 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$754,299.00	\$37,654.59	\$578,435.15	\$754,299.00	(0.77)	\$0.00	\$578,435.15	\$175,863.85
Total Revenues	\$754,299.00	\$37,654.59	\$578,435.15	\$754,299.00	(0.77)	\$0.00	\$578,435.15	\$175,863.85
<u>Expenses</u>								
5010- SALARIES & WAGES	\$203,621.00	\$0.00	\$182,351.16	\$203,621.00	0.90	\$0.00	\$182,351.16	\$21,269.84
5019- SALARIES & WAGES C19	0.00	0.00	7,500.45	0.00	0.00	0.00	7,500.45	(7,500.45)
5020- ACCRUED VACATION PAY	0.00	0.00	13,986.18	0.00	0.00	0.00	13,986.18	(13,986.18)
5112- HEALTH INSURANCE	22,592.00	0.00	16,324.74	22,592.00	0.72	0.00	16,324.74	6,267.26
5114- WORKER'S COMPENSATION	1,254.00	0.00	1,132.78	1,254.00	0.90	0.00	1,132.78	121.22
5115- Worker's Compensation C19	0.00	0.00	39.90	0.00	0.00	0.00	39.90	(39.90)
5116- PENSION	11,529.00	0.00	8,063.74	11,529.00	0.70	0.00	8,063.74	3,465.26
5117- Pension C19	0.00	0.00	223.01	0.00	0.00	0.00	223.01	(223.01)
5121- FICA C19	0.00	0.00	559.00	0.00	0.00	0.00	559.00	(559.00)
5122- FICA	16,131.00	0.00	14,721.93	16,131.00	0.91	0.00	14,721.93	1,409.07
5124- SUI	2,356.00	0.00	2,867.57	2,356.00	1.22	0.00	2,867.57	(511.57)
5130- ACCRUED VACATION FICA	0.00	0.00	306.39	0.00	0.00	0.00	306.39	(306.39)
6110- OFFICE SUPPLIES	3,747.00	0.00	3,272.88	3,747.00	0.87	0.00	3,272.88	474.12
6112- DATA PROCESSING SUPPLIES	16,335.00	0.00	18,523.67	16,335.00	1.13	0.00	18,523.67	(2,188.67)
6130- PROGRAM SUPPLIES	650.00	0.00	673.47	650.00	1.04	0.00	673.47	(23.47)
6142- LINEN/LAUNDRY	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6170- POSTAGE & SHIPPING	2,360.00	0.00	2,225.39	2,360.00	0.94	0.00	2,225.39	134.61
6180- EQUIPMENT RENTAL	3,030.00	0.00	2,487.68	3,030.00	0.82	0.00	2,487.68	542.32
6181- EQUIPMENT MAINTENANCE	4,505.00	0.00	3,190.74	4,505.00	0.71	0.00	3,190.74	1,314.26
6310- PRINTING & PUBLICATIONS	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6312- ADVERTISING & PROMOTION	30.00	0.00	5,155.14	30.00	171.84	0.00	5,155.14	(5,125.14)
6320- TELEPHONE	7,050.00	0.00	8,594.54	7,050.00	1.22	0.00	8,594.54	(1,544.54)
6410- RENT	16,400.00	0.00	17,421.61	16,400.00	1.06	0.00	17,421.61	(1,021.61)
6420- UTILITIES/ DISPOSAL	3,160.00	0.00	3,680.91	3,160.00	1.16	0.00	3,680.91	(520.91)
6432- BUILDING REPAIRS/ MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6440- PROPERTY INSURANCE	770.00	0.00	576.03	770.00	0.75	0.00	576.03	193.97
6520- CONSULTANTS	0.00	0.00	2,540.00	0.00	0.00	0.00	2,540.00	(2,540.00)
6524- CONTRACTS	375,419.00	36,024.59	202,640.22	375,419.00	0.54	0.00	202,640.22	172,778.78
6530- LEGAL	100.00	0.00	87.50	100.00	0.88	0.00	87.50	12.50
6555- MEDICAL SCREENING/DEAT/STAFF	150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	80.00	0.00	64.23	80.00	0.80	0.00	64.23	15.77
6640- VEHICLE REPAIR & MAINTENANCE	20.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00
6712- STAFF TRAVEL-LOCAL	50.00	0.00	257.30	50.00	5.15	0.00	257.30	(207.30)

State of California Department of Community Services and Development
LIHEAP 20B-2019 Grant Period October 2019 to December 2021 Revenue and Expense with Encumbrances and Net Assets
March 2021

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2021</u>	<u>YTD Budget March 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	192.48	0.00	0.00	0.00	192.48	(192.48)
6742- TRAINING - STAFF	833.00	0.00	316.54	833.00	0.38	0.00	316.54	516.46
6840- PROPERTY TAXES	30.00	0.00	22.29	30.00	0.74	0.00	22.29	7.71
6850- FEES & LICENSES	1,266.00	0.00	1,037.68	1,266.00	0.82	0.00	1,037.68	228.32
6852- FINGERPRINT	32.00	0.00	32.25	32.00	1.01	0.00	32.25	(0.25)
6875- EMPLOYEE HEALTH & WELFARE	500.00	0.00	119.50	500.00	0.24	0.00	119.50	380.50
7240- DIRECT BENEFITS	19,000.00	1,630.00	15,921.00	19,000.00	0.84	0.00	15,921.00	3,079.00
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	10,062.32	10,000.00	1.01	0.00	10,062.32	(62.32)
9010- INDIRECT COST ALLOCATION	31,269.00	0.00	31,262.93	31,269.00	1.00	0.00	31,262.93	6.07
Total Expenses	<u>\$754,299.00</u>	<u>\$37,654.59</u>	<u>\$578,435.15</u>	<u>\$754,299.00</u>	<u>0.77</u>	<u>\$0.00</u>	<u>\$578,435.15</u>	<u>\$175,863.85</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

State of California Department of Community Services and Development
LIHEAP 21B-5019 Grant Period November 2020 to June 2022 Revenue and Expense with Encumbrances and Net Assets
March 2021

<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>March 31,</u> <u>2021</u>	<u>YTD</u> <u>Budget</u> <u>March 31,</u> <u>2021</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$407,634.00	\$26,692.09	\$69,392.24	\$169,850.00	(0.17)	\$0.00	\$69,392.24	\$338,241.76
Total Revenues	\$407,634.00	\$26,692.09	\$69,392.24	\$169,850.00	(0.17)	\$0.00	\$69,392.24	\$338,241.76
<u>Expenses</u>								
5010- SALARIES & WAGES	\$106,857.00	\$12,736.13	\$29,303.25	\$44,525.00	0.27	\$0.00	\$29,303.25	\$77,553.75
5020- ACCRUED VACATION PAY	0.00	740.98	1,791.92	0.00	0.00	0.00	1,791.92	(1,791.92)
5112- HEALTH INSURANCE	13,156.00	2,250.79	3,549.86	5,480.00	0.27	0.00	3,549.86	9,606.14
5114- WORKER'S COMPENSATION	581.00	64.64	150.81	240.00	0.26	0.00	150.81	430.19
5116- PENSION	5,592.00	660.45	1,448.34	2,330.00	0.26	0.00	1,448.34	4,143.66
5122- FICA	8,353.00	975.21	2,256.62	3,480.00	0.27	0.00	2,256.62	6,096.38
5124- SUI	1,108.00	126.28	754.19	460.00	0.68	0.00	754.19	353.81
5130- ACCRUED VACATION FICA	0.00	37.61	90.00	0.00	0.00	0.00	90.00	(90.00)
6110- OFFICE SUPPLIES	2,500.00	482.45	2,041.58	1,040.00	0.82	482.99	2,524.57	(24.57)
6112- DATA PROCESSING SUPPLIES	15,264.00	1,449.46	5,969.35	6,360.00	0.39	0.00	5,969.35	9,294.65
6130- PROGRAM SUPPLIES	10.00	0.00	0.00	5.00	0.00	0.00	0.00	10.00
6142- LINEN/LAUNDRY	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
6170- POSTAGE & SHIPPING	1,200.00	0.00	1,400.63	500.00	1.17	0.00	1,400.63	(200.63)
6180- EQUIPMENT RENTAL	1,500.00	578.83	1,900.62	625.00	1.27	0.00	1,900.62	(400.62)
6181- EQUIPMENT MAINTENANCE	1,800.00	0.00	0.00	750.00	0.00	0.00	0.00	1,800.00
6310- PRINTING & PUBLICATIONS	25.00	27.06	27.06	10.00	1.08	0.00	27.06	(2.06)
6312- ADVERTISING & PROMOTION	2,990.00	0.00	0.00	1,245.00	0.00	0.00	0.00	2,990.00
6320- TELEPHONE	8,200.00	506.81	2,579.17	3,415.00	0.31	0.00	2,579.17	5,620.83
6410- RENT	16,900.00	1,634.72	5,817.52	7,040.00	0.34	0.00	5,817.52	11,082.48
6420- UTILITIES/ DISPOSAL	3,566.00	197.43	656.91	1,485.00	0.18	0.00	656.91	2,909.09
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	0.00	10.00	0.00	0.00	0.00	20.00
6440- PROPERTY INSURANCE	575.00	69.86	489.02	240.00	0.85	0.00	489.02	85.98
6524- CONTRACTS	180,864.00	0.00	0.00	75,360.00	0.00	0.00	0.00	180,864.00
6530- LEGAL	88.00	0.00	0.00	35.00	0.00	0.00	0.00	88.00
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	255.50	255.50	0.00	0.00	0.00	255.50	(255.50)
6610- GAS & OIL	30.00	0.00	17.75	15.00	0.59	0.00	17.75	12.25
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	5.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	50.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	428.00	0.00	0.00	180.00	0.00	0.00	0.00	428.00
6810- BANK CHARGES	0.00	25.00	25.00	0.00	0.00	0.00	25.00	(25.00)
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00

State of California Department of Community Services and Development
LIHEAP 21B-5019 Grant Period November 2020 to June 2022 Revenue and Expense with Encumbrances and Net Assets
March 2021

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>			<u>Actual Plus</u>	<u>Budget</u>
<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Budget</u>	<u>Month</u>	<u>March 31,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>	<u>2021</u>	<u>March 31,</u>				
				<u>2021</u>				
6840- PROPERTY TAXES	10.00	0.00	39.65	5.00	3.97	0.00	39.65	(29.65)
6850- FEES & LICENSES	150.00	58.53	193.53	65.00	1.29	0.00	193.53	(43.53)
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	60.00	17.78	29.54	25.00	0.49	0.00	29.54	30.46
7240- DIRECT BENEFITS	6,000.00	2,806.00	5,227.00	2,500.00	0.87	0.00	5,227.00	773.00
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	0.00	4,165.00	0.00	0.00	0.00	10,000.00
9010- INDIRECT COST ALLOCATION	19,666.00	0.00	3,359.67	8,195.00	0.17	0.00	3,359.67	16,306.33
Total Expenses	<u>\$407,634.00</u>	<u>\$25,701.52</u>	<u>\$69,392.24</u>	<u>\$169,840.00</u>	<u>0.17</u>	<u>\$482.99</u>	<u>\$69,875.23</u>	<u>\$337,758.77</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$990.57	\$0.00	\$10.00	0.00	-\$482.99	-\$482.99	\$482.99
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	<u>\$0.00</u>	<u>\$990.57</u>	<u>\$0.00</u>	<u>\$10.00</u>	<u>0.00</u>	<u>-\$482.99</u>	<u>-\$482.99</u>	<u>\$482.99</u>

U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets March 2021

224 0 HUD SHUNAMMITE PLACE	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	\$541,520.00	\$44,354.83	\$178,549.28	\$0.00	(0.33)	\$0.00	\$178,549.28	\$362,970.72
4350- RENTAL INCOME	0.00	3,591.44	15,639.86	0.00	0.00	0.00	15,639.86	(15,639.86)
Total Revenues	\$541,520.00	\$47,946.27	\$194,189.14	\$0.00	(0.36)	\$0.00	\$194,189.14	\$347,330.86
Expenses								
5010- SALARIES & WAGES	\$157,808.00	\$9,380.21	\$52,667.42	\$0.00	0.33	\$0.00	\$52,667.42	\$105,140.58
5020- ACCRUED VACATION PAY	0.00	452.66	4,415.36	0.00	0.00	0.00	4,415.36	(4,415.36)
5112- HEALTH INSURANCE	22,695.00	1,251.58	5,860.43	0.00	0.26	0.00	5,860.43	16,834.57
5114- WORKER'S COMPENSATION	9,123.00	499.49	2,726.28	0.00	0.30	0.00	2,726.28	6,396.72
5116- PENSION	6,312.00	479.51	1,723.39	0.00	0.27	0.00	1,723.39	4,588.61
5122- FICA	12,072.00	733.67	4,309.51	0.00	0.36	0.00	4,309.51	7,762.49
5124- SUI	1,517.00	0.00	1,332.90	0.00	0.88	0.00	1,332.90	184.10
5130- ACCRUED VACATION FICA	0.00	16.87	56.45	0.00	0.00	0.00	56.45	(56.45)
6110- OFFICE SUPPLIES	2,900.00	1.25	1,629.48	0.00	0.56	0.00	1,629.48	1,270.52
6112- DATA PROCESSING SUPPLIES	7,402.00	17.77	4,441.28	0.00	0.60	564.04	5,005.32	2,396.68
6122- KITCHEN SUPPLIES	0.00	0.00	515.44	0.00	0.00	270.63	786.07	(786.07)
6130- PROGRAM SUPPLIES	8,230.00	614.77	3,318.50	0.00	0.40	974.25	4,292.75	3,937.25
6140- CUSTODIAL SUPPLIES	1,250.00	0.00	536.15	0.00	0.43	162.37	698.52	551.48
6143- FURNISHINGS	25,272.00	10,487.77	18,669.59	0.00	0.74	0.00	18,669.59	6,602.41
6170- POSTAGE & SHIPPING	150.00	0.00	37.85	0.00	0.25	0.00	37.85	112.15
6180- EQUIPMENT RENTAL	1,350.00	65.58	323.01	0.00	0.24	0.00	323.01	1,026.99
6181- EQUIPMENT MAINTENANCE	2,065.00	0.00	0.00	0.00	0.00	0.00	0.00	2,065.00
6310- PRINTING & PUBLICATIONS	150.00	0.00	108.25	0.00	0.72	0.00	108.25	41.75
6320- TELEPHONE	4,945.00	710.28	2,298.32	0.00	0.46	0.00	2,298.32	2,646.68
6410- RENT	197,157.00	14,024.88	63,456.82	0.00	0.32	0.00	63,456.82	133,700.18
6420- UTILITIES/ DISPOSAL	28,048.00	2,016.43	7,767.00	0.00	0.28	0.00	7,767.00	20,281.00
6432- BUILDING REPAIRS/ MAINTENANCE	7,700.00	0.00	(8.18)	0.00	0.00	0.00	(8.18)	7,708.18
6433- GROUNDS MAINTENANCE	1,860.00	120.00	1,300.00	0.00	0.70	0.00	1,300.00	560.00
6440- PROPERTY INSURANCE	1,880.00	94.79	1,428.53	0.00	0.76	0.00	1,428.53	451.47
6530- LEGAL	6,569.00	0.00	787.50	0.00	0.12	0.00	787.50	5,781.50
6540- CUSTODIAL SERVICES	0.00	1,190.00	2,496.82	0.00	0.00	0.00	2,496.82	(2,496.82)
6562- MEDICAL EXAM	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6566- DENTAL EXAM	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6610- GAS & OIL	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00

U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets March 2021

	<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>March 31,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbran</u>	<u>Encumbran</u>	<u>Balance</u>
<u>224 0 HUD SHUNAMMITE PLACE</u>		<u>Actual</u>	<u>2021</u>	<u>2021</u>		<u>ce</u>	<u>ce</u>	
6712- STAFF TRAVEL-LOCAL	682.00	0.00	0.00	0.00	0.00	0.00	0.00	682.00
6742- TRAINING - STAFF	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00
6832- LIABILITY INSURANCE	25.00	1.31	11.74	0.00	0.47	0.00	11.74	13.26
6850- FEES & LICENSES	5,241.00	0.00	733.00	0.00	0.14	0.00	733.00	4,508.00
7210- TRANSPORTATION VOUCHERS	320.00	72.35	250.35	0.00	0.78	0.00	250.35	69.65
7226- CLIENT LODGING/SHELTER	0.00	0.00	595.00	0.00	0.00	0.00	595.00	(595.00)
7230- CLIENT FOOD	575.00	48.22	169.65	0.00	0.30	0.00	169.65	405.35
9010- INDIRECT COST ALLOCATION	26,445.00	2,713.14	10,231.30	0.00	0.39	0.00	10,231.30	16,213.70
Total Expenses	<u>\$541,520.00</u>	<u>\$44,992.53</u>	<u>\$194,189.14</u>	<u>\$0.00</u>	<u>0.36</u>	<u>\$1,971.29</u>	<u>\$196,160.43</u>	<u>\$345,359.57</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$2,953.74	\$0.00	\$0.00	0.00	-\$1,971.29	-\$1,971.29	\$1,971.29
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	<u>\$0.00</u>	<u>\$2,953.74</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>-\$1,971.29</u>	<u>-\$1,971.29</u>	<u>\$1,971.29</u>

Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
March 31, 2021

<u>246 0 HOMELESS HOUSING ASSIST. & PREVENTION (HHAP) - MADERA CO BEHAVIORAL HEALTH</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2021</u>	<u>YTD Budget March 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbr ance</u>	<u>Actual Plus Encumbr ance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	\$411,434.00	\$29,842.88	\$260,768.73	\$0.00	(0.63)	\$0.00	\$260,768.73	\$150,665.27
Total Revenues	<u>\$411,434.00</u>	<u>\$29,842.88</u>	<u>\$260,768.73</u>	<u>\$0.00</u>	<u>(0.63)</u>	<u>\$0.00</u>	<u>\$260,768.73</u>	<u>\$150,665.27</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$55,865.00	\$2,710.52	\$14,831.70	\$0.00	0.27	\$0.00	\$14,831.70	\$41,033.30
5020- ACCRUED VACATION PAY	0.00	166.55	2,167.03	0.00	0.00	0.00	2,167.03	(2,167.03)
5112- HEALTH INSURANCE	3,455.00	513.69	1,705.93	0.00	0.49	0.00	1,705.93	1,749.07
5114- WORKER'S COMPENSATION	303.00	12.65	115.06	0.00	0.38	0.00	115.06	187.94
5116- PENSION	2,344.00	135.16	673.32	0.00	0.29	0.00	673.32	1,670.68
5122- FICA	4,483.00	206.81	1,167.57	0.00	0.26	0.00	1,167.57	3,315.43
5124- SUI	445.00	0.00	370.66	0.00	0.83	0.00	370.66	74.34
5130- ACCRUED VACATION FICA	0.00	(12.34)	87.72	0.00	0.00	0.00	87.72	(87.72)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	41.75	0.00	0.00	0.00	41.75	(41.75)
6130- PROGRAM SUPPLIES	1,879.00	0.00	0.00	0.00	0.00	0.00	0.00	1,879.00
6180- EQUIPMENT RENTAL	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6181- EQUIPMENT MAINTENANCE	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6320- TELEPHONE	600.00	85.02	280.93	0.00	0.47	0.00	280.93	319.07
6410- RENT	1,300.00	158.48	777.92	0.00	0.60	0.00	777.92	522.08
6420- UTILITIES/ DISPOSAL	400.00	19.15	107.63	0.00	0.27	0.00	107.63	292.37
6610- GAS & OIL	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6640- VEHICLE REPAIR & MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6712- STAFF TRAVEL-LOCAL	3,242.00	0.00	0.00	0.00	0.00	0.00	0.00	3,242.00
7210- TRANSPORTATION VOUCHERS	3,750.00	0.00	51.00	0.00	0.01	0.00	51.00	3,699.00
7224- CLIENT RENT	297,420.00	23,358.00	216,639.86	0.00	0.73	0.00	216,639.86	80,780.14
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
9010- INDIRECT COST ALLOCATION	34,318.00	2,489.19	21,750.65	0.00	0.63	0.00	21,750.65	12,567.35
Total Expenses	<u>\$411,434.00</u>	<u>\$29,842.88</u>	<u>\$260,768.73</u>	<u>\$0.00</u>	<u>0.63</u>	<u>\$0.00</u>	<u>\$260,768.73</u>	<u>\$150,665.27</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Madera County Corona Virus Relief Fund Senior Meal Homebound Deliveries August 2020 - June 2021 Revenue and Expense with Encumbrance and Net Assets March 2021

<u>247 0 SENIOR MEAL HOME DELIVERY PROG - MADERA COUNTY</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2021</u>	<u>YTD Budget March 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$350,000.00	\$41,463.07	\$260,640.30	\$0.00	(0.74)	\$0.00	\$260,640.30	\$89,359.70
Total Revenues	<u>\$350,000.00</u>	<u>\$41,463.07</u>	<u>\$260,640.30</u>	<u>\$0.00</u>	<u>(0.74)</u>	<u>\$0.00</u>	<u>\$260,640.30</u>	<u>\$89,359.70</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$14,192.00	\$341.49	\$7,917.83	\$0.00	0.56	\$0.00	\$7,917.83	\$6,274.17
5020- ACCRUED VACATION PAY	0.00	18.37	2,854.89	0.00	0.00	0.00	2,854.89	(2,854.89)
5112- HEALTH INSURANCE	858.00	7.47	175.52	0.00	0.20	0.00	175.52	682.48
5114- WORKER'S COMPENSATION	78.00	1.74	42.04	0.00	0.54	0.00	42.04	35.96
5116- PENSION	591.00	47.27	826.44	0.00	1.40	0.00	826.44	(235.44)
5122- FICA	1,146.00	28.33	667.64	0.00	0.58	0.00	667.64	478.36
5124- SUI	255.00	0.00	102.72	0.00	0.40	0.00	102.72	152.28
5130- ACCRUED VACATION FICA	0.00	1.40	199.44	0.00	0.00	0.00	199.44	(199.44)
6110- OFFICE SUPPLIES	25.00	2.49	6.68	0.00	0.27	0.00	6.68	18.32
6120- FOOD/KITCHEN SUPPLIES	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6130- PROGRAM SUPPLIES	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6140- CUSTODIAL SUPPLIES	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6170- POSTAGE & SHIPPING	100.00	0.00	0.55	0.00	0.01	0.00	0.55	99.45
6180- EQUIPMENT RENTAL	335.00	12.26	54.98	0.00	0.16	0.00	54.98	280.02
6181- EQUIPMENT MAINTENANCE	477.00	0.00	0.00	0.00	0.00	0.00	0.00	477.00
6312- ADVERTISING & PROMOTION	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
6410- RENT	8,100.00	0.00	0.00	0.00	0.00	0.00	0.00	8,100.00
6420- UTILITIES/ DISPOSAL	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
6524- CONTRACTS	318,826.00	38,225.95	244,347.34	0.00	0.77	0.00	244,347.34	74,478.66
6610- GAS & OIL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6712- STAFF TRAVEL-LOCAL	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
9010- INDIRECT COST ALLOCATION	4,685.00	270.00	3,444.23	0.00	0.74	0.00	3,444.23	1,240.77
Total Expenses	<u>\$350,000.00</u>	<u>\$38,956.77</u>	<u>\$260,640.30</u>	<u>\$0.00</u>	<u>0.74</u>	<u>\$0.00</u>	<u>\$260,640.30</u>	<u>\$89,359.70</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$2,506.30	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
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	<u>\$0.00</u>	<u>\$2,506.30</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

**Fiscal Year July 20- June 21
March 31, 2021**

<u>426/432 ALT. PYMT. - GENERAL - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2021</u>	<u>YTD Budget March 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
REVENUES								
4110- GRANT INCOME-FEDERAL	5,189,879.00	215,946.49	1,989,644.00	0.00	(0.38)	0.00	1,989,644.00	3,200,235.00
4120- GRANT INCOME-STATE	1,354,398.00	44,230.21	564,084.98	0.00	(0.42)	0.00	564,084.98	790,313.02
4315- CHILD CRE REVENUE-STATE	185,000.00	19,402.00	142,430.00	0.00	(0.77)	0.00	142,430.00	42,570.00
Total Revenues	6,729,277.00	279,578.70	2,696,158.98	0.00	(0.40)	0.00	2,696,158.98	4,033,118.02
EXPENSES								
5010- SALARIES & WAGES	212,599.00	10,340.38	132,433.20	0.00	0.62	0.00	132,433.20	80,165.80
5020- ACCRUED VACATION PAY	8,711.00	588.23	8,991.91	0.00	1.03	0.00	8,991.91	(280.91)
Total Salaries	221,310.00	10,928.61	141,425.11	0.00	0.64	0.00	141,425.11	79,884.89
5112- HEALTH INSURANCE	26,812.00	1,533.60	13,876.38	0.00	0.52	0.00	13,876.38	12,935.62
5114- WORKER'S COMPENSATION	998.00	51.70	698.29	0.00	0.70	0.00	698.29	299.71
5116- PENSION	6,791.00	532.27	5,397.73	0.00	0.79	0.00	5,397.73	1,393.27
5122- FICA	16,263.00	842.97	10,383.00	0.00	0.64	0.00	10,383.00	5,880.00
5124- SUI	1,690.00	78.25	2,119.21	0.00	1.25	0.00	2,119.21	(429.21)
5130- ACCRUED VACATION FICA	2,100.00	24.49	447.64	0.00	0.21	0.00	447.64	1,652.36
Fringe Benefits	54,654.00	3,063.28	32,922.25	0.00	0.60	0.00	32,922.25	21,731.75
6110- OFFICE SUPPLIES	9,880.00	59.07	2,092.82	0.00	0.21	0.00	2,092.82	7,787.18
6112- DATA PROCESSING SUPPLIES	14,880.00	204.49	8,140.08	0.00	0.55	0.00	8,140.08	6,739.92
6130- PROGRAM SUPPLIES	11,830.00	0.00	387.76	0.00	0.03	0.00	387.76	11,442.24
6170- POSTAGE & SHIPPING	3,050.00	0.00	1,724.07	0.00	0.57	0.00	1,724.07	1,325.93
Supplies	39,640.00	263.56	12,344.73	0.00	0.31	0.00	12,344.73	27,295.27
6180- EQUIPMENT RENTAL	3,355.00	178.78	2,176.10	0.00	0.65	0.00	2,176.10	1,178.90
6181- EQUIPMENT MAINTENANCE	2,013.00	0.00	0.00	0.00	0.00	0.00	0.00	2,013.00
6310- PRINTING & PUBLICATIONS	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6312- ADVERTISING & PROMOTION	2,928.00	0.00	127.84	0.00	0.04	0.00	127.84	2,800.16
6320- TELEPHONE	7,625.00	782.15	4,740.15	0.00	0.62	0.00	4,740.15	2,884.85
6410- RENT	22,158.00	1,438.71	12,212.07	0.00	0.55	0.00	12,212.07	9,945.93
6420- UTILITIES/ DISPOSAL	5,490.00	173.62	2,215.34	0.00	0.40	0.00	2,215.34	3,274.66
6432- BUILDING REPAIRS/ MAINTENANCE	1,830.00	0.00	994.43	0.00	0.54	0.00	994.43	835.57
6440- PROPERTY INSURANCE	549.00	49.74	444.83	0.00	0.81	0.00	444.83	104.17
6530- LEGAL	3,050.00	0.00	243.70	0.00	0.08	0.00	243.70	2,806.30
6555- MEDICAL SCREENING/DEAT/STAFF	1,220.00	257.00	693.00	0.00	0.57	0.00	693.00	527.00
6610- GAS & OIL	153.00	0.00	0.00	0.00	0.00	0.00	0.00	153.00
6620- VEHICLE INSURANCE	140.00	15.63	142.41	0.00	1.02	0.00	142.41	(2.41)
6640- VEHICLE REPAIR & MAINTENANCE	61.00	0.00	19.96	0.00	0.33	0.00	19.96	41.04
6712- STAFF TRAVEL-LOCAL	1,525.00	0.00	0.00	0.00	0.00	0.00	0.00	1,525.00
6714- STAFF TRAVEL-OUT OF AREA	915.00	0.00	0.00	0.00	0.00	0.00	0.00	915.00
6722- PER DIEM - STAFF	531.00	0.00	0.00	0.00	0.00	0.00	0.00	531.00
6742- TRAINING - STAFF	2,440.00	0.00	71.43	0.00	0.03	593.40	664.83	1,775.17
6840- PROPERTY TAXES	122.00	0.00	25.61	0.00	0.21	0.00	25.61	96.39
6850- FEES & LICENSES	3,843.00	40.26	227.63	0.00	0.06	0.00	227.63	3,615.37
6852- FINGERPRINT	183.00	0.75	86.75	0.00	0.47	0.00	86.75	96.25
6875- EMPLOYEE HEALTH & WELFARE	439.00	16.82	104.70	0.00	0.24	0.00	104.70	334.30
6890- MISCELLANEOUS EXPENSE	223,068.00	0.00	0.00	0.00	0.00	0.00	0.00	223,068.00
Total Other & Services	283,788.00	2,953.46	24,525.95	0.00	0.09	593.40	25,119.35	258,668.65
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	5,399,029.00	219,854.27	2,129,505.14	0.00	0.39	0.00	2,129,505.14	3,269,523.86
7245- DIRECT BENEFITS - STATE	185,000.00	19,402.00	142,430.00	0.00	0.77	0.00	142,430.00	42,570.00
Direct Benefits	5,584,029.00	239,256.27	2,271,935.14	0.00	0.41	0.00	2,271,935.14	3,312,093.86
9010- INDIRECT COST ALLOCATION	545,856.00	21,701.26	213,005.80	0.00	0.39	0.00	213,005.80	332,850.20
TOTAL EXPENSES	6,729,277.00	278,166.44	2,696,158.98	0.00	0.40	593.40	2,696,752.38	4,032,524.62
Excess Revenue Over (Under) Expenditures	0.00	1,412.26	0.00	0.00	0.00	(593.40)	(593.40)	593.40

Fiscal Year July 20 - June 21
March 31, 2021

<u>427 ALT. PYMT. PROG. STG 2 - FEDERAL</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>March 31, 2021</u>	<u>March 31, 2021</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
REVENUES								
4110- GRANT INCOME-FEDERAL	454,317.00	19,298.24	68,747.43	0.00	(0.15)	0.00	68,747.43	385,569.57
4120- GRANT INCOME-STATE	2,205,312.00	155,901.05	1,584,097.77	0.00	(0.72)	0.00	1,584,097.77	621,214.23
4315- CHILD CRE REVENUE-STATE	30,000.00	5,835.00	16,964.00	0.00	(0.57)	0.00	16,964.00	13,036.00
Total Revenues	2,689,629.00	181,034.29	1,669,809.20	0.00	(0.62)	0.00	1,669,809.20	1,019,819.80
EXPENSES								
5010- SALARIES & WAGES	155,557.00	7,270.91	93,775.53	0.00	0.60	0.00	93,775.53	61,781.47
5020- ACCRUED VACATION PAY	6,374.00	397.44	4,997.89	0.00	0.78	0.00	4,997.89	1,376.11
Total Salaries	161,931.00	7,668.35	98,773.42	0.00	0.61	0.00	98,773.42	63,157.58
5112- HEALTH INSURANCE	21,262.00	1,109.25	9,928.58	0.00	0.47	0.00	9,928.58	11,333.42
5114- WORKER'S COMPENSATION	730.00	37.64	497.80	0.00	0.68	0.00	497.80	232.20
5116- PENSION	4,602.00	376.37	3,744.31	0.00	0.81	0.00	3,744.31	857.69
5122- FICA	15,462.00	613.30	7,493.61	0.00	0.48	0.00	7,493.61	7,968.39
5124- SUI	1,216.00	69.41	1,691.04	0.00	1.39	0.00	1,691.04	(475.04)
5130- ACCRUED VACATION FICA	2,819.00	17.54	277.85	0.00	0.10	0.00	277.85	2,541.15
Fringe Benefits	46,091.00	2,223.51	23,633.19	0.00	0.51	0.00	23,633.19	22,457.81
6110- OFFICE SUPPLIES	2,400.00	50.92	1,741.66	0.00	0.73	0.00	1,741.66	658.34
6112- DATA PROCESSING SUPPLIES	5,350.00	168.36	7,036.27	0.00	1.32	0.00	7,036.27	(1,686.27)
6130- PROGRAM SUPPLIES	1,250.00	0.00	290.16	0.00	0.23	0.00	290.16	959.84
6170- POSTAGE & SHIPPING	1,750.00	0.00	1,807.12	0.00	1.03	0.00	1,807.12	(57.12)
Supplies	10,750.00	219.28	10,875.21	0.00	1.01	0.00	10,875.21	(125.21)
6180- EQUIPMENT RENTAL	1,575.00	162.90	1,985.54	0.00	1.26	0.00	1,985.54	(410.54)
6181- EQUIPMENT MAINTENANCE	825.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
6310- PRINTING & PUBLICATIONS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6312- ADVERTISING & PROMOTION	700.00	0.00	110.89	0.00	0.16	0.00	110.89	589.11
6320- TELEPHONE	4,225.00	735.26	5,187.58	0.00	1.23	0.00	5,187.58	(962.58)
6410- RENT	9,081.00	1,157.22	9,822.72	0.00	1.08	0.00	9,822.72	(741.72)
6420- UTILITIES/ DISPOSAL	2,250.00	139.65	1,782.00	0.00	0.79	0.00	1,782.00	468.00
6432- BUILDING REPAIRS/ MAINTENANCE	750.00	0.00	842.16	0.00	1.12	0.00	842.16	(92.16)
6440- PROPERTY INSURANCE	225.00	40.01	379.16	0.00	1.69	0.00	379.16	(154.16)
6530- LEGAL	450.00	0.00	156.20	0.00	0.35	0.00	156.20	293.80
6555- MEDICAL SCREENING/DEAT/STAFF	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6610- GAS & OIL	63.00	0.00	0.00	0.00	0.00	0.00	0.00	63.00
6620- VEHICLE INSURANCE	100.00	15.63	142.41	0.00	1.42	0.00	142.41	(42.41)
6640- VEHICLE REPAIR & MAINTENANCE	25.00	0.00	15.97	0.00	0.64	0.00	15.97	9.03
6712- STAFF TRAVEL-LOCAL	325.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
6714- STAFF TRAVEL-OUT OF AREA	375.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00
6722- PER DIEM - STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6742- TRAINING - STAFF	925.00	0.00	57.14	0.00	0.06	477.30	534.44	390.56
6840- PROPERTY TAXES	58.00	0.00	29.31	0.00	0.51	0.00	29.31	28.69
6850- FEES & LICENSES	1,359.00	10.00	159.48	0.00	0.12	0.00	159.48	1,199.52
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	188.00	17.13	106.66	0.00	0.57	0.00	106.66	81.34
Total Other & Services	24,824.00	2,277.80	20,777.22	0.00	0.84	477.30	21,254.52	3,569.48
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	2,194,194.00	147,053.36	1,360,922.81	0.00	0.62	0.00	1,360,922.81	833,271.19
7245- DIRECT BENEFITS - STATE	30,000.00	5,835.00	16,964.00	0.00	0.57	0.00	16,964.00	13,036.00
Direct Benefits	2,224,194.00	152,888.36	1,377,886.81	0.00	0.62	0.00	1,377,886.81	846,307.19
9010- INDIRECT COST ALLOCATION	221,839.00	14,613.32	137,863.35	0.00	0.62	0.00	137,863.35	83,975.65
TOTAL EXPENSES	2,689,629.00	179,890.62	1,669,809.20	0.00	0.62	477.30	1,670,286.50	1,019,342.50
Excess Revenue Over (Under) Expenditures	0.00	1,143.67	0.00	0.00	0.00	(477.30)	(477.30)	477.30

**Fiscal Year July 20 - June 21
March 31, 2021**

428 ALT. PYMT. PROG. STG 3 - FEDERAL	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
REVENUES								
4110- GRANT INCOME-FEDERAL	760,218.00	50,689.57	650,294.40	0.00	(0.86)	0.00	650,294.40	109,923.60
4120- GRANT INCOME-STATE	557,246.00	31,067.80	332,713.63	0.00	(0.60)	0.00	332,713.63	224,532.37
4315- CHILD CRE REVENUE-STATE	57,000.00	6,569.00	44,122.00	0.00	(0.77)	0.00	44,122.00	12,878.00
Total Revenues	1,374,464.00	88,326.37	1,027,130.03	0.00	(0.75)	0.00	1,027,130.03	347,333.97
EXPENSES								
5010- SALARIES & WAGES	79,152.00	4,177.71	55,267.22	0.00	0.70	0.00	55,267.22	23,884.78
5020- ACCRUED VACATION PAY	2,696.00	225.28	3,711.60	0.00	1.38	0.00	3,711.60	(1,015.60)
Total Salaries	81,848.00	4,402.99	58,978.82	0.00	0.72	0.00	58,978.82	22,869.18
5112- HEALTH INSURANCE	10,716.00	641.42	5,592.38	0.00	0.52	0.00	5,592.38	5,123.62
5114- WORKER'S COMPENSATION	336.00	20.52	309.80	0.00	0.92	0.00	309.80	26.20
5116- PENSION	1,833.00	226.84	2,392.61	0.00	1.31	0.00	2,392.61	(559.61)
5122- FICA	5,446.00	334.70	4,429.15	0.00	0.81	0.00	4,429.15	1,016.85
5124- SUI	604.00	27.59	1,042.37	0.00	1.73	0.00	1,042.37	(438.37)
5130- ACCRUED VACATION FICA	1,615.00	11.14	126.88	0.00	0.08	0.00	126.88	1,488.12
Fringe Benefits	20,550.00	1,262.21	13,893.19	0.00	0.68	0.00	13,893.19	6,656.81
6110- OFFICE SUPPLIES	1,680.00	19.20	784.33	0.00	0.47	0.00	784.33	895.67
6112- DATA PROCESSING SUPPLIES	2,040.00	75.53	2,583.06	0.00	1.27	0.00	2,583.06	(543.06)
6130- PROGRAM SUPPLIES	600.00	0.00	124.28	0.00	0.21	0.00	124.28	475.72
6170- POSTAGE & SHIPPING	600.00	0.00	507.44	0.00	0.85	0.00	507.44	92.56
Supplies	4,920.00	94.73	3,999.11	0.00	0.81	0.00	3,999.11	920.89
6180- EQUIPMENT RENTAL	715.00	55.62	674.22	0.00	0.94	0.00	674.22	40.78
6181- EQUIPMENT MAINTENANCE	396.00	0.00	0.00	0.00	0.00	0.00	0.00	396.00
6310- PRINTING & PUBLICATIONS	1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	1,350.00
6312- ADVERTISING & PROMOTION	661.00	0.00	33.03	0.00	0.05	0.00	33.03	627.97
6320- TELEPHONE	1,625.00	300.72	1,763.28	0.00	1.09	0.00	1,763.28	(138.28)
6410- RENT	4,722.00	531.92	4,513.85	0.00	0.96	0.00	4,513.85	208.15
6420- UTILITIES/ DISPOSAL	1,080.00	64.48	819.97	0.00	0.76	0.00	819.97	260.03
6432- BUILDING REPAIRS/ MAINTENANCE	360.00	0.00	287.63	0.00	0.80	0.00	287.63	72.37
6440- PROPERTY INSURANCE	108.00	18.48	163.90	0.00	1.52	0.00	163.90	(55.90)
6530- LEGAL	600.00	0.00	48.06	0.00	0.08	0.00	48.06	551.94
6555- MEDICAL SCREENING/DEAT/STAFF	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6610- GAS & OIL	29.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00
6620- VEHICLE INSURANCE	12.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00
6640- VEHICLE REPAIR & MAINTENANCE	12.00	0.00	6.85	0.00	0.57	0.00	6.85	5.15
6712- STAFF TRAVEL-LOCAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6714- STAFF TRAVEL-OUT OF AREA	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6722- PER DIEM - STAFF	120.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
6742- TRAINING - STAFF	480.00	0.00	24.49	0.00	0.05	219.30	243.79	236.21
6840- PROPERTY TAXES	27.00	0.00	9.47	0.00	0.35	0.00	9.47	17.53
6850- FEES & LICENSES	300.00	4.00	61.50	0.00	0.21	0.00	61.50	238.50
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	7.03	43.76	0.00	0.47	0.00	43.76	49.24
Total Other & Services	13,349.00	982.25	8,450.01	0.00	0.63	219.30	8,669.31	4,679.69
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,086,908.00	67,687.17	815,694.48	0.00	0.75	0.00	815,694.48	271,213.52
7245- DIRECT BENEFITS - STATE	57,000.00	6,569.00	44,122.00	0.00	0.77	0.00	44,122.00	12,878.00
Direct Benefits	1,143,908.00	74,256.17	859,816.48	0.00	0.75	0.00	859,816.48	284,091.52
9010- INDIRECT COST ALLOCATION	109,889.00	6,819.36	81,992.42	0.00	0.75	0.00	81,992.42	27,896.58
TOTAL EXPENSES	1,374,464.00	87,817.71	1,027,130.03	0.00	0.75	219.30	1,027,349.33	347,114.67
Excess Revenue Over (Under) Expenditures	0.00	508.66	0.00	0.00	0.00	(219.30)	(219.30)	219.30

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	13,373.00	0.00	14,944.62	8,736.73	(1.12)	0.00	14,944.62	(1,571.62)
Total Revenues	<u>13,373.00</u>	<u>0.00</u>	<u>14,944.62</u>	<u>8,736.73</u>	<u>(1.12)</u>	<u>0.00</u>	<u>14,944.62</u>	<u>(1,571.62)</u>
Expenses								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	478.00	0.00	0.00	0.00	478.00
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	850.00	0.00	0.00	0.00	850.00	(850.00)
6520- CONSULTANTS	0.00	0.00	300.00	0.00	0.00	0.00	300.00	(300.00)
6714- STAFF TRAVEL-OUT OF AREA	8,070.00	0.00	10,015.00	3,820.00	1.24	0.00	10,015.00	(1,945.00)
6742- TRAINING - STAFF	3,710.00	0.00	2,454.35	3,710.00	0.66	1,275.00	3,729.35	(19.35)
6746- TRAINING - PARENT	0.00	0.00	78.75	0.00	0.00	0.00	78.75	(78.75)
9010- INDIRECT COST ALLOCATION	1,115.00	0.00	1,246.52	728.73	1.12	0.00	1,246.52	(131.52)
Total Expenses	<u>13,373.00</u>	<u>0.00</u>	<u>14,944.62</u>	<u>8,736.73</u>	<u>1.12</u>	<u>1,275.00</u>	<u>16,219.62</u>	<u>(2,846.62)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,275.00)</u>	<u>(1,275.00)</u>	<u>1,275.00</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,275.00)</u>	<u>(1,275.00)</u>	<u>1,275.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
310 0 HEAD START-MADERA REG. T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	46,025.00	4,004.10	18,312.66	35,586.00	(0.40)	0.00	18,312.66	27,712.34
Total Revenues	<u>46,025.00</u>	<u>4,004.10</u>	<u>18,312.66</u>	<u>35,586.00</u>	<u>(0.40)</u>	<u>0.00</u>	<u>18,312.66</u>	<u>27,712.34</u>
Expenses								
6130- PROGRAM SUPPLIES	2,070.00	0.00	0.00	1,656.00	0.00	0.00	0.00	2,070.00
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	3,060.00	0.00	0.00	0.00	3,060.00	(3,060.00)
6410- RENT	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
6714- STAFF TRAVEL-OUT OF AREA	21,977.00	0.00	914.87	12,823.00	0.04	0.00	914.87	21,062.13
6742- TRAINING - STAFF	16,638.00	3,669.54	12,101.59	16,638.00	0.73	4,494.00	16,595.59	42.41
6746- TRAINING - PARENT	0.00	0.00	708.75	0.00	0.00	0.00	708.75	(708.75)
9010- INDIRECT COST ALLOCATION	3,840.00	334.56	1,527.45	2,969.00	0.40	0.00	1,527.45	2,312.55
Total Expenses	<u>46,025.00</u>	<u>4,004.10</u>	<u>18,312.66</u>	<u>35,586.00</u>	<u>0.40</u>	<u>4,494.00</u>	<u>22,806.66</u>	<u>23,218.34</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,494.00)</u>	<u>(4,494.00)</u>	<u>4,494.00</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,494.00)</u>	<u>(4,494.00)</u>	<u>4,494.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
Revenues								
4110- GRANT INCOME-FEDERAL	4,060,640.00	279,274.55	2,284,696.99	3,263,068.60	(0.56)	0.00	2,284,696.99	1,775,943.01
4220- IN KIND CONTRIBUTIONS	1,026,666.00	0.00	247,264.91	824,824.00	(0.24)	0.00	247,264.91	779,401.09
Total Revenues	5,087,306.00	279,274.55	2,531,961.90	4,087,892.60	(0.50)	0.00	2,531,961.90	2,555,344.10
Expenses								
5010- SALARIES & WAGES	2,213,193.00	116,519.89	1,150,369.32	1,762,749.00	0.52	0.00	1,150,369.32	1,062,823.68
5019- SALARIES & WAGES C19	0.00	0.00	2,799.25	0.00	0.00	0.00	2,799.25	(2,799.25)
5020- ACCRUED VACATION PAY	124,930.00	6,614.81	72,144.49	99,501.00	0.58	0.00	72,144.49	52,785.51
5112- HEALTH INSURANCE	222,472.00	15,392.71	106,278.39	179,151.20	0.48	0.00	106,278.39	116,193.61
5114- WORKER'S COMPENSATION	113,398.00	3,878.76	41,905.76	90,316.00	0.37	0.00	41,905.76	71,492.24
5115- Worker's Compensation C19	0.00	0.00	118.78	0.00	0.00	0.00	118.78	(118.78)
5116- PENSION	96,173.00	7,348.49	60,053.35	76,604.00	0.62	0.00	60,053.35	36,119.65
5117- Pension C19	0.00	0.00	105.91	0.00	0.00	0.00	105.91	(105.91)
5121- FICA C19	0.00	0.00	198.57	0.00	0.00	0.00	198.57	(198.57)
5122- FICA	179,270.00	8,791.88	90,316.32	142,788.00	0.50	0.00	90,316.32	88,953.68
5124- SUI	43,066.00	1,497.41	18,246.25	34,305.00	0.42	0.00	18,246.25	24,819.75
5130- ACCRUED VACATION FICA	10,120.00	506.06	5,517.23	8,064.00	0.55	0.00	5,517.23	4,602.77
6110- OFFICE SUPPLIES	25,000.00	47.51	13,931.49	20,592.00	0.56	1,417.85	15,349.34	9,650.66
6112- DATA PROCESSING SUPPLIES	50,000.00	21,912.24	75,705.03	40,490.00	1.51	22,001.31	97,706.34	(47,706.34)
6121- FOOD	4,000.00	120.26	2,464.34	2,450.00	0.62	0.00	2,464.34	1,535.66
6122- KITCHEN SUPPLIES	2,000.00	954.63	1,509.97	2,000.00	0.75	243.06	1,753.03	246.97
6130- PROGRAM SUPPLIES	49,478.00	26,786.71	47,315.64	40,152.00	0.96	73,326.77	120,642.41	(71,164.41)
6132- MEDICAL & DENTAL SUPPLIES	100.00	0.00	2,615.31	100.00	26.15	78.76	2,694.07	(2,594.07)
6134- INSTRUCTIONAL SUPPLIES	8,000.00	2,349.16	9,435.44	6,466.00	1.18	23,522.93	32,958.37	(24,958.37)
6140- CUSTODIAL SUPPLIES	25,000.00	33.37	4,601.82	20,000.00	0.18	0.00	4,601.82	20,398.18
6142- LINEN/LAUNDRY	650.00	0.00	0.00	520.00	0.00	0.00	0.00	650.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	300.00	300.00	1.00	0.00	300.00	0.00
6170- POSTAGE & SHIPPING	900.00	0.00	290.24	750.00	0.32	0.00	290.24	609.76
6180- EQUIPMENT RENTAL	27,500.00	2,057.99	15,724.32	22,542.00	0.57	0.00	15,724.32	11,775.68
6181- EQUIPMENT MAINTENANCE	12,200.00	354.60	2,942.55	9,800.00	0.24	450.00	3,392.55	8,807.45
6232- BUILDING IMPROVEMENTS	0.00	0.00	16,671.24	0.00	0.00	0.00	16,671.24	(16,671.24)
6310- PRINTING & PUBLICATIONS	2,600.00	571.31	4,026.72	2,100.00	1.55	0.00	4,026.72	(1,426.72)
6312- ADVERTISING & PROMOTION	200.00	0.00	10.13	200.00	0.05	0.00	10.13	189.87
6320- TELEPHONE	48,000.00	14,906.50	89,920.81	40,000.00	1.87	0.00	89,920.81	(41,920.81)
6410- RENT	112,790.00	8,766.64	71,789.36	93,592.00	0.64	0.00	71,789.36	41,000.64
6420- UTILITIES/ DISPOSAL	80,900.00	8,743.65	44,572.02	67,413.40	0.55	0.00	44,572.02	36,327.98
6432- BUILDING REPAIRS/ MAINTENANCE	80,000.00	0.00	29,936.97	66,666.00	0.37	12,713.99	42,650.96	37,349.04
6433- GROUNDS MAINTENANCE	18,400.00	2,035.00	14,493.18	15,328.00	0.79	5,535.00	20,028.18	(1,628.18)
6436- PEST CONTROL	4,744.00	440.52	3,432.34	3,948.00	0.72	0.00	3,432.34	1,311.66
6437- BURGLAR & FIRE ALARM	2,316.00	47.05	1,144.61	2,026.00	0.49	0.00	1,144.61	1,171.39
6440- PROPERTY INSURANCE	5,638.00	871.21	6,187.46	4,692.00	1.10	0.00	6,187.46	(549.46)
6520- CONSULTANTS	31,690.00	0.00	4,799.28	27,090.00	0.15	9,666.67	14,465.95	17,224.05
6522- CONSULTANT EXPENSES	1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00
6524- CONTRACTS	18,820.00	0.00	13,971.98	15,056.00	0.74	0.00	13,971.98	4,848.02

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6530- LEGAL	5,000.00	0.00	5,831.50	5,000.00	1.17	0.00	5,831.50	(831.50)
6540- CUSTODIAL SERVICES	0.00	1,380.00	1,751.27	0.00	0.00	3,600.00	5,351.27	(5,351.27)
6555- MEDICAL SCREENING/DEAT/STAFF	2,500.00	849.00	1,415.00	2,400.00	0.57	0.00	1,415.00	1,085.00
6610- GAS & OIL	9,000.00	139.01	1,514.01	7,500.00	0.17	0.00	1,514.01	7,485.99
6620- VEHICLE INSURANCE	13,334.00	992.53	10,493.92	11,110.00	0.79	0.00	10,493.92	2,840.08
6640- VEHICLE REPAIR & MAINTENANCE	12,000.00	352.36	4,966.83	10,000.00	0.41	0.00	4,966.83	7,033.17
6712- STAFF TRAVEL-LOCAL	6,000.00	0.00	1,546.09	4,800.00	0.26	0.00	1,546.09	4,453.91
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	7,125.00	0.00	0.00	0.00	9,500.00
6722- PER DIEM - STAFF	100.00	0.00	0.00	85.00	0.00	0.00	0.00	100.00
6730- VOLUNTEER TRAVEL	0.00	0.00	(30.00)	0.00	0.00	0.00	(30.00)	30.00
6742- TRAINING - STAFF	4,000.00	0.00	17,809.21	3,350.00	4.45	0.00	17,809.21	(13,809.21)
6750- FIELD TRIPS	1,474.00	0.00	0.00	1,474.00	0.00	0.00	0.00	1,474.00
6832- LIABILITY INSURANCE	888.00	26.11	305.62	740.00	0.34	0.00	305.62	582.38
6834- STUDENT ACTIVITY INSURANCE	1,990.00	206.81	1,671.82	1,592.00	0.84	0.00	1,671.82	318.18
6840- PROPERTY TAXES	8.00	0.00	42.41	8.00	5.30	0.00	42.41	(34.41)
6850- FEES & LICENSES	15,442.00	78.04	15,998.35	12,868.00	1.04	0.00	15,998.35	(556.35)
6852- FINGERPRINT	1,500.00	0.00	324.50	1,200.00	0.22	0.00	324.50	1,175.50
6875- EMPLOYEE HEALTH & WELFARE COSTS	16,409.00	280.84	3,095.50	16,409.00	0.19	0.00	3,095.50	13,313.50
7111- PARENT MILEAGE	1,950.00	7.28	48.43	1,625.00	0.02	0.00	48.43	1,901.57
7112- PARENT INVOLVEMENT	2,280.00	0.00	0.00	1,824.00	0.00	0.00	0.00	2,280.00
7114- PC ALLOWANCE	2,520.00	120.00	1,500.73	2,016.00	0.60	0.00	1,500.73	1,019.27
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	820.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	881,983.00	0.00	142,089.41	708,566.00	0.16	0.00	142,089.41	739,893.59
8120- IN KIND RENT	139,143.00	0.00	105,175.50	111,807.00	0.76	0.00	105,175.50	33,967.50
8130- IN KIND - OTHER	5,540.00	0.00	0.00	4,451.00	0.00	0.00	0.00	5,540.00
9010- INDIRECT COST ALLOCATION	338,697.00	23,294.21	190,565.93	272,171.00	0.56	0.00	190,565.93	148,131.07
Total Expenses	<u>5,087,306.00</u>	<u>279,274.55</u>	<u>2,531,961.90</u>	<u>4,087,892.60</u>	<u>0.50</u>	<u>152,556.34</u>	<u>2,684,518.24</u>	<u>2,402,787.76</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(152,556.34)</u>	<u>(152,556.34)</u>	<u>152,556.34</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(152,556.34)</u>	<u>(152,556.34)</u>	<u>152,556.34</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
Revenues								
4110- GRANT INCOME-FEDERAL	601,117.00	36,862.45	468,385.91	493,704.26	(0.78)	0.00	468,385.91	132,731.09
4220- IN KIND CONTRIBUTIONS	153,623.00	0.00	18,125.68	126,170.00	(0.12)	0.00	18,125.68	135,497.32
Total Revenues	754,740.00	36,862.45	486,511.59	619,874.26	(0.64)	0.00	486,511.59	268,228.41
Expenses								
5010- SALARIES & WAGES	318,238.00	18,058.67	225,605.71	257,931.00	0.71	0.00	225,605.71	92,632.29
5019- SALARIES & WAGES C19	0.00	0.00	7,658.62	0.00	0.00	0.00	7,658.62	(7,658.62)
5020- ACCRUED VACATION PAY	21,212.00	1,182.22	17,548.88	17,194.00	0.83	0.00	17,548.88	3,663.12
5112- HEALTH INSURANCE	28,806.00	2,202.29	20,733.02	24,006.00	0.72	0.00	20,733.02	8,072.98
5114- WORKER'S COMPENSATION	4,040.00	188.64	2,613.49	3,274.42	0.65	0.00	2,613.49	1,426.51
5115- Worker's Compensation C19	0.00	0.00	65.21	0.00	0.00	0.00	65.21	(65.21)
5116- PENSION	17,620.00	1,185.94	13,065.04	14,280.96	0.74	0.00	13,065.04	4,554.96
5117- Pension C19	0.00	0.00	298.51	0.00	0.00	0.00	298.51	(298.51)
5121- FICA C19	0.00	0.00	564.28	0.00	0.00	0.00	564.28	(564.28)
5122- FICA	25,140.00	1,349.42	17,865.79	20,376.88	0.71	0.00	17,865.79	7,274.21
5124- SUI	3,144.00	17.41	2,450.47	2,548.00	0.78	0.00	2,450.47	693.53
5130- ACCRUED VACATION FRINGE	1,676.00	90.43	1,335.49	1,359.00	0.80	0.00	1,335.49	340.51
6110- OFFICE SUPPLIES	6,000.00	0.00	2,371.51	5,000.00	0.40	50.29	2,421.80	3,578.20
6112- DATA PROCESSING SUPPLIES	5,000.00	3,481.36	28,406.99	4,200.00	5.68	8,036.55	36,443.54	(31,443.54)
6121- FOOD	540.00	0.00	0.00	450.00	0.00	0.00	0.00	540.00
6130- PROGRAM SUPPLIES	6,440.00	618.84	2,378.41	5,366.00	0.37	0.00	2,378.41	4,061.59
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	231.84	0.00	0.00	9.58	241.42	(241.42)
6134- INSTRUCTIONAL SUPPLIES	7,014.00	0.00	4,258.71	5,844.00	0.61	0.00	4,258.71	2,755.29
6140- CUSTODIAL SUPPLIES	540.00	0.00	94.70	450.00	0.18	0.00	94.70	445.30
6170- POSTAGE & SHIPPING	6.00	0.00	5.78	4.00	0.96	0.00	5.78	0.22
6180- EQUIPMENT RENTAL	2,700.00	16.79	1,764.61	2,250.00	0.65	0.00	1,764.61	935.39
6181- EQUIPMENT MAINTENANCE	1,500.00	0.00	2,236.92	1,250.00	1.49	0.00	2,236.92	(736.92)
6232- BUILDING IMPROVEMENTS	0.00	0.00	11,444.78	0.00	0.00	0.00	11,444.78	(11,444.78)
6310- PRINTING & PUBLICATIONS	2,400.00	69.67	489.82	2,000.00	0.20	0.00	489.82	1,910.18
6312- ADVERTISING & PROMOTION	0.00	0.00	2.81	0.00	0.00	0.00	2.81	(2.81)
6320- TELEPHONE	26,400.00	1,891.46	23,066.44	22,000.00	0.87	0.00	23,066.44	3,333.56
6410- RENT	33,300.00	2,869.48	28,363.00	27,750.00	0.85	0.00	28,363.00	4,937.00
6420- UTILITIES/ DISPOSAL	4,800.00	62.96	3,865.78	4,000.00	0.81	0.00	3,865.78	934.22
6432- BUILDING REPAIRS/ MAINTENANCE	300.00	0.00	634.65	250.00	2.12	0.00	634.65	(334.65)
6433- GROUNDS MAINTENANCE	300.00	0.00	0.00	250.00	0.00	0.00	0.00	300.00
6436- PEST CONTROL	600.00	52.00	520.00	500.00	0.87	0.00	520.00	80.00
6437- BURGLAR & FIRE ALARM	216.00	17.50	175.00	180.00	0.81	0.00	175.00	41.00
6440- PROPERTY INSURANCE	2,796.00	183.18	1,997.44	2,330.00	0.71	0.00	1,997.44	798.56
6520- CONSULTANTS	9,600.00	0.00	1,227.18	8,000.00	0.13	1,666.67	2,893.85	6,706.15
6522- CONSULTANT EXPENSES	540.00	0.00	0.00	450.00	0.00	0.00	0.00	540.00
6530- LEGAL	100.00	0.00	788.68	100.00	7.89	0.00	788.68	(688.68)
6610- GAS & OIL	600.00	0.00	0.00	500.00	0.00	0.00	0.00	600.00
6620- VEHICLE INSURANCE	0.00	156.31	1,588.88	0.00	0.00	0.00	1,588.88	(1,588.88)
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	246.76	1,250.00	0.16	0.00	246.76	1,253.24

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
6712- STAFF TRAVEL-LOCAL	1,218.00	0.00	0.00	1,018.00	0.00	0.00	0.00	1,218.00
6714- STAFF TRAVEL-OUT OF AREA	4,260.00	0.00	0.00	4,260.00	0.00	0.00	0.00	4,260.00
6742- TRAINING - STAFF	9,854.00	0.00	2,359.13	9,854.00	0.24	0.00	2,359.13	7,494.87
6834- STUDENT ACTIVITY INSURANCE	588.00	68.10	545.39	490.00	0.93	0.00	545.39	42.61
6850- FEES & LICENSES	1,200.00	0.00	292.06	900.00	0.24	0.00	292.06	907.94
6875- EMPLOYEE HEALTH & WELFARE	0.00	25.09	156.19	0.00	0.00	0.00	156.19	(156.19)
7111- PARENT MILEAGE	58.00	0.00	0.00	48.00	0.00	0.00	0.00	58.00
7112- PARENT INVOLVEMENT	252.00	0.00	0.00	210.00	0.00	0.00	0.00	252.00
7114- PC ALLOWANCE	480.00	0.00	0.00	400.00	0.00	0.00	0.00	480.00
8110- IN KIND SALARIES	152,723.00	0.00	18,125.68	125,431.00	0.12	0.00	18,125.68	134,597.32
8130- IN KIND - OTHER	900.00	0.00	0.00	739.00	0.00	0.00	0.00	900.00
9010- INDIRECT COST ALLOCATION	50,139.00	3,074.69	39,067.94	41,180.00	0.78	0.00	39,067.94	11,071.06
Total Expenses	754,740.00	36,862.45	486,511.59	619,874.26	0.64	9,763.09	496,274.68	258,465.32
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(9,763.09)	(9,763.09)	9,763.09
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	(9,763.09)	(9,763.09)	9,763.09

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
319 0 MADERA STATE CSPP/RHS LAYERED								
Revenues								
4120- GRANT INCOME-STATE	0.00	0.00	449,322.00	0.00	0.00	0.00	449,322.00	(449,322.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>449,322.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>449,322.00</u>	<u>(449,322.00)</u>
Expenses								
5010- SALARIES & WAGES	0.00	0.00	294,696.66	0.00	0.00	0.00	294,696.66	(294,696.66)
5019- SALARIES & WAGES C19	0.00	0.00	(208.02)	0.00	0.00	0.00	(208.02)	208.02
5020- ACCRUED VACATION PAY	0.00	0.00	19,239.55	0.00	0.00	0.00	19,239.55	(19,239.55)
5112- HEALTH INSURANCE	0.00	0.00	29,006.71	0.00	0.00	0.00	29,006.71	(29,006.71)
5114- WORKER'S COMPENSATION	0.00	0.00	10,467.49	0.00	0.00	0.00	10,467.49	(10,467.49)
5115- Worker's Compensation C19	0.00	0.00	10.58	0.00	0.00	0.00	10.58	(10.58)
5116- PENSION	0.00	0.00	13,811.91	0.00	0.00	0.00	13,811.91	(13,811.91)
5117- Pension C19	0.00	0.00	9.59	0.00	0.00	0.00	9.59	(9.59)
5121- FICA C19	0.00	0.00	18.05	0.00	0.00	0.00	18.05	(18.05)
5122- FICA	0.00	0.00	23,109.12	0.00	0.00	0.00	23,109.12	(23,109.12)
5124- SUI	0.00	0.00	2,773.81	0.00	0.00	0.00	2,773.81	(2,773.81)
5130- ACCRUED VACATION FICA	0.00	0.00	1,471.25	0.00	0.00	0.00	1,471.25	(1,471.25)
6180- EQUIPMENT RENTAL	0.00	0.00	741.33	0.00	0.00	0.00	741.33	(741.33)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	577.41	0.00	0.00	0.00	577.41	(577.41)
6320- TELEPHONE	0.00	0.00	4,333.74	0.00	0.00	0.00	4,333.74	(4,333.74)
6410- RENT	0.00	0.00	2,525.16	0.00	0.00	0.00	2,525.16	(2,525.16)
6420- UTILITIES/ DISPOSAL	0.00	0.00	4,710.88	0.00	0.00	0.00	4,710.88	(4,710.88)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,491.01	0.00	0.00	0.00	1,491.01	(1,491.01)
6433- GROUNDS MAINTENANCE	0.00	0.00	1,830.12	0.00	0.00	0.00	1,830.12	(1,830.12)
6436- PEST CONTROL	0.00	0.00	212.11	0.00	0.00	0.00	212.11	(212.11)
6437- BURGLAR & FIRE ALARM	0.00	0.00	208.23	0.00	0.00	0.00	208.23	(208.23)
6440- PROPERTY INSURANCE	0.00	0.00	430.72	0.00	0.00	0.00	430.72	(430.72)
6540- CUSTODIAL SERVICES	0.00	0.00	150.24	0.00	0.00	0.00	150.24	(150.24)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	16.16	0.00	0.00	0.00	16.16	(16.16)
6834- STUDENT ACTIVITY INSURANCE	0.00	0.00	70.07	0.00	0.00	0.00	70.07	(70.07)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	47.73	0.00	0.00	0.00	47.73	(47.73)
7111- PARENT MILEAGE	0.00	0.00	1.77	0.00	0.00	0.00	1.77	(1.77)
7114- PC ALLOWANCE	0.00	0.00	90.80	0.00	0.00	0.00	90.80	(90.80)
9010- INDIRECT COST ALLOCATION	0.00	0.00	37,477.82	0.00	0.00	0.00	37,477.82	(37,477.82)
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>449,322.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>449,322.00</u>	<u>(449,322.00)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	79,741.37	620,778.98	0.00	0.00	0.00	620,778.98	(620,778.98)
Total Revenues	<u>0.00</u>	<u>79,741.37</u>	<u>620,778.98</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>620,778.98</u>	<u>(620,778.98)</u>
Expenses								
5010- SALARIES & WAGES	0.00	52,541.11	365,653.20	0.00	0.00	0.00	365,653.20	(365,653.20)
5019- SALARIES & WAGES C19	0.00	0.00	(254.67)	0.00	0.00	0.00	(254.67)	254.67
5020- ACCRUED VACATION PAY	0.00	3,226.46	23,671.50	0.00	0.00	0.00	23,671.50	(23,671.50)
5112- HEALTH INSURANCE	0.00	7,901.95	38,644.02	0.00	0.00	0.00	38,644.02	(38,644.02)
5114- WORKER'S COMPENSATION	0.00	1,727.12	12,814.44	0.00	0.00	0.00	12,814.44	(12,814.44)
5115- Worker's Compensation C19	0.00	0.00	9.35	0.00	0.00	0.00	9.35	(9.35)
5116- PENSION	0.00	3,044.76	18,456.20	0.00	0.00	0.00	18,456.20	(18,456.20)
5117- Pension C19	0.00	0.00	8.48	0.00	0.00	0.00	8.48	(8.48)
5121- FICA C19	0.00	0.00	15.97	0.00	0.00	0.00	15.97	(15.97)
5122- FICA	0.00	3,906.57	28,472.80	0.00	0.00	0.00	28,472.80	(28,472.80)
5124- SUI	0.00	495.34	6,954.02	0.00	0.00	0.00	6,954.02	(6,954.02)
5130- ACCRUED VACATION FICA	0.00	246.85	1,810.52	0.00	0.00	0.00	1,810.52	(1,810.52)
6110- OFFICE SUPPLIES	0.00	0.00	4,603.20	0.00	0.00	0.00	4,603.20	(4,603.20)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	6,017.45	0.00	0.00	0.00	6,017.45	(6,017.45)
6121- FOOD	0.00	0.00	269.28	0.00	0.00	0.00	269.28	(269.28)
6130- PROGRAM SUPPLIES	0.00	0.00	6,559.26	0.00	0.00	0.00	6,559.26	(6,559.26)
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	554.11	0.00	0.00	0.00	554.11	(554.11)
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	1,844.80	0.00	0.00	0.00	1,844.80	(1,844.80)
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,568.33	0.00	0.00	0.00	1,568.33	(1,568.33)
6180- EQUIPMENT RENTAL	0.00	0.00	2,372.80	0.00	0.00	0.00	2,372.80	(2,372.80)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	1,435.70	0.00	0.00	0.00	1,435.70	(1,435.70)
6320- TELEPHONE	0.00	0.00	12,568.30	0.00	0.00	0.00	12,568.30	(12,568.30)
6410- RENT	0.00	0.00	8,159.65	0.00	0.00	0.00	8,159.65	(8,159.65)
6420- UTILITIES/ DISPOSAL	0.00	0.00	13,029.13	0.00	0.00	0.00	13,029.13	(13,029.13)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	4,244.97	0.00	0.00	0.00	4,244.97	(4,244.97)
6433- GROUNDS MAINTENANCE	0.00	0.00	5,486.05	0.00	0.00	0.00	5,486.05	(5,486.05)
6436- PEST CONTROL	0.00	0.00	628.75	0.00	0.00	0.00	628.75	(628.75)
6437- BURGLAR & FIRE ALARM	0.00	0.00	376.87	0.00	0.00	0.00	376.87	(376.87)
6440- PROPERTY INSURANCE	0.00	0.00	2,038.40	0.00	0.00	0.00	2,038.40	(2,038.40)
6540- CUSTODIAL SERVICES	0.00	0.00	249.79	0.00	0.00	0.00	249.79	(249.79)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	53.42	0.00	0.00	0.00	53.42	(53.42)
6834- STUDENT ACTIVITY INSURANCE	0.00	0.00	323.99	0.00	0.00	0.00	323.99	(323.99)
6850- FEES & LICENSES	0.00	0.00	49.84	0.00	0.00	0.00	49.84	(49.84)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	79.34	0.00	0.00	0.00	79.34	(79.34)
7111- PARENT MILEAGE	0.00	0.00	7.21	0.00	0.00	0.00	7.21	(7.21)
7114- PC ALLOWANCE	0.00	0.00	223.51	0.00	0.00	0.00	223.51	(223.51)
9010- INDIRECT COST ALLOCATION	0.00	6,651.21	51,779.00	0.00	0.00	0.00	51,779.00	(51,779.00)
Total Expenses	<u>0.00</u>	<u>79,741.37</u>	<u>620,778.98</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>620,778.98</u>	<u>(620,778.98)</u>
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
380 0 MADERA REGIONAL HS BLENDED								
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	0.00	0.00	0.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

811 0 COVID-19 CARES - RHS

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	216,187.00	4,344.21	175,950.04	0.00	(0.81)	0.00	175,950.04	40,236.96
Total Revenues	<u>216,187.00</u>	<u>4,344.21</u>	<u>175,950.04</u>	<u>0.00</u>	<u>(0.81)</u>	<u>0.00</u>	<u>175,950.04</u>	<u>40,236.96</u>
Expenses								
5010- SALARIES & WAGES	75,546.00	0.00	92,366.70	0.00	1.22	0.00	92,366.70	(16,820.70)
5020- ACCRUED VACATION PAY	3,570.00	0.00	0.00	0.00	0.00	0.00	0.00	3,570.00
5112- HEALTH INSURANCE	5,571.00	0.00	0.00	0.00	0.00	0.00	0.00	5,571.00
5114- WORKER'S COMPENSATION	2,222.00	0.00	3,170.05	0.00	1.43	0.00	3,170.05	(948.05)
5116- PENSION	2,371.00	0.00	3,168.11	0.00	1.34	0.00	3,168.11	(797.11)
5122- FICA	4,569.00	0.00	7,066.05	0.00	1.55	0.00	7,066.05	(2,497.05)
5124- SUI	659.00	0.00	218.55	0.00	0.33	0.00	218.55	440.45
5130- ACCRUED VACATION FRINGE	272.00	0.00	0.00	0.00	0.00	0.00	0.00	272.00
6110- OFFICE SUPPLIES	0.00	0.00	257.78	0.00	0.00	0.00	257.78	(257.78)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	13,349.75	0.00	0.00	0.00	13,349.75	(13,349.75)
6120- FOOD/KITCHEN SUPPLIES	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6130- PROGRAM SUPPLIES	20,000.00	3,981.86	24,923.32	0.00	1.25	8,858.40	33,781.72	(13,781.72)
6132- MEDICAL & DENTAL SUPPLIES	30,000.00	0.00	7,653.41	0.00	0.26	0.00	7,653.41	22,346.59
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	226.09	0.00	0.00	971.70	1,197.79	(1,197.79)
6140- CUSTODIAL SUPPLIES	19,200.00	0.00	2,081.29	0.00	0.11	0.00	2,081.29	17,118.71
6310- PRINTING & PUBLICATIONS	5,000.00	0.00	97.43	0.00	0.02	0.00	97.43	4,902.57
6432- BUILDING REPAIRS/ MAINTENANCE	15,000.00	0.00	3,408.07	0.00	0.23	0.00	3,408.07	11,591.93
6520- CONSULTANTS	0.00	0.00	1,687.50	0.00	0.00	0.00	1,687.50	(1,687.50)
6742- TRAINING - STAFF	0.00	0.00	1,600.00	0.00	0.00	0.00	1,600.00	(1,600.00)
6746- TRAINING - PARENT	4,175.00	0.00	0.00	0.00	0.00	0.00	0.00	4,175.00
9010- INDIRECT COST ALLOCATION	18,032.00	362.35	14,675.94	0.00	0.81	0.00	14,675.94	3,356.06
Total Expenses	<u>216,187.00</u>	<u>4,344.21</u>	<u>175,950.04</u>	<u>0.00</u>	<u>0.81</u>	<u>9,830.10</u>	<u>185,780.14</u>	<u>30,406.86</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,830.10)</u>	<u>(9,830.10)</u>	<u>9,830.10</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,830.10)</u>	<u>(9,830.10)</u>	<u>9,830.10</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
812 0 COVID-19 CARES - REGIONAL EHS								
Revenues								
4110- GRANT INCOME-FEDERAL	36,910.00	0.00	19,481.17	0.00	(0.53)	0.00	19,481.17	17,428.83
Total Revenues	<u>36,910.00</u>	<u>0.00</u>	<u>19,481.17</u>	<u>0.00</u>	<u>(0.53)</u>	<u>0.00</u>	<u>19,481.17</u>	<u>17,428.83</u>
Expenses								
5010- SALARIES & WAGES	5,285.00	0.00	9,312.35	0.00	1.76	0.00	9,312.35	(4,027.35)
5020- ACCRUED VACATION PAY	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
5112- HEALTH INSURANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
5114- WORKER'S COMPENSATION	155.00	0.00	92.96	0.00	0.60	0.00	92.96	62.04
5116- PENSION	166.00	0.00	369.49	0.00	2.23	0.00	369.49	(203.49)
5122- FICA	320.00	0.00	712.40	0.00	2.23	0.00	712.40	(392.40)
5124- SUI	46.00	0.00	0.00	0.00	0.00	0.00	0.00	46.00
5130- ACCRUED VACATION FRINGE	19.00	0.00	0.00	0.00	0.00	0.00	0.00	19.00
6130- PROGRAM SUPPLIES	6,600.00	0.00	566.82	0.00	0.09	0.00	566.82	6,033.18
6132- MEDICAL & DENTAL SUPPLIES	6,744.00	0.00	0.00	0.00	0.00	0.00	0.00	6,744.00
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	6,194.84	0.00	0.00	0.00	6,194.84	(6,194.84)
6140- CUSTODIAL SUPPLIES	5,357.00	0.00	0.00	0.00	0.00	0.00	0.00	5,357.00
6310- PRINTING & PUBLICATIONS	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
6520- CONSULTANTS	0.00	0.00	375.00	0.00	0.00	0.00	375.00	(375.00)
6746- TRAINING - PARENT	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
9010- INDIRECT COST ALLOCATION	3,078.00	0.00	1,857.31	0.00	0.60	0.00	1,857.31	1,220.69
Total Expenses	<u>36,910.00</u>	<u>0.00</u>	<u>19,481.17</u>	<u>0.00</u>	<u>0.53</u>	<u>0.00</u>	<u>19,481.17</u>	<u>17,428.83</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,974,252.00	404,226.68	3,602,550.37	3,801,095.59	(0.72)	0.00	3,602,550.37	1,371,701.63
4120- GRANT INCOME-STATE	0.00	0.00	449,322.00	0.00	0.00	0.00	449,322.00	(449,322.00)
4220- IN KIND CONTRIBUTIONS	1,180,289.00	0.00	265,390.59	950,994.00	(0.22)	0.00	265,390.59	914,898.41
Total Revenues	<u>6,154,541.00</u>	<u>404,226.68</u>	<u>4,317,262.96</u>	<u>4,752,089.59</u>	<u>(0.70)</u>	<u>0.00</u>	<u>4,317,262.96</u>	<u>1,837,278.04</u>
Expenses								
5010- SALARIES & WAGES	2,612,262.00	187,119.67	2,138,003.94	2,020,680.00	0.82	0.00	2,138,003.94	474,258.06
5019- SALARIES & WAGES C19	0.00	0.00	9,995.18	0.00	0.00	0.00	9,995.18	(9,995.18)
5020- ACCRUED VACATION PAY	149,962.00	11,023.49	132,604.42	116,695.00	0.88	0.00	132,604.42	17,357.58
5112- HEALTH INSURANCE	257,239.00	25,496.95	194,662.14	203,157.20	0.76	0.00	194,662.14	62,576.86
5114- WORKER'S COMPENSATION	119,815.00	5,794.52	71,064.19	93,590.42	0.59	0.00	71,064.19	48,750.81
5115- Worker's Compensation C19	0.00	0.00	203.92	0.00	0.00	0.00	203.92	(203.92)
5116- PENSION	116,330.00	11,579.19	108,924.10	90,884.96	0.94	0.00	108,924.10	7,405.90
5117- Pension C19	0.00	0.00	422.49	0.00	0.00	0.00	422.49	(422.49)
5121- FICA C19	0.00	0.00	796.87	0.00	0.00	0.00	796.87	(796.87)
5122- FICA	209,299.00	14,047.87	167,542.48	163,164.88	0.80	0.00	167,542.48	41,756.52
5124- SUI	46,915.00	2,010.16	30,643.10	36,853.00	0.65	0.00	30,643.10	16,271.90
5130- ACCRUED VACATION FICA	12,087.00	843.34	10,134.49	9,423.00	0.84	0.00	10,134.49	1,952.51
6110- OFFICE SUPPLIES	31,478.00	47.51	21,163.98	26,070.00	0.67	1,468.14	22,632.12	8,845.88
6112- DATA PROCESSING SUPPLIES	55,000.00	25,393.60	123,479.22	44,690.00	2.25	30,037.86	153,517.08	(98,517.08)
6120- FOOD/KITCHEN SUPPLIES	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6121- FOOD	4,540.00	120.26	2,733.62	2,900.00	0.60	0.00	2,733.62	1,806.38
6122- KITCHEN SUPPLIES	2,000.00	954.63	1,509.97	2,000.00	0.75	243.06	1,753.03	246.97
6130- PROGRAM SUPPLIES	84,588.00	31,387.41	81,743.45	47,174.00	0.97	82,185.17	163,928.62	(79,340.62)
6132- MEDICAL & DENTAL SUPPLIES	36,844.00	0.00	11,054.67	100.00	0.30	88.34	11,143.01	25,700.99
6134- INSTRUCTIONAL SUPPLIES	15,014.00	2,349.16	25,869.88	12,310.00	1.72	24,494.63	50,364.51	(35,350.51)
6140- CUSTODIAL SUPPLIES	50,097.00	33.37	8,346.14	20,450.00	0.17	0.00	8,346.14	41,750.86
6142- LINEN/LAUNDRY	650.00	0.00	0.00	520.00	0.00	0.00	0.00	650.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	300.00	300.00	1.00	0.00	300.00	0.00
6170- POSTAGE & SHIPPING	906.00	0.00	296.02	754.00	0.33	0.00	296.02	609.98
6180- EQUIPMENT RENTAL	30,200.00	2,074.78	20,603.06	24,792.00	0.68	0.00	20,603.06	9,596.94
6181- EQUIPMENT MAINTENANCE	13,700.00	354.60	7,192.58	11,050.00	0.53	450.00	7,642.58	6,057.42
6232- BUILDING IMPROVEMENTS	0.00	0.00	28,116.02	0.00	0.00	0.00	28,116.02	(28,116.02)
6310- PRINTING & PUBLICATIONS	13,500.00	640.98	4,613.97	4,100.00	0.34	0.00	4,613.97	8,886.03
6312- ADVERTISING & PROMOTION	200.00	0.00	12.94	200.00	0.06	0.00	12.94	187.06
6320- TELEPHONE	74,400.00	16,797.96	129,889.29	62,000.00	1.75	0.00	129,889.29	(55,489.29)
6410- RENT	147,590.00	11,636.12	110,837.17	122,842.00	0.75	0.00	110,837.17	36,752.83
6420- UTILITIES/ DISPOSAL	85,700.00	8,806.61	66,177.81	71,413.40	0.77	0.00	66,177.81	19,522.19
6432- BUILDING REPAIRS/ MAINTENANCE	95,300.00	0.00	39,715.67	66,916.00	0.42	12,713.99	52,429.66	42,870.34
6433- GROUNDS MAINTENANCE	18,700.00	2,035.00	21,809.35	15,578.00	1.17	5,535.00	27,344.35	(8,644.35)
6436- PEST CONTROL	5,344.00	492.52	4,793.20	4,448.00	0.90	0.00	4,793.20	550.80
6437- BURGLAR & FIRE ALARM	2,532.00	64.55	1,904.71	2,206.00	0.75	0.00	1,904.71	627.29
6440- PROPERTY INSURANCE	8,434.00	1,054.39	10,654.02	7,022.00	1.26	0.00	10,654.02	(2,220.02)
6520- CONSULTANTS	41,290.00	0.00	8,388.96	35,090.00	0.20	11,333.34	19,722.30	21,567.70

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2020 to 3/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6522- CONSULTANT EXPENSES	1,740.00	0.00	0.00	1,650.00	0.00	0.00	0.00	1,740.00
6524- CONTRACTS	18,820.00	0.00	13,971.98	15,056.00	0.74	0.00	13,971.98	4,848.02
6530- LEGAL	5,100.00	0.00	6,620.18	5,100.00	1.30	0.00	6,620.18	(1,520.18)
6540- CUSTODIAL SERVICES	0.00	1,380.00	2,151.30	0.00	0.00	3,600.00	5,751.30	(5,751.30)
6555- MEDICAL SCREENING/DEAT/STAFF	2,500.00	849.00	1,415.00	2,400.00	0.57	0.00	1,415.00	1,085.00
6610- GAS & OIL	9,600.00	139.01	1,514.01	8,000.00	0.16	0.00	1,514.01	8,085.99
6620- VEHICLE INSURANCE	13,334.00	1,148.84	12,082.80	11,110.00	0.91	0.00	12,082.80	1,251.20
6640- VEHICLE REPAIR & MAINTENANCE	13,500.00	352.36	5,213.59	11,250.00	0.39	0.00	5,213.59	8,286.41
6712- STAFF TRAVEL-LOCAL	7,218.00	0.00	1,615.67	5,818.00	0.22	0.00	1,615.67	5,602.33
6714- STAFF TRAVEL-OUT OF AREA	43,807.00	0.00	10,929.87	28,028.00	0.25	0.00	10,929.87	32,877.13
6722- PER DIEM - STAFF	100.00	0.00	0.00	85.00	0.00	0.00	0.00	100.00
6730- VOLUNTEER TRAVEL	0.00	0.00	(30.00)	0.00	0.00	0.00	(30.00)	30.00
6742- TRAINING - STAFF	34,202.00	3,669.54	36,324.28	33,552.00	1.06	5,769.00	42,093.28	(7,891.28)
6746- TRAINING - PARENT	9,175.00	0.00	787.50	0.00	0.09	0.00	787.50	8,387.50
6750- FIELD TRIPS	1,474.00	0.00	0.00	1,474.00	0.00	0.00	0.00	1,474.00
6832- LIABILITY INSURANCE	888.00	26.11	305.62	740.00	0.34	0.00	305.62	582.38
6834- STUDENT ACTIVITY INSURANCE	2,578.00	274.91	2,611.27	2,082.00	1.01	0.00	2,611.27	(33.27)
6840- PROPERTY TAXES	8.00	0.00	42.41	8.00	5.30	0.00	42.41	(34.41)
6850- FEES & LICENSES	16,642.00	78.04	16,340.25	13,768.00	0.98	0.00	16,340.25	301.75
6852- FINGERPRINT	1,500.00	0.00	324.50	1,200.00	0.22	0.00	324.50	1,175.50
6875- EMPLOYEE HEALTH & WELFARE	16,409.00	305.93	3,378.76	16,409.00	0.21	0.00	3,378.76	13,030.24
7111- PARENT MILEAGE	2,008.00	7.28	57.41	1,673.00	0.03	0.00	57.41	1,950.59
7112- PARENT INVOLVEMENT	2,532.00	0.00	0.00	2,034.00	0.00	0.00	0.00	2,532.00
7114- PC ALLOWANCE	3,000.00	120.00	1,815.04	2,416.00	0.61	0.00	1,815.04	1,184.96
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	820.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	1,034,706.00	0.00	160,215.09	833,997.00	0.15	0.00	160,215.09	874,490.91
8120- IN KIND RENT	139,143.00	0.00	105,175.50	111,807.00	0.76	0.00	105,175.50	33,967.50
8130- IN KIND - OTHER	6,440.00	0.00	0.00	5,190.00	0.00	0.00	0.00	6,440.00
9010- INDIRECT COST ALLOCATION	414,901.00	33,717.02	338,197.91	317,048.73	0.82	0.00	338,197.91	76,703.09
Total Expenses	6,154,541.00	404,226.68	4,317,262.96	4,752,089.59	0.70	177,918.53	4,495,181.49	1,659,359.51
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(177,918.53)	(177,918.53)	177,918.53
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	(177,918.53)	(177,918.53)	177,918.53

FUND #311 Basic
Madera Regional Head Start
Budget to Actual
For the period ending March 31, 2021

Account	Grant	Current	Current Mth	Prior Mth	YTD					
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance	
Revenues										
4110- GRANT INCOME-FEDERAL	4,060,640.00	398,499.47	2,903,958.88	2,505,459.41	3,263,068.60	76%	166,438.97	3,070,397.85	(990,242.15)	
4210- DONATIONS	-	-	-	-	-	0%	-	-	-	
4220- IN KIND CONTRIBUTIONS	1,026,666.00	69,391.45	316,656.36	247,264.91	824,824.00	31%	-	316,656.36	(710,009.64)	
4330- SALE OF ASSETS	-	-	-	-	-	0%	-	-	-	
4350- RENTAL INCOME	-	-	-	-	-	0%	-	-	-	
4390- MISC INCOME	-	-	-	-	-	0%	-	-	-	
Total Revenues	5,087,306.00	467,890.92	3,220,615.24	2,752,724.32	4,087,892.60	63%	166,438.97	3,387,054.21	(1,700,251.79)	
5010 SALARIES & WAGES	2,213,193.00	169,061.00	1,516,022.52	1,346,961.52	1,762,749.00	68%	-	1,516,022.52	(697,170.48)	
5019- SALARIES & WAGES C19	-	-	2,544.58	2,544.58	-	-	-	2,544.58	2,544.58	
5020 ACCRUED VACATION PAY	124,930.00	11,275.26	95,815.99	84,540.73	99,501.00	77%	-	95,815.99	(29,114.01)	
5112 HEALTH INSURANCE	222,472.00	23,294.56	144,922.41	121,627.85	179,151.20	65%	-	144,922.41	(77,549.59)	
5114 WORKER'S COMPENSATION	113,398.00	5,605.88	54,720.20	49,114.32	90,316.00	48%	-	54,720.20	(58,677.80)	
5115- Worker's Compensation C19	-	-	128.13	128.13	-	-	-	128.13	128.13	
5116 PENSION	96,173.00	12,452.06	78,509.55	66,057.49	76,604.00	82%	-	78,509.55	(17,663.45)	
5117- Pension C19	-	-	114.39	114.39	-	-	-	114.39	114.39	
5121- FICA C19	-	-	214.54	214.54	-	-	-	214.54	214.54	
5122 FICA	179,270.00	12,698.45	118,789.12	106,090.67	142,788.00	66%	-	118,789.12	(60,480.88)	
5123- SUI C19	-	-	-	-	-	0%	-	-	-	
5124 SUI	43,066.00	1,992.75	25,200.27	23,207.52	34,305.00	59%	-	25,200.27	(17,865.73)	
5130 ACCRUED VACATION FRINGE	10,120.00	862.59	7,327.75	6,465.16	8,064.00	72%	-	7,327.75	(2,792.25)	
6110 OFFICE SUPPLIES	25,000.00	2,511.44	18,534.69	16,023.25	20,592.00	80%	1,417.85	19,952.54	(5,047.46)	
6112 DATA PROCESSING	50,000.00	23,031.21	81,722.48	58,691.27	40,490.00	207%	22,001.31	103,723.79	53,723.79	
6121 FOOD	4,000.00	870.80	2,733.62	1,862.82	2,450.00	68%	-	2,733.62	(1,266.38)	
6122 KITCHEN SUPPLIES	2,000.00	1,509.97	1,509.97	-	2,000.00	88%	243.06	1,753.03	(246.97)	
6130 PROGRAM SUPPLIES	49,478.00	34,201.24	53,874.90	19,673.66	40,152.00	257%	73,326.77	127,201.67	77,723.67	
6132 MEDICAL & DENTAL SUPPLIES	100.00	-	3,169.42	3,169.42	100.00	3248%	78.76	3,248.18	3,148.18	
6134 INSTRUCTIONAL SUPPLIES	8,000.00	2,375.14	11,280.24	8,905.10	6,466.00	435%	23,522.93	34,803.17	26,803.17	
6140 CUSTODIAL SUPPLIES	25,000.00	833.35	6,170.15	5,336.80	20,000.00	25%	-	6,170.15	(18,829.85)	
6142 LINEN/LAUNDRY	650.00	-	-	-	520.00	0%	-	-	(650.00)	
6150 UNIFORM RENTAL/PURCHASE	300.00	-	300.00	300.00	300.00	100%	-	300.00	-	
6170 POSTAGE & SHIPPING	900.00	-	290.24	290.24	750.00	32%	-	290.24	(609.76)	
6180 EQUIPMENT RENTAL	27,500.00	4,687.52	18,097.12	13,409.60	22,542.00	66%	-	18,097.12	(9,402.88)	
6181 EQUIPMENT MAINTENANCE	12,200.00	256.51	4,378.25	4,121.74	9,800.00	40%	450.00	4,828.25	(7,371.75)	
6221 EQUIPMENT OVER >\$5000	-	-	-	-	-	0%	-	-	-	
6231- BUILDING RENOVATION	-	-	-	-	-	0%	-	-	-	
6232- BUILDING IMPROVEMENTS	-	16,671.24	16,671.24	-	-	-	-	16,671.24	16,671.24	
6310 PRINTING & PUBLICATIONS	2,600.00	571.31	4,026.72	3,455.41	2,100.00	155%	-	4,026.72	1,426.72	
6312 ADVERTISING & PROMOTION	200.00	-	10.13	10.13	200.00	5%	-	10.13	(189.87)	
6320 TELEPHONE	48,000.00	14,828.28	102,489.11	87,660.83	40,000.00	214%	-	102,489.11	54,489.11	
6410 RENT	112,790.00	9,342.20	79,949.01	70,606.81	93,592.00	71%	-	79,949.01	(32,840.99)	
6420 UTILITIES/ DISPOSAL	80,900.00	8,743.65	57,601.15	48,857.50	67,413.40	71%	-	57,601.15	(23,298.85)	
6432 BUILDING REPAIRS/ MAINTEN	80,000.00	1,041.31	34,181.94	33,140.63	66,666.00	59%	12,713.99	46,895.93	(33,104.07)	
6433 GROUNDS MAINTENANCE	18,400.00	2,035.00	19,979.23	17,944.23	15,328.00	139%	5,535.00	25,514.23	7,114.23	
6436 PEST CONTROL	4,744.00	440.52	4,061.09	3,620.57	3,948.00	86%	-	4,061.09	(682.91)	
6437 BURGLAR & FIRE ALARM	2,316.00	47.05	1,521.48	1,474.43	2,026.00	66%	-	1,521.48	(794.52)	
6440 PROPERTY INSURANCE	5,638.00	871.21	8,225.86	7,354.65	4,692.00	146%	-	8,225.86	2,587.86	
6520 CONSULTANTS	31,690.00	46.50	4,799.28	4,752.78	27,090.00	46%	9,666.67	14,465.95	(17,224.05)	
6522 CONSULTANT EXPENSES	1,200.00	-	-	-	1,200.00	0%	-	-	(1,200.00)	
6524 CONTRACTS	18,820.00	-	13,971.98	13,971.98	15,056.00	74%	-	13,971.98	(4,848.02)	
6530 LEGAL	5,000.00	-	5,831.50	5,831.50	5,000.00	117%	-	5,831.50	831.50	
6540 CUSTODIAL SERVICES	-	1,380.00	2,001.06	621.06	-	0%	3,600.00	5,601.06	5,601.06	
6555 MEDICAL SCREENING/DEAT/ST	2,500.00	849.00	1,415.00	566.00	2,400.00	57%	-	1,415.00	(1,085.00)	
6562 MEDICAL EXAM	-	-	-	-	-	0%	-	-	-	
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	0%	-	-	-	

FUND #311 Basic
Madera Regional Head Start
Budget to Actual
For the period ending March 31, 2021

Account	Grant	Current	Current Mth	Prior Mth	YTD				
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
6566 DENTAL EXAM		-				0%		-	-
6568 DENTAL FOLLOW-UP		-				0%		-	-
6610 GAS & OIL	9,000.00	168.31	1,514.01	1,345.70	7,500.00	17%	-	1,514.01	(7,485.99)
6620 VEHICLE INSURANCE	13,334.00	1,041.51	10,493.92	9,452.41	11,110.00	79%	-	10,493.92	(2,840.08)
6640 VEHICLE REPAIR & MAINTENA	12,000.00	23.03	4,966.83	4,943.80	10,000.00	41%	-	4,966.83	(7,033.17)
6712 STAFF TRAVEL-LOCAL	6,000.00	213.36	1,599.51	1,386.15	4,800.00	27%	-	1,599.51	(4,400.49)
6714 STAFF TRAVEL-OUT OF AREA	9,500.00	-	-	-	7,125.00	0%	-	-	(9,500.00)
6722 PER DIEM - STAFF	100.00	-	-	-	85.00	0%	-	-	(100.00)
6724 PER DIEM - PARENT		-				0%		-	-
6730 VOLUNTEER TRAVEL		-	(30.00)	(30.00)	-	0%	-	(30.00)	(30.00)
6742 TRAINING - STAFF	4,000.00	84.50	17,809.21	17,724.71	3,350.00	445%	-	17,809.21	13,809.21
6744 TRAINING VOLUNTEERS		-				0%		-	-
6746 TRAINING PARENTS		-				0%		-	-
6748 EDUCATION REIMBURSEMENT		-				0%		-	-
6750 FIELD TRIPS	1,474.00	-	-	-	1,474.00	0%	-	-	(1,474.00)
6810 BANK CHARGES		-				0%		-	-
6820 INTEREST CHARGES		-				0%		-	-
6832 LIABILITY INSURANCE	888.00	26.11	305.62	279.51	740.00	34%	-	305.62	(582.38)
6834 STUDENT ACTIVITY INSURANC	1,990.00	206.81	1,995.81	1,789.00	1,592.00	100%	-	1,995.81	5.81
6840 PROPERTY TAXES	8.00	-	42.41	42.41	8.00	530%	-	42.41	34.41
6850 FEES & LICENSES	15,442.00	92.54	16,048.19	15,955.65	12,868.00	104%	-	16,048.19	606.19
6851 CPR FEES		-				0%		-	-
6852 FINGER PRINTING	1,500.00	-	324.50	324.50	1,200.00	22%	-	324.50	(1,175.50)
6860 DEPRECIATION EXPENSE		-				0%		-	-
6870 EMPLOYEE RECOGNITION		-				0%		-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	16,409.00	280.84	3,174.84	2,894.00	16,409.00	19%	-	3,174.84	(13,234.16)
6880 VOLUNTEER RECONGNITION		-				0%		-	-
6892 CASH SHORT / OVER		-				0%		-	-
7110 PARENT ACTIVITIES		-				0%		-	-
7111 PARENT MILEAGE	1,950.00	7.28	55.64	48.36	1,625.00	3%	-	55.64	(1,894.36)
7112 PARENT INVOLVEMENT	2,280.00	-	-	-	1,824.00	0%	-	-	(2,280.00)
7114 PPC ALLOWANCE	2,520.00	120.00	1,724.24	1,604.24	2,016.00	68%	-	1,724.24	(795.76)
7115 PPC FOOD ALLOWANCE		-				0%		-	-
7116 POLICY COUN. FOOD ALLOWAN	1,000.00	-	-	-	820.00	0%	-	-	(1,000.00)
8110 IN KIND SALARIES	881,983.00	48,264.45	190,353.86	142,089.41	708,566.00	22%	-	190,353.86	(691,629.14)
8120 IN KIND RENT	139,143.00	21,127.00	126,302.50	105,175.50	111,807.00	91%	-	126,302.50	(12,840.50)
8130 IN KIND - OTHER	5,540.00	-	-	-	4,451.00	0%	-	-	(5,540.00)
9010 INDIRECT COST ALLOCATION	338,697.00	31,848.18	240,827.84	208,979.66	272,171.00	75%	13,882.63	254,710.47	(83,986.53)
Total Expenses	5,087,306.00	467,890.92	3,220,615.24	2,752,724.32	4,087,892.60	67%	166,438.97	3,387,054.21	(1,700,251.79)
Excess Revenue Over (Under) Expenditures	-	-	-	-	-			-	-
					366,651.29	2,663,131.04	2,296,479.75		
					33,365.27	242,344.92	208,979.66	9.10%	
					ADMINISTRATIVE EXPENSES			\$403,486.51	
					PERCENT ADMINISTRATIVE			12.52%	
					LIMIT IS 15%				

YTD Contract % 75.61%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	82,690.00	2,284.95	19,753.54	31,431.00	(0.24)	0.00	19,753.54	62,936.46
Total Revenues	<u>82,690.00</u>	<u>2,284.95</u>	<u>19,753.54</u>	<u>31,431.00</u>	<u>(0.24)</u>	<u>0.00</u>	<u>19,753.54</u>	<u>62,936.46</u>
Expenses								
6130- PROGRAM SUPPLIES	8,871.00	0.00	0.00	0.00	0.00	0.00	0.00	8,871.00
6520- CONSULTANTS	17,500.00	0.00	0.00	0.00	0.00	0.00	0.00	17,500.00
6714- STAFF TRAVEL-OUT OF AREA	25,047.00	0.00	156.33	25,047.00	0.01	0.00	156.33	24,890.67
6722- PER DIEM - STAFF	1,712.00	0.00	0.00	1,712.00	0.00	0.00	0.00	1,712.00
6724- PER DIEM - PARENT	2,050.00	0.00	0.00	2,050.00	0.00	0.00	0.00	2,050.00
6742- TRAINING - STAFF	17,613.00	1,650.00	15,049.00	0.00	0.85	18,450.00	33,499.00	(15,886.00)
6746- TRAINING - PARENT	3,000.00	0.00	525.00	0.00	0.18	0.00	525.00	2,475.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	444.36	2,375.57	0.00	0.00	0.00	2,375.57	(2,375.57)
9010- INDIRECT COST ALLOCATION	6,897.00	190.59	1,647.64	2,622.00	0.24	0.00	1,647.64	5,249.36
Total Expenses	<u>82,690.00</u>	<u>2,284.95</u>	<u>19,753.54</u>	<u>31,431.00</u>	<u>0.24</u>	<u>18,450.00</u>	<u>38,203.54</u>	<u>44,486.46</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(18,450.00)</u>	<u>(18,450.00)</u>	<u>18,450.00</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(18,450.00)</u>	<u>(18,450.00)</u>	<u>18,450.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,806,650.00	384,965.06	2,049,073.96	2,170,292.56	(0.43)	0.00	2,049,073.96	2,757,576.04
4220- IN KIND CONTRIBUTIONS	666,728.00	8,359.22	158,115.85	313,425.31	(0.24)	0.00	158,115.85	508,612.15
Total Revenues	5,473,378.00	393,324.28	2,207,189.81	2,483,717.87	(0.40)	0.00	2,207,189.81	3,266,188.19
Expenses								
5010- SALARIES & WAGES	2,544,511.00	41,594.13	915,266.70	1,068,000.00	0.36	0.00	915,266.70	1,629,244.30
5020- ACCRUED VACATION PAY	152,718.00	2,541.92	55,957.90	64,149.00	0.37	0.00	55,957.90	96,760.10
5112- HEALTH INSURANCE	193,684.00	6,687.91	83,284.86	112,980.00	0.43	0.00	83,284.86	110,399.14
5114- WORKER'S COMPENSATION	107,775.00	775.40	35,875.03	45,227.00	0.33	0.00	35,875.03	71,899.97
5116- PENSION	140,699.00	1,874.85	35,670.82	57,964.00	0.25	0.00	35,670.82	105,028.18
5122- FICA	227,802.00	3,070.71	79,360.24	95,614.00	0.35	0.00	79,360.24	148,441.76
5124- SUI	46,571.00	19.81	5,836.74	18,421.00	0.13	0.00	5,836.74	40,734.26
5130- ACCRUED VACATION FICA	13,667.00	194.44	4,280.45	5,740.81	0.31	0.00	4,280.45	9,386.55
6110- OFFICE SUPPLIES	27,200.00	0.00	1,978.60	5,800.00	0.07	3,118.00	5,096.60	22,103.40
6112- DATA PROCESSING SUPPLIES	90,000.00	2,416.64	18,527.95	32,000.00	0.21	7,291.76	25,819.71	64,180.29
6121- FOOD	12,000.00	0.00	3,173.44	6,779.00	0.26	0.00	3,173.44	8,826.56
6122- KITCHEN SUPPLIES	5,000.00	0.00	140.33	0.00	0.03	0.00	140.33	4,859.67
6130- PROGRAM SUPPLIES	107,433.00	3,418.67	8,799.55	37,700.00	0.08	0.00	8,799.55	98,633.45
6132- MEDICAL & DENTAL SUPPLIES	160.00	0.00	(2.56)	0.00	(0.02)	0.00	(2.56)	162.56
6134- INSTRUCTIONAL SUPPLIES	30,000.00	0.00	64.66	12,000.00	0.00	0.00	64.66	29,935.34
6140- CUSTODIAL SUPPLIES	29,450.00	437.36	12,197.77	11,800.00	0.41	0.00	12,197.77	17,252.23
6170- POSTAGE & SHIPPING	2,040.00	31.01	459.82	1,200.00	0.23	0.00	459.82	1,580.18
6180- EQUIPMENT RENTAL	26,184.00	1,768.04	14,018.15	15,274.00	0.54	0.00	14,018.15	12,165.85
6181- EQUIPMENT MAINTENANCE	21,850.00	0.00	2,191.54	12,747.00	0.10	0.00	2,191.54	19,658.46
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,000.00	1,146.19	1,823.84	4,200.00	0.26	0.00	1,823.84	5,176.16
6312- ADVERTISING & PROMOTION	500.00	0.00	0.00	300.00	0.00	0.00	0.00	500.00
6320- TELEPHONE	48,996.00	13,997.95	81,005.32	28,581.00	1.65	0.00	81,005.32	(32,009.32)
6410- RENT	87,032.00	7,176.38	50,419.66	50,770.75	0.58	0.00	50,419.66	36,612.34
6420- UTILITIES/ DISPOSAL	84,396.00	8,399.65	41,365.45	49,231.00	0.49	0.00	41,365.45	43,030.55
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	248,881.56	336,185.31	162,255.00	1.91	18,183.52	354,368.83	(177,906.83)
6433- GROUNDS MAINTENANCE	31,284.00	1,690.01	11,370.05	18,249.00	0.36	0.00	11,370.05	19,913.95
6436- PEST CONTROL	7,260.00	595.00	4,537.00	4,235.00	0.62	0.00	4,537.00	2,723.00
6437- BURGLAR & FIRE ALARM	5,328.00	481.88	1,779.91	3,108.00	0.33	0.00	1,779.91	3,548.09
6440- PROPERTY INSURANCE	13,013.00	1,075.84	7,530.88	7,593.00	0.58	0.00	7,530.88	5,482.12
6520- CONSULTANTS	10,000.00	700.00	12,935.80	0.00	1.29	10,000.00	22,935.80	(12,935.80)
6522- CONSULTANT EXPENSES	900.00	0.00	0.00	360.00	0.00	0.00	0.00	900.00
6530- LEGAL	2,004.00	0.00	10,710.84	1,169.00	5.34	0.00	10,710.84	(8,706.84)
6540- CUSTODIAL SERVICES	4,776.00	398.00	2,786.00	2,786.00	0.58	0.00	2,786.00	1,990.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	680.00	200.00	0.68	0.00	680.00	320.00
6610- GAS & OIL	10,008.00	951.54	3,588.18	5,838.00	0.36	0.00	3,588.18	6,419.82
6620- VEHICLE INSURANCE	15,660.00	1,365.84	9,560.88	9,135.00	0.61	0.00	9,560.88	6,099.12
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	938.28	3,274.95	11,550.00	0.16	0.00	3,274.95	16,725.05
6712- STAFF TRAVEL-LOCAL	5,000.00	25.54	1,489.16	2,000.00	0.30	0.00	1,489.16	3,510.84

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6714- STAFF TRAVEL-OUT OF AREA	1,750.00	0.00	0.00	0.00	0.00	1,210.96	1,210.96	539.04
6722- PER DIEM - STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6742- TRAINING - STAFF	34,834.00	0.00	622.68	4,400.00	0.02	0.00	622.68	34,211.32
6746- TRAINING - PARENT	16,277.00	0.00	0.00	0.00	0.00	0.00	0.00	16,277.00
6832- LIABILITY INSURANCE	504.00	32.64	228.48	294.00	0.45	0.00	228.48	275.52
6834- STUDENT ACTIVITY INSURANCE	1,260.00	0.00	411.94	756.00	0.33	0.00	411.94	848.06
6840- PROPERTY TAXES	1,600.00	0.00	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,000.00	78.04	7,552.29	5,627.00	0.42	8,000.00	15,552.29	2,447.71
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	0.00	249.25	0.00	0.00	0.00	249.25	(249.25)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	0.00	2,381.00	300.00	0.31	0.00	2,381.00	5,269.00
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	1,150.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	675.00	0.00	4.08	270.00	0.01	0.00	4.08	670.92
7114- PC ALLOWANCE	1,000.00	90.00	720.00	400.00	0.72	0.00	720.00	280.00
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	350.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	566,743.00	123.30	100,464.41	255,374.00	0.18	0.00	100,464.41	466,278.59
8120- IN KIND RENT	97,936.00	8,235.92	57,651.44	57,129.31	0.59	0.00	57,651.44	40,284.56
8130- IN KIND - OTHER	2,049.00	0.00	0.00	922.00	0.00	0.00	0.00	2,049.00
9010- INDIRECT COST ALLOCATION	400,087.00	32,109.83	170,912.68	180,189.00	0.43	0.00	170,912.68	229,174.32
Total Expenses	<u>5,473,378.00</u>	<u>393,324.28</u>	<u>2,207,189.81</u>	<u>2,483,717.87</u>	<u>0.40</u>	<u>47,804.24</u>	<u>2,254,994.05</u>	<u>3,218,383.95</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(47,804.24)</u>	<u>(47,804.24)</u>	<u>47,804.24</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(47,804.24)</u>	<u>(47,804.24)</u>	<u>47,804.24</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

337 0 FRESNO MIGRANT - EARLY HEAD START	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	310,267.00	6,444.78	90,835.39	151,424.00	(0.29)	0.00	90,835.39	219,431.61
4220- IN KIND CONTRIBUTIONS	35,246.00	89.48	3,115.06	17,184.00	(0.09)	0.00	3,115.06	32,130.94
Total Revenues	345,513.00	6,534.26	93,950.45	168,608.00	(0.27)	0.00	93,950.45	251,562.55
Expenses								
5010- SALARIES & WAGES	51,840.00	3,727.22	37,135.39	30,387.00	0.72	0.00	37,135.39	14,704.61
5020- ACCRUED VACATION PAY	2,850.00	244.28	2,211.47	1,669.00	0.78	0.00	2,211.47	638.53
5112- HEALTH INSURANCE	6,534.00	676.45	4,401.79	3,812.00	0.67	0.00	4,401.79	2,132.21
5114- WORKER'S COMPENSATION	3,680.00	124.32	1,331.08	2,157.00	0.36	0.00	1,331.08	2,348.92
5116- PENSION	3,030.00	170.47	1,909.24	1,775.00	0.63	0.00	1,909.24	1,120.76
5122- FICA	4,882.00	271.43	3,026.94	2,861.00	0.62	0.00	3,026.94	1,855.06
5124- SUI	450.00	0.00	479.71	450.00	1.07	0.00	479.71	(29.71)
5130- ACCRUED VACATION FICA	269.00	18.68	169.14	160.00	0.63	0.00	169.14	99.86
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	900.00	0.00	0.00	0.00	1,500.00
6112- DATA PROCESSING SUPPLIES	2,000.00	6.02	24.97	1,000.00	0.01	643.50	668.47	1,331.53
6121- FOOD	386.00	0.00	0.00	186.00	0.00	0.00	0.00	386.00
6130- PROGRAM SUPPLIES	4,500.00	0.00	(25.58)	3,500.00	(0.01)	0.00	(25.58)	4,525.58
6134- INSTRUCTIONAL SUPPLIES	1,800.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,800.00
6180- EQUIPMENT RENTAL	0.00	57.17	75.81	0.00	0.00	0.00	75.81	(75.81)
6310- PRINTING & PUBLICATIONS	360.00	0.00	161.29	360.00	0.45	0.00	161.29	198.71
6312- ADVERTISING & PROMOTION	120.00	0.00	0.00	120.00	0.00	0.00	0.00	120.00
6320- TELEPHONE	648.00	51.02	356.89	378.00	0.55	0.00	356.89	291.11
6410- RENT	2,160.00	180.00	1,260.00	2,160.00	0.58	0.00	1,260.00	900.00
6520- CONSULTANTS	2,500.00	0.00	0.00	900.00	0.00	6,000.00	6,000.00	(3,500.00)
6522- CONSULTANT EXPENSES	300.00	0.00	195.00	135.00	0.65	0.00	195.00	105.00
6524- CONTRACTS	181,200.00	0.00	28,240.00	71,950.00	0.16	0.00	28,240.00	152,960.00
6610- GAS & OIL	804.00	192.55	639.00	504.00	0.79	0.00	639.00	165.00
6620- VEHICLE INSURANCE	0.00	162.69	1,157.59	0.00	0.00	0.00	1,157.59	(1,157.59)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	67.38	0.00	0.00	0.00	67.38	(67.38)
6712- STAFF TRAVEL-LOCAL	9,000.00	0.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00
6742- TRAINING - STAFF	0.00	0.00	236.00	0.00	0.00	0.00	236.00	(236.00)
6746- TRAINING - PARENT	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
6834- STUDENT ACTIVITY INSURANCE	0.00	24.92	124.60	0.00	0.00	0.00	124.60	(124.60)
6850- FEES & LICENSES	20.00	0.00	21.12	20.00	1.06	0.00	21.12	(1.12)
7111- PARENT MILEAGE	315.00	0.00	0.00	120.00	0.00	0.00	0.00	315.00
7114- PC ALLOWANCE	240.00	0.00	60.00	90.00	0.25	0.00	60.00	180.00
8110- IN KIND SALARIES	33,403.00	89.48	3,115.06	16,284.00	0.09	0.00	3,115.06	30,287.94
8130- IN KIND - OTHER	1,843.00	0.00	0.00	900.00	0.00	0.00	0.00	1,843.00
9010- INDIRECT COST ALLOCATION	25,879.00	537.56	7,576.56	12,630.00	0.29	0.00	7,576.56	18,302.44
Total Expenses	345,513.00	6,534.26	93,950.45	168,608.00	0.27	6,643.50	100,593.95	244,919.05
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(6,643.50)	(6,643.50)	6,643.50

Beginning Net Assets - Unrestricted

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

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COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
337 0 FRESNO MIGRANT - EARLY HEAD START	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	(6,643.50)	(6,643.50)	6,643.50

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
338 0 FRESNO EARLY HEAD START - T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	6,949.00	0.00	653.51	6,012.00	(0.09)	0.00	653.51	6,295.49
Total Revenues	<u>6,949.00</u>	<u>0.00</u>	<u>653.51</u>	<u>6,012.00</u>	<u>(0.09)</u>	<u>0.00</u>	<u>653.51</u>	<u>6,295.49</u>
Expenses								
6121- FOOD	450.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
6130- PROGRAM SUPPLIES	834.00	0.00	0.00	500.00	0.00	0.00	0.00	834.00
6520- CONSULTANTS	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00
6712- STAFF TRAVEL-LOCAL	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6714- STAFF TRAVEL-OUT OF AREA	2,882.00	0.00	0.00	2,961.00	0.00	0.00	0.00	2,882.00
6722- PER DIEM - STAFF	428.00	0.00	0.00	349.00	0.00	0.00	0.00	428.00
6742- TRAINING - STAFF	1,700.00	0.00	599.00	1,200.00	0.35	0.00	599.00	1,101.00
9010- INDIRECT COST ALLOCATION	580.00	0.00	54.51	502.00	0.09	0.00	54.51	525.49
Total Expenses	<u>6,949.00</u>	<u>0.00</u>	<u>653.51</u>	<u>6,012.00</u>	<u>0.09</u>	<u>0.00</u>	<u>653.51</u>	<u>6,295.49</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

351 0 FRESNO COE 1-TIME FUND	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	0.00	0.00	48,800.00	0.00	0.00	0.00	48,800.00	(48,800.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>(48,800.00)</u>
Expenses								
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>(48,800.00)</u>
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>56,112.32</u>	<u>104,912.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>104,912.32</u>	<u>(104,912.32)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	454,125.00	0.00	181,022.24	0.00	(0.40)	0.00	181,022.24	273,102.76
Total Revenues	<u>454,125.00</u>	<u>0.00</u>	<u>181,022.24</u>	<u>0.00</u>	<u>(0.40)</u>	<u>0.00</u>	<u>181,022.24</u>	<u>273,102.76</u>
Expenses								
5010- SALARIES & WAGES	0.00	0.00	133,130.25	0.00	0.00	0.00	133,130.25	(133,130.25)
5114- WORKER'S COMPENSATION	0.00	0.00	5,138.72	0.00	0.00	0.00	5,138.72	(5,138.72)
5116- PENSION	0.00	0.00	4,549.23	0.00	0.00	0.00	4,549.23	(4,549.23)
5122- FICA	0.00	0.00	10,184.48	0.00	0.00	0.00	10,184.48	(10,184.48)
5124- SUI	0.00	0.00	302.25	0.00	0.00	0.00	302.25	(302.25)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	9,128.64	0.00	0.00	0.00	9,128.64	(9,128.64)
6130- PROGRAM SUPPLIES	416,247.00	0.00	2,466.68	0.00	0.01	7,591.60	10,058.28	406,188.72
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,022.98	0.00	0.00	0.00	1,022.98	(1,022.98)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	0.00	0.00	0.00	41,185.20	41,185.20	(41,185.20)
9010- INDIRECT COST ALLOCATION	37,878.00	0.00	15,099.01	0.00	0.40	0.00	15,099.01	22,778.99
Total Expenses	<u>454,125.00</u>	<u>0.00</u>	<u>181,022.24</u>	<u>0.00</u>	<u>0.40</u>	<u>48,776.80</u>	<u>229,799.04</u>	<u>224,325.96</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(48,776.80)</u>	<u>(48,776.80)</u>	<u>48,776.80</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(48,776.80)</u>	<u>(48,776.80)</u>	<u>48,776.80</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
837 0 COVID-19 CARES - FRESNO EHS								
Revenues								
4110- GRANT INCOME-FEDERAL	26,250.00	0.00	5,381.92	0.00	(0.21)	0.00	5,381.92	20,868.08
Total Revenues	<u>26,250.00</u>	<u>0.00</u>	<u>5,381.92</u>	<u>0.00</u>	<u>(0.21)</u>	<u>0.00</u>	<u>5,381.92</u>	<u>20,868.08</u>
Expenses								
5010- SALARIES & WAGES	0.00	0.00	1,764.00	0.00	0.00	0.00	1,764.00	(1,764.00)
5114- WORKER'S COMPENSATION	0.00	0.00	67.39	0.00	0.00	0.00	67.39	(67.39)
5116- PENSION	0.00	0.00	69.00	0.00	0.00	0.00	69.00	(69.00)
5122- FICA	0.00	0.00	134.94	0.00	0.00	0.00	134.94	(134.94)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	1,825.73	0.00	0.00	0.00	1,825.73	(1,825.73)
6130- PROGRAM SUPPLIES	24,060.00	0.00	985.73	0.00	0.04	0.00	985.73	23,074.27
9010- INDIRECT COST ALLOCATION	<u>2,190.00</u>	<u>0.00</u>	<u>535.13</u>	<u>0.00</u>	<u>0.24</u>	<u>0.00</u>	<u>535.13</u>	<u>1,654.87</u>
Total Expenses	<u>26,250.00</u>	<u>0.00</u>	<u>5,381.92</u>	<u>0.00</u>	<u>0.21</u>	<u>0.00</u>	<u>5,381.92</u>	<u>20,868.08</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,686,931.00	393,694.79	2,346,720.56	2,359,159.56	(0.41)	0.00	2,346,720.56	3,340,210.44
4120- GRANT INCOME-STATE	0.00	0.00	48,800.00	0.00	0.00	0.00	48,800.00	(48,800.00)
4220- IN KIND CONTRIBUTIONS	701,974.00	8,448.70	161,230.91	330,609.31	(0.23)	0.00	161,230.91	540,743.09
Total Revenues	<u>6,388,905.00</u>	<u>402,143.49</u>	<u>2,556,751.47</u>	<u>2,689,768.87</u>	<u>(0.40)</u>	<u>0.00</u>	<u>2,556,751.47</u>	<u>3,832,153.53</u>
Expenses								
5010- SALARIES & WAGES	2,596,351.00	45,321.35	1,087,296.34	1,098,387.00	0.42	0.00	1,087,296.34	1,509,054.66
5020- ACCRUED VACATION PAY	155,568.00	2,786.20	58,169.37	65,818.00	0.37	0.00	58,169.37	97,398.63
5112- HEALTH INSURANCE	200,218.00	7,364.36	87,686.65	116,792.00	0.44	0.00	87,686.65	112,531.35
5114- WORKER'S COMPENSATION	111,455.00	899.72	42,412.22	47,384.00	0.38	0.00	42,412.22	69,042.78
5116- PENSION	143,729.00	2,045.32	42,198.29	59,739.00	0.29	0.00	42,198.29	101,530.71
5122- FICA	232,684.00	3,342.14	92,706.60	98,475.00	0.40	0.00	92,706.60	139,977.40
5124- SUI	47,021.00	19.81	6,618.70	18,871.00	0.14	0.00	6,618.70	40,402.30
5130- ACCRUED VACATION FICA	13,936.00	213.12	4,449.59	5,900.81	0.32	0.00	4,449.59	9,486.41
6110- OFFICE SUPPLIES	28,700.00	0.00	1,978.60	6,700.00	0.07	3,118.00	5,096.60	23,603.40
6112- DATA PROCESSING SUPPLIES	92,000.00	2,422.66	29,507.29	33,000.00	0.32	7,935.26	37,442.55	54,557.45
6121- FOOD	12,836.00	0.00	3,173.44	6,965.00	0.25	0.00	3,173.44	9,662.56
6122- KITCHEN SUPPLIES	5,000.00	0.00	140.33	0.00	0.03	0.00	140.33	4,859.67
6130- PROGRAM SUPPLIES	561,945.00	3,418.67	12,226.38	41,700.00	0.02	7,591.60	19,817.98	542,127.02
6132- MEDICAL & DENTAL SUPPLIES	160.00	0.00	(2.56)	0.00	(0.02)	0.00	(2.56)	162.56
6134- INSTRUCTIONAL SUPPLIES	31,800.00	0.00	64.66	13,200.00	0.00	0.00	64.66	31,735.34
6140- CUSTODIAL SUPPLIES	29,450.00	437.36	13,220.75	11,800.00	0.45	0.00	13,220.75	16,229.25
6170- POSTAGE & SHIPPING	2,040.00	31.01	459.82	1,200.00	0.23	0.00	459.82	1,580.18
6180- EQUIPMENT RENTAL	26,184.00	1,825.21	14,093.96	15,274.00	0.54	0.00	14,093.96	12,090.04
6181- EQUIPMENT MAINTENANCE	21,850.00	0.00	2,191.54	12,747.00	0.10	0.00	2,191.54	19,658.46
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,360.00	1,146.19	1,985.13	4,560.00	0.27	0.00	1,985.13	5,374.87
6312- ADVERTISING & PROMOTION	620.00	0.00	0.00	420.00	0.00	0.00	0.00	620.00
6320- TELEPHONE	49,644.00	14,048.97	81,362.21	28,959.00	1.64	0.00	81,362.21	(31,718.21)
6410- RENT	89,192.00	7,356.38	51,679.66	52,930.75	0.58	0.00	51,679.66	37,512.34
6420- UTILITIES/ DISPOSAL	84,396.00	8,399.65	41,365.45	49,231.00	0.49	0.00	41,365.45	43,030.55
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	248,881.56	336,185.31	162,255.00	1.91	59,368.72	395,554.03	(219,092.03)
6433- GROUNDS MAINTENANCE	31,284.00	1,690.01	11,370.05	18,249.00	0.36	0.00	11,370.05	19,913.95
6436- PEST CONTROL	7,260.00	595.00	4,537.00	4,235.00	0.62	0.00	4,537.00	2,723.00
6437- BURGLAR & FIRE ALARM	5,328.00	481.88	1,779.91	3,108.00	0.33	0.00	1,779.91	3,548.09
6440- PROPERTY INSURANCE	13,013.00	1,075.84	7,530.88	7,593.00	0.58	0.00	7,530.88	5,482.12
6520- CONSULTANTS	30,000.00	700.00	12,935.80	1,400.00	0.43	16,000.00	28,935.80	1,064.20
6522- CONSULTANT EXPENSES	1,200.00	0.00	195.00	495.00	0.16	0.00	195.00	1,005.00
6524- CONTRACTS	181,200.00	0.00	28,240.00	71,950.00	0.16	0.00	28,240.00	152,960.00
6530- LEGAL	2,004.00	0.00	10,710.84	1,169.00	5.34	0.00	10,710.84	(8,706.84)
6540- CUSTODIAL SERVICES	4,776.00	398.00	2,786.00	2,786.00	0.58	0.00	2,786.00	1,990.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	680.00	200.00	0.68	0.00	680.00	320.00
6610- GAS & OIL	10,812.00	1,144.09	4,227.18	6,342.00	0.39	0.00	4,227.18	6,584.82
6620- VEHICLE INSURANCE	15,660.00	1,528.53	10,718.47	9,135.00	0.68	0.00	10,718.47	4,941.53

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 3/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual March 31, 2021	YTD Budget March 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	938.28	3,342.33	11,550.00	0.17	0.00	3,342.33	16,657.67
6712- STAFF TRAVEL-LOCAL	14,075.00	25.54	1,489.16	11,000.00	0.11	0.00	1,489.16	12,585.84
6714- STAFF TRAVEL-OUT OF AREA	29,679.00	0.00	156.33	28,008.00	0.01	1,210.96	1,367.29	28,311.71
6722- PER DIEM - STAFF	2,390.00	0.00	0.00	2,061.00	0.00	0.00	0.00	2,390.00
6724- PER DIEM - PARENT	2,050.00	0.00	0.00	2,050.00	0.00	0.00	0.00	2,050.00
6742- TRAINING - STAFF	54,147.00	1,650.00	16,506.68	5,600.00	0.30	18,450.00	34,956.68	19,190.32
6746- TRAINING - PARENT	22,277.00	0.00	525.00	3,000.00	0.02	0.00	525.00	21,752.00
6832- LIABILITY INSURANCE	504.00	32.64	228.48	294.00	0.45	0.00	228.48	275.52
6834- STUDENT ACTIVITY INSURANCE	1,260.00	24.92	536.54	756.00	0.43	0.00	536.54	723.46
6840- PROPERTY TAXES	1,600.00	0.00	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,020.00	78.04	7,573.41	5,647.00	0.42	8,000.00	15,573.41	2,446.59
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	0.00	249.25	0.00	0.00	0.00	249.25	(249.25)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	444.36	4,756.57	300.00	0.62	0.00	4,756.57	2,893.43
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	1,150.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	990.00	0.00	4.08	390.00	0.00	0.00	4.08	985.92
7114- PC ALLOWANCE	1,240.00	90.00	780.00	490.00	0.63	0.00	780.00	460.00
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	350.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	600,146.00	212.78	103,579.47	271,658.00	0.17	0.00	103,579.47	496,566.53
8120- IN KIND RENT	97,936.00	8,235.92	57,651.44	57,129.31	0.59	0.00	57,651.44	40,284.56
8130- IN KIND - OTHER	3,892.00	0.00	0.00	1,822.00	0.00	0.00	0.00	3,892.00
9010- INDIRECT COST ALLOCATION	473,511.00	32,837.98	195,825.53	195,943.00	0.41	0.00	195,825.53	277,685.47
Total Expenses	6,388,905.00	402,143.49	2,507,951.47	2,689,768.87	0.39	121,674.54	2,629,626.01	3,759,278.99
Excess Revenue Over (Under) Expenditures	0.00	0.00	48,800.00	0.00	0.00	(121,674.54)	(72,874.54)	72,874.54
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
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	56,112.32	104,912.32	0.00	0.00	(121,674.54)	(16,762.22)	16,762.22

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending March-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES										
4110 GRANT INCOME-FEDERAL		317,216.00	6,755.99	92,274.41	85,518.42	157,436.00	29.09%	7,248.06	99,522.47	(217,693.53)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		35,246.00	212.52	3,115.06	2,902.54	17,184.00	8.84%	0.00	3,115.06	(32,130.94)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		352,462.00	6,968.51	95,389.47	88,420.96	174,620.00	27.06%	7,248.06	102,637.53	(249,824.47)
5010 SALARIES & WAGES	6A	51,840.00	3,727.22	37,135.39	33,408.17	30,387.00	71.63%	0.00	37,135.39	(14,704.61)
5019- SALARIES & WAGES C19	6A		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	2,850.00	(157.62)	2,211.47	2,369.09	1,669.00	77.60%	0.00	2,211.47	(638.53)
5112 HEALTH INSURANCE	6B	6,534.00	676.45	4,401.79	3,725.34	3,812.00	67.37%	0.00	4,401.79	(2,132.21)
5114 WORKER'S COMPENSATION	6B	3,680.00	124.32	1,331.08	1,206.76	2,157.00	36.17%	0.00	1,331.08	(2,348.92)
5115- Worker's Compensation C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	3,030.00	175.20	1,909.24	1,734.04	1,775.00	63.01%	0.00	1,909.24	(1,120.76)
5117- Pension C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	4,882.00	271.43	3,026.94	2,755.51	2,861.00	62.00%	0.00	3,026.94	(1,855.06)
5124 SUI	6B	450.00	0.00	479.71	479.71	450.00	106.60%	0.00	479.71	29.71
5130 ACCRUED VACATION FRINGE	6B	269.00	(12.07)	169.14	181.21	160.00	62.88%	0.00	169.14	(99.86)
6714 STAFF TRAVEL-OUT OF AREA	6C	2,961.00	0.00	0.00	0.00	2,961.00	0.00%	0.00	0.00	(2,961.00)
6722 PER DIEM - STAFF	6C	424.00	0.00	0.00	0.00	349.00	0.00%	0.00	0.00	(424.00)
6221 EQUIPMENT OVER > \$5000	6D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6110 OFFICE SUPPLIES	6E	1,500.00	0.00	0.00	0.00	900.00	0.00%	0.00	0.00	(1,500.00)
6112 DATA PROCESSING SUPPLIES	6E	2,000.00	6.02	24.97	18.95	1,000.00	1.25%	643.50	668.47	(1,331.53)
6121 FOOD	6E	836.00	0.00	0.00	0.00	186.00	0.00%	0.00	0.00	(836.00)
6122 KITCHEN SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6130 PROGRAM SUPPLIES	6E	5,334.00	(25.58)	(25.58)	0.00	4,000.00	-0.48%	0.00	(25.58)	(5,359.58)
6134 INSTRUCTIONAL SUPPLIES	6E	1,800.00	0.00	0.00	0.00	1,200.00	0.00%	0.00	0.00	(1,800.00)
6140 CUSTODIAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6132 MEDICAL & DENTAL SUPPLIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	0.00	57.17	75.81	18.64	0.00	0.00%	0.00	75.81	75.81
6181 EQUIPMENT MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	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	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	360.00	0.00	161.29	161.29	360.00	44.80%	0.00	161.29	(198.71)
6312 ADVERTISING & PROMOTION	6H	120.00	0.00	0.00	0.00	120.00	0.00%	0.00	0.00	(120.00)
6320 TELEPHONE	6H	648.00	51.02	356.89	305.87	378.00	55.08%	0.00	356.89	(291.11)
6410 RENT	6H	2,160.00	180.00	1,260.00	1,080.00	2,160.00	58.33%	0.00	1,260.00	(900.00)
6420 UTILITIES/ DISPOSAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6432 BUILDING REPAIRS/ MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6433 GROUNDS MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6437 BURGLAR & FIRE ALARM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6440 PROPERTY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6520 CONSULTANTS	6H	2,500.00	0.00	0.00	0.00	900.00	0.00%	6,000.00	6,000.00	3,500.00
6522 CONSULTANT EXPENSES	6H	300.00	0.00	195.00	195.00	135.00	65.00%	0.00	195.00	(105.00)
6524 CONTRACTS	6H	181,200.00	720.00	28,960.00	28,240.00	71,950.00	15.98%	0.00	28,960.00	(152,240.00)

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending March-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6530 LEGAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6540 CUSTODIAL SERVICES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6555 MEDICAL SCREENING/DEAT/S	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	804.00	192.55	639.00	446.45	504.00	79.48%	0.00	639.00	(165.00)
6620 VEHICLE INSURANCE	6H	0.00	181.45	1,157.59	976.14	0.00	0.00%	0.00	1,157.59	1,157.59
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	0.00	0.00	67.38	67.38	0.00	0.00%	0.00	67.38	67.38
6712 STAFF TRAVEL-LOCAL	6H	9,000.00	0.00	0.00	0.00	9,000.00	0.00%	0.00	0.00	(9,000.00)
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	1,700.00	0.00	835.00	835.00	1,700.00	49.12%	0.00	835.00	(865.00)
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	0.00	0.00	(3,000.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6834 STUDENT ACTIVITY INSURAN	6H	0.00	24.92	124.60	99.68	0.00	0.00%	0.00	124.60	124.60
6840 PROPERTY TAXES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6850 FEES & LICENSES	6H	20.00	0.00	21.12	21.12	20.00	105.60%	0.00	21.12	1.12
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111- PARENT MILEAGE	6H	315.00	0.00	0.00	0.00	120.00	0.00%	0.00	0.00	(315.00)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	240.00	0.00	60.00	60.00	90.00	25.00%	0.00	60.00	(180.00)
7116 PC FOOD	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 INKIND SALARIES		33,403.00	212.52	3,115.06	2,902.54	16,284.00	9.33%	0.00	3,115.06	(30,287.94)
8120 INKIND RENT		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8130 INKIND OTHER		1,843.00	0.00	0.00	0.00	900.00	0.00%	0.00	0.00	(1,843.00)
9010 INDIRECT EXPENSE	6J	26,459.00	563.51	7,696.58	7,133.07	13,132.00	29.09%	604.56	8,301.14	(18,157.86)
TOTAL EXPENSES		352,462.00	6,968.51	95,389.47	88,420.96	174,620.00	27.06%	7,248.06	102,637.53	(249,824.47)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Mar-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES										
4110 GRANT INCOME-FEDERAL		4,896,289.00	445,768.23	2,068,827.50	1,623,059.27	2,201,723.56	42.25%	72,283.38	2,141,110.88	(2,755,178.12)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		666,728.00	8,359.22	158,115.85	149,756.63	313,425.31	23.72%	0.00	158,115.85	(508,612.15)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		5,563,017.00	454,127.45	2,226,943.35	1,772,815.90	2,515,148.87	40.03%	72,283.38	2,299,226.73	(3,263,790.27)
5010 SALARIES & WAGES	6A	2,544,511.00	41,594.13	915,266.70	873,672.57	1,068,000.00	35.97%	0.00	915,266.70	(1,629,244.30)
5012- DIRECTOR'S SALARY			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	152,718.00	1,430.11	55,957.90	54,527.79	64,149.00	36.64%	0.00	55,957.90	(96,760.10)
5112 HEALTH INSURANCE	6B	193,684.00	6,687.90	83,284.86	76,596.96	112,980.00	43.00%	0.00	83,284.86	(110,399.14)
5114 WORKER'S COMPENSATION	6B	107,775.00	775.40	35,875.03	35,099.63	45,227.00	33.29%	0.00	35,875.03	(71,899.97)
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	140,699.00	(11,188.71)	35,670.82	46,859.53	57,964.00	25.35%	0.00	35,670.82	(105,028.18)
5117- Pension C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	227,802.00	3,070.71	79,360.24	76,289.53	95,614.00	34.84%	0.00	79,360.24	(148,441.76)
5124 SUI	6B	46,571.00	19.81	5,836.74	5,816.93	18,421.00	12.53%	0.00	5,836.74	(40,734.26)
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B	13,667.00	109.39	4,280.45	4,171.06	5,740.81	31.32%	0.00	4,280.45	(9,386.55)
6714 STAFF TRAVEL-OUT OF AREA	6C	29,758.00	0.00	156.33	156.33	25,047.00	0.53%	1,210.96	1,367.29	(28,390.71)
6722 PER DIEM - STAFF	6C	2,311.00	0.00	0.00	0.00	1,712.00	0.00%	0.00	0.00	(2,311.00)
6221 EQUIPMENT OVER > \$5000	6D	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	(10,000.00)
6110 OFFICE SUPPLIES	6E	27,200.00	672.43	1,978.60	1,306.17	5,800.00	7.27%	3,118.00	5,096.60	(22,103.40)
6112 DATA PROCESSING SUPPLIES	6E	90,000.00	2,540.93	18,527.95	15,987.02	32,000.00	20.59%	7,291.76	25,819.71	(64,180.29)
6121 FOOD	6E	12,450.00	0.00	3,173.44	3,173.44	6,779.00	25.49%	0.00	3,173.44	(9,276.56)
6122 KITCHEN SUPPLIES	6E	5,000.00	0.00	140.33	140.33	0.00	2.81%	0.00	140.33	(4,859.67)
6130 PROGRAM SUPPLIES	6E	117,138.00	2,845.66	8,799.55	5,953.89	37,700.00	7.51%	0.00	8,799.55	(108,338.45)
6134 INSTRUCTIONAL SUPPLIES	6E	30,000.00	0.00	64.66	64.66	12,000.00	0.22%	0.00	64.66	(29,935.34)
6140 CUSTODIAL SUPPLIES	6E	29,450.00	785.11	12,197.77	11,412.66	11,800.00	41.42%	0.00	12,197.77	(17,252.23)
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	2,040.00	31.01	459.82	428.81	1,200.00	22.54%	0.00	459.82	(1,580.18)
6132 MEDICAL & DENTAL SUPPLIES	6H	160.00	(2.56)	(2.56)	0.00	0.00	-1.60%	0.00	(2.56)	(162.56)
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	26,184.00	1,900.31	14,018.15	12,117.84	15,274.00	53.54%	0.00	14,018.15	(12,165.85)
6181 EQUIPMENT MAINTENANCE	6H	21,850.00	(48.40)	2,191.54	2,239.94	12,747.00	10.03%	0.00	2,191.54	(19,658.46)
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	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	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	7,000.00	1,146.19	1,823.84	677.65	4,200.00	26.05%	0.00	1,823.84	(5,176.16)
6312 ADVERTISING & PROMOTION	6H	500.00	0.00	0.00	0.00	300.00	0.00%	0.00	0.00	(500.00)
6320 TELEPHONE	6H	48,996.00	13,997.95	81,005.32	67,007.37	28,581.00	165.33%	0.00	81,005.32	32,009.32
6410 RENT	6H	87,032.00	7,176.38	50,419.66	43,243.28	50,770.75	57.93%	0.00	50,419.66	(36,612.34)
6420 UTILITIES/ DISPOSAL	6H	84,396.00	8,636.66	41,365.45	32,728.79	49,231.00	49.01%	0.00	41,365.45	(43,030.55)
6432 BUILDING REPAIRS/ MAINTENANCE	6H	176,462.00	311,483.26	336,185.31	24,702.05	162,255.00	190.51%	18,183.52	354,368.83	177,906.83
6433 GROUNDS MAINTENANCE	6H	31,284.00	1,688.14	11,370.05	9,681.91	18,249.00	36.34%	0.00	11,370.05	(19,913.95)
6436 PEST CONTROL	6H	7,260.00	595.00	4,537.00	3,942.00	4,235.00	62.49%	0.00	4,537.00	(2,723.00)
6437 BURGLAR & FIRE ALARM	6H	5,328.00	481.88	1,779.91	1,298.03	3,108.00	33.41%	0.00	1,779.91	(3,548.09)
6440 PROPERTY INSURANCE	6H	13,013.00	1,075.84	7,530.88	6,455.04	7,593.00	57.87%	0.00	7,530.88	(5,482.12)
6520 CONSULTANTS	6H	28,000.00	5,098.00	12,935.80	7,837.80	0.00	46.20%	10,000.00	22,935.80	(5,064.20)

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Mar-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6522 CONSULTANT EXPENSES	6H	900.00	0.00	0.00	0.00	360.00	0.00%	0.00	0.00	(900.00)
6524 CONTRACTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6530 LEGAL	6H	2,004.00	58.62	10,710.84	10,652.22	1,169.00	534.47%	0.00	10,710.84	8,706.84
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	2,786.00	2,388.00	2,786.00	58.33%	0.00	2,786.00	(1,990.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	680.00	680.00	200.00	68.00%	0.00	680.00	(320.00)
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	10,008.00	843.53	3,588.18	2,744.65	5,838.00	35.85%	0.00	3,588.18	(6,419.82)
6620 VEHICLE INSURANCE	6H	15,660.00	1,365.84	9,560.88	8,195.04	9,135.00	61.05%	0.00	9,560.88	(6,099.12)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	938.28	3,274.95	2,336.67	11,550.00	16.37%	0.00	3,274.95	(16,725.05)
6712 STAFF TRAVEL-LOCAL	6H	5,000.00	80.98	1,489.16	1,408.18	2,000.00	29.78%	0.00	1,489.16	(3,510.84)
6724 PER DIEM - PARENT	6H	2,125.00	0.00	0.00	0.00	2,050.00	0.00%	0.00	0.00	(2,125.00)
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	53,647.00	1,650.00	15,671.68	14,021.68	4,400.00	29.21%	18,450.00	34,121.68	(19,525.32)
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	19,277.00	0.00	525.00	525.00	0.00	2.72%	0.00	525.00	(18,752.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	32.64	228.48	195.84	294.00	45.33%	0.00	228.48	(275.52)
6834 STUDENT ACTIVITY INSURAN	6H	1,260.00	0.00	411.94	411.94	756.00	32.69%	0.00	411.94	(848.06)
6840 PROPERTY TAXES	6H	1,600.00	0.00	7,626.34	7,626.34	1,600.00	476.65%	0.00	7,626.34	6,026.34
6850 FEES & LICENSES	6H	18,000.00	82.04	7,552.29	7,470.25	5,627.00	41.96%	8,000.00	15,552.29	(2,447.71)
6851 CPR FEES	6H	0.00	0.00	240.00	240.00	0.00	0.00%	0.00	240.00	240.00
6852 FINGER PRINTING	6H	0.00	0.00	249.25	249.25	0.00	0.00%	0.00	249.25	249.25
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	7,650.00	444.36	4,756.57	4,312.21	300.00	62.18%	0.00	4,756.57	(2,893.43)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	2,800.00	0.00	0.00	0.00	1,150.00	0.00%	0.00	0.00	(2,800.00)
7111- PARENT MILEAGE	6H	675.00	0.00	4.08	4.08	270.00	0.60%	0.00	4.08	(670.92)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	1,000.00	90.00	720.00	630.00	400.00	72.00%	0.00	720.00	(280.00)
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	350.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		566,743.00	123.30	100,464.41	100,341.11	255,374.00	17.73%	0.00	100,464.41	(466,278.59)
8120 INKIND RENT		97,936.00	8,235.92	57,651.44	49,415.52	57,129.31	58.87%	0.00	57,651.44	(40,284.56)
8130 INKIND OTHER		2,049.00	0.00	0.00	0.00	922.00	0.00%	0.00	0.00	(2,049.00)
9010 INDIRECT EXPENSE	6J	407,564.00	37,181.41	172,560.32	135,378.91	182,811.00	42.34%	6,029.14	178,589.46	(228,974.54)
TOTAL EXPENSES		5,563,017.00	454,127.45	2,226,943.35	1,772,815.90	2,515,148.87	40.03%	72,283.38	2,299,226.73	(3,263,790.27)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Contract 41%

**Victim Services-Domestic Violence Program
October 1, 2020 to March 31, 2021**

533 0 SHELTER BASED DV SERVICES	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2021</u>	<u>YTD Budget March 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	335,607.00	27,373.40	208,089.01	0.00	(0.62)	0.00	208,089.01	127,517.99
4120- GRANT INCOME-STATE	201,980.00	6,804.00	97,004.00	0.00	(0.48)	0.00	97,004.00	104,976.00
4220- IN KIND CONTRIBUTIONS	0.00	0.00	6,906.00	0.00	0.00	0.00	6,906.00	(6,906.00)
Total Revenues	537,587.00	34,177.40	311,999.01	0.00	0.58	0.00	311,999.01	225,587.99
Expenses								
5010- SALARIES & WAGES	338,016.00	19,321.37	176,292.07	0.00	0.52	0.00	176,292.07	161,723.93
5020- ACCRUED VACATION PAY	0.00	882.45	6,667.76	0.00	0.00	0.00	6,667.76	(6,667.76)
5112- HEALTH INSURANCE	29,902.00	2,268.66	13,884.15	0.00	0.46	0.00	13,884.15	16,017.85
5114- WORKER'S COMPENSATION	8,465.00	479.41	4,103.60	0.00	0.48	0.00	4,103.60	4,361.40
5116- PENSION	15,427.00	967.48	7,708.33	0.00	0.50	0.00	7,708.33	7,718.67
5122- FICA	26,053.00	1,478.92	14,057.97	0.00	0.54	0.00	14,057.97	11,995.03
5124- SUI	3,641.00	196.08	3,312.77	0.00	0.91	0.00	3,312.77	328.23
5130- ACCRUED VACATION FICA	0.00	54.45	(28.36)	0.00	0.00	0.00	(28.36)	28.36
6110- OFFICE SUPPLIES	420.00	577.45	2,647.04	0.00	6.30	0.00	2,647.04	(2,227.04)
6112- DATA PROCESSING SUPPLIES	780.00	137.85	4,870.71	0.00	6.24	0.00	4,870.71	(4,090.71)
6121- FOOD	0.00	0.00	296.02	0.00	0.00	0.00	296.02	(296.02)
6130- PROGRAM SUPPLIES	6,045.00	0.00	2,148.57	0.00	0.36	0.00	2,148.57	3,896.43
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	148.18	0.00	0.00	0.00	148.18	(148.18)
6140- CUSTODIAL SUPPLIES	360.00	0.00	245.36	0.00	0.68	0.00	245.36	114.64
6170- POSTAGE & SHIPPING	360.00	0.00	59.45	0.00	0.17	0.00	59.45	300.55
6180- EQUIPMENT RENTAL	960.00	142.88	587.97	0.00	0.61	0.00	587.97	372.03
6181- EQUIPMENT MAINTENANCE	480.00	0.00	164.83	0.00	0.34	0.00	164.83	315.17
6310- PRINTING & PUBLICATIONS	239.00	0.00	0.00	0.00	0.00	0.00	0.00	239.00
6312- ADVERTISING & PROMOTION	480.00	0.00	451.24	0.00	0.94	0.00	451.24	28.76
6320- TELEPHONE	8,040.00	1,132.24	4,881.62	0.00	0.61	0.00	4,881.62	3,158.38
6410- RENT	13,457.00	1,143.48	6,860.88	0.00	0.51	0.00	6,860.88	6,596.12
6420- UTILITIES/ DISPOSAL	10,680.00	275.57	7,368.23	0.00	0.69	0.00	7,368.23	3,311.77
6432- BUILDING REPAIRS/ MAINTENANCE	1,200.00	86.58	2,361.08	0.00	1.97	0.00	2,361.08	(1,161.08)
6433- GROUNDS MAINTENANCE	2,880.00	350.00	2,450.00	0.00	0.85	525.00	2,975.00	(95.00)
6436- PEST CONTROL	1,560.00	124.00	744.00	0.00	0.48	0.00	744.00	816.00
6437- BURGLAR & FIRE ALARM	2,160.00	232.21	962.96	0.00	0.45	0.00	962.96	1,197.04
6440- PROPERTY INSURANCE	2,640.00	218.98	1,532.86	0.00	0.58	0.00	1,532.86	1,107.14
6520- CONSULTANTS	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6530- LEGAL	0.00	0.00	350.00	0.00	0.00	0.00	350.00	(350.00)
6540- CUSTODIAL SERVICES	1,200.00	687.20	2,611.36	0.00	2.18	0.00	2,611.36	(1,411.36)
6610- GAS & OIL	600.00	62.10	641.52	0.00	1.07	0.00	641.52	(41.52)
6620- VEHICLE INSURANCE	2,760.00	219.36	1,236.86	0.00	0.45	0.00	1,236.86	1,523.14
6640- VEHICLE REPAIR & MAINTENANCE	360.00	8.00	434.21	0.00	1.21	0.00	434.21	(74.21)
6712- STAFF TRAVEL-LOCAL	230.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00
6830- INSURANCE & BONDING	720.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6832- LIABILITY INSURANCE	72.00	85.64	541.26	0.00	7.52	0.00	541.26	(469.26)
6840- PROPERTY TAXES	840.00	0.00	21.62	0.00	0.03	0.00	21.62	818.38
6850- FEES & LICENSES	720.00	0.00	478.08	0.00	0.66	0.00	478.08	241.92
6852- FINGERPRINT	0.00	41.00	41.00	0.00	0.00	0.00	41.00	(41.00)
6875- EMPLOYEE HEALTH & WELFARE	0.00	43.34	231.69	0.00	0.00	0.00	231.69	(231.69)
7226- CLIENT LODGING/SHELTER	5,600.00	0.00	8,135.94	0.00	1.45	0.00	8,135.94	(2,535.94)

Victim Services-Domestic Violence Program
October 1, 2020 to March 31, 2021

<u>533 0 SHELTER BASED DV SERVICES</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2021</u>	<u>YTD Budget March 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Expenses (Continued)								
7230- CLIENT FOOD	0.00	23.96	95.96	0.00	0.00	0.00	95.96	(95.96)
7240- DIRECT BENEFITS	400.00	0.00	46.50	0.00	0.12	0.00	46.50	353.50
8120- IN KIND RENT	0.00	0.00	6,906.00	0.00	0.00	0.00	6,906.00	(6,906.00)
8130- IN KIND - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	44,840.00	2,850.73	25,447.72	0.00	0.57	0.00	25,447.72	19,392.28
Total Expenses	<u>537,587.00</u>	<u>34,091.39</u>	<u>311,999.01</u>	<u>0.00</u>	<u>0.58</u>	<u>525.00</u>	<u>312,524.01</u>	<u>225,062.99</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>86.01</u>	<u>0.00</u>	<u>0.00</u>		<u>(525.00)</u>	<u>(525.00)</u>	<u>525.00</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>86.01</u>	<u>0.00</u>	<u>0.00</u>		<u>(525.00)</u>	<u>(525.00)</u>	<u>525.00</u>

CAPMC
Work Related Injuries Report - April 2021
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Provider Services Associate	Gill Office	Fall	4/8/2021	10:35 AM	EE was walking taking mooring break outdoors when EE tripped on a rock; causing her to fall and scrape right knee.	0	4/8/21: EE declined to seek treatment.
Child Care Navigator	Gill Office	Fall	4/15/2021	10:55 AM	EE was taking morning break outdoors. EE was walking and tripped on a rock; causing her to fall and scrape right knee.	0	4/15/21: EE declined to seek treatment.
Master Teacher	Chowchilla	Insect Bite	4/19/2021	1:15 PM	EE was sitting while completing paperwork when she felt a bite on upper right leg.	0	4/19/21: EE declined to seek treatment.
Instructional Aide III/ Janitor	Oakhurst	Twisted	4/26/2021	10:40 AM	EE was pushing rolling cart outside and EE's glasses fogged up from wearing mask; causing EE to trip as she turned to lock the gate. She twisted her left ankle.	0	4/26/21: EE declined to seek treatment.

First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
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Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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Up To Date Injuries: January 2021 to December 2021

- | | | | | |
|-----------------------|----------------------|--------------------------|------------|--|
| (1) Hand Injuries | (1) Feet Injuries | () Chest Injuries | | |
| () Back Injuries | () Eye Injuries | () Neck Injuries | (1) Bottom | |
| (2) Knee Injuries | (1) Leg Injuries | () Head Injuries | () Hip | |
| () Arm Injuries | () Wrist Injuries | (2) Ankle Injuries | | |
| () Elbow Injuries | () Burn Injuries | () Respiratory Injuries | | |
| () Shoulder Injuries | () Abdomen Injuries | () Face Injuries | | |
- DOI: DATE OF INJURY
TOI: TIME OF INJURY



BOARD OF DIRECTORS 2021 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Miguel Gonzalez	Department of Social Services	P	X	P	X								
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P								
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P								
Steve Montes A: Artemio Villegas	Madera City Council	P	P/A	P/A	P								
John Chavez A: Diana Palmer	Chowchilla City Council	P	X	X	P								
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	X	X	P								
Patricia Trevino	Head Start Policy Council	P	X	X	X								
Donald Holley	Community Affairs	P	P	P	P								
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	P	P	P	P								
Vicky Bandy	Early Childhood Education & Development	P	P	P	X								
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P	P	P								
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	X	P	P								
Richard Gutierrez	Eastside/Parksdale	P	P	X	X								
Molly Hernandez	Fairmead/Chowchilla	P	P	P	P								
Aurora Flores A: Octavio Pineda	Monroe/Washington	X	P	P	X								
<i>Total Directors</i>		14/15	10/15	11/15	10/15								

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
March 30, 2021 - May 4, 2021
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61307	Program Assistant / Clerk Typist II (Provisional)	Shunammite Place - Community Services	4/19/2021	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61211	Prevention Educator	Yosemite - Victim Services	4/6/2021	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
60969	Information Technology Network Specialist	Gill - Information Technology	4/23/2021	80	1004.02 Involuntary Termination for Cause
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61306	Site Supervisor / Teacher	North Fork - Madera Regional Head Start	4/8/2021	80	Open Position
61308	Advocate III	Verdell McKelvey - Madera Regional Head Start	4/26/2021	80	Open Position
61309	Advocate III	Mis Angelitos - Madera Migrant Head Start	4/26/2021	80	Open Position
61310	Advocate III	Eastside - Madera Regional Head Start	4/26/2021	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61250	Advocate	Five Points - Fresno Migrant Head Start	4/9/2021	80	Resignation
60103	Food Service Worker I	Pomona - Madera Migrant Head Start	4/30/2021	80	Resignation
60921	Associate Teacher	Mis Angelitos - Madera Migrant Head Start	4/1/2021	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
61273	Advocate II	Eastside - Madera Regional Head Start	4/7/2021	80	310.06 Rejection of Probationary Employee

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-01	2. Issuance Date: 04/14/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2021	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities

INFORMATION:

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) [ACF-IM-HS-20-03 Coronavirus Disease 2019 \(COVID-19\) Fiscal Flexibilities](#). It described how OHS would implement each provision in the Administration for Children and Families’ (ACF) IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. IM-ACF-OA-2020-01 has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, [M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance](#). It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. The following is an updated list of current flexibilities and information on how OHS is implementing each provision. This IM supersedes ACF-IM-HS-20-03.

Flexibility with System for Award Management (SAM) registration/recertification. [45 CFR §75.205](#); [2 CFR §200.206](#)

OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2021, subject to adjustment at the discretion of OHS.

No-cost extensions on expiring awards. [45 CFR §75.308](#); [2 CFR §200.308](#)

Head Start grantees may request no-cost extensions on expiring awards if the requests do not exceed 11 months from the project period end date, inclusive of any previous extensions. Grantees should submit no-cost extension requests to their regional grants management officer as soon as possible to allow time for processing and issuance of a revised Notice of Award.

Approvals of no-cost extensions will also be considered for expiring awards when additional time is necessary to transition program services and assets, including real property, to a replacement grantee designated as a successor to some or all of a grantee's service area resulting from Designation Renewal System (DRS) competition, OHS defunding, or grantee relinquishment of an award.

Allowability of costs not normally chargeable to awards. [45 CFR §75.403](#), [45 CFR §75.404](#), [45 CFR §75.405](#), [45 CFR Part 75 Subpart E – Cost Principles](#); [2 CFR §200.403](#), [2 CFR §200.404](#), [2 CFR §200.405](#), [2 CFR Part 200 Subpart E – Cost Principles](#)

OHS recognizes delivery of Head Start and Early Head Start services, including family supports, during the COVID-19 pandemic is both challenging and complex, especially when many families are isolated and may have experienced job loss, eviction, and food insecurity. OHS understands costs that are necessary and reasonable for the performance of Head Start awards during this unprecedented time may be very different from allowable costs during normal operations. Conditions in local communities may also vary within a state and from state to state. Grantees are expected to exercise prudent judgment, knowledge of service populations, and community data to determine what expenses are necessary and reasonable to maintain comprehensive services and, as soon as feasible, to return to in-person, comprehensive services through reopening centers. Grantees should document the rationale that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.

Abbreviated non-competitive continuation requests. [45 CFR §75.309](#); [2 CFR §200.309](#)

OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2021. A grantee applying for a non-competitive continuation award during the noted period must complete the budget and schedule tables in the Head Start Enterprise System (HSES) and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. Guidance around non-federal match waiver requests, governing body, and Policy Council approvals is covered in the **Waivers and other flexibilities** section of this IM. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.

Prior approval waiver requirements. [45 CFR §75.407](#); [2 CFR §200.407](#)

Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. All costs charged to federal awards must be consistent with federal cost policy guidelines and the terms of the award, except where specified in this IM. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements.

- a. *Prior approval for the purchase of equipment* ([45 CFR §75.308\(c\)\(1\)\(xi\)](#)). Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000

without prior ACF approval. This waiver applies to purchases made between January 1, 2021, and December 31, 2021.

- b. *Budget modifications* ([45 CFR §75.308\(e\)](#)). To allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to reopen closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million between January 1, 2021, and December 31, 2021.
- c. *Procurement by noncompetitive proposals* ([45 CFR §75.329\(f\)\(2\)](#)). OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole-source purchasing between January 1, 2021, and December 31, 2021, to obtain goods and services needed for COVID-19 response and recovery.

Exemption of certain procurement requirements. [45 CFR §75.328](#); [2 CFR §200.319\(b\)](#)

As appropriate, OHS will waive the procurement requirements related to geographical preferences. Grantees must maintain appropriate records and documentation to support any charges against a federal award.

Extension of financial and other reporting. [45 CFR §75.328](#), [45 CFR §75.342](#), [45 CFR §75.342\(d\)\(1\)](#); [2 CFR §200.328](#), [2 CFR §200.329](#), [2 CFR §200.329\(e\)\(1\)](#)

OHS grantees may request to delay submission of financial, performance, and other reports up to three months beyond the normal due date. Grantees may continue to draw down federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the extension period. In addition, grantees must continue to submit open/closed center status reports and enrollment information without postponement.

Extension of closeout. [45 CFR §75.381](#); [2 CFR §200.344](#)

OHS grantees with project periods ending between April 1 and December 31, 2021, may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its regional grants management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.

OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

Extension of single audit submission.

According to the [2020 Compliance Supplement Addendum](#), federal awarding agencies must allow recipients and sub-recipients who received COVID-19 funding with original due dates from October 1, 2020, through June 30, 2021, an extension of their single audit submissions up to three months beyond the normal due date. The extension of single audit submission information applies as stated to Head Start grantees.

Flexibility related to Physical Inventories. [45 CFR §75.320\(d\)\(2\)](#); [2 CFR §200.313\(d\)\(2\)](#)

OHS grantees may request a delay of up to 12 months for the performance of a biennial physical inventory of equipment purchased under its federal award, slated to be completed between January 1, 2021, and December 31, 2021.

OHS will not entertain requests for extension of the completion of physical inventory or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

Waivers and other flexibilities. [45 CFR §1303.4](#); [45 CFR §1303.5](#)

OHS will continue to ease administrative requirements for waiver requests and governing body approvals. The following provisions are applicable:

- a. Governing body approvals – At a minimum, a statement must be submitted confirming that governing body and Policy Council members available for contact have given their approval of continuation and post-award amendment applications.
- b. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined the widespread impact of the coronavirus adversely impacts Head Start grantees. Until further guidance is issued, OHS will continue to approve requests for waivers of non-federal match in applications, including, but not limited to, continuation, COVID-19, and cost-of-living adjustment applications. To request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A. No separate waiver request is required. The issuance of a Notice of Award constitutes approval of the requested waiver. If a waiver of match is needed on a previously issued grant award, grantees must go through the formal waiver process.
- c. If at any time within a given project period, a grantee estimates development and administration costs will exceed 15% of total approved costs, the grantee may submit a waiver request of the requirement. Requests must be submitted via budget revision in the corresponding budget period, explain why costs exceed the limit, and describe what the grantee will do to reduce its development and administrative costs to comply with the 15% limit after the waiver period.

Unless a finite expiration date is noted, these fiscal flexibilities are applicable throughout the duration of the [public health emergency declaration](#).

Thank you for your work on behalf of children and families.

/Dr. Bernadine Futrell/

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