



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

Agenda

**Thursday, November 10, 2022
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Supporting documents relating to the items on this agenda that are not listed as "Closed Session" are available for inspection during the normal business hours at Community Action Partnership of Madera County, 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

Head Start Performance Standards –

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

Presented by: Amelia Ortiz, ERSEA Content Specialist

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 – October 13, 2022.

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – October 11, 2022.

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – October 12, 2022.

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – October 6, 2022.

D-5 Review and consider accepting the Bank of America Credit Card Statements:

- October 2022

D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- August 2022
- September 2022

D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – September 2022
- In-Kind Report – September 2022
- CACFP Program Report – September 2022

D-8 Review and consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – September 2022
- In-Kind Report – September 2022

D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – September 2022
- In-Kind Report – September 2022
- CACFP Program Report – September 2022
- Program Information Report (PIR) – September 2022

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – September 2022
 - In-Kind Report – September 2022
 - CACFP Program Report – September 2022
- D-11 Review and consider accepting Fresno Migrant/Seasonal Head Start's 2021-2022 Program Information Report (PIR).
- D-12 Review and consider accepting the Madera Migrant/Seasonal Migrant & Seasonal Head Start's 2021-2022 Program Information Report (PIR).
- D-13 Review and consider accepting the Madera/Mariposa Regional Head Start and Early Head Start 's 2021-2022 Program Information Report (PIR).
- D-14 Review and consider approving the California State Preschool 2022-2023 Program Philosophy, Goals and Parent Handbook.
- D-15 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.
- D-16 Review the C-22-026 Community Services Block Grant Monitoring Review outcomes.
- D-17 Review the Madera County Child Advocacy Center Report for October 2022. (Informational Only)
- D-18 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2022. (Informational Only)
- D-19 Review the Community Services Program Report for October 2022. (Informational Only)
- D-20 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for October 2022. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the carry-over funds from the 2020 – 2021 Regional Head Start Basic Grant to the 2022 – 2023 Grant year beginning June 1, 2022.
- E-2 Review and approve the submission of the 2021 – 2023 Coronavirus Response and Relief Supplemental Appropriation (CRRSA) and American Rescue Plan (ARP) budget revisions.
- E-3 Review and consider ratifying the submission of the 2023 – 2024 Housing and Urban Development renewal contract for the Shunammite Place.
- E-4 Review and consider ratifying the submission of the Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness Competition application.
- E-5 Review and consider ratifying the submission of Housing and Urban Development Homeless Coordinate Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center.

- E-6 Review and consider ratifying the submission of the 2023 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan.
- E-7 Review and consider ratifying the submission of the 2023 Community Services Block Grant (CSBG) Application.
- E-8 Review and consider ratifying the request made to the Community Corrections Partnership Executive Committee for the replacement of the recording and observation system utilized by the Madera County Child Forensic Interview Team (CFIT) at the Child Advocacy Center.
- E-9 Review and consider accepting the 403(b) audit report for the year ended December 31, 2021.

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 – October 2022
- F-4 Financial Statements – October 2022
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – October 2022
- F-7 CAPMC Board of Directors Attendance Report – October 2022
- F-8 Staffing Changes Report for October 1 – October 31, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Child's Advocacy Center (KC) Intent to Fund Letter dated October 28, 2022 from the California Office of Emergency Services (CalOES).

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 November 10, 2022, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on November 7, 2022.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director



ELIGIBILITY



Administration for Children and Families
U.S. Department of Health and Human Service

Performance Standards



- Provide a roadmap for programs on how to determine eligibility;
- Describes documents program may accept to prove eligibility;
and,
- Requires programs to retain records and to train staff.

Process overview



INTERVIEW OPTION

- If the in-person interview is not possible, staff may interview the family over the telephone.

ELIGIBILITY DETERMINATION RECORDS



- Staff must create an eligibility determination record for each participant.



What must an eligibility determination record include?

- Copies of documents used to verify eligibility
 - ✓ Age
 - ✓ Income
 - ✓ Proof of migranacy (MHS only)
- Statement that program staff has made reasonable efforts to verify information
 - ✓ Third party verification

Verifying Foster



A family can present one of these to prove eligibility:

- Court order;
- Other legal document or government issued document;

Verifying Homeless



To verify homelessness, a family may declare that it is homeless, if staff, in a written statement :

- Describes efforts made to verify the child is homeless; **and,**
- Describes the child's living situation and the specific condition under the homeless definition.



Attendance



Promoting Regular Attendance

- A program must implement a process to ensure children are safe when they do not arrive at school.
- If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.
- A program is to use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

Training



Training modules must:

- Include methods on how to collect information;
- Incorporate strategies; **and**,
- Explain program policies and procedures.

Management and staff

- **Within 90 days** of hiring new staff

Governing body and policy council

- **Within 180 days** of the beginning of the term of a new governing body or policy council.

Policies and procedures



A program must establish policies and procedures that include actions taken against staff who intentionally enroll ineligible families.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
October 13, 2022
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Sheriff Pogue

Members Present

Sheriff Tyson Pogue, Chair
Supervisor Leticia Gonzalez
Donald Holley
Steve Montes
Debi Bray
Richard Gutierrez
Martha Garcia
David Hernandez,
Secretary/Treasurer
Diana Palmer
Trinince Lee, HS PC
Representative

Members Absent

Aurora Flores
Molly Hernandez
Deborah Martinez
Vicki Bandy
Eric LiCalsi, Vice-Chair

Personnel Present

Mattie Mendez
Daniel Seeto
Irene Yang
Nancy Contreras-Bautista
Maritza Gomez-Zaragoza
Amelia Ortiz
Jennifer Coronado

Public – Other Present

None

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 E).

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE – Pull Item E-12. Item E-13 to replace E-12.

Moved by Debi Bray, Seconded by Leticia Gonzalez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

Head Start Performance Standards –

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

Presented by: Amelia Ortiz, ERSEA Content Specialist

Training Postponed to November 10, 2022.

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 – August 11, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – August 9, 2022 & September 6, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – August 10, 2022.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 1, 2022.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
 - August 2022
 - September 2022
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - July 2022 *To be distributed at the Board of Directors meeting.*
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – July & August 2022

- In-Kind Report – July & August 2022
- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
 - Program Information Report (PIR) – August 2022
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
- D-11 Review and consider approving the 2022-2023 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2022-2023 the Community Assessment Executive Summary Update.
- D-13 Review and consider approving the 2022-2023 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.
- D-14 Review and consider approving the results of the 2021-2022 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- D-15 Review and consider approving the 2022-2023 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-16 Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- D-17 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-18 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-19 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-20 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-21 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.

- D-22 Review and approve the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts 21B-5019, 22B-4019, and 21V-5568.
- D-23 Review and consider approving the Facilities Supervisor job description.
- D-24 Consider the reclassification of the current Maintenance Worker II staff member to the Facilities Supervisor.
- D-25 Review and consider approving the job descriptions and salary ranges for Maintenance Worker I and Maintenance Worker II.
- D-26 Review and consider approving the Data Entry Technician job description and reclassification of three current Madera Head Start Data Entry Technicians to Data Technicians.
- D-27 Review and consider ratifying the submission of the California Office of Emergency Services (Cal OES) grant application, to support the Unserved/Underserved Victim Advocacy and Outreach (UV) Program and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.
- D-28 Review the Madera County Child Advocacy Center Report for August & September 2022. (Informational Only)
- D-29 Review the Child Care Alternative Payment and Resource & Referral Program Report for August & September 2022. (Informational Only)
- D-30 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2022. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

E. DISCUSSION / ACTION ITEMS

E-1 Consider authorizing the Executive Director to sign and submit the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP).

Mattie Mendez, Executive Director, presented regarding submission of the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP). SLIHEAP funding will be used for utility assistance or wood/propane/oil assistance. First priority will be given for services of those households with the vulnerable populations of young children (ages five years and younger), disabled, and elderly persons (ages 60 years and older) in accordance with the current Agency Local Plan.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by David Hernandez

Vote: Carried Unanimously

E-2 Review and consider approving the submission of the 2023-2024 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2023-2024 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Trinice Lee

Vote: Carried Unanimously

E-3 Review and consider approving the request for a locally design service option per Head Start Performance Standards.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the request for a locally design service option per Head Start Performance Standards. With the increase of other preschool options for children who are 4 years old, CAPMC-Head Start is identifying a larger number of children who are 3 years old seeking Head Start services.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Leticia Gonzalez

Vote: Carried Unanimously

E-4 Review and consider ratifying the CACFP 2022-23 Renewal Agreement to continue participation in the CACFP program.

Daniel Seeto, Chief Financial Officer, presented regarding the CACFP 2022-23 Renewal Agreement to continue participation in the CACFP program. Participation in the CACFP includes reimbursement for all allowable meals served to enrolled children.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Trinice Lee

Vote: Carried Unanimously

E-5 Review and consider ratifying the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application.

Mattie Mendez, Executive Director, presented regarding the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application. The Madera County CAC submitted a proposal for the Child Advocacy Center Program (KC) Grant through the California Office of Emergency Services on August 26th. Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-6 Review and consider ratifying the submission of the Children’s Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023.

Mattie Mendez, Executive Director, presented the submission of the Children’s Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023. The Madera County CAC submitted a proposal for the Children’s Advocacy Centers (NSP) Request for Proposal Application on September 30th. Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse by contracting with a SANE to conduct exams, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families. Funding is also intended to cover up to the allowable hourly or daily rate for the professional development of current and new forensic interviews.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-7 Review and consider approving the health insurance plan options effective January 1, 2023 and the employer contribution thresholds.

Irene Yang, Human Resources Director, presented regarding the health insurance plan options effective January 1, 2023 and the employer contribution thresholds. Besides the three Kaiser medical plans: HMO15, HMO20A, and HMO20B, the Agency plans to introduce a new Kaiser DHMO13858 plan. This plan offers lower premiums to cover for dependents. Healthiest You remains as the stand-alone telemedicine plan for employees to elect. Self-funded dental plan is with Ameritas and vision plan is with EyeMed. Life insurance and Employee Assistance Program (EAP) will be with Unum. The Agency offers medical / dental / vision / life insurance plans for employees with the options of spousal and children coverage.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Debi Bray

Vote: Carried Unanimously

E-8 Review and consider approving the updated employee compensation schedules and salary schedule.

Daniel Seeto, Chief Financial Officer, presented regarding the updated employee compensation schedules and salary schedule. The updated compensation and salary schedules for all programs reflect a 3% cost of living adjustment (COLA) increase retroactively effective for the 2022/2023 program years. The compensation schedules are being updated to reflect the permanent COLA increase for Head Start staff (both union and non-union) and all other agency staff.

Motion: APPROVE AS PRESENTED

Moved by Trinice Lee, Seconded by David Hernandez

Vote: Carried Unanimously

E-9 Review and consider approving the updated agency Bylaws.

Mattie Mendez, Executive Director, presented regarding the updated agency Bylaws.

Motion: APPROVE AS PRESENTED

Moved by Trinice Lee, Seconded by David Hernandez

Vote: Carried Unanimously

E-10 Consider appointing Trinice Lee to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

Mattie Mendez, Executive Director, presented regarding appointing Trinice Lee to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-11 Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors for the 2022 – 2024 term.

Mattie Mendez, Executive Director, presented regarding the nominations made by the Nominating Committee for the Board of Directors for the 2022 – 2024 term. The Nominating Committee met on October 5, 2022 and prepared a slate of nominations. The Chairperson, Vice Chairperson and Secretary/Treasurer will serve until 2024. Each officer serves a two-year term.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

E-12 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer. *Item to be distributed at the Board of Directors Meeting.*

Item Pulled – Not Presented

No Action Taken

E-12 Review and consider approving the discretionary employer contribution. *Item to be distributed at the Board of Directors Meeting.*

Daniel Seeto, Chief Financial Officer, presented regarding the discretionary employer contribution. The \$608,688 reflects the calculation of the 5% discretionary employer contribution for the period of January 1, 2021 through December 31, 2021. The employer contribution will be deposited with VOYA Life and Annuity Company, our plan custodian, by October 17, 2022.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Trinice Lee

Vote: Carried Unanimously

Board Members Tyson Pogue and Debi Bray left the meeting. David Hernandez resumed the meeting as Chairperson.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – September 23, 2022
- F-3 Executive Director Monthly Report – (August & September 2022)
- F-4 Financial Statements (August & September 2022)
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (August & September 2022)
- F-7 CAPMC Board of Directors Attendance Report – (August & September 2022)
- F-8 Staffing Changes Report for August 2, 2022 – September 30, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from Victim Services regarding Domestic Violence Awareness Day

H-2 Correspondence dated August 29, 2022 from the Office of Head Start regarding Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP).

H-3 Correspondence dated August 27, 2022 from the Office of Head Start regarding the reporting of child health and safety incidents

I. ADJOURN

Vice-Chair David Hernandez adjourned the Board of Directors meeting at 6:30 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, October 11, 2022

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:36 p.m. by Margarita Cruz Santiago.

Committee Members Present

Margarita Cruz Santiago
Noemi Hernandez
Angelica Ramirez Juarez
Crystal Navarro
Delldi Fuentes
Ramon Garcia
Yadira Alvarado

Committee Members Absent

Macrina Lopez
Fabiola Rendon

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Maru Sanchez, Deputy Director of Direct Services

A. Public Comment

Training

Parent Curriculum – Ready Roise: Ms. Sanchez went over Ready Rosie. She went over information regarding the curriculum and everything it offers. The advocates are the ones who are implementing the curriculum.

B. Adoption of the Agenda

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

C. Adjourn to Closed Session - None

D. Approval of Minutes

E-1 – Margarita Cruz Santiago requested a motion to approve the minutes of the meeting on September 6, 2022. Motion made by Delldi Fuentes, seconded motion by Ramon Garcia to approve the minutes of the meeting. The motion was approved unanimously.

E. Discussion / Action Items –

F-1 Review and consider approving the results of the 2021-2022 Madera Migrant/Seasonal Head Start Program Monitoring Review – Ms. Gomez-Zaragoza reviewed the strengths, highlights, and areas of concern.

Margarita Cruz Santiago requested a motion to approve the results of the 2021-2022 Madera Migrant/Seasonal Head Start Program Monitoring Review. Crystal Navarro made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

F-2 Review and consider approving the submission of the 2023-2024 Madera Migrant/Seasonal Head Start Funding Grant Budget to serve Madera County Migrant/Seasonal Children and Families – Ms. Gomez-Zaragoza reviewed the basic and T/TA funds for the funding year 2023-2024.

Margarita Cruz Santiago requested a motion to approve the 2022-2023 Madera Migrant Head Start program process for conducting the self-assessment. Delldi Fuentes made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

F. Administrative Reports

G-1 Staff Changes (September 2022) – Ms. Aguirre reviewed the staffing changes for the month of September.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (September 2022) –Ms. Aguirre went over the bank statement. No questions asked.

G-3 Budget Report (August 2022) – Ms. Aguirre reviewed the budget for August.

G-4 In-kind Report (August 2022) – Ms. Aguirre reviewed the In-kind percentage, which is at 45.93%.

G-5 Report of enrollment in the program and attendance report (August 2022) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (August 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of August was \$24,402.48 for 9,181 meals. There were no questions.

G-7 PIR Program Information Monthly Report (August 2022) – This report provides information and data about the program. This information is presented to the Head Start Office to show that there is a need for the Head Start program in our community.

G. Policy Committee Members Reports

H-1 Center Reports – **Delldi (SV)** mentioned that CalFresh is offering nutrition classes.

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

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

H. Correspondence

I-1 Information Memorandum from the Office of Head Start regarding *Strategies to Stabilize the Head Start Grant Recipients; Effective 09/12/2022*

I-2 Information Memorandum from the office of Head Start regarding *Reporting Child Health and Safety Incidents; Effective 09/27/2022*

I. Future Agenda Items

J-1 Program Information Report (PIR) 2021-2022

J-2 Budget Revision (If Applicable)

J. Adjournment

Margarita Cruz Santiago requested a motion to adjourn the session. Motion made by Angelica Ramirez to adjourn the meeting at 6:45 p.m., in the afternoon, seconded by Ramon Garcia. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Council Meeting
Wednesday, October 12, 2022

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:33 p.m. by Nadya Luvian.

Committee Members Present

Marianayelly Angeles
Nadya Luvian
Irma Alvarez Solorzano
Ivette Oregon
Anabel Torres
Aurora Flores

Committee Members Absent

Angelica Garcia
Erika Zurita

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Maru Sanchez, Deputy Director of Services

Others

None

A. Public Comment

Ninguno

B. Training

Parent curriculum – Ready Rosie Ms. Sanchez went over Ready Rosie. She played a video regarding the introduction of the curriculum and everything it offers. The advocates are the ones who are implementing the curriculum.

C. Adoption of the Agenda

Nadya Luvian asked for a motion to approve the agenda as presented. Motion made by Ivette Oregon, seconded motion by Maria Nayelly Angeles to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Nadya Luvian requested a motion to approve the minutes of the meeting on August 10, 2022. Motion made by Ivette Oregon, seconded motion by Anabel Torres to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results – Ms. Gomez-Zaragoza went over the highlights, recommendations with the plan of action, and the findings. Nadya Luvian requested a motion to approve the 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results. Ivette Oregon made the first motion, seconded by Maria Nalley Angeles. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (August-September 2022) – Ms. Aguirre reviewed the staffing changes for the months of August and September.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (August & September 2022) – Ms. Aguirre reviewed the charges for both months. There were no questions about the charges.

G-3 Budget Report (July & August 2022) – Ms. Aguirre reviewed the budget for June.

G-4 In-kind Report (July & August 2022) – Ms. Aguirre reviewed the In-kind percentage, which is at 96.84%.

G-5 Report of enrollment in the program and attendance report (July & August 2022) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

G-6 CACFP Monthly Report (July & August 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of July was \$17,581.09 for 6,961 meals. For the month of August was \$23,278.26 for 9,234 meals. There were no questions.

H. Policy Committee Members Reports

H-1 Center Reports – **Nadya** (Mendota) – Having a class in nutrition. The class is going well and being instructed by CalFresh.

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

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

I. Correspondence

I-1 Information Memorandum from the Office of Head Start regarding Office of Head Start *Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021*; Issuance Date: 08/29/2022.

I-2 Information Memorandum from the Office of Head Start regarding Office of Head Start *Strategies to Stabilize the Head Start Workforce*; Issuance Date: 09/12/2022.

J. Future Agenda Items

J-1 Review and Accept Basic 2021-2022 Program Information Report

J-2 Training - CLASS

K. Adjournment

Nadya Luvian requested a motion to adjourn the session. Motion made by Maria Anayelly Angeles to adjourn the meeting at 6:24 p.m., in the afternoon, seconded by Ivette Oregon. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, October 6, 2022
MINUTES

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

Committee Members Present

Connie Hernandez
Lizette Urbina
Ana Rodriguez
Alma Hernandez
Tania Martinez
Alvaro Rodriguez
April Hopkins
Patricia Trevino
Trinice Lee
Karen Castillo
Martha Garcia
Erika Iniquez

Committee Members Absent

Jeff Blalock

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Maru Gasca Sanchez, Deputy Director of Direct Services
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Angela Martinez, Area Manager

ROLL CALL

- A. **PUBLIC COMMENT** – None.
- B. **TRAINING** – Child Outcomes – Ms. Martinez went over DRDP and the information. She went over the results and the different areas.
- C. **ADOPTION OF THE AGENDA**
C-2 Trinice Lee asked for the motion to approve the agenda as presented. Motion made by Martha Garcia, seconded by Alma Hernandez 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 – September 1, 2022. Motion made by Martha Garcia, seconded motion by Alma Hernandez. Motion carried unanimously.
- F. **DISCUSSION / ACTION ITEMS**
F-1 First reading of the 2022-2023 By-laws for the Madera/Mariposa Regional & Early Head Start Policy Council – Ms. Aguirre went over the 2022-2023 By-Laws.

She asked PC parents to review them and if they have any suggestions/corrections to present them at the next meeting.

F-2 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Start Policy Council – Ms. Gomez-Zaragoza explained how the Impasse Procedure would be used if the Board of Directors and the Policy Committee cannot agree. If both parties cannot agree, they would have to negotiate until there is a compromise.

Trinice Lee requested a motion to approve the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council. Martha Garcia made the first motion, seconded by April Hopkins. Motion carried unanimously.

F-3 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Migrant Mariposa Regional and Early Head Start Program – Ms. Gomez-Zaragoza explained the procedure is in place to help when children have behavior issues. The Office of Head Start has a requirement that programs cannot drop a child due to behavior issues. In addition, the program offers a behavioral specialist to work/observe the child if the parent is willing.

Trinice Lee requested a motion to approve the Suspension and Expulsion procedure for the Madera/Mariposa Regional and Early Head Start Program. Erika Iniguez made the first motion, seconded by Martha Garcia. Motion carried unanimously.

F-4 Review and consider approving the request for a locally design service option per Head Start Standards – Ms. Gomez-Zaragoza explained how there is a larger number of 3 year olds who are interested in Head Start. Submitting this change will increase slots at the centers for 3 year olds and keep our program in compliance.

Trinice Lee requested a motion to approve the request for a locally design service option per Head Start Standards. Martha Garcia made the first motion, seconded by Patricia Trevino. The motion carried unanimously.

F-5 Nominate and Elect interested Policy members to serve on as officers; as per By-Laws, Article 10, Section 1 and Article 11, Section 1 - Ms. Aguirre mentioned the Vice Chair is vacant due to the parent leaving the program. Ms. Aguirre asked if anyone would like to nominate himself or herself for the position. Patricia Trevino nominated herself for Vice Chair.

Trinice Lee requested a motion to Patricia Trevino for Vice Chair. Martha Garcia made the first motion, seconded by Alma Hernandez. The motion carried unanimously.

F-6 Review and consider approving interested member to represent the Madera Community in the Madera/Mariposa Regional and Early Head Start Policy Council – Ms. Gomez-Zaragoza went over the planning process/procedure and calendar for the 2022-2023 program year. Trinice Lee requested a motion to approve the 2022-2023 Madera/Mariposa Regional and Early Head Start planning process/procedure and calendar. Alma Hernandez made the first motion, seconded by Trinice Lee. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (August 2022) – Ms. Aguirre went over the staffing changes for August.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (September 2022) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (August 2022) – Ms. Aguirre reviewed the current budget.

G-4 In-Kind Report (August 2022) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (August 2022) – Ms. Aguirre went over the enrollment and attendance report.

G-6 CACFP Monthly Report (August 2022) – Ms. Aguirre reviewed CACFP and noted the reimbursement for May and July.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – Trinice (VW) – asked parents if they know of anyone that would like to enroll their children in Valley West there is vacancies.

H-2- BOD report – All items presented today will be presented at the next board meeting.

I. CORRESPONDENCE

I-1 Information Memorandum from the office of Head Start regarding Office of Head Start *Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021*; Issuance Date: 08/29/2022

I-2 Information Memorandum from the office of Head Start regarding Office of Head Start *Strategies to Stabilize the Head Start Workforce*; Issuance Date: 09/12/2022

J. FUTURE AGENDA ITEMS

J-1 Approval of the 22-23 Bylaws

J-2 2021-2023 Program Information Report

J-3 Self-Assessment Process

J-4 2022-2023 CSPP Parent Handbook

K. ADJOURNMENT

Trinice Lee asked for a motion to adjourn the meeting at 6:56 p.m. Motion made by Patricia Trevino, seconded by Martha Garcia. Motion carried unanimously.

Bank of America Business Card
Credit Card Charges

October 2022 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
09/03/2022	CURB SVC QUEENS	No	Transportation for Mattie Mendez 2022 National Community Action Convention, NY	\$42.36	200.0-6714-2.0-000-90	Yes
09/03/2022	CITY OF FRESNO AIRPOT FRESNO	No	Airport Parking for Mattie Mendez 2022 National Community Action Convention, NY	\$98.00	200.0-6714-2.0-000-00	Yes
09/09/2022	MAILCHIMP	No	Newsletter Software (IT)	\$59.00	200.0-6130-2.0-000-90	Yes
09/23/2022	DD DOORDASH OISHIEXP	No	Personnel Committee Meeting	\$103.37	200.0-6121-2.0-000-90	Yes
09/27/2022	AMAZON	No	Program Supplies – Pens and Certificate Frames	\$84.82	200.0-6130-2.0-000-90	Yes
09/27/2022	AMAZON	No	Bench and Program Supplies – Tissues	\$238.20	200.0-6130-2.0-000-90	Yes
09/27/2022	AMAZON	No	PPE Supplies – Face Masks	\$40.34	200.0-6130-2.0-000-90	Yes
			Total	\$666.09		

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

Bank of America Business Card
Credit Card Charges

October 2022 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/10/2022	Flywheel	N/A	Website Hosting Service for Agency Website	\$ 30.00	200.0-6112-2.0-000-90	Yes
9/19/2022	GoDaddy.com	N/A	Domain Broker Service & Exchange Email SSL Certificate	\$ 319.98	200.0-6112-2.0-000-90	Yes
			Total	\$ 349.98		

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

October 2022 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/10/2022	Biometrics4all, Inc.	No	Livescan relay fee	0.75 0.75 3.75	200.0-6852-2.0-000-90 272.0-6852-2.7-000-00 311.0-6852-3.1-000-00	Yes
9/28/2022	Walmart	No	Wellness event items	5.25	See allocation sheet	Yes
9/30/2022	Amazon	24254	Safety Store items	912.66	See allocation sheet; combine with 10/3 purchases	Yes
10/1/2022	Indeed	No	September 2022 advertising for job openings	160.00 50.00 50.00 172.00 60.00	272.0-6852-2.7-000-00 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 371.0-6852-3.7-000-00 401.0-6852-4.0-000-00	Yes
10/3/2022	Amazon	24254	Safety Store items	276.74	See allocation sheet; combine with 9/30 purchases	Yes
TOTAL:				1691.90		

MBNA America Business Card
 Credit Card Charges
October / octubre 2022 Statement
Maritza Gomez / Fresno Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/03/2022	24131	Beaconstac Pro	QR code creator program	\$152.88	838.0-6130-3.3-000-00	Yes
09/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$6.56	331.0-6130-3.3-000-00 26%	No
09/21/2022	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
10/01/2022	24185	Yard House	Staff Wellness Day Lunch	\$211.66	838.0-6121-3.3-000-00 26%	Yes
10/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$6.56	331.0-6130-3.3-000-00 26%	No
TOTAL				\$392.65		

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

MBNA America Business Card
 Credit Card Charges
October / octubre 2022 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/03/2022	24131	Beaconstac Pro	QR code creator program	\$258.72	818.0-6130-3.1-000-00 44%	Yes
09/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$11.11	311.0-6130-3.1-000-00 36% (\$9.09) 312.0-6130-3.1-000-00 8% (\$2.02)	No
09/19/2022	NA	Zoom	Video Conferencing system	\$14.99	311.0-6130-3.1-000-00 48% (\$7.20) 321.0-6130-3.2-000-00 52% (\$7.79)	Yes
10/01/2022	24185	Yard House	Office Staff Wellness Day Lunch	\$358.20	818.0-6121-3.1-000-00 44%	Yes
10/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$11.11	311.0-6130-3.1-000-00 36% (\$9.09) 312.0-6130-3.1-000-00 8% (\$2.02)	No
TOTAL				\$1,591.71		

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

MBNA America Business Card
 Credit Card Charges
October / octobre 2022 Statement
Maritza Gomez / Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/03/2022	24131	Beaconstac Pro	QR code creator program	\$176.40	827.0-6130-3.2-000-00	Yes
09/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$7.57	321.0-6130-3.2-000-00 30%	No
09/06/2022	NA	Deli Delicious	MHS PC Meal	\$57.40	321.0-7116-3.2-000-00	Yes
09/08/2022	NA	Office Depot	Office Supplies	\$39.20	321.0-6110-3.2-000-00	Yes
09/19/2022	NA	Zoom	Video Conferencing system	\$7.79	321.0-6130-3.2-000-00 52%	Yes
10/01/2022	24185	Yard House	Staff Wellness Day Lunch	\$244.22	827.0-6121-3.2-000-00 30%	Yes
10/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$7.57	321.0-6130-3.2-000-00 30%	No
TOTAL				\$540.15		

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

Platinum Plus Business Card
Credit Card Charges

October Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
09/28/22		Madera Auto Center	Glass replacement for #169	\$683.75	501.0-6640-5.0-000-00	Yes
				Total	\$683.75	

American Express
Credit Card Charges
AUGUST 2022 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	34587.10	Yes
Comcast	Net service	1076.25	Yes
Community Playthings	Supplies for centers	7128.87	Yes
Discount School Supply	Supplies for centers	0.00	Yes
DS Water	Water/rental	1965.14	Yes
Ecolab	Dishwasher rental/repairs	225.34	Yes
Fedex	Postage	181.32	Yes
HD Pro / Supply Works	Supplies for office/centers	8312.09	Yes
Lakeshore	Supplies for centers	1990.13	Yes
Matson Alarm/Mountain	Alarm service	569.50	Yes
Smart Care	Kitchen equipment repairs	596.33	Yes
Verizon	Wireless devices	4829.91	Yes
Office Depot	Supplies for office/center	8330.50	Yes
	TOTAL	69792.48	08/30/22 JLC

American Express
Credit Card Charges
SEPTEMBER 2022 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	28894.49	Yes
Comcast	Net service	1076.25	Yes
Community Playthings	Supplies for centers	0.00	
Discount School Supply	Supplies for centers	0.00	
DS Water	Water/rental	3419.24	Yes
Ecolab	Dishwasher rental/repairs	225.34	Yes
Fedex	Postage	249.54	Yes
HD Pro / Supply Works	Supplies for office/centers	0.00	
Lakeshore	Supplies for centers	3181.28	Yes
Matson Alarm/Mountain	Alarm service	569.50	Yes
Smart Care	Kitchen equipment repairs	673.38	Yes
Verizon	Wireless devices	7966.82	Yes
Office Depot	Supplies for office/center	16491.95	Yes
	TOTAL	62747.79	09/29/22 LA

Card Member

Service

Credit Card Charges

COSTCO

AUG 2022 Statement

Card Holder	Description	Amount	Card Amount
Maritza Gomez-Zaragoza	Items for dept	285.13	285.13
Jennifer Coronado	Items for dept	61.70 24.88 2179.74	2266.32
			0.00
		Total	2551.45

JDC

U/CARD MEMBER BOD

Card Member

Service

COSTCO Credit Card Charges

SEP 2022 Statement

Card Holder	Description	Amount	Card Amount
Irene Yang	Items for dept	1770.90	1770.90
Jennifer Coronado	Items for dept	1527.66 416.83	1944.49
		Total	0.00 3715.39

JDC

U/CARD MEMBER BOD



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2022 – May 2023

Reporting Month
September 2022

Total Funded Enrollment <p style="font-size: 1.2em;">246</p>	Current Enrollment: <p style="font-size: 1.2em;">178</p> <p>-----</p> Cumulative Enrollment <p style="font-size: 1.2em;">196</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chowchilla 0</td> <td style="width: 50%;">Ruth Gonzales 3</td> </tr> <tr> <td>Cottowood 4</td> <td>Valley West 9</td> </tr> <tr> <td>Eastside 0</td> <td>Verdell 3</td> </tr> <tr> <td>Fairmead 2</td> <td></td> </tr> <tr> <td>Mariposa 8</td> <td></td> </tr> <tr> <td>North Fork 5</td> <td></td> </tr> </table>	Chowchilla 0	Ruth Gonzales 3	Cottowood 4	Valley West 9	Eastside 0	Verdell 3	Fairmead 2		Mariposa 8		North Fork 5	
Chowchilla 0	Ruth Gonzales 3													
Cottowood 4	Valley West 9													
Eastside 0	Verdell 3													
Fairmead 2														
Mariposa 8														
North Fork 5														
No. of Children on Waiting List Income Eligible: <p style="text-align: center;">28</p> No. of Children on Waiting List Over Income : 13	No. of Children with Disabilities: <p style="text-align: center;">17</p> <p style="font-size: 0.8em;">Must be at least 10% of enrollment (↑26)</p>	No. of Over Income Families: <p style="text-align: center;">19 (100-130%) 14 (O/I)</p> <p style="font-size: 0.8em;">Must be less than 10% of enrollment (↓ 26)</p>												
Average Monthly Attendance: 80.41 %														

Madera Early Head Start

Months of Operation:
June 2022 – May 20223

Reporting Month
September 2022

Total Funded Enrollment <p style="font-size: 1.2em;">42</p>	Current Enrollment: <p style="font-size: 1.2em;">42</p> <p>-----</p> Cumulative Enrollment <p style="font-size: 1.2em;">57</p>	Vacancies: <p style="font-size: 1.2em;">0</p>
No. of Children on Waiting List Income Eligible: 6 No. of Children on Waiting List Over Income : 2	No. of Children with Disabilities: <p style="text-align: center;">5</p> <p style="font-size: 0.8em;">Must be at least 10% of enrollment (↑5)</p>	No. of Over Income Families: <p style="text-align: center;">8 (100-130%) 2 (O/I)</p> <p style="font-size: 0.8em;">Must be less than 10% of enrollment (↓ 4)</p>
Average Home Visits Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

September

Year

2022-2023

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	59,969.00	11,532.41	36,108.79	47,641.20	12,327.80
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	57,516.00	11,532.41	36,108.79	47,641.20	9,874.80
C. Other/Policy Council/Otro/Comité de Póliza	2,453.00	0.00		-	2,453.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	424.00	0.00		-	424.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	318,251.00	59,029.65	19,676.55	78,706.20	239,544.80
Transportation/ Transportación	-	0.00		-	
TOTAL IN-KIND	378,644.00	70,562.06	55,785.34	126,347.40	252,296.60
State Fund 319	\$687,036	0.00		-	687,036.00
Grand Total	1,065,680.00	70,562.06	55,785.34	126,347.40	939,332.60

B. Contracted In-Kind \$ 126,347.40

C. Percent Y-T-D In-Kind 11.86%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
September-2022**

FREE MEALS	0		126	
REDUCED	0		0	
BASE	0		0	
TOTAL	<u>0</u>		<u>126</u>	

PERCENTAGES:

FREE	100.0000%		100.0000%	
REDUCED	0.0000%		0.0000%	
BASE	0.0000%		0.0000%	
TOTAL	<u>100.0000%</u>		<u>100.0000%</u>	

MEAL	#		%		RATE	=	
BREAKFAST:	2,524	X	100.0000%	X	\$2.2100	=	\$5,578.04
	2,524	X	0.0000%	X	\$1.9100	=	\$0.00
	2,524	X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	2,658	X	100.0000%	X	\$4.0300	=	\$10,711.74
	0	X	100.0000%	X	\$4.0300	=	\$0.00
	0	X	0.0000%	X	\$3.6300	=	\$0.00
	0	X	0.0000%	X	\$0.4700	=	\$0.00
SUPPLEMENTS:	136	X	100.0000%	X	\$1.1800	=	\$160.48
	0	X	100.0000%	X	\$1.1800	=	\$0.00
	0	X	0.0000%	X	\$0.6400	=	\$0.00
	0	X	0.0000%	X	\$0.1900	=	\$0.00

	5,318			<u>\$16,450.26</u>
		TOTAL FEDERAL REIMBURSEMENT		\$16,450.26
CASH IN LIEU:		LUNCHES X \$0.3000		<u>\$797.40</u>
TOTAL REIMBURSEMENT				\$17,247.66

	Breakfast	Lunch	Snack	Total
RHS	683	2,658	136	3,477
CSPP	1,841	-	-	1,841
	<u>2,524</u>	<u>2,658</u>	<u>136</u>	<u>5,318</u>

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$12,381.65	\$4,068.61	\$16,450.26
CASH IN LIEU:	<u>\$797.40</u>	<u>\$0.00</u>	<u>\$797.40</u>
	\$13,179.05	\$4,068.61	\$17,247.66



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2022 – May 2023

Reporting Month
September 2022

Total Funded Enrollment <p style="font-size: 1.2em;">246</p>	Current Enrollment: <p style="font-size: 1.2em;">178</p> <p>-----</p> Cumulative Enrollment <p style="font-size: 1.2em;">196</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chowchilla 0</td> <td style="width: 50%;">Ruth Gonzales 3</td> </tr> <tr> <td>Cottowood 4</td> <td>Valley West 9</td> </tr> <tr> <td>Eastside 0</td> <td>Verdell 3</td> </tr> <tr> <td>Fairmead 2</td> <td></td> </tr> <tr> <td>Mariposa 8</td> <td></td> </tr> <tr> <td>North Fork 5</td> <td></td> </tr> </table>	Chowchilla 0	Ruth Gonzales 3	Cottowood 4	Valley West 9	Eastside 0	Verdell 3	Fairmead 2		Mariposa 8		North Fork 5	
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Mariposa 8														
North Fork 5														
No. of Children on Waiting List Income Eligible: <p style="text-align: center;">28</p> No. of Children on Waiting List Over Income : 13	No. of Children with Disabilities: <p style="text-align: center;">17</p> <p style="font-size: 0.8em;">Must be at least 10% of enrollment (↑26)</p>	No. of Over Income Families: <p style="text-align: center;">19 (100-130%) 14 (O/I)</p> <p style="font-size: 0.8em;">Must be less than 10% of enrollment (↓ 26)</p>												
Average Monthly Attendance: 80.41 %														

Madera Early Head Start

Months of Operation:
June 2022 – May 20223

Reporting Month
September 2022

Total Funded Enrollment <p style="font-size: 1.2em;">42</p>	Current Enrollment: <p style="font-size: 1.2em;">42</p> <p>-----</p> Cumulative Enrollment <p style="font-size: 1.2em;">57</p>	Vacancies: <p style="font-size: 1.2em;">0</p>
No. of Children on Waiting List Income Eligible: 6 No. of Children on Waiting List Over Income : 2	No. of Children with Disabilities: <p style="text-align: center;">5</p> <p style="font-size: 0.8em;">Must be at least 10% of enrollment (↑5)</p>	No. of Over Income Families: <p style="text-align: center;">8 (100-130%) 2 (O/I)</p> <p style="font-size: 0.8em;">Must be less than 10% of enrollment (↓ 4)</p>
Average Home Visits Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

September

Year

2022

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	18,903.54	7,066.90	25,970.44	132,133.56
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	158,104.00	18,903.54	7,066.90	25,970.44	132,133.56
C. Other/Policy Council/Otro/Comité de Póliza	-	0.00		-	-
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	1,655.00	0.00		-	1,655.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	159,759.00	18,903.54	7,066.90	25,970.44	133,788.56
	0.00	0.00	-	-	-
Grand Total	159,759.00	18,903.54	7,066.90	25,970.44	133,788.56

B. Contracted In-Kind \$ 25,970.44

C. Percent Y-T-D In-Kind 16.26%



Madera Migrant/Seasonal Head Start

Months of Operation:

March 2022 – February 2023

Reporting Month

September 2022

Total Funded Enrollment 579	Current Enrollment: 175 ----- Cumulative Enrollment: 274	Centers with Vacancies: Eastin Arcola 4 Mis Angelitos 12 Sierra Vista 7 Pomona 10 Los Niño's 5
No. of Children on Waiting List 83	No. of Children with Disabilities: 29 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 14(100-130%) 14 (O/I) Must be less than 10% of enrollment (↓ 58)
Average Monthly Attendance: 89.970%		

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

IN-KIND MONTHLY SUMMARY REPORT 2022-2023 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2023

MIGRANT AND SEASONAL HEAD START 2022-2023 MIGRANTE/TEMPORAL HEAD START 2022-2023
Month-Year SEPTEMBER 2022/ Mes-Año SEPTIEMBRE 2022

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	320,252.00	230,703.28	41,342.56	268,695.03	51,556.97
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	320,252.00	227,352.47	41,342.56	268,695.03	51,556.97
Other/Policy Council/Otro/Comité de Póliza	0.00	3,350.81	0.00	3,350.81	(3,350.81)
State Collaboration/Colaboracion de Estado	933,227.00	341,417.23	0.00	341,417.23	591,809.77
Donated Supplies/Materiales Donados	1,020.00	0.00	0.00	0.00	1,020.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	120,682.00	56,106.00	10,056.83	66,162.83	54,519.17
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,375,181.00	628,226.51	51,399.39	679,625.90	695,555.10

A. Y-T-D In-Kind / In-Kind asta ahora	679,625.90
B. Contracted In-Kind/ In-kind Contratado	1,375,181.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	49.42%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
September-2022

FREE MEALS	173	50	
REDUCED	0	0	
BASE	0	0	
TOTAL	173	50	

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	3,017	X	100.0000%	X	\$2.2100	=	\$6,667.57
		X	0.0000%	X	\$1.9100	=	\$0.00
		X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	1,979 988	X	100.0000%	X	\$4.0300	=	\$7,975.37
		X	100.0000%	X	\$4.0300	=	\$3,981.64
		X	0.0000%	X	\$3.6300	=	\$0.00
		X	0.0000%	X	\$0.4700	=	\$0.00
SUPPLEMENTS:	1,455 686	X	100.0000%	X	\$1.1800	=	\$1,716.90
		X	100.0000%	X	\$1.1800	=	\$809.48
		X	0.0000%	X	\$0.6400	=	\$0.00
		X	0.0000%	X	\$0.1900	=	\$0.00

8,125
TOTAL FEDERAL REIMBURSEMENT \$21,150.96

CASH IN LIEU: LUNCHES X \$0.3000 \$890.10

TOTAL REIMBURSEMENT \$22,041.06

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	988	686	1,674
MMHS-MADERA MIGRANT HEAD START	3,017	1,979	1,455	6,451
	3,017	2,967	2,141	8,125

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$16,359.84	\$4,791.12	\$21,150.96
CASH IN LIEU:	<u>\$593.70</u>	<u>\$296.40</u>	<u>\$890.10</u>
	\$16,953.54	\$5,087.52	\$22,041.06

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

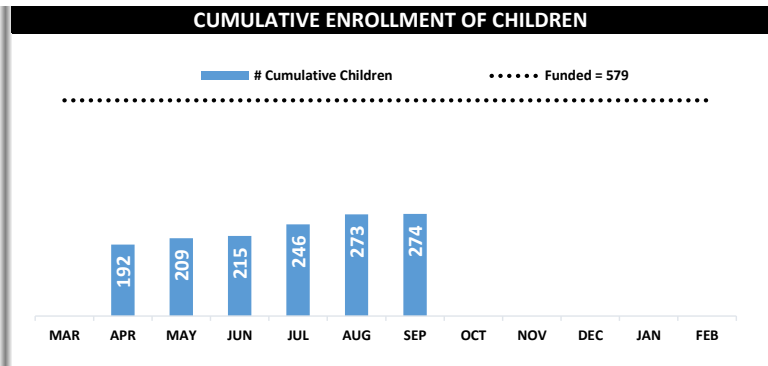
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

September 2022

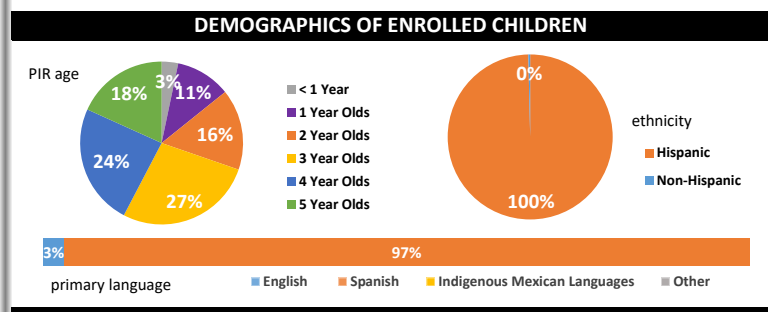
274 cumulative children
 226 cumulative families
 35 teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
	Homeless Children	0%
	Foster Children	0%
35	Receives Public Assistance	13%
205	Income Below Federal Poverty	75%
21	Near Low Income (waiver required)	8%
14	Over Income (maximum 10%)	5%



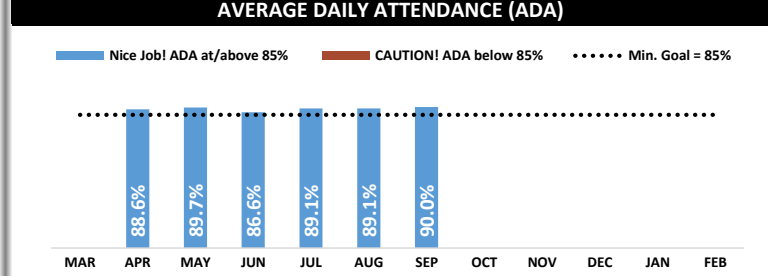
CHILDREN WITH DISABILITIES		
(#)		(%)
30	Disabilities	5%

(% of funded; minimum 10%)



DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
73	New Enrollees (cumulative)	27%
55	Received Screening <45 Days (Of new enrollees)	75%

CHILDREN'S HEALTH		
(#)		(%)
274	Has Health Insurance	100%
228	EPSDT Up-to-Date	83%
16	Chronic Health Condition	6%
14	Received Medical Treatment (Of children with diagnosed chronic health conditions)	88%
274	Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	100%
274	Access to Dental Care	100%
162	Completed Dental Exam	85%
11	Received Dental Treatment (Of children who needed dental treatment other)	85%
125	Healthy BMI (Children under 3 years are excluded)	70%



STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
10	Preschool Teacher: BA+	40%
	Preschool Teacher: AA+	100%
4	Preschool Assistant: CDA+	100%
21	Infant/Toddler Teacher: CDA+	100%

All staff should meet minimum education requirements for their position.

% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **48%**

FAMILY INFORMATION

family education: < High School Grad (64%), High School Grad / GED (26%), Some College / AA (10%), BA Degree + (0%)

participates in food assistance program(s): WIC (95%), SNAP (80%)

received social service(s) to promote family outcomes: 77%

symbol key:

★ = Nice job!

Meets or exceeds Head Start regulations or expectations

⚠ = Caution!

Results lower than expected

✖ = Take Action!

Does not meet Head Start regulations



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:
September 2021 – August 2022

Reporting Month
September 2022

Total Funded Enrollment 469	Current Enrollment: 220 ----- Cumulative Enrollment: 225	Centers with Vacancies: Firebaugh 1 Casa 0 Five Points 3 Inez 4 Mendota 1 Selma 8 Orange Cove 2
No. of Children on Waiting List 29	No. of Children with Disabilities: 17 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 24 (100-130% O/I) 9 (O/I) Must be less than 10% of enrollment (↓ 46)
Average Monthly Attendance: 76.86%		

*HS is required to maintain an AMA of 85%

IN-KIND MONTHLY SUMMARY REPORT

Month

September

Year

2022

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	451,921.00	0.00	54,692.82	54,692.82	(397,228.18)
A. Professional Services	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers	451,921.00	0.00	54,692.82	54,692.82	(397,228.18)
C. Policy Concl/Committee		0.00		0.00	0.00
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	3,687.00	0.00		0.00	(3,687.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - SPACE	0.00	0.00		0.00	0.00
DONATED - RENT	210,665.00	0.00	14,907.75	14,907.75	(195,757.25)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	666,273.00	0.00	69,600.57	69,600.57	(596,672.43)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	666,273.00	0.00	69,600.57	69,600.57	(596,672.43)

A. Y-T-D In-Kind	69,600.57
B. Contracted In-Kind	666,273.00
C. Percent Y-T-D In-Kind	10.45%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO MIGRANT HEAD START FOOD PROGRAM
 INCOME CALCULATIONS
 September-2022**

FREE MEALS	222
REDUCED	-
BASE	-
TOTAL	222

PERCENTAGES:

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

MEAL	#		%		RATE			
BREAKFAST:	3,134	X	100.0000%	X	\$2.2100	=	\$6,926.14	
LUNCH:	3,070	X	100.0000%	X	\$4.0300	=	\$12,372.10	
SUPPLEMENTS:	2,663	X	100.0000%	X	\$1.1800	=	\$3,142.34	
	8,867						\$22,440.58	
	TOTAL FEDERAL REIMBURSEMENT							\$22,440.58
CASH IN LIEU:							\$921.00	
							\$921.00	
TOTAL REIMBURSEMENT							\$23,361.58	



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: November 10, 2022

Author: Maritza Gomez-Zaragoza

DATE: October 19, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant & Seasonal Head Start 2021-2022 Program Information Report

I. RECOMMENDATION:

Review and consider accepting Fresno Migrant/Seasonal Head Start's 2021-2022 Program Information Report (PIR).

II. SUMMARY:

The Office of Head Start Program Information Report (PIR) is an annual report mandated of all Head Start programs in the country. It serves as a source of data to track the programs performance. The Office of Head Start utilizes the PIR indicators to assess strengths of the program as well as its challenges. In turn, it provides technical assistance to those areas needing improvement. Per Head Start Act 642(d)(2)(I), the PIR must be presented annually to the Policy Council and Board of Directors and made available to federal legislators and the public.

III. DISCUSSION:

1. Fresno Migrant & Seasonal Head Start (FMSHS) program served 387 children, The program did not meet the funded enrollment of 469. Highlighted below are some key demographics of the children and families served:

- 99% of enrolled children have health insurance at end of year.
- 92% of children are up-to-date on a schedule of age-appropriate preventive and primary health care.
- 48% of preschool age children have a healthy weight status.
- 73% of preschool enrolled children received preventative dental care.
- 61% of families are two-parent families; 39% are of single-parent families.

2. Attached is the PIR in its entirety for 2021-2022.

- The Fresno Migrant & Seasonal Head Start 2021-2022 Program Information Report will be presented for review to the PC on November 9, 2022.

IV. FINANCING:

None



2021-2022 MIGRANT HEAD START PROGRAM INFORMATION REPORT
 90CM009851-001 Community Action Partnership of Madera County, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	90CM009851
Program Number	001
Program Type	Migrant Head Start
Program Name	Community Action Partnership of Madera County, Inc.
Program Address	4610 W Jacquelyn Ave, Fresno Migrant and Seasonal Head Start
Program City, State, Zip Code (5+4)	Fresno, CA, 93722-6433
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Tyson Pogue
Unique Entity Identifier (UEI)	V9D5YUNVFNA4
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children / pregnant women</i>
A.1 Funded Enrollment:	469
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	469
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	469
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	469
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	27
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	72
b. 1 year old	78
c. 2 years old	97
d. 3 years old	82
e. 4 years old	57
f. 5 years and older	1
g. Total cumulative enrollment of children	387

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	387

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	309
b. Public assistance such as TANF and SSI	18
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	17

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	43

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
 The program has an established selection criteria that assigns priority points to children with higher needs.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	98
b. Three or more years	95

Transition and turnover

	# of children
A.21 Total number of children who left the program any time after classes or home visits began and did not re-enroll	122
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	46
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e., left the program in order to attend kindergarten	41

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Bi-racial/Multi-racial	0	0
g. Other	387	0
Explain:	Mexican/Latino	

h. Unspecified	0	0
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Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	48
1. Of these, the number of children acquiring/learning another language in addition to English	23
b. Spanish	332
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	7
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	362

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
<i>Name/title</i>
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	107	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	0	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	200
a. Of these, the number who are current or former Head Start or Early Head Start parents	200

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	9	9

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or	2	0
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam		

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	7	2

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	7
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	7

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	0

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	7
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	7

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	0
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	0

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	30

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0
	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	1
	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	20
	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	9
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	9
	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0
	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Biracial/Multi-racial	0	0
g. Other	48	0
Explain: Mexican/Latino		
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	48
a. Of these, the number who are proficient in more than one language other than English	48

of non-supervisory education and child development staff

B.15 Language groups in which staff are proficient:	
a. Spanish	48
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	11	0
a. Of these, the number who were replaced	5	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	5
a. Of these, the number who were replaced	3
b. Of these, the number who left while classes and home visits were in session	1
c. Of these, the number that were teachers who left the program	2

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	2
1. Of these, the number that moved to state pre-k or other early childhood program	2
b. Retirement or relocation	1
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	2

1. Specify:	Personal/Family	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		3

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	385	385
a. Of these, the number enrolled in Medicaid and/or CHIP	382	82
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	3	303
C.2 Number of children with no health insurance	2	2

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	387	387
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	173	173

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	306	355

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	19
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	17
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	2
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	5
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	8
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	2
f. Hearing Problems	3
g. Vision Problems	7
h. Blood lead level test with elevated lead levels >5 g/dL	1
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	9
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	67
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	13
d. Obese (BMI at or above 95th percentile for child's age and sex)	41

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	387	387
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

	# of pregnant women
C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	207	207

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	102
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	102
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	21
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	8
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	
7. Appointment is scheduled for future date	13
8. No transportation	
9. Other	

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	220

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	39
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	5

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	56
a. Of these, the number who received an evaluation to determine IDEA eligibility	26
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	23
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	3
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	30
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	6
c. Evaluation is pending and not yet completed by responsible agency	22
d. Other	2
1. Specify: Children dropped before assessment was completed	

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	27
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	12
2. During this enrollment year	15
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	28
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	21
2. During this enrollment year	7
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	0	0
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	0	0
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	0
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	0
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Frog Street Pre-K
Frog Street Infant
Frog Street Toddler
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes
C.32 If yes, classroom and home visit observation tool(s) used by the program:	
a. Center-based settings	
<i>Name/title</i>	
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)	

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	293
a. Of these, the number of two-parent families	178
b. Of these, the number of single-parent families	115
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	292
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	111
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	1
b. Grandparents	1
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	4
b. An associate degree, vocational school, or some college	13
c. A high school graduate or GED	151
d. Less than high school graduate	125

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	293
1. Of these families, the number in which one or more parent/guardian is employed	293
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	0
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	0

	# of families at end of enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	293
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	293
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	0
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	0

	# of families at enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	4	4
C.40 Total number of families receiving Supplemental Security Income (SSI)	3	3
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	264	264
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	116	116

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	17
b. Housing assistance (e.g., subsidies, utilities, repairs)	1
c. Asset building services (e.g., financial education, debt counseling)	18
d. Mental health services	14
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	6
h. Assistance in enrolling into an education or job training program	7
i. Research-based parenting curriculum	162
j. Involvement in discussing their child's screening and assessment results and their child's progress	228
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	272
l. Education on preventive medical and oral health	85
m. Education on health and developmental consequences of tobacco product use	2
n. Education on nutrition	124
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	272

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	17
b. Family goal setting	29
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	77
d. Head Start program governance, such as participation in the Policy Council or policy committees	4
e. Parenting education workshops	9

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	0
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

PIR Report Status	Started
Last Update Date	08/29/2022



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: November 10, 2022

Author: Maritza Gomez-Zaragoza

DATE: October 19, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera Migrant/Seasonal Head Start Program Information Report for 2021-2022

I. RECOMMENDATIONS

Review and consider accepting the Madera Migrant/Seasonal Migrant & Seasonal Head Start's 2021-2022 Program Information Report (PIR).

II. SUMMARY

The Office of Head Start Program Information Report (PIR) is an annual report required of all Head Start programs in the country, and serves as one source of data for tracking program performance. The Office of Head Start utilizes the PIR indicators to assess strengths and challenges and to target technical assistance to those areas needing improvement. This information is also made available to federal legislators and the public. Per the Head Start Act 642(d)(2)(I), the Policy Committee must be presented the PIR annually.

III. DISCUSSION

The program completed the report for 2021-2022 based on the data gather. Below are some demographics of the children and families served in the Madera Migrant/Seasonal Head Start

Migrant/Seasonal Head Start

Based on the data collected by staff, Community Action Partnership of Madera County (CAPMC) Madera Migrant/Seasonal Head Start (MMHS) program served 409 children, due to the current condition with COVID-19 the program was not able to meet the funded enrollment of 579.

	CAPMC MMHS Head Start
Children with health insurance	100%
Children with a medical home	100%
Children with a dental home	99%
Children with up-to-date immunizations or all possible immunizations	99%
Children with an Individualized Education Program (IEP)	13%

Families who received at least one family service	87%
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- The Madera Migrant/Seasonal Head Start Program Information Report for 2021-2022 will be presented to the PC on November 8, 2022.

IV. **FINANCING:** Not applicable.



2021-2022 MIGRANT HEAD START PROGRAM INFORMATION REPORT
90CM009830-003 Community Action Partnership of Madera County

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	90CM009830
Program Number	003
Program Type	Migrant Head Start
Program Name	Community Action Partnership of Madera County
Program Address	1225 Gill Avenue
Program City, State, Zip Code (5+4)	Madera, CA, 93637-9363
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mgomez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Tayson Pogue
Unique Entity Identifier (UEI)	
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children</i>
A.1 Funded Enrollment:	579
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	579
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	579
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	579
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	37
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	45
b. 1 year old	51
c. 2 years old	76
d. 3 years old	97
e. 4 years old	85
f. 5 years and older	55
g. Total cumulative enrollment of children	409

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	409

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	350
b. Public assistance such as TANF and SSI	13
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	21
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	25

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.

Program utilizes a priority/point system to enroll children with the highest points.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	85
b. Three or more years	151

Transition and turnover

	# of children
A.21 Total number of children who left the program any time after classes or home visits began and did not re-enroll	178
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	104
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e., left the program in order to attend kindergarten	38

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	74

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Bi-racial/Multi-racial	0	0
g. Other	409	0
Explain:	Not defined/Hispanic	
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	1
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	408
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	408

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
<i>Name/title</i>
COPA

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	93	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	26	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	186
a. Of these, the number who are current or former Head Start or Early Head Start parents	186

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	11	7

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or	4	0
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam		

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	6	3

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	1	4
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	1	4

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	0

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	7
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	0
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	0

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	15

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	8

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	7
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	7

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Biracial/Multi-racial	0	0
g. Other	33	0
Explain: Mexican		
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	33
a. Of these, the number who are proficient in more than one language other than English	3

		# of non-supervisory education and child development staff
B.15 Language groups in which staff are proficient:		
a. Spanish		30
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)		0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)		0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)		0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)		0
f. Native North American/Alaska Native Languages		0
g. Pacific Island Languages (e.g., Palauan, Fijian)		0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)		0
i. African Languages (e.g., Swahili, Wolof)		0
j. American Sign Language		0
k. Other		3
Specify:	Mixteco	
l. Unspecified (language is not known or parents declined identifying the language)		0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	6	0
a. Of these, the number who were replaced	3	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	3
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	3
c. Of these, the number that were teachers who left the program	2

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	1
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	1
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	1

1. Specify:	Personal reasons	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	409	409
a. Of these, the number enrolled in Medicaid and/or CHIP	406	406
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	3	3
C.2 Number of children with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	408	409
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	128	128

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	359	375

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	11
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	11
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	6
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	2
d. Seizures	1
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	9
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	157
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	34
d. Obese (BMI at or above 95th percentile for child's age and sex)	37

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	408	408
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	1	1
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	407	407

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	201
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	198
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	15
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	13
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	2
7. Appointment is scheduled for future date	
8. No transportation	
9. Other	

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	164

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	26
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	26

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	18
a. Of these, the number who received an evaluation to determine IDEA eligibility	8
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	8
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	10
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	9
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	31
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	17
2. During this enrollment year	14
b. Of these, the number who have not received special education and related services	1

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	20
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	11
2. During this enrollment year	9
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	22	22
d. Intellectual disabilities	2	2
e. Hearing impairment, including deafness	2	2
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	5	4
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0

	(1) # of children determined to have this disability	(2) # of children receiving special services
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	173
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	147
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	14

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum (Infant & Toddler)
Creative Curriculum (PreSchool)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	317
a. Of these, the number of two-parent families	221
b. Of these, the number of single-parent families	96
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	316
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	92
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	3
b. Grandparents	1
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	1
b. An associate degree, vocational school, or some college	40
c. A high school graduate or GED	90
d. Less than high school graduate	186

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	310
1. Of these families, the number in which one or more parent/guardian is employed	310
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	0
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	7

	<i># of families at end of enrollment</i>
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	311
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	310
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	6
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	7

	<i># of families at enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	11	6
C.40 Total number of families receiving Supplemental Security Income (SSI)	0	0
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	303	309
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	266	266

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	17
b. Housing assistance (e.g., subsidies, utilities, repairs)	55
c. Asset building services (e.g., financial education, debt counseling)	50
d. Mental health services	62
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	10
h. Assistance in enrolling into an education or job training program	71
i. Research-based parenting curriculum	239
j. Involvement in discussing their child's screening and assessment results and their child's progress	277
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	38
l. Education on preventive medical and oral health	89
m. Education on health and developmental consequences of tobacco product use	80
n. Education on nutrition	64
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	8
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	277

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	17
b. Family goal setting	10
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	76
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	80

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	0
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	22083155989
Last Update Date	08/31/2022



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: November 10, 2022

Author: Maritza Gomez-Zaragoza

DATE: October 13, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2021-2022

I. RECOMMENDATIONS

Review and consider accepting the Madera/Mariposa Regional Head Start and Early Head Start 's 2021-2022 Program Information Report (PIR).

II. SUMMARY

The Office of Head Start Program Information Report (PIR) is an annual report required of all Head Start programs in the country, and serves as one source of data for tracking program performance. The Office of Head Start utilizes the PIR indicators to assess strengths and challenges and to target technical assistance to those areas needing improvement. This information is also made available to federal legislators and the public. Per the Head Start Act 642(d)(2)(I), the Policy Council must be presented the PIR annually.

III. DISCUSSION

The program completed the PIR report for 2021-2021 based on the data gather. Below are some demographics of the children and families served in the Madera/Mariposa Regional and Early Head Start.

1. ~~Regional Head Start~~ Regional Head Start collected by staff, Community Action Partnership of Madera County (CAPMC) Madera/Mariposa Regional Head Start (MMRHS) program served 242 children of the 246 funded enrollment due to the COVID pandemic.

	CAPMC Regional Head Start
Children with health insurance	100%
Children with a medical home	99%
Children with a dental home	86%
Children with up-to-date immunizations or all possible immunizations	99%
Children with an Individualized Education Program (IEP)	19%
Families who received at least one family service	100%

2. Attached is the PIR report in its entirety for 2021-2022.

3. **Early Head Start**

Community Action Partnership of Madera County's (CAPMC) Madera Head Start program served 75 children and 12 pregnant women, exceeding the funded enrollment of 40 children and 2 pregnant women.

	CAPMC Early Head Start
Children with health insurance	100%
Children with a medical home	99%
Children with a dental home	57%
Children with up-to-date immunizations or all possible immunizations	100%
Individualized Family Service Plan (IFSP)	17%
Families who received at least one family service	91%

4. Attached is the PIR report in its entirety for 2021-2022.

➤ The Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2021-2022 will be presented to the PC on November 3, 2022.

IV. **FINANCING:** Not applicable.



2021-2022 EARLY HEAD START PROGRAM INFORMATION REPORT
 09CH011519-200 COMMUNITY ACTION PARTNERSHIP OF MADERA
 COUNTY, INC.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	09CH011519
Program Number	200
Program Type	Early Head Start
Program Name	COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Program Address	1225 Gill Ave
Program City, State, Zip Code (5+4)	Madera, CA, 93637-5234
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Tyson Pogue, Chairperson
Unique Entity Identifier (UEI)	V9D5YUNVFNA4
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children / pregnant women</i>
A.1 Funded Enrollment:	42
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	42
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	40
A.4 Family child care option	0

	# of slots
A.5 Locally designed option	0
	# of pregnant women slots
A.6 Pregnant women slots	2

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	0
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	0
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	23
b. 1 year old	16
c. 2 years old	17
d. 3 years old	19
g. Total cumulative enrollment of children	75

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	12

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	87

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	60
b. Public assistance such as TANF and SSI	9
c. Foster care	2
d. Homeless	0

	<i># of children / pregnant women</i>
e. Eligibility based on other type of need, but not counted in A.13.a through d	4

	<i># of children / pregnant women</i>
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	12

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
 Children/families are selected based on priority point system.

Prior enrollment

	<i># of children</i>
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	15
b. Three or more years	23

Transition and turnover

	<i># of children</i>
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	37
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	3
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	27
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	22
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	5

	<i># of pregnant women</i>
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	1
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	9
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	8
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	1

Child care subsidy

	<i># of children</i>
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	2	1
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	12	1
f. Bi-racial/Multi-racial	0	0
g. Other	71	0
Explain: Mexican/Latino		
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	29
1. Of these, the number of children acquiring/learning another language in addition to English	1
b. Spanish	58
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	59

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.

Name/title

ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	19	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	4	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	12
a. Of these, the number who are current or former Head Start or Early Head Start parents	12

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	4
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	4
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

		# of non-supervisory education and child development staff	
		(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity			
a. American Indian or Alaska Native		0	0
b. Asian		0	0
c. Black or African American		0	0
d. Native Hawaiian or other Pacific Islander		0	0
e. White		0	0
f. Biracial/Multi-racial		0	0
g. Other		4	0
Explain:	Mexican/Latino		
h. Unspecified		0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	4
a. Of these, the number who are proficient in more than one language other than English	4

	# of non-supervisory education and child development staff
B.15 Language groups in which staff are proficient:	
a. Spanish	4
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	0	0
a. Of these, the number who were replaced	0	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	0
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	0
c. Of these, the number that were teachers who left the program	0

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	0
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	75	75
a. Of these, the number enrolled in Medicaid and/or CHIP	75	75
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.2 Number of children with no health insurance	0	0

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	12	12
a. Of these, the number enrolled in Medicaid	12	12
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	74	74
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	32	32

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	12	12

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	54	66

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	2
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	1
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	1
5. Appointment is scheduled for future date	0
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	1
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	1
h. Blood lead level test with elevated lead levels >5 g/dL	1
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	75	75
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

	# of pregnant women
C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	12
b. Postpartum health care	6
c. A professional oral health assessment, examination, and/or treatment	9
d. Mental health interventions and follow-up	2
e. Education on fetal development	12
f. Education on the benefits of breastfeeding	12
g. Education on the importance of nutrition	12
h. Education on infant care and safe sleep practices	11
i. Education on the risks of alcohol, drugs, and/or smoking	12
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	5

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	5
b. 2nd trimester (3-6 months)	3
c. 3rd trimester (6-9 months)	4
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	43	43

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	64

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	4
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	3
a. Of these, the number who received an evaluation to determine IDEA eligibility	2
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	1
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	1
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	1

	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	1
d. Other	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	13
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	11
2. During this enrollment year	2
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	37
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	34
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	12

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.30 Curriculum used by the program:
c. For home-based services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
d. For pregnant women services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
b. Home-based settings
<i>Name/title</i>
HOVRS-Adapted and Extended (HOVRS-A+)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	<i># of families at enrollment</i>
C.33 Total number of families:	65
a. Of these, the number of two-parent families	46
b. Of these, the number of single-parent families	19
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	65
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	19
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0

	# of families at enrollment
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	1
b. An associate degree, vocational school, or some college	13
c. A high school graduate or GED	16
d. Less than high school graduate	35

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	49
1. Of these families, the number in which one or more parent/guardian is employed	48
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	35
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	16

	# of families at end of enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	50
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	49
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	1
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	15
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	15

	# of families at enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	9	11
C.40 Total number of families receiving Supplemental Security Income (SSI)	0	0
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	62	62
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	41	41

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	34
b. Housing assistance (e.g., subsidies, utilities, repairs)	6
c. Asset building services (e.g., financial education, debt counseling)	5
d. Mental health services	13
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	5
h. Assistance in enrolling into an education or job training program	12
i. Research-based parenting curriculum	42
j. Involvement in discussing their child's screening and assessment results and their child's progress	59
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	0
l. Education on preventive medical and oral health	37
m. Education on health and developmental consequences of tobacco product use	26
n. Education on nutrition	45
o. Education on postpartum care (e.g., breastfeeding support)	14
p. Education on relationship/marriage	2
q. Assistance to families of incarcerated individuals	1
C.44 Of these, the number of families who were counted in at least one of the services listed above	59

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	8
b. Family goal setting	14
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	35
d. Head Start program governance, such as participation in the Policy Council or policy committees	0

	# of father/ father figures
e. Parenting education workshops	4

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	0

	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	0

C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0
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REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	22082553749
Last Update Date	08/25/2022



2021-2022 HEAD START PROGRAM INFORMATION REPORT
09CH011519-000 Community Action Partnership of Madera County

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	09CH011519
Program Number	000
Program Type	Head Start
Program Name	Community Action Partnership of Madera County
Program Address	1225 Gill Ave
Program City, State, Zip Code (5+4)	Madera, CA, 93637-5234
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Tyson Pogue, Chairperson
Unique Entity Identifier (UEI)	V9D5YUNVFNA4
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children</i>
A.1 Funded Enrollment:	246
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	246
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	171
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	75
1. Of these, the number that are available for 3.5 hours per day for 128 days	75
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	246
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	14
a. Of these, the number of double session classes	4

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	14
d. 3 years old	109
e. 4 years old	119
f. 5 years and older	0
g. Total cumulative enrollment of children	242

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	242

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	159
b. Public assistance such as TANF and SSI	35
c. Foster care	7
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	18
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	23

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
 Program utilizes a point system to ensure income eligible children are selected prior to any over income children.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	57
b. Three or more years	2

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	77
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	20

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	80

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	1	8
b. Asian	0	1
c. Black or African American	0	11
d. Native Hawaiian or other Pacific Islander	0	1
e. White	1	41
f. Bi-racial/Multi-racial	3	2
g. Other	172	1
Explain: Mexican/Latino		
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	163
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	76
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	2
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	1
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	79

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.

Name/title
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	89	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	21	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	92
a. Of these, the number who are current or former Head Start or Early Head Start parents	92

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	12	12

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	1	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	6	1

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	5	9

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	2
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	2

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	0

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	5
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	2

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	0
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0

	# of home visitors
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0
	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	1
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	1
e. White	0	5
f. Biracial/Multi-racial	0	0
g. Other	17	0
Explain: Mexican/Latino		
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	15
a. Of these, the number who are proficient in more than one language other than English	15

of non-supervisory
education and child
development staff

B.15 Language groups in which staff are proficient:	
a. Spanish	14
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	1
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	13	0
a. Of these, the number who were replaced	11	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	10
a. Of these, the number who were replaced	7
b. Of these, the number who left while classes and home visits were in session	10
c. Of these, the number that were teachers who left the program	4

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	3
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	1
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	6

1. Specify:	Health/COVID related	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		3

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	242	242
a. Of these, the number enrolled in Medicaid and/or CHIP	10	10
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	232	232
C.2 Number of children with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	240	240
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	101	101

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	112	209
		# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		54
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		11
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		11
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	2
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	9
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	1
f. Hearing Problems	5
g. Vision Problems	15
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	7
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	152
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	37
d. Obese (BMI at or above 95th percentile for child's age and sex)	41

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	241	241
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	209	209

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	157
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	157
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	14
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	11
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	
7. Appointment is scheduled for future date	3
8. No transportation	
9. Other	

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	12
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	1

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	26
a. Of these, the number who received an evaluation to determine IDEA eligibility	13
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	10
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	3
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	13

	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	12
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	46
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	27
2. During this enrollment year	19
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	2	2
b. Emotional disturbance	0	0
c. Speech or language impairments	31	31
d. Intellectual disabilities	1	1
e. Hearing impairment, including deafness	3	3
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	9	9
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	182
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	174
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	80

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum (PreSchool)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	226
a. Of these, the number of two-parent families	121
b. Of these, the number of single-parent families	105
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	218
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	97
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	5
b. Grandparents	2
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	6
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	15
b. An associate degree, vocational school, or some college	79
c. A high school graduate or GED	67
d. Less than high school graduate	65

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	150
1. Of these families, the number in which one or more parent/guardian is employed	149
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	76

	<i># of families at end of enrollment</i>
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	150
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	150
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	76
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	76

	<i># of families at enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	2
b. At least one parent/guardian is a veteran of the United States military	1

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	41	40
C.40 Total number of families receiving Supplemental Security Income (SSI)	7	7
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	166	168
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	126	128

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	87
b. Housing assistance (e.g., subsidies, utilities, repairs)	15
c. Asset building services (e.g., financial education, debt counseling)	31
d. Mental health services	39
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	16
h. Assistance in enrolling into an education or job training program	31
i. Research-based parenting curriculum	157
j. Involvement in discussing their child's screening and assessment results and their child's progress	206
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	226
l. Education on preventive medical and oral health	71
m. Education on health and developmental consequences of tobacco product use	59
n. Education on nutrition	91
o. Education on postpartum care (e.g., breastfeeding support)	10
p. Education on relationship/marriage	14
q. Assistance to families of incarcerated individuals	2
C.44 Of these, the number of families who were counted in at least one of the services listed above	226

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	45
b. Family goal setting	45
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	106
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	41

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	1
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	1

	<i># of families</i>
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	<i># of children</i>
C.49 Total number of enrolled children who were in foster care at any point during the program year	9
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	<i># of education and child development staff</i>
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	13
	<i># of coaches</i>
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

FAMILY SERVICES STAFF QUALIFICATIONS

	<i># of family services staff</i>
D.5 Total number of family services staff:	13
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	13
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	<i># of formal agreements</i>
D.6 Total number of formal agreements with child care partners	0
D.7 Total number of LEAs in the service area	1
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	1
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	1

REPORTING INFORMATION

PIR Report Status	Completed
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Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: November 10, 2022

Author: Maru Gasca Sanchez

DATE: October 17, 2022

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: CAPMC California State Preschool Program 2022-2023 Program Philosophy, Goals and Parent Handbook.

I. **RECOMMENDATIONS**

Review and consider approving the California State Preschool 2022-2023 Program Philosophy, Goals and Parent Handbook.

II. **SUMMARY**

The California Department of Education requires that the Program's Philosophy, Goals and Parent Handbook be approved by CAPMC Board of Directors annually.

III. **DISCUSSION**

- a. Included in the parent handbook is CAPMC's philosophy statement and goals that support the philosophy.
- b. The parent handbook provides parents with information regarding the following topics:
 - ✓ Days and hours of service and holiday schedule
 - ✓ Registration process and eligibility requirements, and parent responsibilities
 - ✓ Open door policy
 - ✓ Sexual Harassment
 - ✓ Attendance and absences
 - ✓ Communication with staff
 - ✓ Health and emergency procedures
 - ✓ Complaint Procedure
 - ✓ Handbook will be given to families enrolled at the following sites: Fairmead, Chowchilla, Cottonwood, Mis Tesoros, Ruth Gonzales, Verdell McKelvey and Eastside.
- c. Information will be reviewed with parents at time of registration and/or during parent meetings.

- The CAPMC California State Preschool Program 2022-2023 Program Philosophy, Goals and Parent Handbook will be presented to the PC for review and approval on November 3, 2022.

IV. **FINANCING:** Minimal



Madera Head Start - California State Preschool
Program/Regional Head Start (CSPP/RHS)

PARENT HANDBOOK

2022-2023



Community Action Partnership of Madera County welcomes
your family to our Head Start/State Based Migrant Program

This handbook was designed to assist families with understanding the requirements to participate in a Head Start/State funded preschool program. We look forward to serving you!

We are a private, non-profit organization funded by federal, state & local governments.



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PROGRAM DESIGN

Dear Head Start Parent:

Welcome to our program. We hope that this information will help to prepare you and your child for some of the new and exciting learning experiences you will have this year. We would also like to thank you for your patience and cooperation during the registration process. The forms you completed and the information you provided helped determine your eligibility and supplied us with important information about your child. The information you provided is confidential and exclusive to authorized program staff.

We serve the Madera and Mariposa counties for income eligible families with children 3 to 5 years of age. Our agency provides comprehensive Head Start Services to approximately 246 children and their families. A variety of program options are designed to provide the best quality child and family development services possible with the funding allowed.

We want to meet the growing needs of our program's children and answer questions you may have about program services. Please feel free to call me, or your Site Supervisor/Center Director with any questions, ideas or comments.

Sincerely,

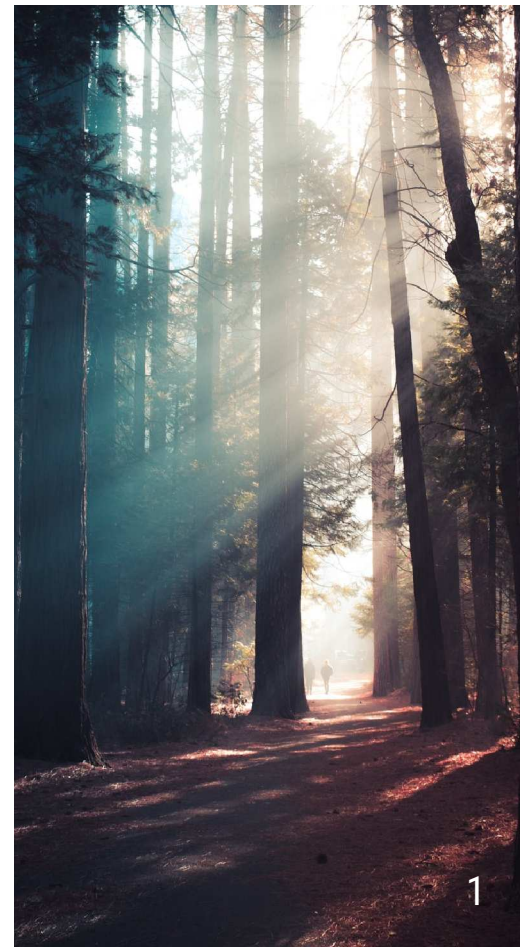
Maritza Gomez-Laragoza
Head Start Program Director

OUR 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.

OUR VISION

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



PROGRAM DESIGN

Services

Provides free services to children ages 3-5 years of age residing in Madera/Mariposa Counties. The program offers center base option for children and families to participate.

Center Based-Children receive 3.5 hours of services for part day and 6 for full sessions at selected sites.



Equal Access/Non-Discrimination

CAPMC Head Start Staff, consultants, contractors, parents and volunteers will respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, family composition, or political affiliation.

Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

Our program ensures all children with disabilities are protected from discrimination under and provided with all services and program modifications as required by section 504 of the Rehabilitation Act, the Americans with Disabilities Act and implementing regulations. Each child has access to and can fully participate in the full range of activities and services. Head Start will provide any necessary modifications to the environment, use multiple and varied formats for instruction, and encourage the participation of children with a disability.

CENTER LOCATION

Chowchilla Head Start

Serving Children Ages 3 –5 years
Full-Day Site Operating 8:00 am –2:00 pm
(559)665-0291
265 Hospital Dr.
Chowchilla, CA 93610

Cottonwood Head Start

Serving Children Ages 3–5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 664-1109
2236 Tozer Ave,
Madera, CA 93638

Eastside Head Start

Serving Children Ages 3–5 years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 674-1268
1112 South A St,
Madera, CA 93638

Fairmead Head Start

Serving Children Ages 3–5 years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 665-5559
22850 Rd. 19 ½
Chowchilla, CA 93610

Mis Tesoros Head Start

Serving Children Ages 3 –5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 673-1011
131 Mace St.
Madera, CA 93638

Ruth Gonzales Head Start

Serving Children Ages 3 –5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 675-8518
838 Lilly St.
Madera, CA 93638

Verdell McKelvey Head Start

Serving Children Ages 3 –5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 673-1500
1901 Clinton St.
Madera, CA 93638

Open Door Policy

Open Door Policy: You may visit your child's classroom unannounced to observe your child at any time during operational hours. Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

Refrain from Religious Instruction

Our program refrains from religious instruction or worship.

Sexual Harassment

Our program shall maintain an educational, employment and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

Confidentiality

Authorized representatives from the program, fiscal auditors, legal/court ordered and the California Department of Education are allowed access to the family and child files. The disclosure or release of any information that pertains to the program services is restricted to purposes that are directly related the administration and delivery our services. CAPMC-Head Start staff members do not provide information to outside sources.

Center Group Sizes

Adult to child ratios are planned for in advance and followed for each age group based on the State of California Title 5 regulations and Head Start Performance Standards; whichever is most restrictive.



Preschool (36 Months to enrollment in Kinder)

1 adult for every 8 preschoolers maximum 20 children

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

PROGRAM PHILOSOPHY

We believe parents enrolled in the program are the program's greatest strength. Parents are involved in all aspects of the program including making policy and program decisions. Teacher and parents operate with a common purpose, to improve the lives of children and families.

In this shared partnership, parents play an important role as they join the teachers in preparing and educating the children. Because parents are their child's first teacher, they can assure that the child's unique characteristics, individual preferences and values are respected.

Teachers and parents work together to enhance the child's normal developmental process by being understanding and flexible.

We also believe:

- That the early years of child development are the most important years in the lives of all persons.
- That all children should have a nurturing environment, which promotes a successful (early childhood) experience.
- That optimal growth is accomplished by providing a curriculum designed to meet the needs of children while integrating the development of the child's physical, emotional, creative, intellectual, social and cultural skills through experiential learning activities.
- That each family's culture is unique and their cultural diversity, various social backgrounds, and religious beliefs should be appreciated, supported and respected.
- That the life and healthy development of each individual is important to society.
- That the contributions of healthy families hold the potential to affect positive change in our society.

Our goals and objectives are reflected within each of the quality program components



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Parent Education and Engagement

Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

As parents and families of our program children, there are many ways for you to become involved and stay engaged in the program, and in your children's education and future. Research shows that children whose parents are involved in their education do better in school.

As parents and family members, our program welcomes you in the classroom. The program also teaches you how to create a learning environment at home in an effort to support classroom learning.

Opportunities to participate include, but are not limited to:

- Two Parent/Teacher conferences and Two Home Visits are held each year. Conferences & Home Visits provide an opportunity for parents to collaborate with educators and develop goals for their child
- Home Activities to support your child's learning at and help us earn in-kind
- Participating or helping at family events
- Reading to children during drop-off/pick-up
- Assisting with meal preparation and/or recommendations
- Parent Meetings-learn about a variety of educational topics such as child development, parenting strategies and topics identified in the parent survey. Meetings offer a great time to network and provide input on the nature and operation of the program.
- CAPMC Policy Committee and CCMHS Policy Council meetings offer opportunities to provide input on policies and contribute to program decisions.

Other ways to participate in our program

Parent Education/Curriculum

Head Start requires that programs offers the opportunity for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to promote parenting skills to promote children's learning and development.

Our program adopted Ready Rosie as the parent curriculum for the program.

Ready Rosie is a research-based parenting curriculum that builds on parents' knowledge. Ready Rosie harnesses the power of video and mobile technology to empower families and schools to work together to promote school readiness.

- Ready Rosie has videos in English and Spanish that are delivered to families via text, email and/or app. Videos are one to three minutes long.
- Ready Rosie also has a variety of Family Workshops that are offered to parents during the parent meetings.

Parents may participate in the Ready Rosie curriculum by registering to the platform and/or by attending the family workshops.

Family Partnership Agreements

Our program offers the opportunity for parents to participate in the partnership process that includes a family partnership agreement and the activities that support family well-being, including family safety, health, and economic stability, to support child learning and development. The family partnership agreement process provides opportunities for families to set goals and to design an individualize approach for achieving those goals. Staff will assist parents, in identifying and defining goals in measurable terms, discussing what needs to be done to achieve these goals, and how the accomplish of each goal will be determined.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Parent Education and Engagement

Family Assessments/Referrals

Our goal is for families to know where to access community health and social services to meet their unique family needs. The program will work with parents to identify family needs, support needed and strengths by utilizing the Family Assessment and surveys to provide information and/or resources to community services as needed.

A resource book is provided to family with information on programs and services available for low-income families in the community. The information includes services such as childcare, emergency services, food, shelter, health providers, health services, counseling, domestic violence, mental wellness, transportation, etc.

Referrals/resources will be offered to parents as needed and/or requested by parents. Follow up is complete as appropriate to ensure services where receive or provide support for families.

Surveys/Data Process

In order to ensure our program offers quality services to parents and children, we encourage you to complete surveys provided throughout the program year. By completing the surveys, you will be providing your input and suggestions to enhance services for children and families.

Collected data is entered into our data based system which generates reports for staff to review, analyze and evaluate. Based on the results, staff make recommendation for changes, additions, or enhancement to program services.

Male/Father Engagement

The program provides opportunities for fathers to enhance their skills, knowledge and understanding of the importance of being engaged with their children.

Male/Father engagement strategies include but not limited to the following:

- Respectful daily communications
- Inviting environment for fathers
- Resources and literature for fathers
- Father Activities



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Health Services

Our goal is for families to identify their own strengths and needs. We ensure families know where to access community health and social services to meet their unique family needs. Referrals include medical & dental care, mental health, adult education, emergency food/clothing, employment & training, housing and parenting assistance. In addition, staff follow-up with parents to ensure their needs have been met. We engage with families to help them select family goals, develop strategies to accomplish them and identify how we can provide support.

Children enrolled in the program are required to meet Immunization Requirements prior to enrollment, and have a current age appropriate well child exam (physical), as well as Tuberculin Test(TB) or risk assessment within 30 days of enrollment (Per California Community Care Licensing). Children who do not have a physical or TB test within the 30 day timeframe will be excluded from the program.

Our program will provide you with resources; if necessary, to ensure that your child has access to health and dental insurance, connected to a medical provider, and receives a complete age appropriate health assessment. This may include:

- All needed immunizations
- Growth and development assessment(s)
- Dental Assessment
- Dental Exam
- Vision and Hearing screening
- Nutrition evaluation

Test for anemia, lead poisoning, tuberculosis, blood pressure and other screening as needed by each individual child

****NOTE** No assessment will be completed without parent's notification and approval.**

Immunizations

All children must comply with State of California entrance requirements. Parents must submit immunization records to verify immunization data.

Dental Health

Children ages 3-5 are required to see a dentist for a dental exam within 90 calendar days of enrollment.

Please ask us if you need help finding a dentist.

Physical Assessments/Screenings

Each child is required to have a physical examination within 30 calendar days of enrollment. This may be provided by the child's family physician or by a CHDP (Child Health Disability & Prevention Program) provider. The assessment covers the following: vision, hearing, height and weight, head circumference, hemoglobin test, lead level, review of body systems, health & developmental history, and tuberculin assessment/screening following the CHDP Periodicity Schedule.

Medical and Dental Emergencies

At time of registration, emergency contacts, health history of the child, health insurance information, and name of medical & dental provider will be obtained from parent/guardian. In case of an emergency, the following steps will take place:

Minor Incident:

- First aid will be provided on site
- Accident report will be completed and discussed with parent

Life Threatening Condition

- CALL 911
- Parent/guardian will be called. If unavailable,
- emergency contacts
- Staff will complete Accident Report and Unusual Incident/Injury Report



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Health Services

When your child is ill...

Although we expect your child to attend classes regularly, there are reasons to keep a child home from school:

- A sore throat, accompanied with other symptoms (fever, redness, swollen glands, etc.)
- A cold or cough, when symptoms are not due to an allergy or chronic condition
- A fever of 100.4 degrees >
- Nausea and/or vomiting
- Earache
- Runny nose or congestion when symptoms are not due to an allergy or chronic conditions
- Stomach ache
- Diarrhea
- An unidentified rash
- Any infectious disease diagnosed by your family physician
- Lice or Nits
- Your child is overly tired
- Combination of symptoms

***Your child may return after 24 hours and/or after treatment or clearance from a physician. Please be advised that if your child is still showing symptoms after the 24-hour period, you may be asked to keep your child home to ensure the health and safety of your child and other children at the facility.**



Medication Procedure

When a child must take medication at school, the proper medication forms and documentation must be submitted prior to any medication being administered to the child or accepted at the site. This includes any Emergency medication for such conditions as asthma, allergies, or seizures. The following process must be followed prior to any medication being brought to the center: Complete Consent for Administration of Medication and/or other necessary Individualized Health Care Plans. Parent/Guardian and Physician's signatures must be present on all required forms and medication. Medication MUST have: name of medication, dosage/route of medication, administration schedule, and possible reactions Emergency Medication and all documentation must be submitted prior to a child's enrollment. Additional documentation may be requested. If the center is informed of a child's diagnosis and need of emergency medication AFTER enrollment, the emergency medication and all forms must be submitted to the center within 10 calendar days during this time, the child may not attend the center. Termination will be considered if the parent fails to provide medication and documentation.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Nutrition Services

Our goal is to ensure children have nutritious meals and snacks during their time in the program. We believe children need healthy nutritious food for optimum growth and development. The menu exposes the children to a variety of foods. Through family style meal service, children develop socialization, fine motor skills, learn personal hygiene, manners, how to serve food themselves, and learn to help with setup and cleanup of meals. Children also learn about living healthy through classroom nutrition projects, an exercise program and food experiences.

Community Action Partnership of Madera County (CAPMC) participates in the Child and Adult Care Food Program (CACFP), which helps us provide free meals to all children enrolled. The Child Care Food Program, however, does not cover the cost of meals eaten by staff or parents. If you wish to participate in a meal, you will need to follow these requirements: volunteer in the classroom at least two hours before or after the meal (please sign up with your center) and serve yourself one child size portion to ensure enough food is available for seconds for the children. If your child is on a special diet for either medical reasons or family beliefs, please let your child's teacher or advocate know. The food service program will do its best to accommodate your child's needs.

Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or by email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

"USDA is an equal opportunity provider and employer"

Meal Services

The Madera Migrant Head Start and State Based Migrant Pre-school participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no charge to all enrolled children. The reimbursement received from the CACFP helps with food costs. All children in center-based settings receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as required by the USDA meal pattern.

Kitchens are fully equipped for producing meals and snacks for multiple sites. Full Day Program will receive breakfast, lunch and an afternoon snack. The meals offered are nutritious foods that are moderate in sugar, salt, and fat as recommended by the Dietary Guidelines for Americans. Food will not be removed from the center.

We invite you to help plan our menu by either participating by completing a food service and menu evaluation at the end of the program, sharing a family recipe with your child's teacher, or making a suggestion on the Cook's Choice/Parent Suggestions Form.

***Note: Parents, staff and community volunteers CANNOT bring food or drinks into the classroom to feed the children during school hours.**



If your child has any food allergies, or can not eat certain foods for religious or personal reasons, please notify the educator and health staff immediately. Substitutions will be based on individual needs

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social - emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

Families and educators collaborate to establish school readiness goals for children along strategies for home and school. Progress on school readiness goals is discussed and plans are adjusted to meet children's developmental needs.

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and competence in social relationships

Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development
- Supporting home language and English language development



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Assessment

“Desired Results Developmental Profile.” The DRDP (2015) is an assessment that teachers use to gather information to support children’s learning and development.






Teachers complete the DRDP (2015) three times a year while observing children as they spend time in typical everyday activities and routines, whether at home, or at school. In addition to these observations teachers might ask parents to share what they see their child doing.

Parent Conferences/Home Visits

At least 4 times a year your child’s teacher will meet with you to share information and plan their work for your child and your family.

1. At parent conferences, you can ask any questions that you might have about the DRDP (2015) results, your child’s progress and an individualized plan is developed.
2. Talk with your child’s teacher about what to expect for your child’s development.
3. Make sure that your child’s teacher knows about the adaptations your child uses every day.

Madera Head Start – California State Preschool Program/Regional Head Start (RHS/CSPP) School Readiness Goals

 Goal #1	 Goal #2	 Goal #3	 Goal #4	 Goal #5
APPROACHES TO LEARNING	SOCIAL EMOTIONAL DEVELOPMENT	LANGUAGE & LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
Children will be persistent in demonstrating an interest in different topics and activities, desire to learn, creativeness, and independence in learning.	Children will be able to recognize, and regulate emotions, attention, impulses, and behavior.	Children will demonstrate improvement on understanding complex communication, language, and literacy skills.	Children will use cognitive skills in every day routines to count, compare, relate, pattern, and problem solve	Children will participate in activities and play to develop increased control in gross and fine motor skills, to support and demonstrate an understanding of healthy practices

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Curriculum / Environment

Our environments are set-up based on our adopted curriculum. Creative Curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Our goal is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad development needs of children. An Environment Rating Scale is completed on each classroom annually by an assessor. The assessor and educator collaboratively develop and take action steps for continuous quality improvement.

Preschool Schedule

Breakfast
Brush Teeth / Free Play
Clean up time
Outside Play/Activities**
Wash Hands
Indoor Activities
Circle Time (stories & music)
Wash Hands
Lunch Time
Rest & Quiet Activities
Snack
Choice time
Dismissal

****On very rainy, snowy, or cold days we will plan outside time with indoor gross motor activities. Children will wear warm clothes, including coats, hats & mittens or gloves on cold or snowy days.**

Transition Activities

The program has developed activities to make the transition from home to Head Start and from Head Start to Kinder a positive experience. For example:

- Children and parents will have 2-3 Transition Days depending on the age of the child, introducing them to their new environment, activities and the staff. Whenever necessary, parents can extend the transition period to ensure the child is comfortable.
- An individualized Transition Plan is developed in collaboration with parent and teacher. Supports for children with special needs will also be outlined.
- In preparation for transitioning to Kindergarten, teachers will collaborate with elementary schools. Support will be provided to ensure children are enrolled in Kindergarten.

Inclusion of all children


A critical aspect of best practice in early childhood education is the inclusion of all children. By incorporating the concept of Universal Design for Learning, The Creative Curriculum shows how to implement a high quality inclusive program. When teachers use this Curriculum, they support the learning of all children, including English-language learners, advanced learners, and those with disabilities and developmental delays. By providing a variety of formats for instruction, learning, and assessment, teachers offer children multiple ways of acquiring knowledge and skills.

Madera Head Start serves culturally and linguistically diverse children and families. In response, this agency implements strategies and practices that identify and support all children. For children who are dual language learners, the agency provides modifications, adaptations, and enhancements to ensure full access and effective participation in the daily learning experiences. These strategies and practices vary depending upon the type of educational setting and the particular language compositions (profiles) of the children and educators. The Plan Language Approach identifies the essential principles and strategies to be adopted by staff and supported by management in order to ensure that children enter kindergarten ready to learn.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Head Start Early Learning Outcomes Framework



	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication Literacy	Mathematics Development Scientific Reasoning	Perceptual, Motor, and Physical Development

The first five years of life is a time of wondrous and rapid development and learning. The Head Start Early Learning Outcomes Framework: Ages Birth to Five outlines and describes the skills, behaviors, and concepts that programs must foster in all children, including children who are dual language learners (DLLs) and children with disabilities.

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT FRAMEWORK (PFCE)

Positive & Goal-Oriented Relationships			
Equity, Inclusiveness, Cultural and Linguistic Responsiveness			
PROGRAM FOUNDATIONS	PROGRAM IMPACT AREAS	FAMILY OUTCOMES	CHILD OUTCOMES
Program Leadership Professional Development Continuous Learning and Quality Improvement	Program Environment Family Partnerships Teaching and Learning Community Partnerships Access and Continuity	Family Well-being Positive Parent-Child Relationships Families as Lifelong Educators Families as Learners Family Engagement in Transitions Family Connections to Peers and Community Families as Advocates and Leaders	Children are: Safe Healthy and well Learning and developing Engaged in positive relationships with family members, caregivers, and other children Ready for school Successful in school and life

Families play a critical role in helping their children be ready for school and for a lifetime of academic success. The Head Start Parent, Family, and Community Engagement Framework supports engaging families in children’s ongoing learning and development.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Disabilities Services

Our program maintains a nation-wide policy of open enrollment for all eligible children by encouraging “the inclusion of children with special needs in an integrated setting”. Quality services for young children with special needs must include several components such as; a program design which addresses the unique learning style of a young child, a strong commitment to family involvement, interagency coordination and cooperation, on-going staff development and program evaluation. From identification to transition, we believe that effective intervention occurs only if a team approach is used.

Disability Service Area Objectives

1. Promote cooperation, coordination and collaboration between our program and the School Districts, Regional Centers, Children's Hospitals and other medical professionals.
2. To provide the least restrictive environment to children with special needs by modifying the environment.
3. To work with Head Start children with disabilities based on their written individualized IFSP or IEP goals.
4. To encourage parents to be strong advocates for the rights of their children with special needs.
5. To provide children with special needs the same Head Start comprehensive services offered to children without special needs.

Developmental screening (Ages Stages Questionnaires 3 and Ages Stages Questionnaire Social Emotional 2) are completed every year for all children enrolled in the program. The screening includes the following areas: speech/language, gross & fine motor, personal social and cognitive. The developmental screening will give staff information about potential areas of concern and assist teachers in individualizing the curriculum.

Children under the age of 3 years old that have an IFSP and children older than 3 years old with an IEP for speech delays may receive services during program hours.

All enrolled children have access to our mental health (behavior management) consultant services. All parents/guardians have regular opportunities to engage with the mental health consultant to discuss concerns about their child's behavior and receive immediate feedback.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Mental Health Services

Goals and Objective of the Mental Health Program

Children grow and develop rapidly during the preschool years. Our program is concerned with the total development of each child. The Mental Health portion of the program focuses on the promotion of positive self-worth, respect for individual differences, and the ability to develop appropriate social skills. Accomplishments in these areas will affect a child's ability to play, love, learn and work at home, school, and in other environments.

Our program seeks to help children become socially competent by implementing these Head Start Performance Standard objectives by utilizing the Ages & Stages Social Emotional screening & Conscious Discipline to:

- Enhance parent and staff's understanding of child growth and development.
- Support mental health activities by staff and parents which are matched to children's needs and abilities.
- Assist children with emotional, cognitive and social development.
- Provide services to maximize the full potential of children with disabilities or special needs.
- Ensure prevention and early identification of problems that may interfere with a child's development.
- Serve as a link for staff and parents in obtaining and/or providing counseling and other resources.
- To meet the Mental Health Objectives, our program has three areas of involvement; Prevention, Identification/Referral and Treatment.

Prevention Goals

- Enhance positive self-concept
- Building positive relationships between children, their peers and their teachers
- Develop coping skills to solve problems and manage stress

Identification and Referral

Early detection of problems is the focus of this area. Services to children and families include:

- Identification of possible problems through observation, screening and assessment
- Referral of children to a mental health professional when necessary with authorization from parent/guardian.

Treatment

Treatment can be recommended as part of the assessment so that a child and family can benefit from these services. A Positive Behavior Support plan will be developed with input from the family and teachers. This plan will include strategies provided by the Mental Health Consultant. Teaching staff will implement the Positive Behavior Support plan, individualize the curriculum based on amended goals and objectives and document progress in the child's file. The Disability Mental Health Specialist will monitor the child's progress.

Helping Children Make Good Choices

Our program uses a positive approach to discipline. Young children can be helped to make good choices and be redirected in a firm, loving manner. Children make good choices when:

- Their needs are being met.
- They have a consistent daily schedule, know what will happen next, have expectations with pictures to support understanding, and in a safe supervised environment.
- They have materials and equipment that are age appropriate and stimulating.
- Teachers utilize relationship-based practices.
- Staff will not utilize any inappropriate discipline methods, including:

*Time outs (Performance Standards 1304.52(h) (iii-iv))

*Using food as a punishment or reward (Performance Standards 1304.23(c)(2))

*Use of corporal punishment (State Licensing Sec. 101223)

Social Emotional Curriculum

The development of social skills is crucial to the success of children in public school. Our programs are implementing Conscious Discipline and the Social Emotional Teaching Pyramid strategies to teach our children social emotional skills that will promote school readiness. The Social Emotional Teaching Pyramid focuses on promoting the social emotional development and school readiness of young children birth to age 5 years old. Teaching Pyramid is a resource center that provides resources to teachers and parents. Visit their website at: <https://cainclusion.org/teachingpyramid/> Conscious Discipline is a research-based discipline approach that can organize classrooms around the concept of a School Family. Each member of the family-both adult and child-learns the skills needed to successfully manage life tasks such as learning, self-regulating, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. Visit the website at <https://consciousdiscipline.com>

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Mental Health Services

Our program prohibits or severely limits the use of suspension and expulsion. Children will not be unenrolled or expelled based solely on their behavior. Temporary suspensions for behavior will only be used as a last resort in unusual situations where there is a serious threat that doesn't improve through reasonable modifications.

If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by continuing to work with the parents and a mental health consultant, and continuing to utilize appropriate community resources.

Our program affirms that all children are entitled to a safe environment. In cases where a child continues to use inappropriate behavior, even after staff has provided redirection, the following will take place:

Step 1: Parent will be notified by the teacher of all incidents involving their child in relation to aggressive behavior. Aggressive behavior is defined as deliberate, repeated and uncontrolled attacks on others physically or verbally. The child's parent will be encouraged to use positive methods of child guidance. Staff will develop a plan/strategy and encourage parent's support at home. The parent-teacher contact will be recorded.

Step 2: If a child continues to physically hurt others or display destructive behaviors, the teacher will submit a Child Concern Form and then schedule a Child Success Team meeting once the Disabilities/Mental Health Specialist has indicated what steps to take next. This meeting with the parent is to formally discuss behavioral concerns, discuss referral options, and if warranted, have parent sign the Concern Form, and together will identify other social emotional strategies that can be used both at school and at home.

If the child has an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP), the program will consult with the agency responsible for the IFSP or IEP to ensure that the child receives support services as needed. This may require additional special education assessments.

Step 3: It may be determined that a Mental Health Consultant will conduct an observation on the child with parental permission. Further referrals to an appropriate agency and/or outside consultant may be made. During a scheduled meeting between parent(s) and teaching staff, a positive Behavior Support Plan will be developed for children with extreme behavior challenges, to be used by all adults that support the child (home/classroom). At this level it is crucial that parents/guardians participate to address safety concerns.

Step 4: Other Child Success Team meetings may take place as needed to identify progress or lack thereof. Other strategies may be offered to try in the classroom and at home.

Step 5: If the behavior continues and none of the actions previously taken have improved, an interdisciplinary meeting will be scheduled to determine if the program can adequately meet the needs of the child. A schedule modification may take place and as a last resort a determination of the continuation of our program services will be made by the Multi-disciplinary team and Program Director based on the following factors:

- *The child is of danger to him/herself or to others;
- *Lack of parent participation in the implementation of the Positive Behavior Support Plan.
- *There is sufficient documentation to reflect the implementation of behavior policy and that every attempt has been made to modify the behavior problem.

If it is determined that the child's continued enrollment presents a serious safety threat, the program may determine it is not the most appropriate placement for the child. The program will work to support the transition of the child to a more appropriate placement.

SELECTION & ENROLLMENT PROCESS

Waiting List

The program has limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Families must qualify for both Head Start and State Programs to be eligible for enrollment. Children with disabilities are encouraged to apply.

Head Start Selection Criteria

A family wishing to enroll their children in the Migrant/Seasonal Head Start Program must meet all four of the following requirements:

1. Age: Children must be under the age of compulsory school attendance.
2. Income Level: The gross family income during the past 12 months or calendar year is at or below Head Start Family Income Guidelines.

Certification

Enrollment into the program is determined by specific family eligibility criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and remain eligible until the end of the school year.

State Admission Priorities

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in 1 or more of these categories:

Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional) Family Eligibility
- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all income)

***Predictable Income:** Full month of current & ongoing gross income

***Unpredictable Income:** Gross income for the preceding 3 to 12 consecutive months

***Guardian/Foster:** Full month of current income received for the child

Health & Emergency Information

Participants must provide child health & current emergency information, along with current immunization records for enrolled children

Exceptional Needs Child

If your child has exceptional needs, the file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan or Infant & Family Service Plan

Court Order

.If there is a court order regarding child custody that impact child care services, it shall be included in the family data file



SELECTION & ENROLLMENT PROCESS

Income Guidelines

HEAD START			CDSS STATE PROGRAMS 85% SMI			CDE STATE PROGRAM 100% SMI		
Effective January 13, 2022			Effective July 1, 2022			Effective July 1, 2022		
Family Size	Gross Annual Income	130%	Family Size	Gross Monthly Income	Gross Annual Income	Family Size	Gross Monthly Income	Gross Annual Income
1	13,590	17,667						
2	18,310	23,803	1 to 2	6,008	72,095	1 to 2	7,068	84,818
3	23,030	29,939	3	6,842	82,102	3	8,049	96,590
4	27,750	36,075	4	7,941	95,289	4	9,342	112,105
5	32,470	42,211	5	9,211	110,536	5	10,837	130,042
6	37,190	48,347	6	10,482	125,782	6	12,332	147,979
7	41,910	54,483	7	10,720	128,641	7	12,612	151,342
8	46,630	60,619	8	10,958	131,499	8	12,892	154,705
9	51,350	66,755	9	11,196	134,358	9	13,172	158,068
10	56,070	72,891	10	11,435	137,216	10	13,453	161,431
11	60,790	79,027	11	11,673	140,075	11	13,733	164,794
12	65,510	85,163	12	11,911	142,934	12+	14,013	168,158



SELECTION & ENROLLMENT PROCESS

Family Data File

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents, eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Family Size

Biological/Adoptive Parent: "Family" shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: "Family" shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for EACH child counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
 - Child Custody Court order
 - Adoption documents
 - Foster Care placement records
 - School or Medical records
 - County welfare department records
 - Other reliable documentation indicating the relationship of the child to the parent
-

Ways to Apply

Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility for services. The steps are as follows:

Step 1: Contact us

Call: (559) 675-8425 or 559-675-9137

Step 2: Complete Application Packet and submit documentation

Complete forms, gather documents listed on the checklist.

Once you gather documents, schedule an appointment with the Advocate by calling her at the site of preference

Within 2 weeks of being contacted by the program, the parent must make contact with the program to schedule an appointment to begin an application to apply for this enrollment period.

The Advocate will review the packet and contact you to complete your Head Start application. You will now be on the eligibility list.

Step 3: Verify Eligibility

Attend in person appointment at the preferred center location. Please note that you will be turned away and reschedule if your packet/information is not complete at the time of your appointment.

When an opening occurs: The advocate will contact you to collect any updated eligibility documentation and have you sign your State application.

SELECTION & ENROLLMENT PROCESS

Sign In/Out

It is a Head Start and Licensing requirement that children MUST be sign in and out every day by an authorized adult. The following process must take place daily:

- An authorized adult must sign their full legal signature and document the time the child is dropped off.
- The authorized adult dropping off the child MUST be listed on the emergency card.
- When child is picked up, authorized adult must again sign their full legal signature and document time child is being picked up.
- The authorized adult must provide a contact/emergency number if different from number on emergency card.
- When another person is picking up a child, the person's name MUST appear on the emergency card. The individual being assigned to pick up a child must provide valid picture identification. If the person is not on the emergency card or is unable to provide identification, the child will not be release until the parent, guardian or designee comes to pick up the child.

If the authorized adult fails to sign-in the child and an emergency happens, Child Protective Services will be notified. They will make the decision for the child as to how to proceed with the emergency and therefore, the program is not authorized to assist the child.

Anyone authorized to drop off or pick up a child from the center, other than the parent, must be at least 18 year old. Teaching staff reserves the right to request identification to verify the age of the individual.

In addition, our programs has established a safeguard to the children enrolled in the program. If anyone who comes to pick up a child seems to be under the influence of drugs or alcohol, the child will not be release to that individual/parent. In addition, He our staff will contact law enforcement.



REGISTRATION PROCESS AND ELIGIBILITY

To be eligible to receive subsidized child care and development services, families must meet the income eligibility and need requirements as specified in the Funding Terms and Conditions and Head Start Performance Standards. The child must also meet the age criteria for which the center is licensed. The Funding Terms and Conditions and Head Start Performance Standards are available for review at each center.

Priorities for Admission

If there are no vacancies in the program, families will be placed on a waiting list. As vacancies occur families will be contacted by income ranking order according to the following priorities:

Head Start

First priority must be given to children that have been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092.

Second priority must be given to children from families that meet Head Start income guidelines, in income ranking order based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction.

Third priority must be given to children from eligible families that meet applicable Head Start priorities as stipulated in the Eligibility, Recruitment, Selection, Enrollment, and Attendance requirements (45 C.F.R. Part 1305).

Children of migrant agricultural worker families shall be enrolled in Migrant Child Care and Development Program on the basis of the following priorities:

State

- **First priority:** The family who has moved from place to place, either within California or from another state, within the twelve (12) month period immediately preceding the child's enrollment, in order for the parent(s) to secure employment in agricultural work or fishing activity.
- **Second priority:** The family has qualified for child care and development services under the first priority within the past five years, is currently dependent upon seasonal agricultural work, but has not moved in the preceding twelve-month (12) period.
- **Third priority:** The family resides in a rural agricultural area and is dependent upon seasonal agricultural work.

Family Member Requirement

Verification of the parents and the names, gender, and birthdates of the children identified in the family size that link the child to the parent/guardian.

Documentation may include:

- Birth certificates
- Court orders regarding child custody
- Adoption documents
- Records of Foster Care placements
- School or medical records
- County welfare department records

Income Requirement

Income will be calculated based on the previous 12 months – the 12 months will be based on when the enrollment application is taken. Family must have earned at least fifty percent of its total gross income from employment in fishing, agriculture, or agriculturally related work. Verification of all gross income earned from the past 12 months for each adult counted in the family size is required. Income documentation may include:

- Employee wage stubs
- Cash Aid and other benefits (statement or Passport to Services of Cash Aid and other benefits received, itemized by the months)
- Public Cash Assistance
- Child support received and/or paid out
- Disability or Unemployment Compensation
- Gross Income from Self-Employment (minus business expenses, except wage draws)
- Workers Compensation
- Spousal Support
- Survivor Benefits
- Retirement Benefits
- Dividends, interest on bonds, income from estates or trust, net rental income or royalties
- Rent for Room within the Family's Residence

REGISTRATION PROCESS AND ELIGIBILITY

- Financial Aid received for the care of a child living with an adult who is not the child's biological or adoptive parent
- Veteran's Pension
- Pensions or Annuities
- Inheritance
- Allowances for Housing
- Portion of Student Grants/Scholarships not identified for educational purposes as tuition, books or supplies
- Social security pay document
- Other Enterprise For Gain
- Unemployment award letter/stubs
- Employee payroll summary from your employer
- For self-employed parents-copies of your tax returns, receipt for services, documentation of deductions etc.

To calculate a family's adjusted monthly income for purposes of determining income eligibility and/or calculating a family fee:

- a. Weekly for 52 pay periods;
- b. Every two weeks for 26 pay periods;
- c. Twice monthly for 24 pay periods; or
- d. Monthly for 12 pay periods.

When a family's income fluctuates because of migran agricultural, or seasonal work; inconsistent and/or unstable employment or self-employment; or intermittent income, as defined in FTC, Section II Definitions, the adjusted monthly income shall be determined by averaging the total countable income from the preceding 12 months.

Note: If the family is receiving services because the child is at risk of abuse, neglect, or exploitation or receiving child protective services and the written referral specifies that it is necessary to exempt the family from paying a fee, then the parent will not be required to provide documentation of income.

We will not collect your packet application without the complete income documentation.

Need Requirement

In addition to meeting the income requirement, every adult counted in the family size must have a need for services. A family has a need for services when they meet one of the following criteria: Employed, actively seeking employment, participating in a vocational training or education program to attain High School diploma or High School equivalency certificate, engaged in an English language learners course, be incapacitated, seeking permanent housing or experiencing homelessness, be at-risk of abuse, neglect or exploitation, or have an active child protective service case.

Need documentation requirements are as follows:

Employed

Parents/Guardians who are employed must submit an Employment Verification form completed and signed by the employer, payroll clerk, or authorized representative.

If self-employed, a Self-Employment Verification form must be completed. The nature of the work must preclude the supervision of your children.

Parents/Guardians who are employed by a temporary agency, who are "on-call," do pick-up work or whose work schedule is not predictable must submit records regarding the time worked in the preceding 4 weeks.

If the parent's/guardian's employment is in the family's home or on property that includes the family's home, the parent must provide justification for requesting subsidized child care and development services based on the type of work being done and its requirements, the age of the family's child for whom services are sought.

If the parent/guardian is a licensed family day care home provider, he/she is not eligible for subsidized services during the parent's/guardian's business hours because the employment does not preclude the supervision of the family's child.

Travel time to and from the location at which services are provided and the place of employment cannot exceed half of the daily hours authorized for employment to a maximum of four hours per day. If the parent/guardian is employed anytime between 10:00 p.m. and 6:00 a.m., sleep time cannot exceed the number of hours authorized for employment and travel between those hours.

REGISTRATION PROCESS AND ELIGIBILITY

Vocational Training or Education Program

Parents/Guardians in a vocational training program leading directly to a recognized trade, paraprofessional, or profession, shall be limited to six years of enrollment from the initiation of services, or 24 semester units after attaining a Bachelor of Arts Degree, whichever expires first.

1. Parents/Guardians must have on file a Training Verification form from the sponsoring agent/school regarding the type of training and the number of hours per week during which the training takes place. Training verifications will only be accepted if they contain the following:
 - a. The parent's/guardian's vocational goal and anticipated completion dates of all training to meet the vocational goal are clearly stated
 - b. The beginning and ending dates of the current semester/term are clearly stated the training schedule, including the course titles, times and days of classes, is filled out completely and properly
 - c. Signature of the parent/guardian, and the signature and stamp of the school seal by the agency/school registrar/program director
2. If the training institution will not complete the training verification, then the following documentation is required:
 - a. Parent/Guardian completes and signs the Training Verification as outlined in Section 1, leaving the "signature and stamp of registrar of school organization"
 - b. Attach an electronic class schedule printout with the current class schedule, with course titles, days and times of each class or
 - c. Attach an official letter signed and stamped from the training organization that states name of school, date training will begin/end and anticipated completion date for training/education
3. Report cards, transcripts or other records must be provided to document adequate progress. Documentation will be reviewed and monitored for ongoing eligibility for services based on vocational training programs at re-certification. Parent/guardian must earn 2.0 GPA or in a non-graded program, pass the program's requirements in at least 50 percent of the classes. The first time the parent/guardian does not make adequate progress the parent/guardian may be recertified and may continue to receive ongoing services. If adequate progress is not made at the conclusion of this eligibility period, services for this purpose shall be discontinued.
 - a. Online or televised instructional classes that are unit bearing classes from an accredited training institution shall be counted as class time at one hour per week for each unit. The parent/guardian must provide a copy of the syllabus or other class documentation and the Web address of the online program. The accrediting body of the training institution shall be those recognized by the United States Department of Education
 - b. Travel time to and from the location at which services are provided and the training location cannot exceed half of the weekly hours authorized for training to a maximum of four hours per day
 - c. Study time may be granted for two hours per week per academic unit in which the parent/guardian is enrolled

Engaged in English Language Learners Courses or Attain High School Diploma or High School Equivalency Certificate

Parents engaged in an educational program for English Language Learners (ELL) or a program to attain a high school diploma or general educational development (GED) certificate (which is now referred to in law as a High School Equivalency (HSE) certificate) must have an Educational Program Verification form on file for the agency/school attending including the type of training and days/hours during which the training takes place. Educational Program Verification will only be accepted if they contain the following:

1. The beginning and ending dates of the current semester/term are clearly stated
2. An electronic class schedule printout or a written training schedule that includes the course titles, times and days of classes
3. Signature of the parent/guardian and the signature or stamp of the school seal by the agency/school registrar/program
4. Director will be required if an electronic class schedule is not available.

Actively Seeking Employment

Parents/Guardians must submit a Request to Actively Seek Employment form. Actively seeking employment is limited to no more than five days per week and for less than 30 hours per week

REGISTRATION PROCESS AND ELIGIBILITY

Incapacitation

- An adult counted in the family size may be incapacitated. Verification by a legally qualified professional must be provided on a Statement of Incapacity form (CD-9606). The form must be completed and submitted before subsidized child care services may begin. Child care and development services shall not exceed 50 hours per week.

At-Risk or Child Protective Services Families

- Children at-risk of abuse, neglect, or exploitation, and referred from a child welfare service worker or a legally qualified professional in a legal, medical, social services agency, or an emergency shelter may receive child care and development services. The written referral must be dated within six (6) months of the date of application for services.
- Children receiving child protective services (CPS) through the county welfare department may receive child care and development services if referred by a county child welfare service worker. The referral must stipulate that child care and development services are a necessary component of the child protective services plan. The referral must be dated within six (6) months of the date of application for services.

Both At-Risk and CPS written referrals for families/children must contain each of the following items:

1. The name and birth date of each child being referred for service
2. The frequency of needed child care services (number of days per week and number of hours per day child care is needed for each child)
3. The referral must be written on the referring agency's letterhead
4. The probable duration of the child protective service plan or the at-risk situation, and the need for child care and development services
5. The name, business address, telephone number, license number and signature of the "legally qualified professional" who is making the referral
6. For CPS- A referral letter by a county child welfare service worker from the local county welfare department certifying that the child is receiving child protective services, and child care and development services are a necessary component of the child protective services case plan
7. For At-Risk- A referral letter by a legally qualified professional from a legal, medical, or social service agency, or an emergency shelter certifying that the family is at-risk of abuse, neglect, or exploitation and child care and development services are needed to reduce or eliminate that risk

Seeking Permanent Housing

Child care and development services are limited to no more than 5 days per week and for less than 30 hours per week. Parent/Guardian must submit a Request to Seek Permanent Housing form. If the family is residing in a shelter, services may also be provided while the parent/guardian attends appointments or activities necessary to comply with shelter participation requirements.

Homelessness

The family must submit a written referral from an emergency shelter or other legal, medical or social services agency.

Documentation of Child's Exceptional Needs

For children with exceptional needs, the basic data file will contain the following:

1. Active Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) developed by IEP Team.
2. Include information as specified in Education Code Section 56026 and Title 5 California Code of Regulations, Section 3030 and 3031.

Duration of Service Requirement

Once the family has met the eligibility and need requirements, the family is eligible for childcare and development services for not less than twelve (12) months.

Exceptions:

- Families who are certified as income eligible & during their certification period, their income exceeds 85% of the state median income as notified at the time of certification and recertification.
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.....)

REGISTRATION PROCESS AND ELIGIBILITY

Verifying Ongoing Eligibility

Recertification of eligibility is required at least once each fiscal year not to exceed a year and a day of certified services. Families will be required to provide documentation to support ongoing eligibility and need for services and will be notified in advance of the recertification date.

Change in Service Level

Parents may voluntarily report changes by submitting a Request to Change Services Form. The form must contain the requested change with the days and hours per day requested of care, effective date of the proposed change, acknowledgment that the parent understands that they may retain their current service level and support documentation. Changes can only be approved if funding is available. Notice to approve and/or deny changes will be issued not later than ten (10) business days after receipt of applicable. Changes in service level include:

- Increase days and/or hours of care
- Change in Income over 85%
- Vacation of parent or child (Request for gap in service)

Please notify staff within five (5) calendar days of your address or telephone number changing to ensure we always have accurate contact information.

Recertification of Eligibility

Children enrolled in the Regional Head Start/CSPP program will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not age-eligible for kindergarten.

DISENROLLMENT POLICY

Family Disenrollment

When a family chooses to disenroll from the program, it is required that they notify the program in writing at least two (2) weeks in advance of the last day of attendance.

The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- a. Non-compliance of the program policies
- b. Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- c. Abandoned child care for five (5) consecutive days without notice. The - program does not allow families to be enrolled in the program if they are not using child care unless a gap in service has previously been approved
- d. Failure to adhere to Child Attendance Plan
- e. Failure to provide current and correct information at the time of certification or recertification
- f. Failure to use certified care as agreed upon between the parent and the program
- g. Delinquency in the payment of family fees
- h. Family income exceeds the maximum income guidelines
- i. Failure to keep appointments
- j. Unavailability of program funds
- k. Violation of the Safe School policy. Our office and child care facilities are alcohol, drug and weapon free zones

In accordance with California Department of Education, Early Learning and Care Division guidelines, families will be mailed a Notice of Action at least nineteen (19) days prior to disenrollment from the program.

Those families who are disenrolled for not following the programs policies shall be placed on a one (1) year penalty period during which the family shall not be eligible for services. The penalty period shall start from the termination effective date included in the Notice of Action. This penalty does not apply to families who have discontinued services by their own request.

PARTICIPANT QUALIFICATION & CONDITIONS

COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET

Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.	Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.
<ol style="list-style-type: none"> 1. Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. Public cash assistance (CalWORKs or TANF) 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 8. Spousal support and/or child support from the former spouse or absent parent, or (documented) financial assistance for housing costs, car payments paid as part of or in addition to spousal or child support 9. Survivor (i.e. SSA) and retirement benefits 10. Rent for room within the family's residence 11. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 12. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 13. Veteran's pension 14. Pension or annuities 15. Inheritance 16. Allowances for housing or automobiles provided as part of compensation 17. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies 18. Insurance or court settlements for lost wages and/or punitive damages 19. Net proceeds from the sale of real property, stocks or inherited property 20. Other enterprise for gain (Rent for room within family's residence) 	<ol style="list-style-type: none"> 1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes other than any portion used for living costs 4. Food stamps or other food assistance 5. Earned Income Tax Credit or tax refund 6. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 7. Adoption assistance payments received pursuant to Welfare and Institution Code section 16115 et. seq. 8. Non-cash assistance or gifts 9. Insurance or court settlements for pain and suffering 10. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 11. Business expenses for self-employed family members 12. Non-cash or in-kind assistance 13. All income of any individual counted in the family size who is collecting federal supplemental security income benefits (SSI) or state supplemental program benefits (SSP) 14. Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115et seq. 15. Disaster relief grants or payments, except any portion for rental assistance or unemployment 16. When there is no cash value to the employee, portion of medical and/or dental insurance documented as paid by the employer 17. Spousal support and/or child support paid to a former spouse or absent parent or documented financial assistance for housing costs, car payments, health insurance etc.... 18. Federal Government stimulus income

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

ATTENDANCE AND ABSENCES

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



ELEMENTARY STUDENTS

read well by the end of third grade



MIDDLE SCHOOLERS

pass important courses



HIGH SCHOOLERS

stay on track for graduation



COLLEGE STUDENTS

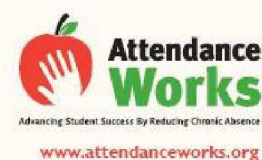
earn their degrees



WORKERS

succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



Attendance Policy

Children are expected to attend child care based on their certified schedule determined at certification. A family may be disenrolled from the program if the child has "excessive" unexcused absences.

Regular and consistent attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience.

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success, and setting a good example.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

ATTENDANCE AND ABSENCES

Your child's regular attendance is very important not only to assure a continuous educational program but also to assure the program meets the attendance percentage required by the grantee. We encourage parents to bring their children daily and maintain regular attendance unless the child is ill.

- If your child is ill or any other emergency occurs, contact your child's teacher within one hour of the program's start time.
- After TWO (2) consecutive absences without parent contact, the advocate will conduct a home visit or make other direct contact with a child's parents.
- After THREE (3) unexcused absences without contact from parents, the child will be dropped from the program and placed back on the waiting list.
- When a child has accumulated, FOUR (4) absences whether excused or unexcused a letter on attendance concerns will be issued to the parent letting them know that the child is at risk of missing ten percent of program instruction.
- Staff will make every effort to support families to promote the children regular attendance by providing support and resources as needed. Staff will keep documentation of children's absences and parent contacts in the child's file.
- When a child has accumulated SIX (6) or more absences whether excused or unexcused. Center Director with the advocate and family will develop a plan to ensure children maintain regular attendance, beginning immediately. If no improvement in attendance occurs and absences exceed the numbers of best interest days (limit 10), staff will make a determination whether to continue providing services or referring child to another program that best meets the needs of the family. Staff understands that each case is unique and as such each case will be discussed and evaluated before any determination is made.
- The ERSEA Specialist in consensus with the Head Start Director will have the authority to formally drop a child when absenteeism has not been resolved. If services are terminated, the family will be provided with resources/referrals to other preschool services.

****NOTE** – A child who is ill and has been out for 3 days may need a doctor's note – this will be determined on a case-by-case basis. The Center Director and Support Services Manager will discuss and determine if a doctor's note is required.



Child Abuse Reporting

Our staff are mandated reporters. The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Family Advocate.

There are resources available to help you, at no charge.

Infant and Child Car Seat

Per California Law V.C.27360(a), all children under 8 years of age MUST be properly secured in a car seat or booster seat in the back seat. California car seat law states that children under 2 years old must be rear-facing unless they weight 40lbs. or more, or are 40 inches tall or more.

Parents should always have a car seat for their child whenever they are being dropped off or picked up from the center. By Law, Head Start staff must report any violation to such law. Taken from: CA Office of Traffic Safety

NOTE: Please do not leave your child(ren) unattended in the car. It is against the law and reportable if observed by staff.

Active Supervision

Active supervision and safety of children is every staff and parent/guardian responsibility. Supervision is bait to safety and prevention of injury and maintaining quality childcare. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

Child Count Board

Count boards are used in the classroom to document how many children are present. The staff can use your assistance in changing the number on the count board when your child arrives and leaves as requested by the staff.

Doors and Gates

To ensure the health and safety of the children, we encourage parents to use the assigned door for entering and leaving the facility at all times. Close doors when entering and leaving to ensure no other child/ren besides your leave the facility without an authorized adult. Gates – close and lock with the latch.

Pets

Pets are not allowed on the premises except guide dogs. Contact your Center Director if you need to bring a guide dog.



Children with Special Health Needs

Our program will make every effort to work with parents and physicians to make accommodations for children with special health needs. An Individualized Health Care Plan (IHP) can be developed between staff, parent and child's physician. The plan is established prior to the child's entry date, or as the need arises.

Sate School Notice

For the safety of everyone in our program, the following rules will be enforced:

- No real or pretend weapons.
- No drugs, tobacco, vaping or alcohol.
- No fighting, harassment or discrimination.
- No disruptive behavior
- No fire setting, vandalism and/or graffiti



Emergencies

Each center emergency plan is posted in the classroom and emergency drills are conducted monthly.

Napping

Children have the opportunity to nap or rest without distraction or disturbance from other activities by providing an individual napping space and a cot or mat. Any child who chooses not to sleep will be given the opportunity to do a quiet activity of their choosing.

Infants have their own individualized nap schedule. All infants must have a sleep environment that prevents injury and decreases the risk of Sudden Infant Death Syndrome (SIDS)

- Nothing is covering the infants head
- Sleeping on his or her back
- Dressed in sleep clothing, such as a one-piece sleeper
- No blanket, pillows, toys or loose objects
- Staff supervise napping infants and document sleep checks every 15 minutes
- Sleep plans will be developed with parents. Plans document the infants' first time rolling over.

Safe Environments

Health and Safety Screener is completed prior to the start of the year. A Daily Indoor/Outdoor safety check is completed to ensure there are no current hazards. Background checks are completed for all adults in the center prior to working with children. We ensure that a healthy, safe, nurturing environment. Center has emergency plans in place and conducts monthly Emergency Drills and inspections.

Procedures for Walking Your Child to Head Start Center

Children move quickly and are often unaware of danger. Most children are injured near their home or on their own street. Listed below are safety procedures to take into consideration as you and your child walk to our center.

When you cross the street with your child:

- Always hold your child's hand. Never allow a child to cross the street alone.
- Always stop at the edge of the curb or at parked cars before crossing the street.
- Always look LEFT, RIGHT, and LEFT again for moving cars.
- Only cross when it is clear and keep looking LEFT, RIGHT, and LEFT again.
- Always look for signs that a car is about to move (rear lights, exhaust smoke, sound of motor, wheels turning, etc.) and never walk behind vehicles that are backing up.
- Having a green light, the "WALK" signal, or being on a cross walk does not mean that it is safe to cross.
- Some drivers do not stop at red lights, or they turn right on red lights. Other drivers do not look out for pedestrians, or their view may be blocked. You must look LEFT, RIGHTS, and LEFT again before stepping off the curb. Cross when the street is clear and continue to look LEFT, RIGHT, and LEFT while crossing the street.
- Although a pedestrian may be able to see a driver, a driver may not be able to see the pedestrian. Be sure that the driver sees you and stops before you cross in front of him/her. Try to make eye contact with the driver.

No Siblings Allowed in the Classroom

The agency's center license restricts the number of children in the center. All children in the centers must be enrolled in the program. Children not enrolled in the program are not permitted to visit the center or classroom.

The Adult Role in the Classroom

Adults model behavior for children by setting up appropriate environments and guidance techniques. The adult role is to facilitate learning. Children learn when they are given opportunities to problem solve and are encouraged in their efforts. You are a role model!

Adult Immunization Requirement

Health and safety is a primary concern at our centers. For this reason, all children enrolled, parents and adults or volunteers working at our centers must meet the State of California immunization requirements. Adults and parents are required to provide proof of T.B. – Tuberculosis exam, vaccinations for TDaP and MMR, as well as an annual flu vaccination or documented flu refusal. Adults will comply with the following:

- Encourage children to blow their own nose and to wash their hand afterwards.
- Periodically, the center holds fire, earthquake and evacuation drills. You are to assist when there is a drill; follow the teacher's directions in assisting the children out of the building calmly.
- When a child has an accident, you are to assist the child; but notify the teacher immediately.
- All information concerning children is confidential and is not to be discussed outside the center. This protects all children and parents right to privacy.

****You are a part of the teaching team. Your assistance as an adult supervising children is important in the safety of children. Report any concerns regarding children to the teacher promptly.**

NOTE: A community volunteer may have to be fingerprinted depending on the activity he/she is performing and the length of time he/she may be at the center.

Holiday/Celebrations Policy

Our curriculum is based, in part, on children's ideas and interests. Rather than focusing exclusively on holidays, we explore multicultural observances. All program activities are geared to children's ages and developmental levels and respect individual family practices.

Clothing and Items from Home

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. Tennis shoes are great. Please send a change of clothes for your child in case of a spill or accident. Please discuss your ideas for sharing home materials with your child's teacher ahead of time. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.

Practices During COVID-19 Pandemic

To meet the challenges of COVID-19 and maintain the health and safety of children, families, and staff the following procedures will be in place during this program year or until further guidance:

- **Health Exclusion-Parents and children** will be asked a series of COVID-19 related questions during the sign-in process. Temperatures will be taken daily upon arrival. If a child becomes ill during the day, the child will be placed in isolation and you will be contacted. A medical clearance is required prior to the child returning to the program.
- **Classroom Sanitation**-classrooms and materials will be cleaned and disinfected to encourage the health and safety of children and staff. The FDA, and EPA approved disinfectant Betco ph7q will be utilized. Staff will complete the Cleaning and Disinfecting Checklist provided to document their actions.
- **The frequency of cleaning and disinfecting** items has been enhanced to meet the challenges of the pandemic.
- **Physical Distancing**-Physical distancing will be followed at all times which extends to our office, centers, classroom and during arrivals and departures.
- **Protective Equipment**-Staff will wear personal protective equipment throughout the day such as face masks, gloves, smock jackets, aprons, and if necessary, shoe covers.
- **Center Visitors**-Parent are always encouraged to participate in the programs.

POLICIES

Standards of Conduct - All Adults

All parents, guardians, and all other adults present at the center will follow basic Standards of Conduct. These standards must be followed during all interactions.

The Standards of Conduct are as follows:

1. Remember that the decisions made and actions taken benefit the children that are served;
2. Be courteous;
3. Maintain order;
4. Show respect of others;
5. Take responsibility for your own actions;
6. Be punctual; and
7. Communicate effectively

Code of Ethical Conduct

As a staff or parent/guardian of a child enrolled with CAPMC I certify that while present at the program I will demonstrate that:

- I respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- I will follow program confidentiality policies concerning information about children, families, and other staff members.
- I will not leave a child alone or unsupervised while under my care; and
- I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Our program parent/guardian violating the Standards and/or Code of Ethical Conduct may be prohibited from being

Child Supervision

Supervision is everyone's responsibility, so in addition to our staff, parents must also use active supervision techniques to ensure our environments are safe.

Staff /Providers will:

- Actively ensure that our environments are safe and no child will be left alone or unsupervised at any time.
- Develop a Child Active Supervision Plan which describes how staff actively ensures that our environments are safe and that children are actively supervised. Elements include
 - *Arrival//Departure
 - *Restroom Planning/Diapering
 - *Indoor/Outdoor Transition
 - *Meal & Nap Times
 - *Zoning & Child Counts
 - *Plans for children needing extra support
- Participate in training and monitoring support compliance

Parents will:

- Ensure gate and door is closed and secured
- Follow the no Cell Phone policy when dropping off/picking-up your child. Cell phones can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time
- Hold your child's hand in the road and parking lot
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately

Children will:

- Follow safety rules
- Always stay with an adult
- Help keep self and others safe

PARENT AND CHILD RIGHTS

During the registration process, families will receive the Parent's Rights and Personal Rights. It is the intent of the program to adhere to those requirements at all times. Below is a brief summary of the parent's and child's rights.

Parents have the right to:

- Inspect the center without notice
- File a complaint
- Review report of licensing visits and substantiated complaints against the licensee
- Make a complaint without discrimination or retaliation against you or your child
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order
- Receive from the licensee the name, address and telephone number of the local licensing agency
- Be informed about criminal record exemptions
- Received from the licensee the Caregiver Background Check Process form

Children have the right to:

- Be accorded dignity in his/her personal relationships with staff and other persons.
- Be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- Be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- Be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Please refer to the Personal Rights & Parent's Rights Form for more information. When submitting a complaint to the Community Care Licensing send information to: Department of Social Services, Community Care Licensing, 1310 E. Shaw Avenue MS 29-01, Fresno, CA 93710, Phone # (559) 243-4588

HEAD START PARENT COMPLAINT PROCEDURES

- STEP 1: Discuss the issue with the person with whom you have an issue or concern within 30 days of the incident. If the individual with whom you have an issue/concern with is unable to resolve the matter to your satisfaction, proceed to step two.
- STEP 2: Request a Parent/Community Complaint Form from the Center Director/Site Supervisor/Teacher. Complete the form and include: a description of the problem, dates of occurrence, name of person/people involved, and possible solution. The completed form must be returned to the Center Director/Site Supervisor/Teacher within 5 working days of meeting with the individual with whom you have a concern. Request a meeting with the Center Director/Site Supervisor/Teacher to resolve the issue. If no resolution has resulted, then proceed to step three.
- STEP 3: Request an appointment with the Head Start Program Director within 5 working days of your meeting with the Center Director/Site Supervisor/Teacher. If the Head Start Program Director determines that the complaint is related to the Nutrition Program, the appropriate form will be given and assistance provided. The Head Start Program Director shall issue a written response to you within 5 days after the meeting. If no resolution has been reached, proceed to step four.
- STEP 4: Request a meeting with Community Action Partnership of Madera County Executive Director within 5 working days of receiving Head Start Program Director's decision. The Executive Director shall issue a written response to you within 5 working days after the meeting. If no resolution has been reached, proceed to step five.
- STEP 5: Request the issue to be presented to the Head Start Policy Council/Committee Executive Committee within 5 working days of receiving the Executive Director's decision. The Executive Committee shall issue a written response to you within 5 working days after the hearing. If no resolution has been reached, proceed to step six.
- STEP 6: You may request that the issue be brought to the attention of the full Policy Policy/Committee within 3 working days of receiving the Executive Committee's decision. The Policy Council/Committee will hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review). If you remain dissatisfied, proceed to step seven.
- STEP 7: An appeal to the Community Action Partnership of Madera County's Board of Directors Chairperson may be made in writing within 3 working days of receiving the Policy Council/Committee's decision. You must state the problem and desired solution. The Board of Directors shall hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review).
- STEP 8: If you remain dissatisfied, you may file the complaint with the Administration for Children and Families Office, 50 United Nations Plaza, San Francisco, CA 9410.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
PARENT/COMMUNITY COMPLAINT FORM**

Date:_____

Personnel about which complaint is issued:

Name:_____

Site Location:_____

Date of Incident: _____

Approximate Time of Incident:_____

Location of Incident: _____

Description of the problem (including names of participants/witnesses). Attach additional sheets if needed.

Describe in detail of your efforts to resolve the grievance at point of origin (inclusive of names and dates).

State desired solution.

Person filing complaint: Name (Please Print):_____

Signed:_____

Date Submitted:_____

CA STATE PRESCHOOL PARENT COMPLAINT PROCEDURES

Disenrollment

Disenrollment Policy:

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of anticipated last day of attendance.

Families will be issued a Notice of Action at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Non-compliance of the program policies
- Abandoned child care for 5 consecutive days without notice. The program does not allow families to be enrolled in the program if they are not using child care.
- Excessive Unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification
- Failure to use certified care as agreed upon
- Failure to complete attendance records accurately and on a daily basis
- Misrepresentation of income and/or eligibility
- Failure to keep appointments
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and child care facilities are alcohol, drug and weapon free zones.

Grievance/Complaint Procedures

Complaints Regarding Program Staff:

Program staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

Uniform Complaint Procedure:

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office.

Level 1:

Complaint is brought to the attention of the Teacher.

Level 2:

If complaint is not resolved by the Teacher, it is brought to the attention of the Supervisor.

Level 3:

If complaint is not resolved by the Supervisor, it is brought to the attention of the Director

PARENT COMPLAINT PROCEDURES

Program Complaints (Disagree with Notice of Action):

Notice of Action –Parent Appeal Process

Parents enrolled in a State funded program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Requesting Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents. Request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Community Action Partnership of Madera County
Attention: Maru GascaSanchez
1225 Gill Avenue
Madera, CA 93637
(559) 507-8029

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one (1) time.

Note: At any reasonable time, including before a hearing, a parent has the right to review the data file.

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out. This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing.

Failure to comply with directions will result in the hearing being concluded and the contested action being taken. A parent designating an Authorized Representative to be present must inform Community Action Partnership of Madera County in writing

prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. Children are not allowed to be present during the hearing.

If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

PARENT COMPLAINT PROCEDURES

Step 4: Hearing Decision

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE), Early Learning and Care Division (ELCD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons the parent believes the decision of Community Action Partnership of Madera County decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to you and the agency. Once ELCD has rendered a decision, the decision is final.



RESOURCES

CAPMC - Resources

RHS/CSPP Parent Handbooks

Available online at the maderacap.org or our office located at Pine Ave, Madera, CA

Community Services

559-673-9173

Energy Assistance

Weatherization

Drought Water Assistance Program

Child Care Alternative Payment Program and Resource & Referral

APP: 559-661-0779

R&R: 559-675-8469

Subsidized Child Care

Finding Quality Child Care

Child Care Initiative Project

Head Start

Madera: 559-673-0012

Fresno: 559-277-8641

Madera/Mariposa Regional Head Start
Madera/Migrant/Seasonal Head Start/State Based Migrant
California State Preschool Programs
Fresno Migrant & Seasonal Head Start

Strengthening Families Program

325 S Pine St. #103

Madera, CA 93637

559-416-5655

Victim Services

559-661-1000

Hotline: 1(800)355-8989

Martha Diaz Shelter

Domestic Violence

Rape/ Sexual Assault

Victim & Witness Services

24-Hour Crisis Hotline

Unserved/ Underserved

Other Resources

Crisis Line: 888.275.9799 or 559.673-3508

Central Valley Suicide Prevention Hotline: 1.888.506.5991

Crisis Text Line: 741-741

The Friendship Line: 800.971.0016. The Friendship Line for Older Adults, Ages 60+ or Family and Friends. A crisis intervention, support and resource line for older adults.



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: November 10, 2022

Author: Maritza Gomez-Zaragoza

DATE: October 13, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera / Mariposa Regional and Early Head Start Self-Assessment Procedure, Process, and Planning 2022-2023

RECOMMENDATIONS:

Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.

SUMMARY:

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. Developed checklist that reflect compliance with OHS Program Performance Standards will be utilized to conduct the self-assessment.

DISCUSSION:

The following process will take place in order to ensure the program is still in compliance with Head Start Performance Standards.

- Review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of ChildPlus data
- In-person visits to some of the sites (following safety measures)
- Utilize checklist developed based on Office of Head Start monitoring protocol virtual.

Once all information is gathered it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Council and Board of Directors by January/February 2023 detailing the result of the program's self-assessment.

- The 2022-2023 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure will be presented for approval to the PC on November 3, 2022.

FINANCING: None



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: November 11, 2022

Author: Jeannie Stapleton

DATE: October 26, 2022

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: 2022 Community Services Block Grant Monitoring Review C-22-026

I. RECOMMENDATION:

Review the C-22-026 Community Services Block Grant Monitoring Review outcomes.

II. SUMMARY:

The Department of Community Services and Development (CSD) conducted a monitoring review of the agency for CSBG contract 20F-3677 CSBG CARES, contract 20F-3677 CSBG CARES the Discretionary portions, 21F-4023 Annual CSBG, 21F-4424 CSBG Discretionary portions, 22F-5023 Annual CSBG, and 22F-5023 CSBG Discretionary portions. The review included the agency's administrative, board governance, prior monitoring reports, fiscal as well as programmatic documents.

III. DISCUSSION:

1. Due to COVID-19 restrictions, the monitoring visit was conducted virtually.
2. On July 20, 2022 the Department of Community Services and Development Community Services Division conducted the CSBG monitoring review.
3. For the 2022 program year the results of the monitoring review determined the agency is in compliance with the contractual requirements and applicable federal and state laws.
4. Two observations were mentioned:
 - A. The number of unemployed adults who obtained employment (up to a living wage) and the number of individuals who avoided eviction. The file did not contain documentation to demonstrate the client met the income eligibility for services under FNPI 1b to verify that the outcome had been achieved. The agency will provide training for employees regarding how to maintain supporting documentation and accurately report outcomes and services achieved by participants. The agency must develop a living wage definition for use with its employment indicators that require use of a living wage comparative measure in the Employment Domain.

- B. The documentation reviewed for FNPI 4e validated an achieved outcome – although it was miscategorized and should have been listed under SRV 4c. Rent Payments (includes Emergency Rent Payments.) The agency will provide training for employees regarding how to maintain supporting documentation and accurately report outcomes and services achieved by participants.
- 5. It is nice to see that the agency complies with the rules and regulations set by CSD.

IV. **FINANCING:**



Department of Community Services and Development
 Community Services Division
 Monitoring Report (rev. 6/2021)

Agency Information

Agency Name: Community Action Partnership of Madera County, Inc.
 Agency Type: Community Action Agency-Private
 Report #: C-22-026
 CSD/Field Representative: Patrick Kane
 Date Report Completed: July 20, 2022

Contracts Reviewed

Contract #	Program Term	Amount	Contract Type
20F-3677	3/27/20- 5/31/22	\$390,168	CSBG CARES
20F-3677	10/1/20- 5/31/22	\$40,370	CSBG CARES Disc
21F-4023	1/1/21- 5/31/22	\$289,645	Annual CSBG
21F-4424	6/1/21- 5/31/22	\$28,250	CSBG Discretionary
22F-5023	1/1/22- 5/31/23	\$286,748	Annual CSBG
22F-5023	6/1/22- 5/31/23	\$31,000	CSBG Discretionary

Entrance Conference

Purpose of Visit: The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Virtual Entrance Conference: July 12, 2022

The following persons were present during the Entrance Conference:

Mattie Mendez – Executive Director, CAPMC
 Ana Ibanez – Community Services Program Manager, CAPMC
 Daniel Seeto – Chief Financial Officer, CAPMC
 Cristal Sanchez – Strategic Plan Coordinator, CAPMC
 Maria Velazquez – Interim Community Services Coordinator, CAPMC
 Patrick Kane – CSBG Field Representative, CSD
 Wilmer Brown, Jr. – Manager CSBG Field Operations, CSD

The following items were discussed:

- Virtual Monitoring Overview
- CSBG Expenditures and Trend Chart
- CSD Updates
- Upcoming Organizational Standards
- CSBG CARES Contract

Administrative Review

Board Composition

According to the agency's bylaws dated August 9, 2016, the Tripartite Board is composed of 15 members and per agency's bylaws: 1/3 of the Board's membership shall be public officials or their designated representatives (public sector), 1/3 drawn from the private sector, and 1/3 chosen in accordance with democratic selection procedures adequate to ensure that these Board members are representative of the low-income individuals and families in five target areas located in Madera County. The board roster, dated December 8, 2021 indicates zero Board vacancies.

Board Minutes

Community Action Partnership of Madera County, Inc. submitted approved minutes for its board meetings to CSD within thirty days of approval as required in the annual contract agreement (2021 CSBG Contract Agreement Article 4.1.4).

A review of the board minutes from February 10, 2022, March 10, 2022, and April 14, 2022 indicate that a quorum was met for each meeting. The information contained within the board minutes provided the Field Representative with sufficient information to determine the board's involvement in the development, planning, implementation, and evaluation of the program.

Fiscal Review

Advance Payment

The Field Representative was presented documentation that demonstrates the agency does retain the advance payment in an interest-bearing account. (45CFR 75.305 (b)(8))

Expenditure Progress

During the virtual-onsite the Field Representative met with the CFO and Deputy Executive Director to discuss the status of all open contracts as follows.

Expenditure Reporting:

A review of the Expenditure Activity Reporting System (EARS) monthly reports indicated the expenditure reports have not been submitted in a timely manner. Expenditure activity reports were submitted after the due date for the following contract(s):

Contract #	Expenditure Report Period	Due Date	Certify date	Number of days late
20F-3662	3/1/2022-3/31/2022	4/25/2022	5/30/2022	35
	4/1/2022-4/30/2022	5/25/22	5/31/22	6

	5/1/2022-5/31/2022	6/25/2022	7/26/2022	32
22F-5023	3/1/2022-3/31/2022	4/25/22	5/22/2022	27
	4/1/2022-4/30/2022	5/25/2022	7/22/2022	58
	5/1/2022-5/31/2022	6/25/2022	7/26/2022	31

CSBG CARES Contract
20F-3662

A review of EARS reports from March 2020 through May 2022 indicates 95.47% or \$372,498 of \$390,168 has been expended. According to Agency’s Executive Director Agency is on schedule to expend the allocation by the end of the contract period

CSBG CARES Disc Contract
20F-3662

A review of EARS reports from March 2020 through January 2022 indicates 99.39% or \$40,125 of \$40,370 has been expended. According to Agency’s Executive Director Agency is on schedule to expend the allocation by the end of the contract period.

CSBG Contract 21F-4023

A review of EARS reports from January 2021 through December 2021 indicates 100% or \$289,645.00 of \$289,645.00 has been expended. The contract is has been fully expended.

CSBG Disc Contract 21F-4424

A review of EARS reports from June 2021 through May 2022 indicates 100% or \$28,250.00 of \$28,250.00 has been expended.

CSBG Contract 22F-5023

A review of EARS reports from January 2022 through April 2022 indicates 25.69% or \$73,660.26 of \$286,748 has been expended. According to Agency’s Executive Director Agency is on schedule to expend the allocation by the end of the contract period, and according to the most recent 3-year spending trend report released in June 2022 CAP Madera’s spending level is within the 15% threshold of their historical spending practices.

CSBG Disc Contract 22F-5023

A review of EARS reports from January 2022 through May 2022 indicates 0% or \$0.00 of \$0.00 has been expended. The contract was executed on (Date). EARS reporting for the first month of the performance period of the 2022 Discretionary contract was not due at the time of this report. As a result, no expenditures have been submitted.

Line Item Expenditure Review

Note: Due to the COVID-19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced to the number of expenditure transaction that would normally be reviewed.

The Field Representative sampled three expenditure transactions from costs reported in EARS:

Contract Number	Report Period	Section (Program/ Admin)	Line Item	Amount
21F-4023	12/1/21 – 12/31/21	Program	Other Costs	\$1,090.00
22F-5023	02/1/22 – 02/28/22	Program	Operating Expenses	\$3,800.00
22F-5023	2/1/22 – 2/28/22	Program	Operating Expenses	\$1,140.00

The Field Representative reviewed the general ledger, subledger detail, vendor invoices, agency invoices, expenditure authorizations, and cancelled checks, and verified that the documentation supported the transactions sampled from expenditures reported in EARS.

Equipment Validation Review

Due to COVID-19, CSD did not conduct an agency onsite equipment validation.

Programmatic Review

Program Reports

A review of the most recent CSBG Annual Report Modules 2 – 4 indicate the reports have been submitted timely by the agency in accordance with the annual CSBG Contract Agreement Article 7.3.4.

Program Performance

A review of the agency’s most recent CSBG Annual Report Modules 2 – 4 shows that the agency achieved the following results:

Family Domains (Module 4)	Indicator	Target	Actual
FNPI 1. Employment	FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage)	2	10
FNPI 4. Housing	FNPI 4e. The number of individuals who avoided eviction.	119	111

Performance Target Accuracy

FNPI 1b: Agency achieved more than 120% of target: Agency reported that due to being awarded additional funds, the agency was able to hire additional staff and serve more clients.

Organizational Standards Review

The agency certified their 2021 Organizational Standards Assessment score as 100%. This score was transferred from the previous score received in 2020 in accordance with Informational Memorandum IM #154 which awarded administrative reliefs due to COVID-19.

Agency was reminded CSD has ended the administrative relief related to agency Organizational Standards compliance which had been in effect for 2020 and 2021. As a result, all agencies are required to submit updated Organizational Standards documentation in eGov by August 31, 2022.

Subcontractor Review

The agency has not entered into a subcontract agreement for this review period.

Child Support

The Field Representative determined that the agency has a written referral policy in place to the local Department of Child Support Services. (Title 42 of the U.S.C. Section 9919 (b)).

Site Visits

Due to COVID-19 CSD did not conduct an agency site visit.

Client File Review

Note: Due to the COVID 19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced the number of client files that would normally be reviewed.

The Field Representative conducted a client file review of two (2) clients who received services as reported in the National Performance Indicators. The review was a sampling of the clients served for Indicators: 1b. The number of unemployed adults who obtained employment (up to a living wage) and 4e. the number of individuals who avoided eviction. The client files did not contain sufficient documentation to demonstrate the client met the income eligibility for services under FNPI 1b. The file did not contain documentation to verify the outcome had been achieved.. The documentation reviewed for FNPI 4e validated an achieved outcome – although it was miscategorized, and should have been listed under SRV 4c. Rent Payments (includes Emergency Rent Payments).

Safeguard of client files

Due to COVID-19 CSD did not conduct an agency site visit. CSD accepts the 2021 results for Organization Standard 8.13, “The Organization has a written policy in place for record retention and destruction” as sufficient verification for this item.

Organization Standard 8.13 was “met” for this review period.

CSBG CARES Activities

The Field Representative conducted a lifecycle review for two line items from CARES expenditure submissions to complete this review which satisfied the Quarterly Reconciliation for Quarter 1 of 2022. No issues were discovered.

Contract Number	Report Period	Section (Program/Admin)	Line Item	Amount
20F-3662	11/1/21-11/30/21	Program	Operating Expenses	\$2,122.00
20F-3662	11/1/21-11/30/21	Program	Other Costs	\$15,015.00

CSBG CARES Quarterly Fiscal Reviews

The Field Representative reviewed the general ledger, expanded general ledger, agency invoices, and verified the documentation supported the transactions sampled from expenditures reported in EARS.

CSBG CARES Client File Review

Family Domains (Module 4)	Indicator	Actual
SRV 4. Housing	SRV 4c. Rent Payments (includes Emergency Rent Payments)	28

The Field Representative reviewed documentation for program outcomes reported in Section B of Module 4. The review was a sampling of the clients served for Indicator: SRV 4c. Rent Payments (includes Emergency Rent Payments). The documentation provided contained the necessary information to demonstrate the client met income eligibility for services, and the outcome was achieved.

Exit Conference

Date of Virtual Exit Conference

July 12, 2022

The following persons were present during the Exit Conference:

- Mattie Mendez – Executive Director, CAPMC
- Ana Ibanez – Community Services Program Manager, CAPMC
- Daniel Seeto – Chief Financial Officer, CAPMC
- Cristal Sanchez – Strategic Plan Coordinator, CAPMC
- Maria Velazquez – Interim Community Services Coordinator, CAPMC
- Patrick Kane – CSBG Field Representative, CSD
- Wilmer Brown, Jr. – Manager CSBG Field Operations, CSD

The following items were discussed:

- Virtual Monitoring Overview
- CSBG Expenditures and Trend Chart
- CSD Updates
- Upcoming Organizational Standards
- CSBG CARES Contract

Finding(s)

Finding: No Findings for this report:

Observation(s)

Observation: Insufficient supporting documentation to verify outcome.

CAP Madera could not provide adequate documentation to show client was eligible, or the outcome had been achieved for the individual under FNPI 1b (the number of unemployed adults who obtained employment (up to a living wage)). Client file sampled under FNPI 4e:the number of individuals who avoided eviction, was listed under FNPI. (list it here) but should have been included in the actuals for (list NPI or service)

Corrective Action: Agency will provide training for employees regarding how to maintain supporting documentation and accurately report outcomes and services achieved by participants.

Additionally, verification of completion for this corrective action will be determined by sampling two services during the Desk Review process in 2023.

Response/Resolution Due Date:

Agency will provide a date the outcome and reporting training will occur by September 30, 2022. Any applicable training should be completed before December 2022 to ensure compliance with the submission of the Annual Report and CARES Supplemental Report which represents services and outcomes achieved during the 2022 program year.

Observation 2: Agency has not established a living-wage measurement factor to validate Annual Report Employment results.

CAP Madera has not established a living-wage measurement factor for their service area to use as a comparative measure when reporting on Employment indicators as required by the CSBG Module 4 instruction manual.

Corrective Action:

Agency must develop a living wage definition for use with its employment indicators that require the use of a living wage comparative measure in the Employment Domain.

Response/Resolution Due Date:

The methodology must be developed and applied for all participants that will be reported as achieving for Employment indicators no later than December 31, 2022 to support employment outcomes for the next annual reporting cycle.

Recommendation(s)

Recommendation 1: Untimely Expenditure Reporting

Agency is not submitting monthly expenditures for open contracts on or before the 25th calendar day following the report period in accordance with current reporting requirements. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS

Invoice Due Date). Agency should perform an evaluation of its internal accounting and expenditure reporting practices to determine the cause for the untimely submission of monthly expenditure reports and identify efficiencies that will allow for the timely submission of future expenditure reporting.

Technical Training Assistance(s)	Recommendation(s):
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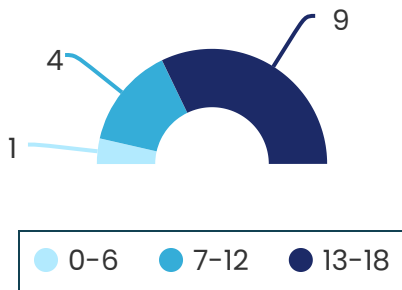
*CSD may request additional information related to meeting/resolving Findings addressed in this report.
Unresolved Findings may result in additional monitoring or a High Risk designation.*



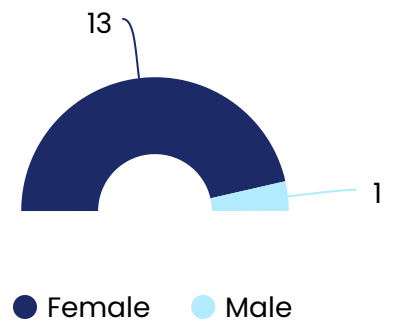
Madera County Child Advocacy Center (CAC)

October 2022

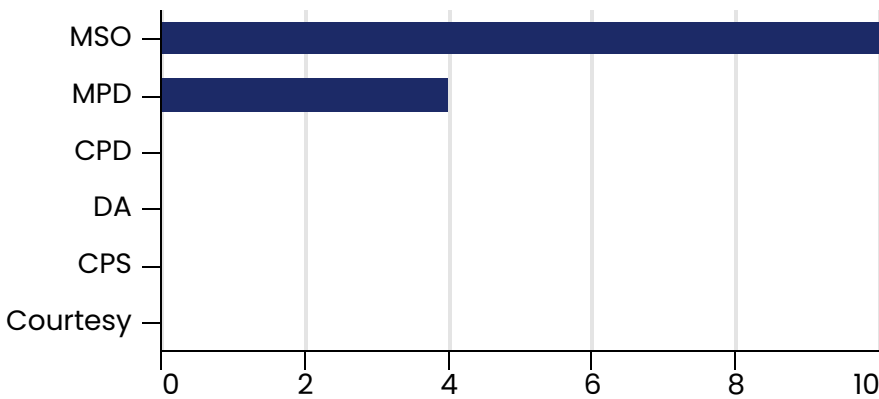
Age



Gender



Requesting Agency



Counseling Services

Referrals Made: 1
Onsite Counseling Sessions: 0

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2022	10	17	26	33	42	56	61	68	79	93		
2021	7	13	26	36	55	68	82	89	95	108	122	140



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [OCTOBER 2022](#)**

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

General Contract – CAPP	414
CalWORKs Stage 2 – C2AP	140
CalWORKs Stage 3 – C3AP	133
Bridge Program - BP	8
Total Children Enrolled	695

**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	44
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	39
LICENSE-EXEMPT CHILD CARE PROVIDERS	35
Total Providers Enrolled	118

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	124
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Trauma-Informed Care Module 1 Part 1 (English) – 3 attendees
- Trauma-Informed Care Module 1 Part 1 (Spanish) – 35 attendees
- Trauma-Informed Care Module 2 Part 2 (English) – 2 attendees
- Trauma-Informed Care Module 2 Part 2 (Spanish) – 30 attendees

Family, Friend and Neighbor Activity:

- Play Group - 0 attendee

Bridge Program

- Bridge Coaching Sessions will resume in November 2022.



Community Services Monthly Report to the Board of Directors

October 2022

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-21 to June 30, 2023 Fiscal YTD Totals
HEAP 2022- Non-Emergency	62	370
FAST TRACK 2022 – Emergency	94	406
2022 WOOD/Propane/Oil	0	13

LOW INCOME HOME WATER ASSISTANCE PROGRAM

Program	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	36	172

HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	38	3
Madera Mental Health Service Act	9	3

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	9

October 2022 Homeless Prevention Assistance

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and District 3	40
Total	235

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2022 through June 30, 2023

	Application Submitted	YTD Expenses	Budget Balance	
Funding	\$95,000	\$50,400.33	\$44,599.67	53% achieved
Objective	Goal	YTD Achieved	Balance	% Achieved

HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	77	0

NUMBER OF MEALS DELIVERED IN September 2022

Chowchilla / Fairmead	616 meals delivered in October	8 seniors receiving home delivered meals
Madera outside city limits	910 meals delivered in October	14 seniors receiving home delivered meals
Coarsegold	798 meals delivered in October	14 seniors receiving home delivered meals
Oakhurst / North Fork/Bass Lake	2,408 meals delivered in October	37 seniors receiving home delivered meals
Ahwahnee	238 meals delivered in October	4 seniors receiving home delivered meals
Total meals delivered in October 2022	4,970	77 total seniors receiving home delivered meals

This contract has been extended through December 31, 2022 to accommodate 77 seniors.



HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT - OCTOBER 2022

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 10/1/2022 - 10/31/2022.

Location	Madera City	Chowchilla	Oakhurst	Coarsegold	Northfork	Total Contact
Unduplicated Clients Contacted FY 22-23	139	14	4	1	0	158
Veterans FY 22-23	0	1	0	0	0	1
TAY FY 22-23	7	0	0	0	0	7
DV FY 22-23	2	0	0	0	0	2

OUTCOMES - SERVICES OFFERED

HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REUNITED WITH FAMILY VIA BUS OR TRAIN	0	0	0
WENT INTO SHELTER (non CAPMC)	2	4	6
PLACED IN EMERGENCY SHELTER (CAPMC)	0	3	3
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	0	0
PROVIDED HOUSING RESOURCE GUIDE	6	23	29
ASSISTED WITH AND SUBMITTED RENTAL APPLICATIONS	15	46	61
MOVED INTO PERMANENT HOUSING	1	5	6
ASSISTED WITH MOVE-IN COSTS	1	3	4
REFERRED TO PERMANENT SUPPORTIVE HOUSING (PSH)	3	12	15
MOVED INTO PERMANENT SUPPORTIVE HOUSING (PSH)	2	3	5
REFERRED FOR EMERGENCY HOUSING VOUCHER (EHV)	8	18	26
APPROVED AND COMPLETED BRIEFING FOR EHV (EHV)	9	7	16
DOCUMENT COLLECTION	CURRENT MONTH	PREVIOUS MONTH TYD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	1	7	8
ASSISTED IN OBTAINING BIRTH CERTIFICATE	0	6	6
ASSISTED IN OBTAINING INCOME VERIFICATION	12	55	67
ASSISTED IN OBTAINING EMOTIONAL SUPPORT ANIMAL DOCUMENTATION	0	3	3
PROVIDED DMV VOUCHER FOR ID	6	15	21
OBTAINED ID IN RESULT OF VOUCHER	1	1	2
OBTAINED DISABILITY CERTIFICATION	4	7	11
OBTAINED SUPPORT LETTERS FOR PSH	5	12	17
REFERRALS	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRAL TO COORDINATED ENTRY BY-NAME LIST (BNL)	4	16	20
REFERRALS MADE TO DSS - HOUSING UNIT	8	23	31
REFERRALS MADE TO DSS - CPS	0	2	2
REFERRALS MADE TO DSS - APS	0	1	1
REFERRALS MADE TO THE VA	0	0	0
REFERRALS MADE TO VICTIM SERVICES	0	3	3
REFERRAL TO FOSTER CARE SERVICES	0	0	0
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO MADERA BHS FOR ASSESSMENT	2	24	26
OBTAINED BHS DUE TO REFERRAL	1	4	5
REFERRED TO DRUG PROGRAM	0	0	0
SUICIDE PREVENTION	0	1	1
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO WORKFORCE	3	12	15
ASSISTED WITH JOB INTERVIEW PROCESS	0	0	0
EMPLOYED AS A RESULT OF ASSISTANCE	0	0	0
ASSISTED IN OBTAINING BICYCLE FOR TRANSPORTATION	0	1	1
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING CASH AID / TANF	1	1	2
ASSISTED IN OBTAINING CALFRESH BENEFITS	1	3	4
ASSISTED IN OBTAINING HEALTH INSURANCE	1	1	2
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	0	1	1
ASSISTED IN OBTAINING A GOVT. PHONE	0	1	1
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	1	1
DELIVERED COMMODITIES	11	42	53
PROVIDED HYGIENE KITS	5	11	16
PROVIDED SHOES OR CLOTHES TO CLIENT	1	4	5
ARRANGED TRANSPORTATION	7	26	33
ADVOCACY WITH LEGAL MATTER	0	1	1



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: November 10, 2022

Author: Maritza Gomez-Zaragoza

DATE: October 10, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2022-2023 Budget Carry-Over for the Regional Head Start Basic Budget

I. RECOMMENDATION:

Review and consider approving the carry-over funds from the 2020-2021 Regional Head Start Basic Grant to the 2022-2023 Grant year beginning June 1, 2022.

II. SUMMARY:

CAPMC identified budget savings in the 2020-2021 Regional Head Start basic grant and is proposing a carry-over of the funds to the 2022-2023 program year to support program needs.

III. DISCUSSION:

- A. In the 2020-2021 budget, staff identified budget savings and have remained since the program is still within the 5 year grant cycle. Some of the savings were 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. A carry over budget was developed in the 2021-2022 program year and was presented to the Policy Council and Board but due to the timing the request was not submitted to Region IX. Since the funds are still available and staff have identified program needs, a budget was developed and is being submitted to Region IX pending PC and Board approval.
- C. The carry-over funds will be utilized to purchase equipment consisting of vision and hearing screening machines and a vehicle for the maintenance team. The remaining funds will be used to make facilities repairs that have been identify by the Maintenance Supervisor – see attached budget for details.

- The 2022-2023 Budget Carry-Over for the Regional Head Start Basic Budget will be presented to the PC for review and approval on November 3, 2022.

IV. FINANCING: Total carry over funds \$268,359.

**Community Action Partnership of Madera County
Madera Regional / Mariposa Head Start
Carry Over Budget
PY 2021-2022 to 2022-2023**

PERSONNEL

6a. SALARIES		\$0
6b. FRINGE BENEFITS		\$0
Total Salaries and Fringe Benefits		\$ -

OPERATIONAL EXPENSES

6c. TRAVEL		\$4,524
EHS Staff to attend Zero to Three Conferenc	\$ 4,524.00	
6d. EQUIPMENT		\$127,727
Vehicle - Maintenance Truck	\$53,000.00	
Hearing Screener (\$5,768 X 4)	\$23,072.00	
Vision Screener - (\$7,295 x 7 + shipping \$59	\$51,655.00	
6e. SUPPLIES		\$0
6f. CONTRACTUAL		\$0
6g. CONSTRUCTION		\$0
6h. OTHER		\$ 124,378
Replace Siding - Ruth Gonzales	\$ 41,860.00	
Replace Siding - Chowchilla	\$ 53,410.00	
Replace Double Doors - Cottonwood	\$ 8,861.00	
Replace Windows - Chowchilla	\$ 20,247.00	

TOTAL DIRECT CHARGES			<u>\$ 256,629</u>
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6i. INDIRECT COSTS		\$ 128,902	X	9.10%	<u>\$11,730</u>
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TOTAL ONE TIME SUPPLEMENTAL BUDGET				<u>\$268,359</u>
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Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: November 10, 2022

Author: Sandra Ramirez

DATE: October 28, 2022

TO: Board of Directors

FROM: Sandra Ramirez

SUBJECT: 2021-2023 Madera Migrant Seasonal Head Start One-Time Coronavirus Response and Relief Supplemental Appropriation (CRRSA) and American Rescue Plan (ARP) funds budget revisions submission.

I. RECOMMENDATION:

Review and approve the submission of the 2021 – 2023 Coronavirus Response and Relief Supplemental Appropriation (CRRSA) and American Rescue Plan (ARP) budget revisions.

II. SUMMARY:

CAPMC to submit budget revisions for CRRSA and ARP to Stanislaus County Office of Education for approval of necessary expenditures for the Migrant Head Start centers and office. Budget revisions attached.

III. DISCUSSION:

A. CRRSA and ARP to transfer funds from Supplies, Other and Indirect categories to Personnel and Fringe for increase in staff overtime to clean and disinfect classrooms from difficulties in replacing prior custodial service.

B. ARP to transfer funds from Supplies to Other and Equipment categories for necessary expenditures.

a. Increase in building maintenance and repairs costs due to purchase emergency air conditioner at Pomona Head Start Center.

b. To install burglar alarm for Head Start office and resurface playground at Los Ninos Head Start Center.

c. Replacement of mature commercial freezer with consistent repairs.

d. Replacement of five hearing screening machines.

IV. FINANCING: No change

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
ARP BUDGET COMPARISON REVISION
APRIL 1, 2021 - MARCH 31, 2023**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

827 ARP		Approved Budget	Modification Changes	Revised Budget
6a	Personnel	93,085	7,337	100,422
6b	Fringe	14,888	491	15,379
6c	Travel	-	0	-
6d	Equip >5,000	188,299	33,740	222,039
6e	Equip <5,000	-	0	-
6e	Supplies	172,420	(85,056)	87,364
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	37,916	46,303	84,219
Total Direct		506,608	2,815	509,423
6i	Indirect	28,967	(2,815)	26,152
Total		535,575	-	535,575

Explanation of requested variance/changes:

			Changes
6a	Net Increase:	Increase to adjust original budget calculation to provide overtime to center staff to support additional and/or necessary cleaning during Covid 19 exposures. Funds transferred in from 6e Supplies.	7,337
6b	Net Increase:	Increase to adjust for fringe for overtime to center staff to clean during Covid 19 exposures. Funds transferred in from 6i Indirect.	491
6c	No Change		-
6d	Net Increase:	Increase to purchase a 3 door freezer for Pomona main kitchen and 5 hearing machines to help with child's screening requirements. Funds transferred in from 6e Supplies.	33,740
6e	No Change		-
6e	Net Decrease:	Decrease amount to transfer excess funds to categories 6a Personnel, 6b Fringe, 6d Equipment, and 6h Other.	(85,056)
6f	No Change		-
6g	No Change		-
6h	Net Increase:	Increase to purchase/install air conditioner for Pomona HS center, burglar alarm for Head Start office and replace playground blue tiles at Los Ninos HS center. Funds to be transferred in from 6e Supplies.	46,303
6i	Net Decrease:	Decrease do to additional equipment costs in category 6d that are not part of the indirect allocation calculation. Excess amount to be transferred to 6a Personnel and 6b Fringe.	(2,815)
Total			-

Approval Section	
Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
CRRSA BUDGET COMPARISON REVISION
APRIL 1, 2021 - MARCH 31, 2023**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

826 CRRSA		Approved Budget	Modification Changes	Revised Budget
6a	Personnel	-	50,493	50,493
6b	Fringe	-	7,507	7,507
6c	Travel	-	0	-
6d	Equip >5,000	-	0	-
6e	Equip <5,000	-	0	-
6e	Supplies	110,440	(20,877)	89,563
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	39,750	(37,123)	2,627
	Total Direct	150,190	-	150,190
6i	Indirect	13,667	0	13,667
	Total	163,857	-	163,857

Explanation of requested variance/changes:			Changes
6a	Net Increase:	Increase to provide overtime to center staff to support additional and/or necessary cleaning during COVID 19 exposures. Funds transferred in from 6e Supplies and 6h Other.	50,493
6b	Net Increase:	Increase to provide fringe benefits for the overtime to center staff to support additional and/or necessary cleaning during Covid 19 exposures. Funds transferred in from 6h Other.	7,507
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Decrease:	Decrease to transfer excess funds to category 6a Personnel.	(20,877)
6f	No Change		-
6g	No Change		-
6h	Net Decrease:	Decrease to transfer excess funds to category 6a Personnel and 6b Fringe.	(37,123)
6i	No Change		-
Total			-

Approval Section	
Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: November 10, 2022

Author: Jeannie Stapleton

DATE: October 18, 2022

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: 2023/2024 HUD Grant Renewal for the Shunammite Place

I. RECOMMENDATION:

Review and consider ratifying the submission of the 2023 – 2024 Housing and Urban Development renewal contract for the Shunammite Place.

II. SUMMARY:

The purpose of this grant is to provide permanent housing with supportive services designed to accommodate 43 chronic homeless individuals with disabilities.

III. DISCUSSION:

- A. The Renewal Grant term for the project is one (1) year.
- B. The target population to be served is chronic homeless individuals and/or families with disabilities who have either come from an emergency shelter, or a place not meant for human habitation such as the streets or riverbeds.
- C. This type of housing is secured by a master lease for apartment units and houses that are located in the City of Chowchilla, City of Madera and County of Madera. The master lease includes 9 three-bedroom units, 4 two-bedroom units, 1 house includes 3 bedrooms, 1 house provides 2 bedrooms and 1 three-bedroom unit for staff offices and common space for the delivery of supportive services and case management and one additional office to provide for the new staff who will serve the expansion clients. CAPMC has secured housing for 40 participants, but still needs to locate another 3 bedroom facility to reach the 43 permanent supportive housing units.
- D. The program provides the following supportive services: job skills inventory, on-the-job training, develop educational plans, substance abuse issues, HIV awareness as well as sexually transmitted diseases, nutrition, physical fitness, anger management, accessing community resources, medical needs, mental health needs, etc. Grant performance goals consider bed utilization, medical insurance coverage, and increasing both cash and non-cash income for the participants.

- E. This funding requires that HUD money be matched with other cash and non-cash dollars. Matching dollars for this grant are currently supported by rental income from participants, the Executive Director's time spent working with the program through CSBG funding, outreach as well as other donated supplies and services.
- F. The budget will be distributed at the Board of Directors meeting.

IV. FINANCING:

\$604,468 – HUD Funding

\$8,760 – Non Cash Match

\$76,188 – Proposed Cash Match

\$84,948 – Match

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2021 Project Application will be imported into the FY 2022 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2022 CoC Program Competition NOFA.

1A. SF-424 Application Type

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

If "Revision", select appropriate letter(s):

If "Other", specify:

3. Date Received: 08/24/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier: CA0772

This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).

Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Community Action Partnership of Madera County, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 94-1612823

c. Unique Entity Identifier: V9D5YUNVFNA4

d. Address

Street 1: 1225 Gill Avenue

Street 2:

City: Madera

County: Madera

State: California

Country: United States

Zip / Postal Code: 93637

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mrs.

First Name: Ana

Middle Name:

Last Name: Ibanez

Suffix:

Title: Community Services Program Manager

Organizational Affiliation: Community Action Partnership of Madera County, Inc.

Applicant: Community Action Partnership of Madera County, Inc.
Project: Community Action Partnership of Madera County - Shunammite Place

CA0772L9T141204
194960

Telephone Number: (559) 673-9173

Extension: 5747

Fax Number: (559) 673-3223

Email: aibanez@maderacap.org

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6500-N-25

Title: Continuum of Care Homeless Assistance
Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (State(s) only): California
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: Community Action Partnership of Madera County
- Shunammite Place

16. Congressional District(s):

a. Applicant: CA-004, CA-016
(for multiple selections hold CTRL key)

b. Project: CA-004, CA-016
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 11/01/2023

b. End Date: 10/31/2024

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? a. Yes

If "YES", enter the date this application was made available to the State for review: 10/17/2022

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/24/2022

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Community Action Partnership of Madera County, Inc.

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Organizational Affiliation: Community Action Partnership of Madera County, Inc.

Telephone Number: (559) 673-9173

Extension: 5749

Email: mmendez@maderacap.org

City: Madera

County: Madera

State: California

Country: United States

Zip/Postal Code: 93637

2. Employer ID Number (EIN): 94-1612823

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received

4a. Total Amount Requested for this project: \$604,468

5. State the name and location (street address, city and state) of the project or activity: Community Action Partnership of Madera County - Shunammite Place 1225 Gill Avenue Madera California

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
 (For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
CAPMC 1225 Gill Avenue Madera CA 93637	Assembly Bill 109 Community Corrections Partnership - Madera County Probation Dept.	\$26,188.00	Personnel & Operating Costs
CAPMC 1225 Gill Avenue Madera CA 93637	State of CA Community Services Block Grant	5000.0	Personnel Costs
CAPMC 1225 Gill Avenue Madera CA 93637	Assembly Bill 109 Community Connections Partnership - Madera County Probation Dept.	\$75,000.00	Personnel & Operating Costs
NA	NA	\$0.00	NA
NA	NA	\$0.00	NA

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
Liberty Property Management		Landlord	\$155,916.00	26%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE:

Name / Title of Authorized Official: Mattie Mendez, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/23/2022

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Community Action Partnership of Madera County, Inc.

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees — (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted — (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will — (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application.
 Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

X

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/24/2022

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Community Action Partnership of Madera County, Inc.

Name / Title of Authorized Official: Mattie Mendez, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/24/2022

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Community Action Partnership of Madera County, Inc.

Street 1: 1225 Gill Avenue

Street 2:

City: Madera

County: Madera

State: California

Country: United States

Zip / Postal Code: 93637

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/24/2022

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. |
| 8. | Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

As the duly authorized representative of the applicant, I certify:

Authorized Representative for: Community Action Partnership of Madera County, Inc.

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Signature of Authorized Certifying Official: Considered signed upon submission in e-snaps.

Date Signed: 08/24/2022

Information About Submission without Changes

Follow the instructions below making note of the exceptions and limitations to the "Submit Without Changes" process.

In general, HUD expects a project's proposed project application information will remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process. However, HUD expects applicants to carefully review their information to determine if submitting without changes accurately reflects the expiring grant requesting renewal.

The data from previously submitted new and renewal project applications can be imported into a FY 2022 renewal project application. The "Submit without Changes" process is not applicable for:

- first time renewing project applications
- a project application that did not import last FY 2021 information
- a project that had Issues or Conditions that were addressed in FY 2021 Post-Award and updates need to be reflected in the FY 2022 project application
- a project that had amendments approved in FY 2020 or FY 2021 that need to be reflected in the FY 2022 project application

e-snaps will automatically be set to "Make Changes" and all questions on each screen must be updated.

The e-snaps screens that remain "open" for required annual updates and do not affect applicants' ability to select "Submit without Changes" are:

- Recipient Performance Screen
- Consolidation and Expansion
- Screen 3A. Project Detail
- Screen 6D. Sources of Match
- All of Part 7: Attachments and Certification; and
- All of Part 8: Submission Summary.

All other screens in Part 2 through Part 6 begin in "Read-Only" format and should be reviewed for accuracy; including any updates that were made to the 2021 project during the CoC Post Award Issues and Conditions process or as amended. If all the imported data is accurate and no edits or updates are needed to any screens other than the mandatory screens and questions noted above, project applicants should select "Submit Without Changes" in Part 8. If project applicants imported data and do need to make updates to the information on one or more screens, they must navigate to Part 8: "Submission Without Changes" Screen, select "Make Changes", and check the box next to each relevant screen title to unlock screens for editing. After project applicants select the screens they intend to edit via checkboxes, click "Save" and those screens will be available for edit. Once a project applicant selects a checkbox and clicks "Save", the project applicant cannot uncheck the box.

Please refer to the Detailed Instructions found on the left side menu of e-snaps or hud.gov to find more in depth information about applying under the FY 2022 CoC Competition.

Submission Without Changes

1. Are the requested renewal funds reduced from the previous award due to reallocation? **No**

2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements. **Make changes**

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

Part 2 - Subrecipient Information	
2A. Subrecipients	<input type="checkbox"/>
Part 3 - Project Information	
3A. Project Detail	<input checked="" type="checkbox"/>
3B. Description	<input checked="" type="checkbox"/>
3C. Dedicated Plus	<input type="checkbox"/>
Part 4 - Housing Services and HMIS	
4A. Services	<input type="checkbox"/>
4B. Housing Type	<input type="checkbox"/>
Part 5 - Participants and Outreach Information	
5A. Households	<input type="checkbox"/>
5B. Subpopulations	<input type="checkbox"/>
Part 6 - Budget Information	
6A. Funding Request	<input type="checkbox"/>
6B. Leased Units	<input type="checkbox"/>
6D. Match	<input checked="" type="checkbox"/>
6E. Summary Budget	<input type="checkbox"/>
Part 7 - Attachment(s) & Certification	

7A. Attachment(s)	<input checked="" type="checkbox"/>
7A. In-Kind Match MOU Attachment	<input type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

You have selected "Make Changes" to question #2 above. Provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):

- 3A, 3B - Updated project description for 2022 Point-in-Time Count and new housing options for Madera County.
- 4B - Updated for location details.
- 6A, 6B, 6D, 6E - The budgets were updated to include the current budget plan.
- 7A - The current Indirect Cost Rate Agreement was uploaded.
- 7A - The In-Kind and Cash Match documentation was updated and uploaded.
- 7B - The certification date was updated to include current date.

You have selected "Make Changes." Once this screen is saved, you will be prohibited from "unchecking" any box that has been checked regardless of whether a change to data on the corresponding screen will be made.

Recipient Performance

1. Did you submit your previous year's Annual Performance Report (APR) on time? Yes
2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? No
3. Do you draw funds quarterly for your current renewal project? Yes
4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? No

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2022 CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

1. Expansions and Consolidations will submit individual applications.
 - a. Expansions will ONLY submit a Stand-Alone Renewal application and a Stand-Alone New application.
 - b. Consolidations will ONLY submit individual renewal project applications, identifying the renewal application that will survive, and the renewal applications that will terminate. Up to 10 grants may be included in a consolidation.
2. HUD HQ will combine the budget data (e.g., units, budgets) for Expansion or Consolidation requests from the individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

**1. Is this renewal project application requesting to No
consolidate or expand?**

If "No" click on "Next" or "Save & Next" below to move to the next screen.

2A. Project Subrecipients

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the view option.

Total Expected Sub-Awards: \$0

Organization	Type	Sub-Award Amount
This list contains no items		

3A. Project Detail

1. Expiring Grant Project Identification Number (PIN): CA0772

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

2. CoC Number and Name: CA-514 - Fresno City & County/Madera County CoC

3. CoC Collaborative Applicant Name: Housing Authority City of Fresno

4. Project Name: Community Action Partnership of Madera County - Shunammite Place

5. Project Status: Standard

6. Component Type: PH

6a. Select the type of PH project. PSH

7. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? Yes

8. Does this project include Replacement Reserves as a CoC Operating Cost? No

(Attachment Requirement)

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

The Shunammite Place is a permanent supportive housing program that utilizes the Housing First approach. The program has removed barriers to entry such as poor credit history, lack of income, employment or sobriety and criminal history. The program currently houses chronically homeless women, men and families including individuals from the LGBTQ community. The program plans to have 11 three-bedroom units and 5 two-bedroom units for a total of 43 participants. The top priority is to end the cycle of chronic homelessness. Program participants are offered a client-centered program that assists individuals with issues of substance abuse, mental and physical health, encouraging structure, improvement, dedication, and achieving goals on a daily basis.

The staff provide supportive services including assessment of service needs, case management, food, housing search and counseling services, life skills training, outreach services, and transportation. The participants receive classes, one-on-one support, group activities, and volunteer services. They learn skills and gain knowledge to help them live in a positive environment. The program intends to aid the participants in sharpening their skills to empower them with the ability to live alone or in a community setting.

In addition to the support provided by Shunammite staff, program participants are encouraged to access additional services made available to them by community partners. This helps to ensure the program is maximizing the use of mainstream resources. The program receives great support from community partners like, the Madera Food Bank, Madera Workforce, Madera Behavioral Health, NA, Celebrate Recovery, Adult Education, Junior College, and Hope House and Camarena Health Centers.

In 2020 through present, CAPMC implemented safety protocols to address the impacts of COVID19. This included supplying both staff and clients with personal protective equipment, hand sanitizer, disinfectants and masks. In addition, the use of technology was enhanced to help promote social distancing.

Other programmatic changes included completing an analysis of demographic information of individuals served to help ensure racial equity issues that needed to be addressed were identified and a plan to address them was in place. The analysis included conducting a survey of both program participants and homeless individuals in the community to gather information from them about if they felt there are any racial inequities present in the program. The results of the surveys were favorable.

The 2022 Homeless Count enumerated 128 unsheltered homeless individuals and 150 sheltered homeless in Madera County. The Shunammite Place Program is the primary permanent supportive housing project in Madera and operates at capacity most of the time. Two new housing options opened in December 2021 in Madera County. Sugar Pine Village has 16 units for people with mental health or substance use disorders or both, under the No Place Like Home model. Esperanza Village has 7 housing units. These designated units are for Madera County Behavioral Health clients and referrals. If HUD funding were not available, it would be impossible to address the homeless needs of Madera County.

2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other(Click 'Save' to update)	<input type="checkbox"/>

3. Housing First

3a. Does the project quickly move participants into permanent housing Yes

3b. Does the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance use	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3d. Does the project follow a "Housing First" approach? Yes

3C. Dedicated Plus

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

Dedicated and DedicatedPLUS

A "100% Dedicated" project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.

A "DedicatedPLUS" project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- (4) residing in transitional housing funded by a joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- (6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

1. Is this project "100% Dedicated," "DedicatedPLUS," or "N/A"? 100% Dedicated

(Only select "N/A" if this project was originally awarded as a grant that did not have requirements to only serve persons experiencing chronic homelessness and meets the definition of "non-dedicated permanent supportive housing beds" in the NOFO Section III.C.2.p).

4A. Supportive Services for Program Participants

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

1. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.
 Click 'Save' to update.

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Annually
Assistance with Moving Costs	Non-Partner	As needed
Case Management	Applicant	As needed
Child Care	Non-Partner	As needed
Education Services	Applicant	As needed
Employment Assistance and Job Training	Applicant	As needed
Food	Applicant	As needed
Housing Search and Counseling Services	Applicant	As needed
Legal Services	Non-Partner	As needed
Life Skills Training	Applicant	Weekly
Mental Health Services	Partner	As needed
Outpatient Health Services	Non-Partner	As needed
Outreach Services	Applicant	As needed
Substance Abuse Treatment Services	Partner	As needed
Transportation	Applicant	As needed
Utility Deposits	Non-Partner	As needed

Identify whether the project includes the following activities:

2. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs? Yes

3. Annual follow-up with program participants to ensure mainstream benefits are received and renewed? Yes

4. Do program participants have access to SSI/SSDI technical assistance provided by this project, subrecipient, or partner agency? Yes

4a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? Yes

4B. Housing Type and Location

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

Total Units: 16

Total Beds: 43

Total Dedicated CH Beds: 43

Housing Type	Housing Type (JOINT)	Units	Beds
Shared housing	---	16	43

4B. Housing Type and Location Detail

1. **Housing Type:** Shared housing

2. **Indicate the maximum number of units and beds available for program participants at the selected housing site.**

a. **Units:** 16

b. **Beds:** 43

3. **How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?** 43

This includes both the "dedicated" and "prioritized" beds from previous competitions.

4. **Address:**

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

Street 1: #508 SOUTH "G" STREET #104, #204, #202
#504 SOUTH "G" STREET #102, #104, #204
#510 SOUTH "G" STREET #202, #204, #104
and ONE PROPOSED UNIT ON SOUTH G STREET

Street 2: #229 SOUTH "I" STREET #5 #317 W.
CLEVELAND AVE #1786 TRUMAN DR #1216
1/2 COLUSA AVE CHOWCHILLA CA, 113
ORANGE AVE. #3, CHOWCHILLA CA

City: Madera

State: California

ZIP Code: 93637

5. **Select the geographic area(s) associated with the address:**
(for multiple selections hold CTRL Key)

Applicant: Community Action Partnership of Madera County, Inc.

CA0772L9T141204

Project: Community Action Partnership of Madera County - Shunammite Place

194960

062166 Madera, 069039 Madera County

5A. Program Participants - Households

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	3	36	0	39

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	3	36		39
Persons ages 18-24				0
Accompanied Children under age 18	4		0	4
Unaccompanied Children under age 18			0	0
Total Persons	7	36	0	43

Click Save to automatically calculate totals

5B. Program Participants - Subpopulations

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

Persons in Households with at Least One Adult and One Child

Characteristics	Not a Veteran	Older Veteran	Veteran (M/OP)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	3		0	2		3				
Persons ages 18-24	0	0	0							
Children under age 18	4									
Total Persons	7	0	0	2	0	3	0	0	0	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	Not a Veteran	Older Veteran	Veteran (M/OP)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	35	1	0	33		36		5	2	
Persons ages 18-24		0	0							
Total Persons	35	1	0	33	0	36	0	5	2	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	Not a Veteran	Older Veteran	Veteran (M/OP)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0			0	0	0	0	0	0	0

6A. Funding Request

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

1. Do any of the properties in this project have an active restrictive covenant? No

2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? No

3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

a. Please complete the indirect cost rate schedule below:

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
Department of Health and Human Services	9%	\$311,450	Approved Rate

4. Renewal Grant Term: This field is pre-populated with a one-year grant term and cannot be edited: 1 Year

5. Select the costs for which funding is requested:

Leased Units	X
Leased Structures	X
Rental Assistance	
Supportive Services	X

Applicant: Community Action Partnership of Madera County, Inc.

CA0772L9T141204

Project: Community Action Partnership of Madera County - Shunammite Place

194960

Operating	<input checked="" type="checkbox"/>
HMIS	<input type="checkbox"/>

6B. Leased Units Budget

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested:		\$241,119	
Grant Term:		1 Year	
Total Request for Grant Term:		\$241,119	
Total Units:		16	
FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
CA - Madera, CA M...	16	\$241,119	\$241,119

Leased Units Budget Detail

Enter the appropriate values in the "Number of Units" AND "Total Request" fields.



Metropolitan or non-metropolitan fair market rent area: CA - Madera, CA MSA (0603999999)

Leased Units Annual Budget

Size of Units	# of Units (Applicant)	Total Request (Applicant)
SRO		
0 Bedroom		
1 Bedroom	0	
2 Bedroom	5	
3 Bedroom	11	
4 Bedroom		
5 Bedroom		
6 Bedroom		
7 Bedroom		
8 Bedroom		
9 Bedroom		
Total Units and Annual Assistance Requested	16	\$241,119
Grant Term		1 Year
Total Request for Grant Term		\$241,119

Click the 'Save' button to automatically calculate totals.

6D. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the  icon. To view or update a Match source already listed, select the  icon.

Summary for Match

Total Value of Cash Commitments:	\$76,188
Total Value of In-Kind Commitments:	\$8,760
Total Value of All Commitments:	\$84,948

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? Yes

1a. Briefly describe the source of the program income:

Rents from program participants.

1b. Estimate the amount of program income that will be used as Match for this project: \$45,000

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Type	Source	Contributor	Value of Commitments
Cash	Private	Participants Rent...	\$45,000
Cash	Government	Community Action ...	\$31,188
In-Kind	Private	Madera County Foo...	\$1,260
In-Kind	Private	Soroptomist Inter...	\$750
In-Kind	Government	CSU - Fresno	\$6,750

Sources of Match Detail

- 1. Type of Match Commitment: Cash
- 2. Source: Private
- 3. Name of Source: Participants Rental Payments
(Be as specific as possible and include the office or grant program as applicable)
- 4. Amount of Written Commitment: \$45,000

Sources of Match Detail

- 1. Type of Match Commitment: Cash
- 2. Source: Government
- 3. Name of Source: Community Action Partnership of Madera County
(Be as specific as possible and include the office or grant program as applicable)
- 4. Amount of Written Commitment: \$31,188

Sources of Match Detail

- 1. Type of Match Commitment: In-Kind
- 2. Source: Private
- 3. Name of Source: Madera County Food Bank
(Be as specific as possible and include the office or grant program as applicable)
- 4. Amount of Written Commitment: \$1,260

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Sources of Match Detail

- 1. Type of Match Commitment:** In-Kind
- 2. Source:** Private
- 3. Name of Source:** Soroptomist International
(Be as specific as possible and include the office or grant program as applicable)
- 4. Amount of Written Commitment:** \$750

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Sources of Match Detail

- 1. Type of Match Commitment:** In-Kind
- 2. Source:** Government
- 3. Name of Source:** CSU - Fresno
(Be as specific as possible and include the office or grant program as applicable)
- 4. Amount of Written Commitment:** \$6,750

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

6E. Summary Budget

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2018 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2018, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$241,119
1b. Leased Structures	\$23,557
2. Rental Assistance	\$0
3. Supportive Services	\$159,644
4. Operating	\$149,655
5. HMIS	\$0
6. Sub-total Costs Requested	\$573,975
7. Admin (Up to 10%)	\$30,493
8. Total Assistance plus Admin Requested	\$604,468
9. Cash Match	\$76,188
10. In-Kind Match	\$8,760
11. Total Match	\$84,948
12. Total Budget	\$689,416

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment	No	Approved Indirect...	08/17/2022
3) Other Attachment	No	Section 3B-2	11/03/2021

Attachment Details

Document Description:

Attachment Details

Document Description: Approved Indirect Cost Rate

Attachment Details

Document Description: Section 3B-2

7A. In-Kind Match MOU Attachment

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

Document Type	Required?	Document Description	Date Attached
In-Kind Match MOU	No	HUD Match Inkind ...	08/18/2022

Attachment Details

Document Description: HUD Match Inkind & Cash

7B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance. It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR 578.33(d) or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

20-Year Operation Rule.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 20 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

15-Year Operation Rule – 24 CFR part 578 only.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

For applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provided.

C. Explanation.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official Mattie Mendez

Date: 08/24/2022

Title: Executive Director

Applicant Organization: Community Action Partnership of Madera County, Inc.

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

Active SAM Status Requirement.

I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

8B Submission Summary

Page	Last Updated
1A. SF-424 Application Type	08/23/2022
1B. SF-424 Legal Applicant	08/23/2022

Renewal Project Application FY2022	Page 55	08/24/2022
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1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/23/2022
1E. SF-424 Compliance	08/23/2022
1F. SF-424 Declaration	08/23/2022
1G. HUD-2880	08/23/2022
1H. HUD-50070	08/23/2022
1I. Cert. Lobbying	08/23/2022
1J. SF-LLL	08/23/2022
1K. SF-424B	08/23/2022
Submission Without Changes	08/23/2022
Recipient Performance	08/23/2022
Renewal Grant Consolidation or Renewal Grant Expansion	08/23/2022
2A. Subrecipients	No Input Required
3A. Project Detail	08/23/2022
3B. Description	08/23/2022
3C. Dedicated Plus	08/23/2022
4A. Services	08/23/2022
4B. Housing Type	08/23/2022
5A. Households	08/23/2022
5B. Subpopulations	No Input Required
6A. Funding Request	08/23/2022
6B. Leased Units	08/23/2022
6D. Match	08/23/2022
6E. Summary Budget	No Input Required
7A. Attachment(s)	08/23/2022
7A. In-Kind Match MOU Attachment	08/23/2022
7B. Certification	08/23/2022



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: November 11, 2022

Author: Jeannie Stapleton

DATE: October 24, 2022

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Competition.

I. RECOMMENDATION:

Review and consider ratifying the submission of the Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness Competition application.

II. SUMMARY:

The Coordinated Entry System is a HUD mandated process designed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed, referred and connected to housing and assistance based on their needs. This coordinated process will help communities prioritize assistance based on vulnerability and severity of needed services so that those who require assistance the most can access it in a timely manner.

III. DISCUSSION:

- A. HUD announced the 2022 Special NOFO to address Unsheltered Homelessness in September 2022. The Fresno/Madera Continuum (FMCoC) was not eligible for any Rural Set-Aside funding. The FMCoC was eligible to apply for about \$10.5 million of HUD funding for 3-year grants. To ensure geographic diversity, only 10 grants will be awarded to successful CoC's within California.
- B. HUD required that each CoC set a deadline for individual agencies to submit projects to the CoC. The FMCoC competition opened on September 9, 2022 and the deadline to submit applications was September 20, 2022 at 5:00 p.m. The FMCoC Special NOFO application deadline to HUD was October 20, 2022.
- C. If the FMCoC application is successful, the Coordinated Entry Supportive Services Project will be administered by the Community Action Partnership of Madera County's Community Services Department with guidance provided by the Community Services Program Manager and the Homeless Coordinator to oversee the day-to-day activities.
- D. This project will provide all the essential components of the Coordinated Entry

Supportive Services process including:

1. Access – the initial engagement point (virtual or site-based including multiple access sites) for persons experiencing a housing crisis.
 2. Assessment – process of documenting a participant's housing needs, preferences and vulnerability.
 3. Prioritization - process of assigning the level of need or vulnerability to persons seeking assistance so that housing and services can be allocated to those persons with the greatest need.
 4. Referral – matching persons to available community resources, housing and services.
- E. Areas served will be the City of Chowchilla, City of Madera and County of Madera. Individuals and families who contact the HELP Center will receive assistance connecting them to community resources including housing.
- F. The HELP Center is the only Coordinated Entry referral site in Madera County; an official access and qualified assessment location; and the only provider in Madera County that offers these essential services to households experiencing homelessness or at-risk of becoming homeless.
- G. Pertinent attachments will be distributed at the Board of Directors meeting.

IV. FINANCING:

HUD annual funding - \$119,118.00

Match annual requirement - \$29,780.00

HUD 3-year grant amount - \$357,354.00

Match requirement 3-year amount - \$89,339.00

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc. - Questions regarding the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Competition process must be submitted to SpecialCoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under Special NOFO. For more information see the Special NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the Special NOFO and the FY 2022 General Section NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Only new projects may be submitted. New projects must select Unsheltered Set Aside or Rural Set Aside as their funding opportunity. Project applicants must communicate with their CoC to make sure they are applying for the correct funding opportunity.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in the Special NOFO.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: Unsheltered Homelessness Set Aside Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 10/07/2022

4. Applicant Identifier:

4a. Federal Entity Identifier:

5. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

Unsheltered Homelessness Set Aside Project Application FY2022	Page 2	10/07/2022
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1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Community Action Partnership of Madera County, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 94-1612823

c. UEI: V9D5YUNVFNA4

d. Address

Street 1: 1225 Gill Avenue

Street 2:

City: Madera

County: Madera

State: California

Country: United States

Zip / Postal Code: 93637

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mrs.

First Name: Ana

Middle Name:

Last Name: Ibanez

Suffix:

Title: Community Services Program Manager

Organizational Affiliation: Community Action Partnership of Madera County, Inc.

Telephone Number: (559) 673-9173

Extension: 5747

Fax Number: (559) 673-3223

Email: aibanez@maderacap.org

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program
CFDA Number: 14.267

12. Funding Opportunity Number: FR-6500-N-25S
Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:
Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): California
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: Madera County Coordinated Entry Supportive Services HELP Center

16. Congressional District(s):

16a. Applicant: CA-004, CA-016

16b. Project: CA-004, CA-016
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 11/01/2023

b. End Date: 10/31/2026

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? a. Yes

If "YES", enter the date this application was made available to the State for review: 10/07/2022

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 10/07/2022

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Community Action Partnership of Madera County, Inc.

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Organizational Affiliation: Community Action Partnership of Madera County, Inc.

Telephone Number: (559) 673-9173

Extension: 5749

Email: mmendez@maderacap.org

City: Madera

County: Madera

State: California

Country: United States

Zip/Postal Code: 93637

2. Employer ID Number (EIN): 94-1612823

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received

4a. Total Amount Requested for this project: \$357,354.00

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, City and State) of the project or activity.

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
 (For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
CAPMC 1225 Gill Avenue Madera CA 93637	Assembly Bill 109 Community Corrections Partnership - Madera County Probation Dept.	\$26,188.00	Personnel & Operating Costs
CAPMC 1225 Gill Avenue Madera CA 93637	State of CA Community Services Block Grant	\$5,000.00	Personnel Costs
CAPMC 1225 Gill Avenue Madera CA 93637	Assembly Bill 109 Community Connections Partnership - Madera County Probation Dept.	\$52,205.00	Personnel & Operating Costs

CAPMC 1225 Gill Avenue Madera CA 93637	Assembly Bill 109 Community Corrections Partnership - Madera County Probation/HHAP Funding	\$89,339.00	Personnel & Operating Costs
NA	NA	\$0.00	NA

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
Liberty Property Management		Landlord	\$155,916.00	26%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%

Note: If there are no other people included, write NA in the boxes.

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE:

Name / Title of Authorized Official: Mattie Mendez, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 10/07/2022

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Community Action Partnership of Madera County, Inc.

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a.	<p>Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.</p>
b.	<p>Establishing an on-going drug-free awareness program to inform employees ---</p> <p>(1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.</p>
c.	<p>Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;</p>
d.	<p>Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---</p> <p>(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</p>
e.	<p>Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p>
f.	<p>Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---</p> <p>(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p>
g.	<p>Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.</p>

2. Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application. Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

X

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 10/07/2022

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Community Action Partnership of Madera County, Inc.

Name / Title of Authorized Official: Mattie Mendez, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 10/07/2022

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Community Action Partnership of Madera County, Inc.

Street 1: 1225 Gill Avenue

Street 2:

City: Madera

County: Madera

State: California

Country: United States

Zip / Postal Code: 93637

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 10/07/2022

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. |

- 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

As the duly authorized representative of the applicant, I certify:

X

Authorized Representative for: Community Action Partnership of Madera County, Inc.

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Signature of Authorized Certifying Official: Considered signed upon submission in e-snaps.



Date Signed: 10/07/2022

1L. SF-424D

Are you requesting CoC Program funds for construction costs in this application? No

No SF-424D is required. Select "Save and Next" to move to the next screen.

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards: \$0

Organization	Type	Sub-Award Amount
This list contains no items		

2B. Experience of Applicant, Subrecipient(s), and Other Partners

1. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.

Community Action Partnership of Madera County, Inc. (CAPMC) was organized in 1965, under the Economic Opportunities Act (EOA) of 1964 as part of President Johnson’s “War on Poverty.” The ambitious purpose of this statute was to mobilize resources to combat poverty in the United States. The Act established a federal Office of Economic Opportunity, and created organizations called Community Action Agencies (CAAs) that would develop strategies to solve local issues of poverty. CAAs serve as an administrative umbrella for several programs that would be unable to stand individually and is a cost-effective method of delivering services at the local level. CAPMC is part of this national network of approximately 1,000 agencies that cover 96% of our nation’s counties, including 58 in California. CAAs have been a lifeline for America’s low to moderate income population by delivering services through the federally funded Community Services Block Grant (CSBG).

CAPMC is a 501(c)(3) non-profit, public benefit corporation. Throughout its 55+ year history, CAPMC has successfully managed its federal and state grant awards. CAPMC currently administers over 60 grant awards and has total Agency revenues in excess of \$32.8 million. For the fiscal year ended 6/30/2021, these consisted of federal and state grant income of \$23.7M and \$6.7M, respectively. CAPMC directs Head Start and Migrant Head Start, Childcare Education, Emergency Housing, HUD Permanent Supportive Housing (PSH), Childcare Alternative Payment Assistance and various Victims of Crime Programs, including Domestic Violence and Rape/Sexual Assault. CAPMC has consistently drawn down 100% of its HUD PSH funds, including \$541,520 for the contract year ended 10/31/2021 and effectively utilizes all of its other federal funding.

During 2020, CAPMC established the Homeless Engagement Living Program (HELP) Center in Madera County. It is a one-stop shop and serves as a hub for helping homeless households. The Center was financed with one-time federal CARES Act funding that expired. As a result of Covid-19 and the effects of it on the economy, many individuals and families were facing homelessness for the first time. CAPMC is seeking a HUD Coordinated Entry (CE) Supportive Services Project to continue this service in Madera County and to address unsheltered homelessness. In 2019 the Madera County Board of Supervisors approved the “Plan to Reduce Homelessness” and its primary goal is to initiate a strong well-organized community coalition to focus on solutions to reduce homelessness with Madera. With that goal in mind, many agencies, county departments, non-profits, committees, and the Fresno Madera CoC (FMCoC) are committed to improve services offered to the homeless. The HELP Center is the only facility in Madera County that provides such services and will include all the core components of Coordinated Entry, including Access, Assessment, Prioritization, and Referral and Housing Placement.

2. Describe your organization’s (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.

CAPMC has overseen a wide variety of Federal, State, and local/private grant awards. Leveraging can include utilizing multiple funding streams for a specific project or discrete activity. For instance, with one of its Migrant Head Start Programs, CAPMC uses its Federal funding to offer the wide range of Head Start comprehensive services, but uses the State funding for annual start-up expenses and specialized services for infants and toddlers at a particular site. This benefits the entire program by allowing funding to extend service days. Leveraging may also occur because many funding sources require matching or level of effort. For its Head Start Program, the typical match requirement is 20% non-federal dollars that may either be cash or in-kind. With the HUD funded Shunammite Place PSH Program overseen by CAPMC, the match is 25% of the grant amount, excluding leasing costs. CAPMC uses participant rental income, local community in-kind donations and services, and other grant funding to provide the HUD match requirement.

Another concept of leveraging might be community partnerships and linkages. CAPMC is the primary resource in Madera County for social services and assistance for low to moderate income individuals and families. However, it partners with over 100 other entities such as Madera County departments, businesses, faith-based organizations, and other nonprofit agencies through Memorandums of Understanding (MOU's). This expands the services that its clients receive and decreases possible duplication of services.

3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.

The CAPMC Board of Directors consists of 15 members, five from local elected public officials, five from the private sector, and five from the low-income target areas of the community. This structure is referred to as a tripartite Board and was established, through federal mandate, to allow for local decisions to be made by community residents. The uniqueness of the tri-partisan Board is that it provides the opportunity for low-income residents (1/3 of the Board) to be active participants in finding solutions for poverty, while working closely with local public officials and the private sector. Together these diverse segments of the community provide a range of perspectives to address the local needs of individuals and families living in poverty. The Board of Directors determines the mission and purpose of CAPMC, selects the Executive Director to carry out the day-to-day activities of the Agency, supports and assesses the performance of the Executive Director, provides financial oversight, ensures the Agency has adequate resources to carry out its programs and services, ensures legal and ethical integrity and accountability, determines organizational planning through strategic planning and finally monitors and strengthens the programs and services overseen by CAPMC.

CAPMC's Executive Director is supported not only by the Board, but also qualified staff that include the Chief Financial Officer (CFO), Human Resources Director, and four Program Managers that oversee and direct various Agency departments, such as Head Start and Migrant Head Start, Community Services, Alternative Payment/Resource and Referral, and Victim Services. The CAPMC Fiscal Department has sufficient staff to support good internal controls and adequate separation of duties. The department is headed by the CFO that directs the daily operations and sets fiscal policy and design. There are also five Accountant Program Managers that oversee grant funding and fiscal contract compliance, budget development, monitoring grant spending and grant reporting. There is also an Accounting Supervisor that manages the three Accounting Technicians that provide in-house payroll services and accounts payable processing. CAPMC has a written Accounting and Financial Policies and Procedures Manual that guides its processes and was approved by the CAPMC Board of Directors.

Because of the level of federal funding that CAPMC receives, it is subject annually to an outside audit requirement known as the Single Audit. The audit firm must not only issue an opinion on the financial statement presentation, but conduct the audit in accordance with auditing standards in the United States and standards applicable to financial audits contained in Government Auditing Standards (GAS). CAPMC's Finance Committee and its Board of Directors annually select the outside audit firm, meet with the auditors, review the audited financial statements, and resolve audit findings, if any.

4. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization? No

3A. Project Detail

1. CoC Number and Name: CA-514 - Fresno City & County/Madera County CoC

2. CoC Collaborative Applicant Name: Housing Authority City of Fresno

3. Project Name: Madera County Coordinated Entry Supportive Services HELP Center

4. Project Status: Standard

5. Is this project applying for the Unsheltered Homelessness Set Aside or Rural Set Aside? Unsheltered Homelessness Set Aside

6. Component Type: SSO

6a. Select the type of SSO Project: SSO-Coordinated Entry

7. Is your organization or expected subrecipient a victim service provider defined in 24 CFR 578.3 and uses a comparable HMIS database? No

8. Will funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))? No

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

CAPMC will operate the Madera County Coordinated Entry Supportive Services HELP Center at its main offices in Madera CA. It will be managed under the Community Services Department of the Agency and the Community Services Program Manager will provide guidance and supervision. The Housing Coordinator will oversee the day-to-day operations and project services. The Project will provide all of the essential components of the Coordinated Entry process, including Access, Assessment, Prioritization, and Referral and Housing Placement. There will be extensive outreach to locate unsheltered homeless. The Center will serve the cities of Madera and Chowchilla but also rural Madera County. Individuals and families who contact the HELP Center will receive assistance connecting to community resources, including housing.

CAPMC will commit to a low-barrier, Housing First Project. It will cooperate with FMCoC providers and resources, utilizing a systems approach to make the best use of scarce resources. Outreach teams will meet with clients and initiate paperwork, including basic identifying documents and Release of Information forms. Staff assess their immediate needs and make referrals to wraparound services. If the individual/family needs emergency housing, the HELP Center makes the arrangement or provides referrals to shelters, local domestic violence shelters or emergency housing. Households will be evaluated to determine if homeless prevention or diversion tactics will help and if the client qualifies. If not an option, the HELP staff complete an initial screening to add them to FMCoC management entity Coordinated Entry System where they can be referred to other programs.

The staff will evaluate other services that might benefit a client and help ensure that high priority households are document ready. Staff assist with many non-cash benefits and services, other non-employment income and treatment services. Non-cash benefits might include client clothing or assisting in obtaining legal documents or a government provided cell phone. The HELP Center will provide further assistance enrolling and accessing additional mainstream services such as: substance use disorder treatment; medical or mental health services; income support; employment; educational or work programs; client advocacy; and transportation as needed. Active case management continues until the client has located and is living in permanent housing.

The HELP Center is the only Coordinated Entry referral site in Madera County; an official access and qualified assessment location; and the only provider in Madera County that offers these essential services to households experiencing homelessness or at-risk of becoming homeless. The HELP Center will connect 18 annually or 54 over the 3-year grant of FMCoC's unsheltered homeless to permanent housing and help clients increase their income to ensure housing stability. HUD funding is needed to accomplish these goals.

1a. Describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFA?

The Madera County HELP Center Project proposes to connect unsheltered homeless with Coordinated Entry Supportive Services, including permanent housing. Staff will engage with homeless individuals and families and determine a household's immediate needs and next steps, and resolve the crisis, if possible. The HELP Center staff will identify and offer temporary housing solutions such as emergency shelter and rapid re-housing to eliminate the immediate housing crisis. Staff will further evaluate other beneficial mainstream services and assist the clients to be "document ready" when permanent housing opportunities do arise. Staff will coordinate services particularly with the Madera County Public Health, Camarena Health, and Madera County Behavioral Health to connect homeless with health and mental health services. Often people experiencing unsheltered homelessness have greater health challenges, drug use/abuse, mental health issues and trauma.

The CAPMC HELP Center will use the FMCoC Coordinated Entry process to prioritize households for access to housing services. Based on FMCoC criteria, this will prioritize the most severe service needs with the highest vulnerability. The assessed vulnerability, using the VI-SPDAT, will establish a standard and objective means of determining the priority level, managing the priority list, and using the priority list to fill vacancies at housing and supportive services programs. Clients will be referred to appropriate housing placement, depending on eligibility and availability. HELP Center staff will participate in Case Conferencing to ensure that individuals and households are directed and referred to the most appropriate housing options. Client choice will always guide the referral and housing process.

Like many other areas of California and even nationally, Madera and Fresno Counties are impacted by a housing and rental shortage for low-income households and there are limited permanent supportive housing programs and services. The HELP Center staff are committed to working with the unsheltered homeless and other community partners and stakeholders to provide long-term case management, support and services until a permanent housing option can be located. Homelessness is a community issue and takes a coordinated focus on solutions to reduce homelessness.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	B	C	D
Begin hiring staff or expending funds	10			
Begin program participant enrollment	10			

Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	10			
Leased or rental assistance units or structure, and supportive services near 100% capacity				
Closing on purchase of land, structure(s), or execution of structure lease				
Start rehabilitation				
Complete rehabilitation				
Start new construction				
Complete new construction				

3. Check the appropriate box(s) if this project will have a specific subpopulation focus.

(Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input checked="" type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input checked="" type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

4. As an SSO-Coordinated Entry project answer the following questions:

4a. Will the coordinated entry process cover the CoC's entire geographic area? Yes

4b. Will the coordinated entry process be affirmatively marketed and easily accessible by program participants seeking assistance? Yes

4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

The CAPMC HELP Center will operate at its main offices located at 1225 Gill Avenue in Madera, CA but will provide extensive outreach efforts for homeless households seeking assistance. Madera County is approximately 2,137 square miles of land and is about one-half urban and one-half rural and is a major source of agricultural production. Because of the expansive area, the CAPMC HELP Center will concentrate its services in the cities of Madera and Chowchilla, and the surrounding areas of Oakhurst, Coarsegold, Northfork, and other parts of Madera County, but the Project will be open to people experiencing homelessness throughout the Fresno/Madera CoC's geographic region.

The Project will be easily assessible for individuals and families by phone, in-person office drop-ins and scheduled appointments, and by have mobile access points to CE services. The Project will be well advertised using the Madera County 311 information system, referrals from other community partners, and the street outreach linked to CE by CAPMC's HELP Center staff. To assist people with limited English proficiency, the current HELP Center staff are bilingual English/Spanish. While this job skill is not required in the job description, it is preferred as Madera County is predominantly Hispanic/Latino. Outreach teams are mobile and meet with clients where needed. Many homeless individuals and families camp in the Fresno Riverbed, gather in homeless encampments and congregate in local parks during the daytime. Staff are aware of these locations and make contacts with the homeless through outreach and then follow-up with case management activities. Madera County community partners may also make referrals to the CE system. CAPMC responds to community requests for support from all agencies and works collaboratively with law enforcement to address the highest need, such as elderly, chronic homeless, and disabled individuals. The HELP Center staff assist any homeless households, without regard to low-income, residency status, race, gender identity, drug abuse or alcohol disorder, and any other protected classes. The issue of homelessness is a recurring topic and 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. To reduce homelessness will require community cooperation and collaborative efforts.

4d. Will the coordinated entry process use a comprehensive, standardized assessment process? Yes

4e. Describe the standardized assessment and referral process that directs individuals and families to appropriate housing and services.

The HELP Center will use the FMCoC Access Process and VI-SPDAT as the assessment triage tool to document the needs and preferences of individuals and households accessing the Coordinated Entry (CE) system. The Assessment is client-centered and collects relevant information. It addresses safety and privacy. HELP Center staff are familiar with this tool and trained in HMIS. This tool will be used to determine a household's immediate needs and resolve the crisis, if possible. It will inform about next steps/referrals a household receives. The survey prioritizes the vulnerability of the individual on the basis of chronic homelessness, risk factors, socialization and daily functioning, wellness and other factors. The goal is to identify homelessness, assess the situation, and refer them to the CES to identify their housing needs and options. The CAPMC HELP Center staff will also assess clients to evaluate if there are diversionary or prevention resources that would eliminate the immediate housing crisis and identify housing solutions such as emergency shelter, rapid re-housing, transitional housing, and permanent supportive housing. CAPMC will coordinate with the FMCoC and ESG-funded providers in accordance with Coordinated Entry policies and procedures.

The CAPMC HELP Center will use the FMCoC Coordinated Entry process to prioritize households for access to housing services. This will be based on the principles and criteria established by the FMCoC. This will prioritize the most severe service needs with the highest vulnerability. The assessed vulnerability, using the VI-SPDAT, will establish a standard and objective means of determining the priority level, managing the priority list, and using the priority list to fill vacancies at housing and supportive services programs. The persons with the highest priority will be offered housing and supportive services first. The referral process will be uniform across all of the FMCoC projects and will comply with nondiscrimination provisions.

Once an individual/household is assessed and their level of vulnerability or need is determined based on the Fresno Madera CoC prioritization standards, they will be referred to the appropriate housing placement, depending on eligibility and availability. The HELP Center submits a Housing Search Assistance referral once a client is document ready. After a referral is submitted, the community matcher identifies a housing program for the client based on availability and eligibility. The HELP Center will coordinate and use the FMCoC multi-agency CE management system. Staff will participate in Case Conferencing to ensure that individuals and households are directed and referred to the most appropriate housing options. Client choice will always guide the referral and housing process.

4f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following five groups? Yes

- (1) adults without children;
- (2) adults accompanied by children;
- (3) unaccompanied youth;
- (4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and
- (5) persons at risk of homelessness?

4g. Will this coordinated entry project refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible? Yes

6A. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 15, 2024? Yes

2. What type of funding is this project applying for in this Special Unsheltered and Rural Homelessness CoC Program Competition? Unsheltered

3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

3a. Complete the indirect cost rate table below

Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
Department of Health and Human Services	9%	\$327,547	Approved Rate

4. Select a grant term: 3 Years

*** 5. Select the costs for which funding is requested:**

Supportive Services	X
HMIS	X

6F. Supportive Services Budget

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management	Salary & Benefits by position: 0.4875 FTE Case Worker \$32,748; 0.5871 FTE Data Entry Tech \$30,279; Office Supp, Data Proc, Copier & other related expenses \$8,560; Program supplies & Program Staff business cards \$450; Tel & Internet \$3,547; Office Rent & Util \$13,033; Occupancy \$2,170; Staff travel \$2,180; Moving & rent application fees \$225; Indirect cost @9.10% \$8,481	\$101,673
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
18. (Rural Set Aside ONLY) Section 491 Eligible Activities		
Total Annual Assistance Requested		\$101,673
Grant Term		3 Years
Total Request for Grant Term		\$305,019

Click the 'Save' button to automatically calculate totals.

6H. HMIS Budget

Instructions:

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS activity. The system populates a list of eligible costs associated with the implementation of an HMIS and for which CoC funds can be requested.

Quantity Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (eg. .75 FTE hours and benefits for staff, utility types, monthly allowance for food and supplies) for each HMIS cost for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and restricts understanding of what is being requested. Failure to enter adequate "Quantity AND Detail" may result in conditions being placed on the award and a delay of grant funding.

Annual Assistance Requested: This is a required field. For each grant year, enter the amount funds requested for each activity.

Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

Grant term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.



Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment	Data Processing Supplies, Office Supplies, copier & equipment maintenance \$500	\$500
2. Software	HMIS Software annual fee \$250	\$250
3. Services		
4. Personnel	Salary & benefits by position: .02500 FTE Case Worker \$1,770; .03125 FTE Data Entry Tech \$1,637,	\$3,407
5. Space & Operations	Office Rent & Utilities \$148.92/ month, Telephone & Internet Expenses \$41.67/month, indirect cost @9.10%	\$2,873
Total Annual Assistance Requested:		\$7,030
Grant Term:		3 Years
Total Request for Grant Term:		\$21,090

Click the 'Save' button to automatically calculate totals.

6I. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the  icon. To view or update a Match source already listed, select the  icon.

Summary for Match

Total Amount of Cash Commitments:	\$89,339
Total Amount of In-Kind Commitments:	\$0
Total Amount of All Commitments:	\$89,339

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? No

Type	Source	Name of Source	Amount of Commitments
Cash	Government	Assembly Bill 109...	\$89,339

Sources of Match Detail

1. Type of Match commitment: Cash

2. Source: Government

3. Name of Source: Assembly Bill 109 Community Corrections
(Be as specific as possible and include the office or grant program as applicable) Partnership - Madera County Probation and Homeless Housing Assistance and Prevention Funding (HHAP)

4. Amount of Written Commitment: \$89,339

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
2a. Leased Units	\$0	3 Years	\$0
2b. Leased Structures	\$0	3 Years	\$0
3. Rental Assistance	\$0	3 Years	\$0
4. Supportive Services	\$101,673	3 Years	\$305,019
5. Operating	\$0	3 Years	\$0
6. HMIS	\$7,030	3 Years	\$21,090
7. Sub-total Costs Requested			\$326,109
8. Admin (Up to 10%)			\$31,245
9. Total Assistance Plus Admin Requested			\$357,354
10. Cash Match			\$89,339
11. In-Kind Match			\$0
12. Total Match			\$89,339
13. Total Budget			\$446,693

Click the 'Save' button to automatically calculate totals.

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment(s)	No	CAPMC Approved In...	09/19/2022
3) Other Attachment(s)	No	Cash Government M...	09/19/2022

Attachment Details

Document Description:

Attachment Details

Document Description: CAPMC Approved Indirect Rate Agreement
2021-2024

Attachment Details

Document Description: Cash Government Match Letter

7D. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR part 578 or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

15-Year Operation Rule.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

Applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provide

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official: Mattie Mendez

Date: 10/07/2022

Title: Executive Director

Unsheltered Homelessness Set Aside Project Application FY2022	Page 46	10/07/2022
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Applicant Organization: Community Action Partnership of Madera County, Inc.

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

Active SAM Status Requirement. I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	10/07/2022
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	10/07/2022

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1E. SF-424 Compliance	10/07/2022
1F. SF-424 Declaration	10/07/2022
1G. HUD 2880	10/07/2022
1H. HUD 50070	10/07/2022
1I. Cert. Lobbying	10/07/2022
1J. SF-LLL	10/07/2022
IK. SF-424B	10/07/2022
1L. SF-424D	10/07/2022
2A. Subrecipients	No Input Required
2B. Experience	10/07/2022
3A. Project Detail	10/07/2022
3B. Description	10/07/2022
6A. Funding Request	10/07/2022
6F. Supp Srvcs Budget	10/07/2022
6H. HMIS Budget	10/07/2022
6I. Match	10/07/2022
6J. Summary Budget	No Input Required
7A. Attachment(s)	10/07/2022
7D. Certification	10/07/2022



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: November 10, 2022

Author: Jeannie Stapleton

DATE: October 18, 2022

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: Homeless Coordinated Entry System

I. RECOMMENDATION:

Review and consider ratifying the submission of Housing and Urban Development Homeless Coordinate Entry Supportive Services for Madera County Homeless Engagement for Living Program (HELP) Center.

II. SUMMARY:

The Coordinated Entry System is a HUD mandated process designed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed, referred and connected to housing and assistance based on their needs. This coordinated process will help communities prioritize assistance based on vulnerability and severity of needed services so that those who require assistance the most can access it in a timely manner.

III. DISCUSSION:

- A. Coordinated Entry is a community wide process developed to ensure all people experiencing a housing crisis are engaged, assessed and connected to the most appropriate housing and services intervention. The Coordinated Entry System (CES) for individuals and families coordinates supportive services and housing resources across Madera County to form a collaborative, network that connects homeless individuals and households to services and housing.
- B. CAPMC's new project Coordinated Entry HELP Center application was part of the 2022 HUD regular competition conducted by Fresno-Madera County Continuum of Care. The deadline to complete the application was August 19, 2022. All applications were reviewed and scored by the Review and Rank Panel on August 30-31, 2022. The final Priority Listing was approved by the FMCoC general membership on September 8, 2022 and was submitted to HUD as the FMCoC's funding recommendation.

- C. If the project is funded by HUD, the Coordinated Entry Supportive Services HELP Center Project will be administered by Community Action Partnership of Madera County's Community Services Department with guidance provided by the Community Services Program Manager and the Homeless Coordinator will oversee the day-to-day activities.
- D. The Coordinated Entry Supportive Services Process does the following:
- Effectively prioritizes and targets housing to the most vulnerable.
 - Ensures that everyone has fair and equal access to the services and supports they need to access housing.
 - Through shared and standard process allows for continuous improvements toward an efficient system to end homelessness in our community.
 - Reveals gaps in the resources to end homelessness for each population.
 - Funding will be used to sustain Housing Case Workers, Data Entry staff and Outreach Workers servicing the homeless population.
 - The HELP Center is an official coordinated entry site.
- E. Areas served will be the City of Chowchilla, City of Madera and County of Madera. Individuals who contact the HELP Center will receive assistance connecting them to community resources including housing.
- F. The HELP Center is the only Coordinated Entry referral site in Madera County; an official access and qualified assessment location as well as the only provider in Madera County that offers these essential services to households experiencing homelessness or at risk of becoming homeless.
- G. Pertinent attachments will be distributed at the Board of Directors meeting.

IV. FINANCING:

\$208,820 – HUD funding

\$52,205 – 25% match requirement

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO and the FY 2022 General Section NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in FY 2022 CoC Program Competition NOFO.

1A. SF-424 Application Type

1. Type of Submission:
 2. Type of Application: New Project Application
- If Revision, select appropriate letter(s):
- If "Other", specify:
3. Date Received: 08/22/2022
 4. Applicant Identifier:
 - a. Federal Entity Identifier:
 5. Federal Award Identifier:
 6. Date Received by State:
 7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Community Action Partnership of Madera County, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 94-1612823

c. Unique Entity Identifier: V9D5YUNVFNA4

d. Address

Street 1: 1225 Gill Avenue

Street 2:

City: Madera

County: Madera

State: California

Country: United States

Zip / Postal Code: 93637

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mrs.

First Name: Ana

Middle Name:

Last Name: Ibanez

Suffix:

Title: Community Services Program Manager

Organizational Affiliation: Community Action Partnership of Madera County, Inc.

Telephone Number: (559) 673-9173

Extension: 5747

Fax Number: (559) 673-3223

Email: aibanez@maderacap.org

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6600-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): California
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: Madera County Coordinated Entry Supportive Services HELP Center

16. Congressional District(s):

16a. Applicant: CA-004, CA-016

16b. Project: CA-004, CA-016
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 11/01/2023

b. End Date: 10/31/2024

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? a. Yes

If "YES", enter the date this application was made available to the State for review: 09/30/2022

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/22/2022

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Community Action Partnership of Madera County, Inc.

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Organizational Affiliation: Community Action Partnership of Madera County, Inc.

Telephone Number: (559) 673-9173

Extension: 5749

Email: mmendez@maderacap.org

City: Madera

County: Madera

State: California

Country: United States

Zip/Postal Code: 93637

2. Employer ID Number (EIN): 94-1612823

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received

4a. Total Amount Requested for this project: \$300,000.00

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, City and State) of the project or activity.

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
 (For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
CAPMC 1225 Gill Avenue Madera CA 93637	Assembly Bill 109 Community Corrections Partnership - Madera County Probations Dept.	\$26,188.00	Personnel & Operating Costs
CAPMC 1225 Gill Avenue Madera CA 93637	State of CA Community Services Block Grant	\$5,000.00	Personnel Costs
CAPMC 1225 Gill Avenue Madera CA 93637	Assembly Bill 109 Community Partnership Connections - Madera County Probations Dept.	\$75,000.00	Personnel & Operating Costs
NA	NA	\$0.00	NA
NA	NA	\$0.00	NA

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest In Project/Activity (\$)	Financial Interest In Project/Activity (%)
Liberty Property Management		Landlord	\$155,916.00	26%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%
N/A		N/A	\$0.00	0%

Note: If there are no other people included, write NA in the boxes.

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE:

Name / Title of Authorized Official: Mattie Mendez, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/22/2022

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Community Action Partnership of Madera County, Inc.

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees — (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted — (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will — (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

2. Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application. Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

X

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/22/2022

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Community Action Partnership of Madera County, Inc.

Name / Title of Authorized Official: Mattie Mendez, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/22/2022

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Community Action Partnership of Madera County, Inc.

Street 1: 1225 Gill Avenue

Street 2:

City: Madera

County: Madera

State: California

Country: United States

Zip / Postal Code: 93637

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

Authorized Representative

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Telephone Number: (559) 673-9173
(Format: 123-456-7890)

Fax Number: (559) 673-3223
(Format: 123-456-7890)

Email: mmendez@maderacap.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/22/2022

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. |
| 8. | Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

As the duly authorized representative of the applicant, I certify:

Authorized Representative for: Community Action Partnership of Madera County, Inc.

Prefix: Mrs.

First Name: Mattie

Middle Name:

Last Name: Mendez

Suffix:

Title: Executive Director

Signature of Authorized Certifying Official: Considered signed upon submission in e-snaps.


Date Signed: 08/22/2022

1L. SF-424D

Are you requesting CoC Program funds for construction costs in this application? No

No SF-424D is required. Select "Save and Next" to move to the next screen.

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards:

Organization	Type	Sub-Award Amount
This list contains no items		

2B. Experience of Applicant, Subrecipient(s), and Other Partners

1. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.

Community Action Partnership of Madera County, Inc. (CAPMC) was organized in 1965, under the Economic Opportunities Act (EOA) of 1964 as part of President Lyndon B. Johnson's "War on Poverty." The ambitious purpose of this statute was to mobilize the human and financial resources of the nation to combat poverty in the United States. The Act established a federal Office of Economic Opportunity, and created organizations called Community Action Agencies (CAAs) that would develop strategies to solve local issues of poverty. CAAs serve as an administrative umbrella for several programs that would be unable to stand individually. The system has proven to be a cost-effective method of delivering services at the local level. Flexibility in programs, responsiveness to community needs, and local control make CAAs increasingly attractive to address communities' social needs. CAPMC is part of this national network of approximately 1,000 agencies that cover 96% of our nation's counties, including 58 in California, CAAs have been a lifeline for America's low to moderate income population by delivering services through the federally funded Community Services Block Grant (CSBG).

CAPMC is a 501(c)(3) non-profit, public benefit corporation that was incorporated in 1965 in the State of California. Throughout its 55+ year history, CAPMC has successfully managed its grants and contracts that primarily consist of federal and state awards. CAPMC currently administers over 60 contracts and grant awards and has total Agency revenues in excess of \$32.8 million dollars. For the fiscal year ended 6/30/2021, these consisted of federal grant income of \$23.7 million dollars and state grant income of \$6.7 million. CAPMC successfully manages numerous Head Start and Migrant Head Start Programs, Childcare Education Programs, Energy Assistance, Emergency Housing, Shunammite Place Permanent Supportive Housing funded by HUD, Childcare Alternative Payment Assistance and various Victims of Crime Programs, including Domestic Violence and Rape/Sexual Assault.

During 2020, CAPMC established the Homeless Engagement Living Program (HELP) Center in Madera County. It is a one-stop shop and serves as a hub for helping individuals and families that are homeless or at-risk of becoming homeless. The Center was financed with the State of California Community Services Division CSBG one-time federal CARES Act funding. As the result of Covid-19 and the effects of it on the economy, many individuals and families were facing homelessness for the first time. Those funds expired May 31, 2022 and CAPMC is seeking a HUD Coordinated Entry Supportive Service Project to maintain the Case Worker structure and continue this service in Madera County. In 2019 the Madera County Board of Supervisors approved the "Plan to Reduce Homelessness" and its primary goal is to initiate a strong well-organized community coalition to focus on solutions to reduce homelessness within Madera. With that goal in mind, many agencies, county departments, non-profits, Live Well Madera County Committee, HELP Center Homeless Connections, and Housing the Homeless Committee, and the Fresno Madera Continuum of Care (FMCoC) are committed to improve services offered to the homeless. The HELP Center is the only facility in Madera County that provides such services and will include all the core components of Coordinated Entry, including Access, Assessment, Prioritization, and Referral and Housing Placement.

2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.

CAPMC has overseen a wide variety of federal, state, and local grant awards. Leveraging can include utilizing multiple funding streams for a specific project or discrete activity. For instance, with one of its Migrant Head Start Programs, CAPMC uses its Federal funding to offer the wide range of Head Start comprehensive services, but uses the State funding for annual start-up expenses and specialized services for infants and toddlers at a particular site. This benefits the entire program by allowing funding to extend service days. Leveraging may also occur because many funding sources require matching or level of effort. For its Head Start Program, the typical match requirement is 20% non-federal dollars that may either be cash or in-kind. With the HUD funded Shunamite Place Permanent Supportive Housing Program overseen by CAPMC, the match is 25% of the grant amount. CAPMC uses participant rental income, local community in-kind donations and services, and other grant funding to provide the HUD match requirement.

Another concept of leveraging might be community partnerships and linkages. CAPMC is the primary resource in Madera County for social services and assistance for low to moderate income individuals and families. However, it partners with over 100 other entities such as Madera County departments, businesses, faith-based organizations, and other nonprofit agencies through Memorandums of Understanding (MOU's). This expands the services that its clients receive and decreases possible duplication of services.

3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.

The CAPMC Board of Directors consists of five members from local elected public officials, five members from the private sector, and five members from the low-income target areas of the community. This structure is referred to as a tripartite Board. The tripartite Board was established, through federal mandate, to allow for local decisions to be made by residents of the community in which they live and work. The uniqueness of the tri-partisan Board is that it provides the opportunity for low-income residents (1/3 of the Board) to be active participants in finding solutions for poverty, while working closely with local public officials and the private sector. Together these diverse segments of the community provide a range of perspectives to address the local needs of individuals and families living in poverty. The Board of Directors determines the mission and purpose of CAPMC, selects the Executive Director to carry out the day-to-day activities of the Agency, supports and assesses the performance of the Executive Director, provides financial oversight, ensures the Agency has adequate resources to carry out its programs and services, ensures legal and ethical integrity and accountability, determines organizational planning through strategic planning and finally monitors and strengthens the programs and services overseen by CAPMC.

CAPMC's Executive Director is supported not only by the Board, but also qualified and dedicated staff that include the Chief Financial Officer, Human Resources Director, and four Program Managers that oversee and direct various Agency departments, such as Head Start and Migrant Head Start, Community Services, Alternative Payment/Resource and Referral, and Victim Services. The CAPMC Fiscal Department has sufficient staff to support good internal controls and adequate separation of duties. The department is headed by the Chief Financial Officer that oversees the daily operations and sets fiscal policy and design. There are also five Accountant Program Managers that oversee grant funding and fiscal contract compliance, budget development, monitoring grant spending and grant reporting. The Accountant Program Managers are assigned to specific Agency departments. There is also an Accounting Supervisor that oversees the three Accounting Technicians that provide in-house payroll services and accounts payable processing. CAPMC has a written Accounting and Financial Policies and Procedures Manual that guides its processes and was approved by the CAPMC Board of Directors.

Because of the level of federal funding that CAPMC receives, it is subject annually to an outside audit requirement known as the Single Audit. The audit firm must not only issue an opinion on the financial statement presentation, but conduct the audit in accordance with auditing standards in the United States and standards applicable to financial audits contained in Government Auditing Standards (GAS). In accordance with GAS, the auditors must issue a report on the Agency's internal control over financial reporting and its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The audit must also include CAPMC's conformity with the OMB Compliance Supplement. CAPMC's Finance Committee and its Board of Directors annually selects the outside audit firm, meets with the auditors, reviews the audited financial statements, and resolves audit findings, if any.

**4. Are there any unresolved HUD monitoring or No
OIG audit findings for any HUD grants (including
ESG) under your organization?**

3A. Project Detail

- 1. CoC Number and Name:** CA-514 - Fresno City & County/Madera County CoC
- 2. CoC Collaborative Applicant Name:** Housing Authority City of Fresno
- 3. Project Name:** Madera County Coordinated Entry Supportive Services HELP Center
- 4. Project Status:** Standard
- 5. Component Type:** SSO
- 5a. Select the type of SSO Project:** Coordinated Entry
- 6. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3?** Yes
- 7. Is this new project application requesting to transition from eligible renewal project(s) that was awarded to the same recipient and fully eliminated through reallocation in this CoC Program Competition? (Attachment Requirement)** No
- 8. Will funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))?** No

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

CAPMC will operate the Madera County Coordinated Entry Supportive Services Homeless Engagement Living Program (HELP Center) out of its administrative offices in Madera CA. It will be managed as part of the Community Services Department of the Agency and the Community Services Program Manager will provide guidance and supervision. The Housing Coordinator will oversee the day-to-day operations and project services. These Supportive Services will provide all of the essential components of the Coordinated Entry process, including Access, Assessment, Prioritization, and Referral and Housing Placement. There will be extensive outreach services to locate individuals and families in need and in conjunction with the FMCoC management entity project. The Center will serve the cities of Madera and Chowchilla but also the rural areas of Oakhurst, Coarsegold, Northfork, and other parts of Madera County. Individuals and families who contact the HELP Center will receive assistance with connecting to community resources, including housing.

CAPMC's HELP Center will commit to a low-barrier, Housing First Project. It will cooperate with FMCoC providers and resources, utilizing a systems approach to help make the best use of scarce resources. Outreach teams meet with clients and initiate paperwork, including basic identifying documents and Release of Information forms. Staff assess their immediate needs and make referrals to wraparound services. If the individual/family needs emergency housing, the HELP Center makes the arrangement or provides referrals to shelters, domestic violence shelters or emergency housing. Households will be evaluated to determine if homeless prevention or diversionary tactics will help and if the client qualifies. If not an option, the HELP staff complete an initial screening to add them to Coordinated Entry System where they can be referred to other programs.

The HELP Center staff will actively evaluate other services that might benefit a client and help ensure that high priority households are document ready. CAPMC HELP Center staff assist with many non-cash benefits and services, other non-employment income and treatment services. Non-cash benefits might include something as simple as shoes or clothes for a client or assisting in obtaining legal documents like a social security card, birth certificate, pet documentation, a driver's license or DMV identification card or government provided cell phone. Other non-cash benefits include cash aid TANF, Cal Fresh benefits, health insurance and access to healthcare. The HELP Center will provide further assistance enrolling and accessing additional mainstream services such as: substance use disorder treatment; medical or mental health services; income support; employment; transportation for reunification with family who resides out of the area; educational or work programs; client advocacy; and transportation as needed. Active case management continues until the client has located and is living in permanent housing.

The CAPMC HELP Center is the only Coordinated Entry referral site in Madera County, an official access and qualified assessment location, and the only provider in Madera County that offers these essential services to households experiencing homelessness or at-risk of becoming homeless. During the fiscal year ended 6/30/2021, the HELP Center staff had 1,052 contacts with unsheltered individuals. HUD funding is needed to continue these CE services.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	B	C	D
Begin hiring staff or expending funds	1			
Begin program participant enrollment	1			
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	1			
Leased or rental assistance units or structure, and supportive services near 100% capacity				
Closing on purchase of land, structure(s), or execution of structure lease				
Start rehabilitation				
Complete rehabilitation				
Start new construction				
Complete new construction				

3. Check the appropriate box(s) if this project will have a specific subpopulation focus.

(Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>	Substance Abuse	<input checked="" type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input checked="" type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input checked="" type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

4. As an SSO-Coordinated Entry project answer the following questions:

4a. Will the coordinated entry process cover the CoC's entire geographic area? No

4b. Will the coordinated entry process be affirmatively marketed and easily accessible by program participants seeking assistance? Yes

4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

The CAPMC HELP Center will operate at its main offices located at 1225 Gill Avenue in Madera, CA but will provide extensive outreach efforts for homeless households seeking assistance. Madera County is approximately 2,137 square miles of land and is about one-half urban and one-half rural and is a major source of agricultural production. Because of the expansive area, the CAPMC HELP Center will concentrate its services in the cities of Madera and Chowchilla, and the surrounding areas of Oakhurst, Coarsegold, Northfork, and other parts of Madera County.

The Project will be easily assessible for individuals and families by phone, in-person office drop-ins and scheduled appointments, and by have mobile access points to CE services. The Project will be well advertised using the Madera County 311 information system, referrals from other community partners, and the street outreach linked to CE by CAPMC's HELP Center staff. Outreach teams are mobile and meet with clients where needed. Many homeless individuals and families camp in the Fresno Riverbed, gather in homeless encampments and congregate in local parks during the daytime. Staff are aware of these locations and make contacts with the homeless through outreach and then follow-up with case management activities. Madera County community partners may also may referrals to the CE system. CAPMC responds to community requests for support from all agencies and works collaboratively with law enforcement to address the highest need, such as elderly, chronic homeless, and disabled individuals. The HELP Center staff assist any homeless households, without regard to low-income, residency status, race, gender identity, drug abuse or alcohol disorder, and any other protected classes. The issue of homelessness is a recurring topic and 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. To reduce homelessness will require community cooperation and collaborative efforts.

4d. Will the coordinated entry process use a comprehensive, standardized assessment process? Yes

4e. Describe the standardized assessment and referral process that directs individuals and families to appropriate housing and services.

The HELP Center will use the FMCoC Access Process and VI-SPDAT as the assessment triage tool to document the needs and preferences of individuals and households accessing the Coordinated Entry (CE) system. The Assessment is client-centered and collects relevant information. It addresses safety and privacy. HELP Center staff are familiar with this tool and trained in HMIS. This tool will be used to determine a household's immediate needs and resolve the crisis, if possible. It will inform about next steps/referrals a household receives. The survey prioritizes the vulnerability of the individual on the basis of chronic homelessness, risk factors, socialization and daily functioning, wellness and other factors. The goal is to identify homelessness, assess the situation, and refer them to the CES to identify their housing needs and options. The CAPMC HELP Center staff will also assess clients to evaluate if there are diversionary or prevention resources that would eliminate the immediate housing crisis and identify housing solutions such as emergency shelter, rapid re-housing, transitional housing, and permanent supportive housing.

The CAPMC HELP Center will use the FMCoC Coordinated Entry process to prioritize households for access to housing services. This will be based on the principles and criteria established by the FMCoC. This will prioritize the most severe service needs with the highest vulnerability. The assessed vulnerability, using the VI-SPDAT, will establish a standard and objective means of determining the priority level, managing the priority list, and using the priority list to fill vacancies at housing and supportive services programs. The persons with the highest priority will be offered housing and supportive services first. The referral process will be uniform across all of the FMCoC projects and will comply with nondiscrimination provisions.

Once an individual/household is assessed and their level of vulnerability or need is determined based on the Fresno Madera CoC prioritization standards, they will be referred to the appropriate housing placement, depending on eligibility and availability. The HELP Center submits a Housing Search Assistance referral once a client is document ready. After a referral is submitted, the community matcher identifies a housing program for the client based on availability and eligibility. The HELP Center will coordinate and use the FMCoC multi-agency CE management system. Staff will participate in Case Conferencing to ensure that individuals and households are directed and referred to the most appropriate housing options. Client choice will always guide the referral and housing process.

4f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following groups: Yes

- (1) adults without children;
- (2) adults accompanied by children;
- (3) unaccompanied youth;
- (4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and
- (5) persons at risk of homelessness?

4g. Will this coordinated entry project refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible? Yes

3C. Project Expansion Information

1. Is this a "Project Expansion" of an eligible renewal project? No

6F. Supportive Services Budget

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management	Sal & Ben by position: Prog. Mngr. 0.03125 FTE \$3,243; Hous. Coord. 0.035 FTE \$2,587; Case Wkr .40 FTE (x2) \$51,393; Case Wkr .40 FTE \$26,276; Case Wkr. 0.125 FTE \$8,098; Office supp/ Post/ Copier & Other (\$500.58/ mo.) \$6,007; Tel & Int Exp (\$105.92/ mo.) \$1,271; Off Rent (\$147.08/mo.) \$1,765; Occupancy (\$100.25/mo.) \$1,203, IDC (\$101,843 x 9.10%) \$9,268	\$111,111
4. Child Care		
5. Education Services		
6. Employment Assistance	Sal & Ben by position: Case Wkr .05 FTE (x2) \$6,424; Case Wkr .05 FTE \$3,285; Case Wkr 0.0156 FTE \$1,012; Office supp/ Post/ Copier & Other (\$54.67/ mo.) \$656; Tel & Int (\$12.42/mo) \$149; Off. rent (\$17.58/mo) \$211; Occupancy (\$11.75/mo) \$141; IDC (\$11,878 x 9.10%) \$1,081	\$12,959
7. Food	Sal & Ben by position: Case Wkr .045 FTE (x2) \$5,782; Case Wkr .045 FTE \$2,956; Case Wkr 0.01406 FTE \$911; Office supp/ Post/ Copier & Other (\$49.17/ mo.) \$590; Tel & Int (\$11.17/mo) \$134; Off. rent (\$15.83/mo) \$190; Occupancy (\$10.58/mo) \$127; IDC (\$10,690 x 9.10%) \$973	\$11,663
8. Housing/Counseling Services	Sal & Ben by position: Hous. Coord. 0.0175 FTE \$1,294; Case Wkr .20 FTE (x2) \$25,696; Case Wkr. .20 FTE \$13,138; Case Wkr. 0.0625 FTE \$4,049 Office supp/ Post/ Copier & Other (\$225.42/ mo.) \$2,705; Tel & Int Exp (\$51.08/ mo.) \$613; Off Rent (\$72.50/mo.) \$870; Occupancy (\$48.42/mo.) \$581, IDC (\$48,947 x 9.10%) \$4,454	\$53,400
9. Legal Services		
10. Life Skills	Sal & Ben by position: Hous. Coord. 0.00875 FTE \$647; Case Wkr .05 FTE (x2) \$6,424; Case Wkr. .05 FTE \$3,285; Case Wkr. 0.015625 FTE \$1,012 Office supp/ Post/ Copier & Other (\$58/ mo.) \$696; Tel & Int Exp (\$13.08/ mo.) \$157; Off Rent (\$18.67/mo.) \$224; Occupancy (\$12.50/mo.) \$150, IDC (\$12,595 x 9.10%) \$1,146	\$13,741
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services	Sal & Ben by position: Hous. Coord. 0.0175 FTE \$1,294; Case Wkr .15 FTE (x2) \$19,272; Case Wkr. .15 FTE \$9,853; Case Wkr. 0.046875 FTE \$3,037; Office supp/ Post/ Copier & Other (\$170.67/ mo.) \$2,048; Tel & Int Exp (\$38.67/ mo.) \$464; Off Rent (\$54.92/mo.) \$659; Occupancy (\$36.67/mo.) \$440, IDC (\$37,067 x 9.10%) \$3,373	\$40,440
14. Substance Abuse Treatment Services	Sal & Ben by position: Case Wkr .05 FTE (x2) \$6,424; Case Wkr. .05 FTE \$3,285; Case Wkr. 0.015625 FTE \$1,012; Office supp/ Post/ Copier & Other (\$54.67/ mo.) \$656; Tel & Int Exp (\$12.42/ mo.) \$149; Off Rent (\$17.58/mo.) \$211; Occupancy (\$11.67/mo.) \$140, IDC (\$11,877 x 9.10%) \$1,081	\$12,958
15. Transportation	Sal & Ben by position: Case Wkr .05 FTE (x2) \$6,424; Case Wkr. .05 FTE \$3,285; Case Wkr. 0.015625 FTE \$1,012; Office supp/ Post/ Copier & Other (\$54.67/ mo.) \$656; Tel & Int Exp (\$12.42/ mo.) \$149; Off Rent (\$17.58/mo.) \$211; Occupancy (\$11.75/mo.) \$141, Vehicle exp \$3,400; IDC (\$15,277 x 9.10%) \$1,390	\$16,668
16. Utility Deposits		
17. Operating Costs		

6A. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2024? Yes

2. What type of CoC funding is this project applying for in this CoC Program Competition? CoC Bonus

3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

3a. Complete the indirect cost rate table below

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
Department of Health and Human Services	9%	\$274,977	Approved Rate

4. Select a grant term: 1 Year

* 5. Select the costs for which funding is requested:

Supportive Services	X
HMIS	

6. If conditionally awarded, is this project requesting an initial grant term greater than 12 months? No
 (13 to 18 months)

Applicant: Community Action Partnership of Madera County, Inc.

CA0772L9T141204



Project: Madera County Coordinated Entry Supportive Services HELP Center

195278

Total Annual Assistance Requested		\$272,940
Grant Term		1 Year
Total Request for Grant Term		\$272,940

Click the 'Save' button to automatically calculate totals.

6I. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the  icon. To view or update a Match source already listed, select the  icon.

Summary for Match

Total Amount of Cash Commitments:	\$75,000
Total Amount of In-Kind Commitments:	\$0
Total Amount of All Commitments:	\$75,000

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? No

Type	Source	Name of Source	Amount of Commitments
Cash	Government	CAPMC Assembly Bi...	\$75,000

Sources of Match Detail

1. Type of Match commitment: Cash

2. Source: Government

3. Name of Source: CAPMC Assembly Bill 109 Community
(Be as specific as possible and include the office or grant program as applicable) Corrections Partnership - Madera County
Probation

4. Amount of Written Commitment: \$75,000

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$0
1b. Rehabilitation			\$0
1c. New Construction			\$0
2a. Leased Units	\$0	1 Year	\$0
2b. Leased Structures	\$0	1 Year	\$0
3. Rental Assistance	\$0	1 Year	\$0
4. Supportive Services	\$272,940	1 Year	\$272,940
5. Operating	\$0	1 Year	\$0
6. HMIS	\$0	1 Year	\$0
7. Sub-total Costs Requested			\$272,940
8. Admin (Up to 10%)			\$27,060
9. Total Assistance Plus Admin Requested			\$300,000
10. Cash Match			\$75,000
11. In-Kind Match			\$0
12. Total Match			\$75,000
13. Total Budget			\$375,000

Click the 'Save' button to automatically calculate totals.

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment(s)	No		
3) Other Attachment(s)	No		

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

7D. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part 1), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR part 578 or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

15-Year Operation Rule.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

Applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provide

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official: Mattie Mendez

Date: 08/22/2022

Title: Executive Director

Applicant Organization: Community Action Partnership of Madera County, Inc.

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

Active SAM Status Requirement.

I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	08/17/2022
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/22/2022
1E. SF-424 Compliance	08/22/2022

New Project Application FY2022	Page 46	08/22/2022
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1F. SF-424 Declaration	08/17/2022
1G. HUD 2880	08/18/2022
1H. HUD 50070	08/18/2022
1I. Cert. Lobbying	08/17/2022
1J. SF-LLL	08/17/2022
IK. SF-424B	08/17/2022
1L. SF-424D	08/17/2022
2A. Subrecipients	No Input Required
2B. Experience	08/22/2022
3A. Project Detail	08/19/2022
3B. Description	08/22/2022
3C. Expansion	08/18/2022
6A. Funding Request	08/22/2022
6F. Supp Srvcs Budget	08/22/2022
6I. Match	08/22/2022
6J. Summary Budget	No Input Required
7A. Attachment(s)	No Input Required
7D. Certification	08/18/2022



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: December 8, 2022

Author: Jeannie Stapleton

DATE: October 14, 2022
TO: Board of Directors
FROM: Ana Ibanez, Community Services Program Manager
SUBJECT: 2023 Low Income Home and Energy Assistance Program Local Plan

I. RECOMMENDATION:

Review and consider ratifying submission of the 2023 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan.

II. SUMMARY:

Each year CSD requests LIHEAP providers to submit a Local Plan that outlines the agency's policies and procedures for operating the LIHEAP program as well as CAPMC's priority plan for determining eligibility.

III. DISCUSSION:

A. The following categories are used to determine eligibility for the program; applicants need to have a total of 16 points to be eligible for assistance. A maximum of 60 points is possible. Applicants may receive up to 10 points based on income and up to another 10 points for the household energy burden. A household residing in the disadvantage census area can receive 5 points. A household with a vulnerable population may receive points in each of the six categories below, up to a maximum of 45 points per household in this grouping. Clients are awarded points for each category once, no matter how many people live in the household that meet the definition.

Category 1. 1 or more persons 5 years or younger	= 10 points
Category 2. 1 or more persons 2 years or younger	= 5 points
Category 3. 1 or more persons 60 years or older	= 10 points
Category 4. 1 or more persons 70 years or older	= 5 points
Category 5. 1 or more persons disabled	= 10 points

B. Funding for the 2023 LIHEAP program will assist 75 households with weatherization, 13 households with wood/propane/oil, 178 households with Fast Track emergency assistance for PG&E, and 522 households with a regular PG&E bill.

C. The approved plan helps to ensure we are serving the most vulnerable populations first.

D. Applicants applying for weatherization services who have the highest energy burden are given a higher priority. Consideration is also given to the most vulnerable populations.

Customers must have a 5% or higher energy burden to be considered for weatherization services.

- E. To ensure CAPMC is not giving priority to employees CAPMC staff who qualify for assistance may apply after March 1 unless they have been placed on lay-off. Employees who have been laid-off prior to March 1 may apply. All employee applications are reviewed and signed by both the Program Manager and the Executive Director.
- F. Depending on the household size and the poverty group level applicants that are non-emergency assisted can receive up to \$635 and up to \$3,000 for households with an energy bill of \$600.00 or higher through Fast Track for emergency assistance. Wood/propane/oil customers can receive up to \$1,000.
- G. Applications can be obtained by visiting the agency webpage at www.maderacap.org or an application can be mailed to the client.
- H. Applications can be returned by mail or brought into the office located at 1225 Gill Avenue, Madera, CA 93637 or placed in the drop box on the side of the building. All correspondence is conducted by letter or by phone and we do not anticipate a delay in services. Qualifying applicants will be notified in writing by mail to let them know the amount they qualify for.
- I. Outreach for LIHEAP will be conducted through advertisements in the local newspaper and social media. Door to door flyers in the low income census tracks were delivered while PG&E is promoting the Arrears Assistance Program to help customers keep their bills paid and up to date. Applications are also dropped off at the local PG&E office, senior complexes, and other locations where low-income people will see them. Customers may also call the 311 Madera County Information line to inquire about the LIHEAP Program.

IV. **FINANCING:**
N/A



BEFORE
THE COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
OF THE COUNTY OF MADERA
STATE OF CALIFORNIA

In the Matter of)
2023 Low Income Home)
Energy Assistance Program)
(LIHEAP) Contract # 23B-5019)

Resolution No. 2022-06
2023 Low-Income Home
Energy Assistance Program
(LIHEAP)

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors, I authorize the Executive Director to sign and submit the 2023 Low Income Home Energy Assistance Program (LIHEAP) Contract with the Department of Community Services & Development (CSD) and enter into a sub-recipient agreement for Weatherization Services with the Merced County Community Action Agency.

The persons authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into the Agreement, submit any amendments and provide additional information as may be required by the Community Services & Development, is the Executive Director or the Chief Financial Officer of Community Action Partnership of Madera County, Inc.

Vote: _____
Absent: _____

Ayes: _____
Noes: _____

Eric LiCalsi, Chairperson Board of Directors

Date

ATTEST: Tyson Pogue, Secretary/Treasurer

Date

**Community Action Partnership of Madera County
Community Services
Community Services - LIHEAP Projections
November 2022 - June 2024
LIHEAP 23B-5019**

OPERATION EXPENSES	Budget
Salaries	121,698
Fringe Benefits	<u>31,579</u>
	<u>153,277</u>
Office Supplies	\$1,049
Data Processing Supplies	\$2,000
Program Supplies	\$2,422
Medical&Dental Supplies	\$0
Linen/Laundry	\$5
Postage & Shipping	\$800
Equipment Rental	\$1,600
Equipment Maintenance	\$300
Printing & Publications	\$1,000
Advertising & Promotion	\$500
Telephone	\$8,200
Rent	\$14,000
Utilities/Disposal	\$3,566
Building Repairs/Maintenance	\$20
Property Insurance	\$1,500
Consultants	\$0
Contracts	\$286,154 Merced WX + Admin
Legal	\$50
Medical Screening/DEAT/Staff	\$150
Gas & Oil	\$2,500
Vehicle Repair & Maintenance	\$1,500
Staff Travel-Local	\$250
Staff Travel-Out of Area	\$0
Per Diem-Staff	\$0
Training-Staff-Non Payroll	\$2,478 "-19"
Interest Expense	\$1
Fees & Licenses	\$50
Fingerprint	\$100
Depreciation Expense	\$0
Employee Health & Welfare	\$60
Direct Benefits	\$6,000 WPO
Furnace Repairs/replacement	\$10,000 ECIP/HEAP Merced
Indirect Cost Allocation	\$20,259 Madera Admin
IT Support	<u>\$250</u>
Total Operating Expense	<u>\$366,764</u>

ORIGINAL CONTRACT	
Madera Salaries	153,277.00
Madera Operating	64,610.00
Madera WPO	<u>6,000.00</u>
Total Madera	223,887.00
Merced WX	236,961.00
Merced Admin	21,790.00
Merced H&C	10,000.00
Merced Assur. 16	<u>27,403.00</u>
Total Merced	296,154.00
Total EHA/WX	520,041.00
Fast Track	259,682.00
HEAP	<u>259,682.00</u>
Total	519,364.00
Total 22B-4019 Contract	<u><u>1,039,405.00</u></u>

Total Operating & Salaries Budget \$520,041



Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors Meeting for: November 10, 2022

Author: Jeannie Stapleton

DATE: October 19, 2022

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: 2023 Community Services Block Grant (CSBG) Contract

I. RECOMMENDATION:

Review and consider ratifying the submission of the 2023 Community Services Block Grant (CSBG) Application.

II. SUMMARY:

CSBG is funded under the U.S. Department of Health and Human Services, Administration for Children and Families, passed through the State of California Community Services and Development. CSBG is designed to provide a range of services to assist low-income families and individuals.

III. DISCUSSION:

- A. CAPMC is one of 60 private non-profit and local government organizations referred to as eligible entities that receive CSBG funding. This network of eligible entities administer programs that assist low-income individuals and families with attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency.
- B. The 2023 contract remains a two-part agreement. Part 1 consists of the base contract and Part 2 consists of Administrative, Financial and Programmatic Policies and Procedures.
- C. The CSBG contract will be amended as additional funds are appropriated.
- D. CSD is issuing a contract covering the period of January 1, 2023 through December 31, 2023.

IV. FINANCING:

The total allocation for Fiscal Year 2023 \$312,051 and this is a 6.3 percent increase from the contract year 2022.



BEFORE
 THE COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 OF THE COUNTY OF MADERA
 STATE OF CALIFORNIA

In The Matter of)	Resolution No. 2022-07
2023 Community Services)	Community Services
Block Grant)	Block Grant
(CSBG))	Agreement Number
)	

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors, I authorize the Executive Director to sign and submit the 2023 Community Services Block Grant contract with the Department of Community Services & Development.

The person authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into the Agreement, submit any amendments and provide additional information as may be required by the Community Services & Development, is the Executive Director or the Chief Financial Officer of Community Action Partnership of Madera County, Inc.

Vote: _____ Ayes: _____
 Absent: _____ Noes: _____

Dated: _____

 Eric LiCalsi, Board Chairperson

Dated: _____

 Tyson Pogue, Secretary/Treasurer

Fund 218 CSBG 01/01/2023 - 12/31/2023

	Admin	Program					Total	
		CS General	Shun Ineligible	HELP	CFIT	DV	Admin	Program
Revenues								
4130- GRANT INCOME-AREA	124,681.00	40,953.00	1,500.00	66,122.00	16,517.00	62,278.00	124,681.00	187,370.00
Total Revenues	124,681.00	40,953.00	1,500.00	66,122.00	16,517.00	62,278.00	124,681.00	187,370.00
Expenses								
5010- SALARIES & WAGES	46,099.00	17,184.00	-	50,765.00	12,903.00	32,677.00	46,099.00	113,529.00
5012- DIRECTOR'S SALARY	46,984.00						46,984.00	-
5020- ACCRUED VACATION PAY							-	-
5112- HEALTH INSURANCE	1,721.00	1,955.00	-	5,005.00	1,955.00	41.00	1,721.00	8,956.00
5114- WORKER'S COMPENSATION	169.00	63.00	-	1,260.00	47.00	186.00	169.00	1,556.00
5116- PENSION	2,444.00	687.00	-	3,231.00	516.00	2,657.00	2,444.00	7,091.00
5122- FICA	3,527.00	1,315.00	-	3,884.00	987.00	2,500.00	3,527.00	8,686.00
5124- SUI	195.00	109.00	-	477.00	109.00	217.00	195.00	912.00
5125- DIRECTOR'S FRINGE	22,542.00						22,542.00	-
5130- ACCRUED VACATION FICA							-	-
6110- OFFICE SUPPLIES		60.00					-	60.00
6112- DATA PROCESSING SUPPLIES		1,200.00					-	1,200.00
6121- FOOD							-	-
6122- KITCHEN SUPPLIES							-	-
6130- PROGRAM SUPPLIES							-	-
6140- CUSTODIAL SUPPLIES							-	-
6170- POSTAGE & SHIPPING							-	-
6180- EQUIPMENT RENTAL							-	-
6181- EQUIPMENT MAINTENANCE							-	-
6310- PRINTING & PUBLICATIONS							-	-
6312- ADVERTISING & PROMOTION							-	-
6320- TELEPHONE		2,500.00					-	2,500.00
6410- RENT		3,200.00	650.00	650.00		24,000.00	-	28,500.00
6420- UTILITIES/ DISPOSAL		1,500.00	750.00	750.00			-	3,000.00
6432- BUILDING REPAIRS/ MAINTENANCE							-	-
6436- PEST CONTROL							-	-
6437- BURGLAR & FIRE ALARM							-	-
6440- PROPERTY INSURANCE							-	-
6520- CONSULTANTS		7,000.00					-	7,000.00
6540- CUSTODIAL SERVICES							-	-
6555- MEDICAL SCREENING/DEAT/STAFF							-	-
6610- GAS & OIL			100.00	100.00			-	200.00
6712- STAFF TRAVEL-LOCAL							-	-
6832- LIABILITY INSURANCE							-	-
6840- PROPERTY TAXES							-	-
6850- FEES & LICENSES	1,000.00						1,000.00	-
6852- FINGERPRINT							-	-
6875- EMPLOYEE HEALTH & WELFARE							-	-
7222- MOTEL VOUCHERS		4,180.00					-	4,180.00
9010- INDIRECT COST ALLOCATION							-	-
Total Expenses	124,681.00	40,953.00	1,500.00	66,122.00	16,517.00	62,278.00	124,681.00	187,370.00
Excess Revenue Over (Under) Expenditures							-	-



Report to the Board of Directors

Agenda Item Number: E-8

Board of Directors Meeting for: November 10, 2022

Author: Cristal Sanchez

DATE: October 12, 2022

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Consideration to Allocate Funding for Child Forensic Interviewing Recording and Observation System as awarded by the Community Corrections Partnership (CCP) Executive Committee

I. RECOMMENDATION:

Review and consider ratifying the request made to the Community Corrections Partnership Executive Committee for the replacement of the recording and observation system utilized by the Madera County Child Forensic Interview Team (CFIT) at the Child Advocacy Center.

II. SUMMARY:

The current recording/observation system is not efficient and requires extra attention from the entire MDT team to ensure glitches are addressed immediately. There have been many adjustments made to the current recording system, however, the system is too outdated to function at its full intended potential as when it was established over 10 years ago nor does it address the evolved needs of the CAC and MDT

To truly ensure children receive the highest quality services possible, the CAC proposes the purchase of a new forensic interview recording and observation system to conduct child forensic interviews at the Madera County CAC housed at 1225 Gill Ave Madera, CA 93637. The new recording system will allow the team to work through cases more efficiently and increase collaboration across all disciplines through various software features. Ultimately, a new forensic interview recording system would provide the Madera County CAC and MDT with a higher quality and more reliable system that directly addresses the needs of the team and children that are interviewed at the CAC.

The CAC has obtained three quotes to replace the forensic interviewing and recording system. The CAC has identified two vendors that would best address the needs of the MDT. Intelligent Video Solutions will provide the most comprehensive services and can accommodate the CAC's interview room video setup. CDW-G was selected to address the observation aspect of the interview and will allow for the replacement of observation equipment such as screens and a computer.

CAPMC submitted a proposal to cover the cost of replacing the CFIT recording/observation system to the Community Corrections Partnership (CCP) Executive Committee. The CCP Executive Committee awarded the full requested

amount to CAPMC at the regular CCP Executive Committee meeting held on October 26, 2022.

The CAC will contact Intelligent Video Solutions and CDW-G to initiate the contract process and schedule the installment of the new system. Once the installment process is completed, the CAC will schedule formal training for the MDT and establish access credentials for the appropriate team members.

III. DISCUSSION:

- In attempts to address various issues that have developed throughout the years, the current forensic interviewing recording and observation system has evolved in to fragmented software systems, screens, cameras, and audio equipment.
- The recording/observation system is too outdated to function at its full intended potential as when it was established over 10 years ago nor does it address the evolved needs of the CAC and MDT
- CAPMC submitted a proposal to the Community Corrections Partnership (CCP) to cover the cost to replace the CFIT recording and observation system.
- CAPMC was awarded the full requested amount by CCP on October 26, 2022.
- The CAC will contact Intelligent Video Solutions and CDW-G to initiate the contract process and schedule the installment of the new system. Once the installment process is completed, the CAC will schedule formal training for the MDT and establish access credentials for the appropriate team members.

IV. FINANCING:

Intelligent Video Solutions	\$30,827.47
CDW-G	\$4,252.39
Total	\$35,079.86

Intelligent Video Solutions

N53 W24747 S. Corporate Circle
 Sussex WI, 53089-0330
Phone: (855) 229-9699
Email: sales@j pivs.com



ADDRESS

1225 Gill Ave
 Madera, CA 93637
 USA

SHIP TO

1225 Gill Ave
 Madera, CA 93637
 USA

Quote Name: 2209271350JR Created Date: Sep, 27 2022 Expiration Date: Oct, 31 2022 Terms: **Hardware/Software:** Net 30 from date of shipment
Services: Net 30 from date of completion

Description	Quantity	Unit price	Tax	Total
VALT Server & Support				
10014 R1Z4S-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	1	\$7,329.00	\$604.65	\$7,329.00
90010 SSA <small>Support & Support (includes support time)</small>	1	\$1,389.00	\$57.30	\$1,389.00
See More				
90051 TSCRIP <small>1 Year of 24/7 Live remote support for 1000 licenses</small>	1	\$1,500.00	\$0.00	\$1,500.00
See More				
Interview Recording Room	1			
<small>(Room Build, Shootback, Hard Ceiling)</small>				
53009 VALT1S <small>VALT 1U Server Rack (1000 licenses)</small>	4	\$1,595.00	\$526.35	\$6,380.00
See More				
19018 P3265-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	1	\$675.00	\$55.70	\$675.00
See More				
19012 M5525C-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	3	\$1,241.00	\$307.16	\$3,723.00
See More				
39003 WAMIC-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	1	\$215.00	\$17.75	\$215.00
See More				
39010 MXSTM-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	1	\$448.00	\$36.96	\$448.00
See More				
39005 STMX2-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	1	\$267.00	\$22.04	\$267.00
See More				
39059 RUDA4-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	1	\$513.00	\$42.33	\$513.00
See More				
54001 VALTBNB-K <small>1U 16-Bay 10TB Server Support (up to 16 licenses)</small>	1	\$99.00	\$8.18	\$99.00
See More				
			Room Total:	\$12,320.00
Professional Services	1			
<small>1 Year of 24/7 Live remote support for 1000 licenses</small>				
95010 AVINS <small>1 Year of 24/7 Live remote support for 1000 licenses</small>	1	\$2,000.00	\$0.00	\$2,000.00
See More				
95203 PROJ <small>1 Year of 24/7 Live remote support for 1000 licenses</small>	1	\$500.00	\$0.00	\$500.00
See More				
96010 MCABL <small>1 Year of 24/7 Live remote support for 1000 licenses</small>	1	\$196.00	\$16.17	\$196.00
See More				

Description	Quantity	Unit price	Tax	Total
95101 OCONF <small>1 Year Onsite Professional Services for up to 100 Employees 1 Year Onsite Professional Services</small>	1	\$650.00	\$53.63	\$650.00
See More				
95201 ONTNG <small>1 Year Onsite Professional Services for up to 100 Employees 1 Year Onsite Professional Services</small>	1	\$500.00	\$41.25	\$500.00
95400 TRAVL <small>1 Year Onsite Professional Services for up to 100 Employees 1 Year Onsite Professional Services</small>	1	\$2,250.00	\$0.00	\$2,250.00
96014 SHIPPING & LOGISTICS <small>1 Year Onsite Professional Services for up to 100 Employees 1 Year Onsite Professional Services</small>	1	\$404.00	\$0.00	\$404.00

Estimate does not include any applicable sales tax that may be due.

Subtotal	\$29,038.00
Tax	\$1,789.47
Total (USD)	\$30,827.47

Thank you for the opportunity to serve you! Pricing is valid through the expiration date specified above. Changes to the quantities or items listed will require a revised quotation and may affect the final price.

Optional terms are 50% down payment with receipt of purchase order and balance upon completion of project. Notice of customer acceptance of optional terms must be received by IVS prior to shipment.

IVS will ship and invoice quoted product upon receipt of PO as available unless directed otherwise. IVS will invoice services on completion of project.

Customer is responsible for validating that any equipment quoted will operate within their infrastructure and policies. This includes server type, network switches, network drops, power, etc. Unless quoted, all network cabling required for project is the responsibility of the customer.

Intelligent Video Solutions provides comprehensive warranty and software support for all products that we provide. For specific details on warranty, support, service level agreement and end user software license agreement please visit the following link on the IVS website: <https://ipivs.com/support-information/>

Intelligent Video Solutions and Customer will agree to a Project Plan and Timeline within 30 days after receipt of a purchase order. Any subsequent changes to the Project Plan may result in Change Orders and additional charges or credits. Once a Project Plan is agreed upon by Intelligent Video Solutions and the Customer, subsequent project milestone delays by the Customer may result in additional charges or overall project delays.

Mattie Mendez

From: Xai Vang <cdwsales@cdwemail.com>
Sent: Thursday, September 22, 2022 4:01 PM
To: Nancy Contreras
Subject: Xai Vang Sent You this CDW-G Quote for Review

[EXTERNAL EMAIL] ATTENTION: This email originated from outside the organization. Please be cautious when opening any links or attachments in this email if you are sure this email comes from a known sender and know the content is safe.



This email was sent to you from: Xai Vang | [View in browser](#)

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CDW-G Quote for Review

This email was sent to you from: **Xai Vang**

Convert Quote to Order



Shipping Delays:

While CDW is processing orders normally without disruption and our Distribution Centers are operating as expected, **ongoing global supply chain challenges may cause order delivery delays.**

[Learn More](#)

Quote #	Quote Date	Quote Reference	Customer #
1C8SR8X	09/22/2022	CFIT Computer	9764868

Item	Qty	CDW #	Unit Price	Ext. Price
 HP Workstation Z4 G4 - Wolf Pro Security - MT - Core i9 10900X X-series 3.7 Mfg. Part#: 643Y0UT#ABA UNSPSC: 43211515	1	6871857	\$2,172.68	\$2,172.68
 LG GH24NSC0 Super Multi Internal DVD Drive - Black Mfg. Part#: GH24NSC0B	1	3508272	\$19.79	\$19.79



**Samsung HG55Q60AANF
HQ60A Series - 55" with
Integrated Pro:Idiom LED-
backli**

Mfg. Part#: HG55Q60AANFXZA
UNSPSC: 43211902

1 6721553 \$766.33 \$766.33



**Chief Fusion Medium Tilt Wall
Mount - For Monitors 32-65"**

Mfg. Part#: MTAIU

1 3717294 \$130.94 \$130.94



**HP E24q G4 - E-Series - LED
monitor - QHD - 24"**

Mfg. Part#: 9VG12AA#ABA
UNSPSC: 43211902

1 6345141 \$306.13 \$306.13



**Sapphire NITRO+ Radeon RX
6600 XT - graphics card -
Radeon RX 6600 XT - 8 G**

Mfg. Part#: 11309-01-20G
UNSPSC: 43201401

1 7048945 \$406.32 \$406.32



**Creative Sound Blaster Z SE -
sound card**

Mfg. Part#: 70SB150000004
UNSPSC: 52161500

1 6503954 \$115.95 \$115.95

Subtotal	\$3,918.14
Shipping	\$0.00
California Electronic Waste Recycling Fee	\$6.00
California Electronic Waste Recycling Fee	\$5.00
Sales Tax	\$323.25
Grand Total	\$4,252.39

Purchaser Billing Info

Billing Address:

Comm Action Ptnrship Of Madera Cty
Attn: Accts Payable (# 9764868)

Deliver To

Shipping Address:

COMMUNITY ACTION PARTNERSHIP MADERA
Kai Vang

1225 Gill Ave
Madera, CA 936375234
Phone: (559) 673-5760

1225 GILL AVE
MADERA, CA 936375234
Shipping Method: UPS Ground (2-3 days)



Sales Contact Info

Patrick Krueger | (847) 968-9706 | patkru@cdw.com

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 [Call 800.800.4239](#)

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Customer shall not use the Products, iCloud Storage APIs and iCloud service, or any component or function thereof, (i) to create, receive, maintain, or transmit protected health information (as defined at 45 C.F.R § 160.103); or (ii) in any manner that would make Apple or any other third-party distributor, supplier, or provider of those technologies a business associate, as defined under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") at 45 C.F.R. § 160.103, of the Reseller or any third party.

If Customer is purchasing AppleCare, Customer agrees to the following terms and conditions:

(i) Service Plan Terms and Conditions. Customer agrees to the Service Plan Terms and Conditions available at www.apple.com/legal/sales-support/applecare/os-reseller-support/;

(ii) Customer Responsibilities. Customer must be actively enrolled in AppleCare for Enterprise in order to purchase a Support Incident and receive Support Services thereunder. Customer will cooperate with Reseller when seeking Support Services by providing information necessary to assist Reseller in diagnosing an issue. Customer is responsible for any and all restoration or reconstruction of lost or altered files, data or programs. Customer will maintain and implement a complete data backup and disaster recovery plan. Customer is solely responsible for any and all security of confidential, proprietary or classified information of Customer and any third parties whose data Customer possesses or processes. Customer will not disclose to Reseller confidential, proprietary or any information that is subject to intellectual property rights that may expose Reseller to liability; and

(iii) Data Protection. Customer agrees and understands that it is necessary for Reseller to collect, process and use Customer data in order to perform the service and support obligations

under the Support Incident. This may include transferring Customer data to affiliated companies, service providers, and/or Apple.

* Pricing and taxes may change if quote is amended.

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QTC:001 | WEB 015 | Customer#: 9764868 | WEBfe1e178d-27f3-41fb-814e-9ec5c754f947



Report to the Board of Directors

Agenda Item Number: E-9

Board of Directors Meeting for: November 10, 2022

Author: Daniel Seeto

DATE: November 6, 2022
TO: Board of Directors
FROM: Daniel Seeto, Chief Financial Officer
SUBJECT: Accept 403(b) Audit Report – December 31, 2021

I. RECOMMENDATION:

Review and consider accepting the 403(b) audit report for the year ended December 31, 2021.

II. SUMMARY:

The agency is required to have an independent audit for its 403(b) pension plan to comply with the Department of Labor Regulations. Brown Armstrong Accountancy Corporation, CPAs prepared the audit report on the financial statements for the year ended December 31, 2021. Recommend that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2021.

III. DISCUSSION:

- A. Community Action Partnership of Madera County's 403(b) plan is required to have an independent external audit because of the Department of Labor regulations. The audit has to be included with the Form 5500, which is the annual IRS reporting form for pension plans. Brown Armstrong Accountancy Corporation, CPAs performed the audit work and prepared the audit report.
- B. The agency received a disclaimer of opinion, which means that the auditors were not able to express an opinion on the overall status of the financial records. This is because the assets of the pension plan are held at Voya Retirement Insurance and Annuity Company who acts as the custodian. We did not ask the auditors to perform any auditing procedures related to those assets. Voya provided a certification to the CAPMC about the assets held by it, which is shown in Note 5. This is related in the fourth paragraph of the Independent Auditors' Report.
- C. This type of audit report is allowed by the Department of Labor Rules and Regulations.

IV. FINANCING:

The audit cost of \$7,170 was budgeted in the Indirect Cost Pool.

To the Board of Directors of the
Community Action Partnership of
Madera County, Inc.'s 403(b) Retirement Plan
Madera, California

We have conducted a Department of Labor (DOL) limited-scope audit of the financial statements of Community Action Partnership of Madera County, Inc.'s 403(b) Retirement Plan (the Plan) for the year ended December 31, 2021, and have issued our report thereon dated October 13, 2022. As permitted by 29 Code of Federal Regulations (CFR) 2520.103 of the DOL's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 (ERISA), the Plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 4 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and have not, expressed an opinion on those financial statements and supplemental schedule as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the trustee, in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 8, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Plan are described in Note 2 to the financial statements. The Plan implemented no new accounting standards in the current year. We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

Management's estimate of the fair value of investments is based on various methods as detailed in the notes to the financial statements. We evaluated the key factors and assumptions used to develop the estimated fair value of investments in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of Fair Value Measurement in Note 4 to the financial statements, which expands the disclosure about the fair value measurements.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 13, 2022.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Community Action Partnership of Madera County, Inc.'s 403(b) Retirement Plan and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
October 13, 2022

**COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.'S
403(B) RETIREMENT PLAN**

**FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORTS**

**FOR THE YEARS ENDED
DECEMBER 31, 2021 AND 2020**

**COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.'S 403(B) RETIREMENT PLAN
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Community Action Partnership of
Madera County, Inc.'s 403(b) Retirement Plan
Madera, California

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed an audit of the accompanying financial statements of Community Action Partnership of Madera County, Inc.'s 403(b) Plan (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C). The financial statements comprise the statements of net assets available for benefits as of December 31, 2021, and the related statements of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audit of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audit need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained a certification from a qualified institution as of and for the year ended December 31, 2021, stating that the certified investment information, as described in Note 5 to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audit and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section—

- the amounts and disclosures in the financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- the information in the financial statements referred to above related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

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

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the Plan; and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, we:

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

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audit did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

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

Supplemental Schedule Required by ERISA

The supplemental schedule, Schedule H, Line 4i – Schedule of Assets Held at End of Year for the year ended December 31, 2021, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including their form and content, are presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion—

- the form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- the information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
October 13, 2022

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Community Action Partnership of
Madera County, Inc.'s 403(b) Plan
Madera, California

We were engaged to audit the accompanying statement of net assets available for benefits as of December 31, 2020, and statement of changes in net assets available for benefits of Community Action Partnership of Madera, Inc.'s 403(b) Plan (the Plan), for the year then ended December 31, 2020, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

As permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 5, which was certified by Matrix Trust Company, the trustee of the Plan, except for comparing such information with the related information included in the financial statement. We have been informed by the plan administrator that the trustee holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the trustee as of December 31, 2020, that the information provided to the plan administrator by the trustee is complete and accurate.

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the 2020 financial statements. Accordingly, we do not express an opinion on the 2020 financial statements.

**Report on Form and Content in Compliance With DOL Rules and Regulations for 2020
Financial Statements**

The form and content of the information included in the 2020 financial statements, other than that derived from the information certified by the trustee, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
October 13, 2022

**COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.'S 403(B) RETIREMENT PLAN
STATEMENTS OF NET ASSETS AVAILABLE FOR PLAN BENEFITS
DECEMBER 31, 2021 AND 2020**

	<u>December 31, 2021</u>	<u>December 31, 2020</u>
ASSETS:		
Receivables:		
Employer Contribution	\$ 608,688	\$ 435,027
Participant Contributions	9,265	8,626
Investments at Fair Value (Note 4):		
Registered Investments - Mutual Funds	603,872	839,263
Guaranteed Investment Contract	5,491,226	5,425,158
Common Collective Trust	<u>3,678,161</u>	<u>3,900,647</u>
 Total Assets	 <u>10,391,212</u>	 <u>10,608,721</u>
LIABILITIES:		
Operating Payable	<u>25</u>	<u>25</u>
 Total Liabilities	 <u>25</u>	 <u>25</u>
 NET ASSETS AVAILABLE FOR BENEFITS	 <u><u>\$ 10,391,187</u></u>	 <u><u>\$ 10,608,696</u></u>

The accompanying notes are an integral part of these financial statements.

**COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.'S 403(B) RETIREMENT PLAN
STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR PLAN BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

	<u>December 31, 2021</u>	<u>December 31, 2020</u>
ADDITIONS TO NET ASSETS ATTRIBUTED TO:		
Contributions:		
Employer	\$ 596,567	\$ 435,027
Participants	426,293	338,651
Rollovers	-	3,650
Investment Income:		
Net Investment Gain/Loss	<u>637,562</u>	<u>779,938</u>
Total Additions to Net Assets	<u>1,660,422</u>	<u>1,557,266</u>
DEDUCTIONS FROM NET ASSETS ATTRIBUTED TO:		
Benefits Paid to Participants	1,868,346	478,234
Administrative Expenses	<u>9,585</u>	<u>9,750</u>
Total Deductions from Net Assets	<u>1,877,931</u>	<u>487,984</u>
Net (Decrease)/Increase	(217,509)	1,069,282
NET ASSETS AVAILABLE FOR BENEFITS:		
Beginning of Year	<u>10,608,696</u>	<u>9,539,414</u>
End of Year	<u>\$ 10,391,187</u>	<u>\$ 10,608,696</u>

The accompanying notes are an integral part of these financial statements.

**COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.'S 403(B) RETIREMENT PLAN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

NOTE 1 – DESCRIPTION OF PLAN

The following brief description of the Community Action Partnership of Madera County, Inc.'s 403(b) Retirement Plan (the Plan) provides only general information. Participants should refer to the Plan document for a more complete description of the Plan's provisions.

Community Action Partnership of Madera County, Inc., (the Administrator) established the Plan for the benefit of its employees in July of 1993. The total number of participants in the Plan with account balances as of December 31, 2021 and 2020, was 308 and 311, respectively. The Service Provider of the Plan is Nexus Administrators and the Custodian of the Plan's assets is Voya Retirement Insurance and Annuity Company (VRIAC).

General

The Administrator established the Plan to provide employees with a systematic means of saving and investing for the future. All permissible employees of the Administrator, as defined in accordance with the universal availability standards, are eligible to enroll upon meeting their service requirement of 1 year. The entry date into the Plan is the first day of the first month or the first day of the seventh month of the Plan year. The Plan is a defined contribution plan subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Plan Contributions

Participants may contribute from \$1 up to the maximum amount allowed by law and certain discrimination tests prescribed by the Internal Revenue Code. For 2021 and 2020, the 403(b) elective deferral limits are \$19,500 and \$19,500, respectively. (The limit is increased by \$6,000 for participants that have reached age 50 by the end of the Plan year and make catch-up contributions.)

The Administrator may, at its sole discretion, make non-elective contributions for the Plan for each participant who satisfied the service requirement of at least 1,000 hours during the Plan year. Each participant may receive an allocation of the non-elective contribution for each Plan year up to 5% of their compensation received during that Plan year. Non-elective contributions are allocated to the participants' accounts at the end of each Plan year.

Participant Accounts

Each participant's account is credited with the participant's contributions, allocation of the Administrator's contribution (if applicable), Plan earnings, and an allocation of administrative expenses. The benefit to which a participant is entitled is the vested benefit that can be provided from the participant's account.

Investment Options

Upon enrollment in the Plan, participants may direct the investment of the contributions and the Administrator's contributions into various investment contracts and annuity options offered by the Plan.

Vesting

Participants are immediately vested in the part of their account resulting from their 403(b) elective deferral contributions and rollover contributions. However, vesting in the Administrator's contributions is based on years of service. Prior to normal retirement age, a participant's interest in the contributions of the employer become 100% vested after four years of service.

NOTE 1 – DESCRIPTION OF PLAN (Continued)

Distributions

Upon retirement or disability, a participant or beneficiary receives the entire amount credited to the participant's account in a lump sum payment. Upon death of the participant, the beneficiary has the option to receive the vested balance in the participant's account as a lump sum payment or in annual installments. Upon termination, other than by retirement, disability, or death, a participant becomes eligible to receive the current value of the participant's vested account in a lump sum.

Cash Out

Upon termination, if the vested amount of a participant's account does not exceed \$5,000, the vested account will be paid in a lump sum. If the vested amount of the participant's account exceeds \$1,000 (or such lesser amount as determined by the plan administrator in a nondiscriminatory manner) but does not exceed \$5,000 and the participant does not timely return the distribution forms, the plan administrator must transfer the vested account to an IRA established in the participant's name, unless the distribution occurs after the later of the participant's Normal Retirement Age or age 62. The mandatory distribution will be invested in an IRA designed to preserve principal and provide a reasonable rate of return and liquidity. The IRA account set-up fee is 20% of total value, up to a maximum fee of \$100.00, if less and an annual fee of \$45.00.

If the vested amount of the participant's account exceeds \$5,000, they must consent to any distribution of their account. However, the plan administrator may distribute the participant's vested account in a lump sum without consent at the time that payments must begin under applicable federal law.

In addition, the participant may elect to have the plan administrator begin the distribution of their benefit at any time after reaching the Normal Retirement Age (even if the participant is still working) by providing the plan administrator with a written election that they want their benefits to begin.

Inservice Distributions

As of November 1, 2018, the Plan was amended to allow for hardship withdrawals. A participant may only receive a hardship distribution if the plan administrator finds they have an immediate and heavy financial need. See the Plan document for additional information on what financial needs are considered immediate and heavy. A participant may receive a distribution on account of hardship from the following accounts, but only if they are fully vested:

- Elective Deferral Account, except earnings on the Elective Deferral Account credited after the later of December 31, 1988, and the end of the last plan year ending before July 1, 1989.
- Non-Elective Contribution Account (except that portion that has been invested in a custodial Account).
- Rollover Contribution Account.

Participant Investment Rollovers

Participants are allowed to transfer or rollover funds into the Plan from other qualified plans.

Recent Plan Amendments

The Plan has been amended throughout the years to comply with tax legislation. The Plan was most recently amended effective June 3, 2020, to allow for certain requirements of the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) and the Setting Every Community Up for Retirement Enhancement Act of 2019 (the Secures Act), laws which changed the Plan, among other requirements, to allow certain eligible individuals to receive Coronavirus related relief for loan repayment, request a pre-approved CARES Act distribution up to \$100,000, suspend required minimum distributions, and delay the commencement date for required minimum distributions. The optional features within these acts were enabled in April 2020. Written amendments to the Plan reflecting these operational changes will be adopted at a later date in accordance with applicable law and IRS guidance. Below is additional information on the CARES Act.

NOTE 1 – DESCRIPTION OF PLAN (Continued)

CARES Act

On March 27, 2020, the CARES Act was signed into law. This aid package was designed to help the economy from the effects of the coronavirus pandemic and included provisions affecting employee benefit plans. The following provisions were mandated or adopted in 2020.

- Withdrawals up to \$100,000, less the amount of any outstanding loans from the Plan, were permitted for participants who were employed by the Administrator and self-certified to the plan administrator that they met one of the following criteria:
 - Participant or their spouse or dependent was diagnosed with COVID-19 by a test approved by the Center for Disease Control and Prevention, or
 - Due to COVID-19, participant experienced adverse financial consequences as a result of being quarantined, being furloughed or laid off, having work hours reduced, being unable to work due to lack of child care, or the closing or reduced hours of their owned business.
- Participants who were employed by the Administrator and self-certified to meet one of the aforementioned criteria were permitted to suspend their Plan loan payments through the end of 2020. Their loan would be re-amortized and payments would resume in 2021.
- The Required Minimum Distribution (RMD) rules were waived for 2020, including for participants who reached eligibility in 2019 and had not yet received their distribution.

NOTE 2 – SUMMARY OF ACCOUNTING POLICIES

The financial statements of the Plan have been prepared in conformity with accounting principles generally accepted in the United States of America and in accordance with the terms of the Plan agreement.

The following are the significant accounting policies followed by the Plan:

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America, except for distributions paid to participants which are prepared on the cash basis of accounting.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of certain assets, liabilities, and changes therein, and disclosures of contingent assets and liabilities. Accordingly, the actual amounts could differ from those estimates. Any adjustments applied to estimated amounts are recognized in the year in which such adjustments are determined.

Valuation of Investments and Income Recognition

At December 31, 2021 and 2020, the Plan's investments were held in various money market and mutual funds and are stated at fair value as certified by the Plan's custodian. The net appreciation/depreciation in the fair value of investments includes realized and unrealized gains and losses on the fair value of investments held by the Plan. Purchases and sales of investments are recorded on a settlement date basis. Interest and dividend income is accrued as it is earned.

NOTE 2 – SUMMARY OF ACCOUNTING POLICIES (Continued)

Excluded Contracts and Accounts

As allowed by the Department of Labor (DOL) Field Assistance Bulletin (FAB) 2009-02, the Plan administrator has the ability to exclude certain contracts and accounts from Plan assets. Certain contracts and accounts may be excluded due to the fact that:

- The contract or account was issued to a current or former employee before January 1, 2009;
- The employer ceased to have any obligation to make contributions (including employee salary reduction contributions), and in fact stopped making contributions to the contract on or before January 1, 2009;
- All the rights under the contract or account are legally enforceable against the insurer or custodian by the individual owner of the contract or account without any involvement by the employer; and
- The individual owner of the contract is fully vested in the contract or account.

For the years ended December 31, 2021 and 2020, there were no contracts or accounts excluded. The Plan assets include all the contracts and accounts.

Contributions

Contributions from employees and the employer are recorded in the period in which the Administrator makes the payroll deductions from participant earnings.

Distributions

Distributions are recorded when paid. At December 31, 2021 and 2020, there were no benefits processed and approved for payment, but not paid.

Forfeitures

The Plan's forfeited amounts resulting from participant accounts may be used to pay for administrative expenses of the Plan. Those resulting from employer contributions may be used to reduce the employer contributions. During 2021 and 2020, employer contributions were reduced by \$0 and \$0, respectively, from forfeited non-vested accounts.

Expenses

A certain amount of the Plan's administrative expenses are paid by the Administrator. Other expenses, such as investment expenses, are paid from Plan assets and deducted from participant accounts in accordance with the Plan document.

NOTE 3 – FUNDING POLICY

A summary of the funding policy of the Plan is as follows:

Contributions:

1. Employee Salary Reduction: At the participant's discretion up to maximum permitted by law.
2. Non-Elective: Employer may also make other discretionary contributions to the Plan. In any Plan year in which non-elective contributions are made, an allocation is made to an employee's non-elective contribution account based on the ratio that each employee's compensation bears to the total compensation of all eligible participants for that year.

NOTE 3 – FUNDING POLICY (Continued)

1. Maximum Employee Contribution for 2021 and 2020: \$19,500 and \$19,500, respectively.
2. Maximum Contribution Limit – Employer plus Employee for 2021 and 2020: \$58,000 and \$57,000, respectively.
3. Maximum Compensation for 2021 and 2020: \$290,000 and \$285,000, respectively.

Vesting:

1. Employee: 100% full and immediate
2. Employer: 100% if the participant is working for the Administrator on or after the date of normal retirement. Before that date, vesting on employer matching funds follow the following schedule:

<u>Years of Vesting Service</u>	<u>Vesting Percentage</u>
Less than 1 year	0%
1 year but less than 2 years	25%
2 years but less than 3 years	50%
3 years but less than 4 years	75%
4 years or more	100%

NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS

The Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 820, *Fair Value Measurements and Disclosures*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. FASB ASC Topic 820 also established a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

- Level 1 Inputs into the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.
- Level 2 Inputs to the valuation methodology include: Quoted prices for similar assets or liabilities in active markets; Quoted prices for identical or similar assets or liabilities in inactive markets; Inputs other than quoted prices that are observable for the asset or liability; or inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified term, the Level 2 input must be substantially the full term of the asset or liability.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement. Level 3 valuations incorporate certain assumptions and projections in determining the fair value assigned to such assets or liabilities.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and can vary from security to security and, if affected by a wide variety of factors, including the type of security, whether the security is new and not yet established in the marketplace, and other characteristics particular to the transaction. To the extent that valuation is based on models or inputs that are less observable or unobservable in the market, the determination of fair value requires more judgment.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2021 and 2020.

Mutual funds: Valued at the net asset value (NAV) of shares held by the Plan at year-end adjusted by the net of the dividend income and separate account charges to obtain the Accumulation Unit Value (AUV).

NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (Continued)

Guaranteed investment contract: Valued at fair value by discounting the related cash flows based on current yields or similar instruments with comparable durations considering the credit-worthiness of the issuer.

Common Collective Trust Fund: Valued at the NAV redemption value as determined by the trustee.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The Plan's investments were held and administered by VRIAC. All investment information presented in the accompanying financial statements and supplemental schedule, including investments held, net appreciation/depreciation in fair value of investments, interest, and dividends, was obtained or derived from information supplied to the plan administrator.

The following tables set forth by level, within the fair value hierarchy, the Plan's fair value measurements at December 31, 2021 and 2020:

Fair Value Measurements at December 31, 2021				
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Total
Guaranteed Investment Contract	\$ -	\$ 5,491,226	\$ -	\$ 5,491,226
Common Collective Trust	-	3,678,161	-	3,678,161
Mutual Funds:				
Bond Funds	-	18,595	-	18,595
Balanced Funds	-	519,974	-	519,974
Money Market Funds	-	65,303	-	65,303
Total Assets at Fair Value	\$ -	\$ 9,773,259	\$ -	\$ 9,773,259

Fair Value Measurements at December 31, 2020				
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Total
Guaranteed Investment Contract	\$ -	\$ 5,425,158	\$ -	\$ 5,425,158
Common Collective Trust	-	3,900,647	-	3,900,647
Mutual Funds:				
Bond Funds	-	115,432	-	115,432
Balanced Funds	-	657,789	-	657,789
Money Market Funds	-	66,042	-	66,042
Total Mutual Funds	-	10,165,068	-	10,165,068
Guaranteed Investment Contract	-	-	-	-
Total Assets at Fair Value	\$ -	\$ 10,165,068	\$ -	\$ 10,165,068

NOTE 5 – INVESTMENTS CERTIFIED BY PLAN CUSTODIAN

The custodian certified all investments (at fair value) and investment transactions (individually and in summary) as of December 31, 2021 and 2020, and for the years then ended. The certifications include realized and unrealized gains and losses and certain supplemental schedule information.

NOTE 6 – PLAN ACTIVITY

Benefits under the Plan are provided by trust investments. The value of Plan assets, after subtracting liabilities of the Plan, was \$10,271,874 and \$10,608,696 as of December 31, 2021 and 2020, respectively. During the 2021 plan year, the Plan experienced a decrease of \$336,822 compared to the prior year's increase of \$1,069,282. This change includes unrealized gains/(losses) on investments.

NOTE 7 – INCOME TAXES

The Plan has been established and is operating in accordance with the Internal Revenue Code Section 403(b). Accounting principles generally accepted in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain position that more likely than not would be sustained upon examination by the Internal Revenue Service. The Plan's returns are subject to examination by federal taxing authorities, generally for three years after they are filed.

NOTE 8 – RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

NOTE 9 – PLAN TERMINATION

Although it has not expressed any intent to do so, the Administrator has the right under the Plan to discontinue its contribution at any time and to terminate the Plan subject to the provisions of ERISA. However, no such action may deprive any participant or beneficiary under the Plan of any vested right.

NOTE 10 – TRANSACTIONS WITH PARTIES-IN-INTEREST

The Plan invests in annuities sponsored by the Plan's custodian, as defined by the Plan, and therefore, these transactions qualify as party-in-interest transactions. Administrative fees related to the administration of the Plan are paid by the Plan.

NOTE 11 – RECONCILIATION OF FINANCIAL STATEMENTS TO FORM 5500

Differences between the financial statement presentation and the Form 5500, Schedule H can occur due to differences in accounting principles and timing differences on the recognition of assets. During the years ended December 31, 2021 and 2020, there were no differences between the financial statements presented and the Form 5500 examined.

NOTE 12 – RECENTLY ISSUED PRONOUNCEMENTS APPLICABLE TO FUTURE YEARS

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

ASU 2020-10 – *Codification Improvements*. The amendment is effective for fiscal years beginning after December 15, 2021, and interim periods within annual periods beginning after December 15, 2022. The amendment is meant to clarify various updates and correct unintended application of guidance. Management has not yet determined the impact of this update on its financial statements; however, the changes are not expected to have a significant effect on current accounting practices or create significant administrative costs for most entities.

ASU 2022-3 – *Fair Value Measurement*. This amendment is effective for fiscal years beginning after December 15, 2024, and interim periods within those fiscal years. The amendment is meant to clarify the principles for measuring the fair value of an equity security subject to a contractual sale restriction and improve current accounting principles generally accepted in the United States of America by reducing the diversity in practice, reducing cost and complexity in measuring fair value, and increasing comparability of financial information across reporting entities that hold investments. Management has not yet determined the impact of this update on its financial statements.

NOTE 13 – SUBSEQUENT EVENTS

For the year ended December 31, 2021, the Administrator has evaluated subsequent events for potential recognition and disclosure through October 13, 2022, the date the financial statements were available to be issued. No material subsequent event items that required recognition or disclosure were identified.

SUPPLEMENTAL SCHEDULE

**COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.'S 403(B) RETIREMENT PLAN
SCHEDULE H, LINE 4I – SCHEDULE OF ASSETS HELD
AS OF DECEMBER 31, 2021
EIN – 94-1612823 PN - 001**

(A)	(B) Identity of Issuer, Borrower, Lessor, or Similar Party	(C) Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par, or Maturity Value	(D) Cost**	(E) Current Value
*	VOYA Fund	Mutual Fund Amcen Small-Mid Cap VA	\$ -	\$ 8
*	VOYA Fund	Mutual Fund Balanced Portfolio	-	299,889
*	VOYA Fund	Mutual Fund Fixed Account	-	5,154,462
*	VOYA Fund	Mutual Fund Fixed Plus Account	-	329,395
*	VOYA Fund	Mutual Fund Fixed Plus Account II A	-	1,671,185
*	VOYA Fund	Mutual Fund Global Equity Portfolio	-	18,130
*	VOYA Fund	Mutual Fund Government Money Mkt Portfolio	-	65,303
*	VOYA Fund	Mutual Fund Growth and Income Portfolio	-	367,988
*	VOYA Fund	Mutual Fund High Yield Portfolio	-	1,784
*	VOYA Fund	Mutual Fund Index Plus LargeCap Portfolio	-	38,828
*	VOYA Fund	Mutual Fund Intermediate Bond Portfolio	-	18,063
*	VOYA Fund	Mutual Fund International High Dividend Low Volatility Fund	-	525
*	VOYA Fund	Mutual Fund Invesco Comstock	-	2,396
*	VOYA Fund	Mutual Fund Invesco Equity & Income	-	59,261
*	VOYA Fund	Mutual Fund Invesco Opp Global Port I	-	69,118
*	VOYA Fund	Mutual Fund Large Cap Growth Portfolio	-	51,669
*	VOYA Fund	Mutual Fund Large Cap Value Portfolio	-	4,411
*	VOYA Fund	Mutual Fund MidCap Opportunities Portfolio	-	11,904
*	VOYA Fund	Mutual Fund Russell Large Cap Growth	-	21,189
*	VOYA Fund	Mutual Fund Russell Mid Cap Growth	-	374
*	VOYA Fund	GIC Short Term GAA	-	7,369
*	VOYA Fund	Mutual Fund Small Company Portfolio	-	4,408
*	VOYA Fund	Mutual Fund Solution 2025 Portfolio	-	53,078
*	VOYA Fund	Mutual Fund Solution 2035 Portfolio	-	128,742
*	VOYA Fund	Mutual Fund Solution 2045 Portfolio	-	238,769
*	VOYA Fund	Mutual Fund Solution 2055 Portfolio	-	188,127
*	VOYA Fund	Mutual Fund Solution 2065 Portfolio	-	13,475
*	VOYA Fund	Mutual Fund Solution Mod Cnsrv	-	2,235
*	VOYA Fund	Mutual Fund Strategic Alloc Conserv Portfolio	-	9,025
*	VOYA Fund	Mutual Fund Strategic Alloc Growth Portfolio	-	21,250
*	VOYA Fund	Mutual Fund Strategic Alloc Moderate Portfolio	-	436,093
*	VOYA Fund	Mutual Fund TRowePrice Captl Apprec Portfolio	-	78,420
*	VOYA Fund	Mutual Fund TRowePrice Divr MdCp Growth Portfolio	-	159,653
*	VOYA Fund	Mutual Fund TRowePrice Grwth Eqty Portfolio	-	19,620
	American Funds	Mutual Fund Fundamental	-	4,130
	American Funds	Mutual Fund Growth Fund	-	122,036
	American Funds	Mutual Fund Small Cap	-	82
	Fidelity	Mutual Fund VIP Contrafund Portfolio	-	5,900
	Fidelity	Mutual Fund VIP Growth Portfolio	-	39,375
	Neuberger Berman	Mutual Fund Socially Resp Trst	-	7,156
	Oppenheimer	Mutual Fund Developing Markets Funds	-	29,410
	Oppenheimer	Mutual Fund Main St Sm&MdCp F/VA	-	1,583
	Oppenheimer	Mutual Fund VI American Franch	-	701
	Pioneer	Mutual Fund High Yield VCT Portfolio	-	13,681
	Templeton	Mutual Fund Global Bond Fund	-	532
	Columbia	Mutual Fund Sel Mid Cap Value	-	2,527
			<u>\$ -</u>	<u>\$ 9,773,259</u>

*Party-in-interest to the Plan.

**Cost omitted for participant directed accounts.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG 01/01/22 - 12/31/22 218	286,748.00	165,893.15	83.33%	57.85%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 06/15/22 - 05/31/23 217	31,000.00	0.00	33.33%	0.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 03/27/20 - 5/31/22 219	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY 03/27/20 - 5/31/22 251	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/22 - 05/31/23 311/380	4,216,695.00	1,456,283.98	41.67%	34.54%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/22 - 05/31/23 310	46,025.00	10,377.92	41.67%	22.55%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/22 - 05/31/23 312	625,664.00	251,940.81	41.67%	40.27%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/22 - 05/31/23 309	13,373.00	4,701.51	41.67%	35.16%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/22 - 06/30/23 319	792,621.00	267,176.00	33.33%	33.71%	Provide child care services to HS preschool children and families
REGIONAL HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 814	344,592.00	299,394.24	79.17%	86.88%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2022 - 06/30/2023 815	64,200.00	7,404.16	33.33%	11.53%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
REGIONAL HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 818	86,679.00	88,893.72	79.17%	102.56%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM 10/01/22 - 09/30/23 390	513,902.00	4,615.65	8.33%	0.90%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/22 - 02/28/23 321/362	5,632,943.00	3,473,145.33	66.67%	61.66%	Provide HS services to migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/22 - 02/28/23 320	31,845.00	30,895.16	66.67%	97.02%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/22 - 06/30/23 322/324	919,191.00	228,343.61	33.33%	24.84%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV 07/01/22 - 06/30/23 325	137,096.00	46,872.31	33.33%	34.19%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
MADERA COUNTY QRIS 06/01/2021 - 06/30/2023 356	89,112.00	0.00	68.00%	0.00%	Provide HS services to low income preschool children and families
FRESNO HEAD START COVID ARP 04/01/2021 - 03/31/23 838	702,309.00	499,400.87	79.17%	71.11%	Provide funds to prevent, prepare in the Madera Migrant Child Care program
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	127,512.08	79.17%	77.82%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MIGRANT HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 827	535,575.00	331,997.60	79.17%	61.99%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START 09/01/22 - 08/31/23 331	5,469,583.00	1,088,944.18	16.67%	19.91%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/22 - 08/31/23 330	82,690.00	6,237.35	16.67%	7.54%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES 09/01/22 - 08/31/23 831	141,154.00	6,324.97	16.67%	4.48%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
MADERA COUNTY QRIS 09/01/2020 - 06/30/2023 351	254,435.00	4,389.26	63.64%	1.73%	Provide HS services to low income preschool children and families
DSS STRENGTHENING FAMILIES 07/01/2022 - 06/30/2023 371	277,136.00	53,511.51	33.33%	19.31%	Provides training and education to parents to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/22 - 06/30/23 411	4,702.00	0.00	33.33%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/22 - 06/30/22 401	203,554.00	63,479.26	33.33%	31.19%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/21 - 06/30/23 407	394,276.00	172,149.42	66.67%	43.66%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/22 - 06/30/23 424	33,509.00	3,508.13	33.33%	10.47%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/23 426/432	Pending	0.00	#VALUE!	#VALUE!	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/21 - 06/30/23 426/432/429	5,377,399.00	4,213,982.34	66.67%	78.36%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 07/01/22 - 06/30/23 427	1,548,494.00	358,511.88	33.33%	23.15%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/22 - 06/30/23 428	1,223,107.00	346,506.18	33.33%	28.33%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS 04/01/20 - 06/30/22 440	Inactive	Inactive	#VALUE!	#VALUE!	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act
ALTERNATIVE PAYMENT AB131 ONE TIME ONLY PROVIDER STIPENDS 09/01/21 - 06/30/22 434	Inactive	Inactive	#VALUE!	#VALUE!	Provide one-time stipend to Child Care Providers in accordance with AB131
ECC-BRIDGE PROGRAM-CRRSA STIPEND 1 & 2 08/01/21 - 06/30/22 430	Inactive	Inactive	#VALUE!	#VALUE!	One-time funds to provide financial relief to assist child care providers with ongoing hardships
R&R CAFE STIPEND - ONE TIME 12/01/21 - 06/30/22 418	Inactive	Inactive	#VALUE!	#VALUE!	To provide incentives to parents and providers during workshops
CHILD CARE INITIATIVE PROJECT-EXPANSION CCDBG - US DEPT. OF HHS 2YR 08/01/21 - 07/31/23 410	304,849.00	2,727.62	62.50%	0.89%	One-time ARPA funding to R&Rs to support family child care providers affected by COVID-19

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/22 - 09/30/23) 500	332,174.00	24,313.96	8.33%	7.32%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/22 - 09/30/23) 501	354,836.00	22,896.70	8.33%	6.45%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/22 - 09/30/23) 533	1,140,174.00	37,855.87	8.33%	3.32%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/22 - 06/30/23) 502	22,000.00	0.00	33.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/22 - 06/30/23) 504	4,000.00	0.00	33.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/22 - 06/30/23) DONATIONS ONLY 507/525	2,000.00	78.62	33.33%	3.93%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/22 - 06/30/23) DONATIONS ONLY 510	5,000.00	8,053.26	33.33%	161.07%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/22 - 12/31/22) 508	163,177.00	127,440.18	83.33%	78.10%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/22 - 12/31/22) 531	126,807.00	104,482.89	83.33%	82.40%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
MENTAL HEALTH FULL SERVICES (07/01/22 - 6/30/23) 607	Inactive	Inactive	#VALUE!	#VALUE!	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/22 - 6/30/23) 516	1,000.00	19.42	33.33%	1.94%	Provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/20 - 12/31/22) 207	684,900.00	684,366.13	92.31%	99.92%	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/21 - 06/30/23) 208	523,726.00	215,542.84	60.00%	41.16%	Assistance for low income clients for energy bills and weatherization services
LIHEAP CARES (07/01/20 - 09/30/21) 234	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills impacted by COVID-19
LIHEAP ARPA (08/01/21 - 03/31/23) 270	728,183.00	389,004.29	75.00%	53.42%	Assistance for low income clients for energy bills impacted by COVID-19
FEMA 11/01/21 - 04/30/23 205	1,589.00	1,309.32	66.67%	82.40%	Administration of the FEMA program
FEMA (01/01/20 - 10/31/21) 235	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 04/30/23 210	4,910.00	898.73	66.67%	18.30%	Administration of the FEMA program
SENIOR MEAL - MADERA COUNTY (07/01/22 - 06/30/23) 237	43,734.00	7,648.94	33.33%	17.49%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/22 - 12/31/22) 247	112,088.00	51,038.77	66.67%	45.53%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/22 - 06/30/23) 216	50,000.00	20,978.75	33.33%	41.96%	Provides property management services for the County of Madera Behavioral Health

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
SHUNAMMITE PLACE (11/01/21 - 10/31/22) 224	581,016.00	555,816.80	100.00%	95.66%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/22 - 06/30/23) 231	20,000.00	3,033.25	33.33%	15.17%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (07/01/20 - 08/31/21) 244	Inactive	Inactive	#VALUE!	#VALUE!	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 12/31/22) 255	122,322.19	24,293.51	88.89%	19.86%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 12/31/22) 271	345,027.19	1,705.60	88.89%	0.49%	Provides housing, supportive services, and landlord engagement activities
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	377,993.07	47.54%	91.87%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-2) BEHAVIORAL HEALTH (12/01/21 - 06/30/23) 276	188,084.00	11,963.91	57.89%	6.36%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER HOUSING FOR HEALTH (11/01/21 - 06/30/22) 248	Inactive	Inactive	#VALUE!	#VALUE!	Provides rental assistance to clients
KAISER INDIVIDUALIZED APPROACH (07/01/22 - 06/30/23) 249	95,000.00	61,108.60	33.33%	64.32%	Provides emergency shelter to clients
WESTCARE RAPID REHOUSING (03/01/21 - 12/31/22) 253	65,000.00	64,586.47	90.91%	99.36%	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
HOMELESS OUTREACH CCP AB109 (07/01/22 - 06/30/23) 272	244,931.00	81,052.87	33.33%	33.09%	Provides outreach workers to offer case management and resources to homeless or at-risk

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Balance Sheet by Object September 30, 2022

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,850.36
1115- CASH IN WESTAMERICA MENTAL HEALTH	0.00
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,515.39
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	162,697.24
1122- SAVINGS - WESTAMERICA	5,202,403.94
1130- PETTY CASH	707.72
1310- GRANTS RECEIVABLE	9,876.92
1320- ACCOUNTS RECEIVABLE	1,977.21
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	1,346.23
1327- A/R-OTHER	0.00
1328- EMPLOYEE & TRAVEL ADVANCES	2,732.09
1329- ADVANCE CLEARING	8,215.13
1410- PREPAID EXPENSES	73,638.25
1420- SECURITY DEPOSITS	39,066.04
1421- WORKERS' COMP DEPOSIT	90,974.24
1450- INVENTORY	11,602.54
1512- EQUIPMENT	1,346,884.88
1513- VEHICLES	1,000,268.86
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	334,226.98
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(986,989.00)
1523- ACC DEPR - VEHICLES	(796,555.67)
1524- ACC DEPR - BUILDINGS	(3,484,836.00)
1525- ACC DEPR - LAND IMPROVE.	(138,958.91)
1526- ACC DEPR - BUILDING IMPROVE.	(79,822.71)
Total Assets	7,420,772.31
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,218,565.47
2111- ACCOUNTS PAYABLE - MANUAL	5,459.93
2112- ACCOUNTS PAY-FUNDING SOURCE	1,271.84
2115- A/P OTHERS	1,460.69
2121- ACCRUED PAYROLL	36,355.38
2122- ACCRUED VACATION	1,224,462.88
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	16.28
2212- FICA-MED PAYABLE	3.80
2213- FIT PAYABLE	0.00
2215- SIT PAYABLE	0.00
2216- SDI PAYABLE	1.44

2217- SUI PAYABLE	8.14
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	81,300.78
2231- RETIREMENT PAYABLE-ER CONTRIB	1,003,873.80
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(9,970.53)
2245- KAISER HIGH15	(3,170.83)
2248- KAISER LOW30	1,341.32
2252- SELF INSURANCE - LIFE & ADD	1,277.93
2253- VISION INSURANCE PAYABLE	(114.06)
2254- SELF INSURANCE - DENTAL	79,985.31
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	(8.00)
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	6,077.88
2410- DEFERRED GRANT REVENUE	1,179,980.62
2415- RESERVE ACCOUNT	42,480.00
2420- OTHER DEFERRED REVENUE	9,927.13
Total Liabilities	<u>4,886,037.42</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	399,998.20
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,679,570.49
Change in Net Assets	<u>(104,833.80)</u>
Total Net Assets	<u>2,534,734.89</u>
Total Liabilities and Net Assets	<u><u>7,420,772.31</u></u>

COMMUNITY ACTION PARTERSHIP OF MADERA COUNTY, INC. Consolidated Revenue and Expense September 30, 2022

Year-To-Date

Revenues

4110- GRANT INCOME-FEDERAL	5,771,063.35
4120- GRANT INCOME-STATE	1,851,949.62
4130- GRANT INCOME-AREA	101,733.45
4210- DONATIONS	1,648.33
4220- IN KIND CONTRIBUTIONS	662,954.07
4310- CHILD CRE REVENUE	0.00
4320- INTEREST INCOME	579.62
4330- SALE OF ASSETS	0.00
4350- RENTAL INCOME	12,398.20
4370- MERCHANDISE SALES	277.00
4390- MISCELLANEOUS INCOME	614.63
4900- INDIRECT COST REIMBURSEMENT	593,577.88
Total Revenues	<u>8,996,796.15</u>

Expenses

5010- SALARIES & WAGES	3,109,703.47
5012- DIRECTOR'S SALARY	29,002.66
5020- ACCRUED VACATION PAY	183,618.84
5112- HEALTH INSURANCE	306,926.29
5114- WORKER'S COMPENSATION	83,481.13
5116- PENSION	171,431.08
5122- FICA	243,011.50
5124- SUI	9,221.86
5125- DIRECTOR'S FRINGE	14,140.37
5130- ACCRUED VACATION FRINGE	10,609.20
6110- OFFICE SUPPLIES	26,491.36
6112- DATA PROCESSING SUPPLIES	67,759.56
6120- FOOD/KITCHEN SUPPLIES	0.00
6121- FOOD	188,498.88
6122- KITCHEN SUPPLIES	35,388.72
6130- PROGRAM SUPPLIES	125,092.11
6132- MEDICAL & DENTAL SUPPLIES	5,294.03
6134- INSTRUCTIONAL SUPPLIES	6,088.24
6140- CUSTODIAL SUPPLIES	38,391.86
6142- LINEN/LAUNDRY	100.00
6143- FURNISHINGS	15,613.93
6150- UNIFORM RENTAL/PURCHASE	0.00
6160- RESALE ITEMS	0.00
6170- POSTAGE & SHIPPING	5,977.42
6180- EQUIPMENT RENTAL	32,570.41
6181- EQUIPMENT MAINTENANCE	18,596.87
6210- CAPITAL EXPENDITURES > 50	0.00
6216- CAPITAL EXPENDITURES > \$1000	0.00
6221- EQUIPMENT OVER > \$5000	158,145.44
6232- BUILDING IMPROVEMENTS	1,472.97
6310- PRINTING & PUBLICATIONS	8,678.66

6312- ADVERTISING & PROMOTION	2,116.15
6320- TELEPHONE	178,220.10
6410- RENT	308,929.04
6420- UTILITIES/ DISPOSAL	135,699.00
6432- BUILDING REPAIRS/ MAINTENANCE	116,082.47
6433- GROUNDS MAINTENANCE	28,090.74
6436- PEST CONTROL	6,872.76
6437- BURGLAR & FIRE ALARM	6,208.73
6440- PROPERTY INSURANCE	10,902.80
6510- AUDIT	25,000.00
6520- CONSULTANTS	24,376.10
6522- CONSULTANT EXPENSES	1,480.24
6524- CONTRACTS	176,933.97
6530- LEGAL	15,212.50
6540- CUSTODIAL SERVICES	20,073.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,890.00
6610- GAS & OIL	15,818.19
6620- VEHICLE INSURANCE	12,726.61
6630- VEHICLE LICENSE & FEES	0.00
6640- VEHICLE REPAIR & MAINTENANCE	10,336.53
6712- STAFF TRAVEL-LOCAL	8,186.59
6714- STAFF TRAVEL-OUT OF AREA	13,362.00
6722- PER DIEM - STAFF	2,183.00
6730- VOLUNTEER TRAVEL	2,247.50
6742- TRAINING - STAFF	55,865.33
6744- TRAINING - VOLUNTEER	5,320.00
6745- TRAINING - PARTICIPANT/CLIENTS	0.00
6810- BANK CHARGES	1,460.81
6832- LIABILITY INSURANCE	689.91
6834- STUDENT ACTIVITY INSURANCE	1,296.90
6840- PROPERTY TAXES	(131.66)
6850- FEES & LICENSES	11,879.96
6851- CPR FEES	0.00
6852- FINGERPRINT	2,199.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	9,518.29
7110- PARENT ACTIVITIES	130.30
7111- PARENT MILEAGE	56.57
7112- PARENT INVOLVEMENT	164.88
7114- PC ALLOWANCE	1,815.00
7116- POLICY COUNCIL FOOD ALLOWANCE	151.06
7210- TRANSPORTATION VOUCHERS	266.07
7224- CLIENT RENT	150,714.13
7226- CLIENT LODGING/SHELTER	100,954.13
7230- CLIENT FOOD	0.00
7232- FOOD VOUCHERS	100.00
7240- DIRECT BENEFITS	1,484,392.44
7245- DIRECT BENEFITS - STATE	0.00
7250- FURNACE REPAIRS/REPLACEMENT	0.00
8110- IN KIND SALARIES	529,062.34
8120- IN KIND RENT	132,511.73
8130- IN KIND - OTHER	1,380.00
9010- INDIRECT COST ALLOCATION	593,577.88
Total Expenses	<u>9,101,629.95</u>
Excess Revenue Over (Under) Expenditures	<u>(104,833.80)</u>

LIHEAP ARPA 21V-5568 - Fund 270
August 1, 2021 to September 30, 2022

270 0 AMERICAN RESCUE PLAN ACT (ARPA)	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	728,183.00	0.00	387,580.57	(70,000.00)	(0.53)	0.00	387,580.57	340,602.43
Total Revenues	728,183.00	0.00	387,580.57	(70,000.00)	(0.53)	0.00	387,580.57	340,602.43
Expenses								
5010- SALARIES & WAGES	175,938.00	138.32	141,811.33	0.00	0.81	0.00	141,811.33	34,126.67
5020- ACCRUED VACATION PAY	0.00	6.39	8,154.97	0.00	0.00	0.00	8,154.97	(8,154.97)
5112- HEALTH INSURANCE	8,762.00	0.00	15,558.85	0.00	1.78	0.00	15,558.85	(6,796.85)
5114- WORKER'S COMPENSATION	848.00	0.56	557.62	0.00	0.66	0.00	557.62	290.38
5116- PENSION	10,817.00	6.92	5,183.13	0.00	0.48	0.00	5,183.13	5,633.87
5122- FICA	13,673.00	10.58	11,013.46	0.00	0.81	0.00	11,013.46	2,659.54
5124- SUI	3,767.00	0.00	2,549.45	0.00	0.68	0.00	2,549.45	1,217.55
5130- ACCRUED VACATION FICA	0.00	0.49	261.37	0.00	0.00	0.00	261.37	(261.37)
6110- OFFICE SUPPLIES	3,653.00	6.35	5,157.85	0.00	1.41	0.00	5,157.85	(1,504.85)
6112- DATA PROCESSING SUPPLIES	15,000.00	0.00	20,374.29	0.00	1.36	0.00	20,374.29	(5,374.29)
6121- FOOD	0.00	0.00	202.36	0.00	0.00	0.00	202.36	(202.36)
6130- PROGRAM SUPPLIES	25,062.00	0.00	239.91	0.00	0.01	0.00	239.91	24,822.09
6142- LINEN/LAUNDRY	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6143- FURNISHINGS	0.00	220.83	220.83	0.00	0.00	0.00	220.83	(220.83)
6170- POSTAGE & SHIPPING	3,500.00	0.00	3,505.00	0.00	1.00	0.00	3,505.00	(5.00)
6180- EQUIPMENT RENTAL	3,000.00	0.00	7,438.41	0.00	2.48	0.00	7,438.41	(4,438.41)
6181- EQUIPMENT MAINTENANCE	4,600.00	0.00	864.43	0.00	0.19	0.00	864.43	3,735.57
6221- EQUIPMENT OVER > \$5000	37,487.00	0.00	32,268.03	0.00	0.86	0.00	32,268.03	5,218.97
6310- PRINTING & PUBLICATIONS	1,500.00	0.00	17.64	0.00	0.01	0.00	17.64	1,482.36
6312- ADVERTISING & PROMOTION	6,500.00	0.00	100.00	0.00	0.02	0.00	100.00	6,400.00
6320- TELEPHONE	9,500.00	0.00	961.29	0.00	0.10	0.00	961.29	8,538.71
6410- RENT	13,485.00	0.00	9,620.80	0.00	0.71	0.00	9,620.80	3,864.20
6420- UTILITIES/ DISPOSAL	5,200.00	0.00	1,663.80	0.00	0.32	0.00	1,663.80	3,536.20
6432- BUILDING REPAIRS/ MAINTENANCE	1,250.00	0.00	533.68	0.00	0.43	0.00	533.68	716.32
6440- PROPERTY INSURANCE	725.00	0.00	759.28	0.00	1.05	0.00	759.28	(34.28)
6524- CONTRACTS	46,989.00	0.00	60,904.35	0.00	1.30	0.00	60,904.35	(13,915.35)
6530- LEGAL	88.00	0.00	0.00	0.00	0.00	0.00	0.00	88.00
6555- MEDICAL SCREENING/DEAT/STAFF	120.00	0.00	105.00	0.00	0.88	0.00	105.00	15.00
6610- GAS & OIL	3,500.00	0.00	83.04	0.00	0.02	0.00	83.04	3,416.96
6620- VEHICLE INSURANCE	2,160.00	0.00	692.76	0.00	0.32	0.00	692.76	1,467.24
6630- VEHICLE LICENSE & FEES	650.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6712- STAFF TRAVEL-LOCAL	250.00	0.00	7.02	0.00	0.03	0.00	7.02	242.98
6742- TRAINING - STAFF	3,170.00	0.00	0.00	0.00	0.00	766.74	766.74	2,403.26

LIHEAP ARPA 21V-5568 - Fund 270
August 1, 2021 to September 30, 2022

270 0 AMERICAN RESCUE PLAN ACT (ARPA)	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6850- FEES & LICENSES	1,200.00	0.00	226.19	0.00	0.19	0.00	226.19	973.81
6852- FINGERPRINT	260.00	0.00	1.50	0.00	0.01	0.00	1.50	258.50
6875- EMPLOYEE HEALTH & WELFARE	200.00	15.35	200.03	0.00	1.00	0.00	200.03	(0.03)
7240- DIRECT BENEFITS	100,000.00	0.00	30,679.00	(70,000.00)	0.31	0.00	30,679.00	69,321.00
7250- FURNACE REPAIRS/REPLACEMENT	189,000.00	0.00	0.00	0.00	0.00	0.00	0.00	189,000.00
9010- INDIRECT COST ALLOCATION	34,798.00	0.00	26,069.69	0.00	0.75	0.00	26,069.69	8,728.31
Total Expenses	728,183.00	405.79	387,986.36	(70,000.00)	0.53	766.74	388,753.10	339,429.90
Excess Revenue Over (Under) Expenditures	0.00	(405.79)	(405.79)	0.00	0.00	(766.74)	(1,172.53)	1,172.53
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	(405.79)	(405.79)	0.00	0.00	(766.74)	(1,172.53)	1,172.53

LIHEAP 22B-4019 - Fund 208
November 1, 2021 September 30, 2022

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
208 0 HOME ENERGY ASSIST. PROG.								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	819,064.00	0.00	61,220.45	0.00	(0.07)	0.00	61,220.45	757,843.55
Total Revenues	819,064.00	0.00	61,220.45	0.00	(0.07)	0.00	61,220.45	757,843.55
<u>Expenses</u>								
5010- SALARIES & WAGES	189,443.00	9,866.26	55,225.73	0.00	0.29	0.00	55,225.73	134,217.27
5020- ACCRUED VACATION PAY	0.00	574.70	3,075.15	0.00	0.00	0.00	3,075.15	(3,075.15)
5112- HEALTH INSURANCE	20,869.00	1,744.06	5,799.59	0.00	0.28	0.00	5,799.59	15,069.41
5114- WORKER'S COMPENSATION	841.00	41.43	248.30	0.00	0.30	0.00	248.30	592.70
5116- PENSION	10,868.00	506.59	2,440.34	0.00	0.22	0.00	2,440.34	8,427.66
5122- FICA	14,874.00	785.60	4,383.88	0.00	0.29	0.00	4,383.88	10,490.12
5124- SUI	2,069.00	0.00	0.00	0.00	0.00	0.00	0.00	2,069.00
5130- ACCRUED VACATION FICA	0.00	(30.35)	7.33	0.00	0.00	0.00	7.33	(7.33)
6110- OFFICE SUPPLIES	5,000.00	496.18	1,152.18	0.00	0.23	32.49	1,184.67	3,815.33
6112- DATA PROCESSING SUPPLIES	6,000.00	946.00	6,389.85	0.00	1.06	292.74	6,682.59	(682.59)
6130- PROGRAM SUPPLIES	6,225.95	0.00	0.00	0.00	0.00	0.00	0.00	6,225.95
6142- LINEN/LAUNDRY	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6170- POSTAGE & SHIPPING	3,500.00	0.00	206.42	0.00	0.06	0.00	206.42	3,293.58
6180- EQUIPMENT RENTAL	1,600.00	0.00	917.14	0.00	0.57	0.00	917.14	682.86
6181- EQUIPMENT MAINTENANCE	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6310- PRINTING & PUBLICATIONS	5,000.00	0.00	2,379.67	0.00	0.48	0.00	2,379.67	2,620.33
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	11,000.00	38.99	397.24	0.00	0.04	0.00	397.24	10,602.76
6410- RENT	18,000.00	34.43	2,435.05	0.00	0.14	0.00	2,435.05	15,564.95
6420- UTILITIES/ DISPOSAL	10,000.00	0.00	401.43	0.00	0.04	0.00	401.43	9,598.57
6432- BUILDING REPAIRS/ MAINTENANCE	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6436- PEST CONTROL	0.00	0.00	0.57	0.00	0.00	0.00	0.57	(0.57)
6440- PROPERTY INSURANCE	1,575.00	0.00	0.00	0.00	0.00	0.00	0.00	1,575.00
6524- CONTRACTS	450,973.00	0.00	72,095.68	0.00	0.16	0.00	72,095.68	378,877.32
6530- LEGAL	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6555- MEDICAL SCREENING/DEAT/STAFF	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6712- STAFF TRAVEL-LOCAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	2,504.76	0.00	12.52	0.00	2,504.76	(2,304.76)

LIHEAP 22B-4019 - Fund 208
November 1, 2021 September 30, 2022

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
208 0 HOME ENERGY ASSIST. PROG.								
6722- PER DIEM - STAFF	0.00	0.00	164.00	0.00	0.00	0.00	164.00	(164.00)
6742- TRAINING - STAFF	5,002.00	0.00	795.00	0.00	0.16	1,991.13	2,786.13	2,215.87
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6850- FEES & LICENSES	50.00	1.00	149.43	0.00	2.99	0.00	149.43	(99.43)
6852- FINGERPRINT	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6875- EMPLOYEE HEALTH & WELFARE	150.00	5.42	39.71	0.00	0.26	0.00	39.71	110.29
7240- DIRECT BENEFITS	6,000.00	0.00	6,016.00	0.00	1.00	0.00	6,016.00	(16.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
9010- INDIRECT COST ALLOCATION	31,453.05	0.00	8,175.13	0.00	0.26	0.00	8,175.13	23,277.92
Total Expenses	819,064.00	15,010.31	175,399.58	0.00	0.21	2,316.36	177,715.94	641,348.06
Excess Revenue Over (Under) Expenditures	0.00	(15,010.31)	(114,179.13)	0.00	0.00	(2,316.36)	(116,495.49)	116,495.49
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	(15,010.31)	(114,179.13)	0.00	0.00	(2,316.36)	(116,495.49)	116,495.49

LIHEAP 21B-5019 - Fund 207
November 1, 2020 to September 30, 2022

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
207 0 HOME ENERGY ASSIST. PROG.								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	684,900.00	0.00	683,815.04	407,634.00	(1.00)	0.00	683,815.04	1,084.96
Total Revenues	684,900.00	0.00	683,815.04	407,634.00	(1.00)	0.00	683,815.04	1,084.96
<u>Expenses</u>								
5010- SALARIES & WAGES	155,029.00	0.00	147,438.26	106,857.00	0.95	0.00	147,438.26	7,590.74
5020- ACCRUED VACATION PAY	0.00	0.00	8,800.96	0.00	0.00	0.00	8,800.96	(8,800.96)
5112- HEALTH INSURANCE	19,459.00	0.00	18,434.54	13,156.00	0.95	0.00	18,434.54	1,024.46
5114- WORKER'S COMPENSATION	818.00	0.00	663.23	581.00	0.81	0.00	663.23	154.77
5116- PENSION	8,479.00	0.00	7,826.67	5,592.00	0.92	0.00	7,826.67	652.33
5122- FICA	12,320.00	0.00	11,774.41	8,353.00	0.96	0.00	11,774.41	545.59
5124- SUI	1,717.00	0.00	769.57	1,108.00	0.45	0.00	769.57	947.43
5130- ACCRUED VACATION FICA	0.00	0.00	134.65	0.00	0.00	0.00	134.65	(134.65)
6110- OFFICE SUPPLIES	4,000.00	0.00	7,106.07	2,500.00	1.78	0.00	7,106.07	(3,106.07)
6112- DATA PROCESSING SUPPLIES	15,300.00	184.58	15,570.20	15,264.00	1.02	0.00	15,570.20	(270.20)
6130- PROGRAM SUPPLIES	150.00	0.00	99.44	10.00	0.66	0.00	99.44	50.56
6142- LINEN/LAUNDRY	5.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00
6170- POSTAGE & SHIPPING	2,800.00	0.00	5,249.46	1,200.00	1.87	0.00	5,249.46	(2,449.46)
6180- EQUIPMENT RENTAL	3,581.00	0.00	6,518.19	1,500.00	1.82	0.00	6,518.19	(2,937.19)
6181- EQUIPMENT MAINTENANCE	3,005.00	0.00	781.02	1,800.00	0.26	0.00	781.02	2,223.98
6310- PRINTING & PUBLICATIONS	10.00	0.00	81.18	25.00	8.12	0.00	81.18	(71.18)
6312- ADVERTISING & PROMOTION	2,096.00	0.00	105.00	2,990.00	0.05	0.00	105.00	1,991.00
6320- TELEPHONE	8,000.00	90.99	4,361.29	8,200.00	0.55	0.00	4,361.29	3,638.71
6410- RENT	16,000.00	0.00	14,437.62	16,900.00	0.90	0.00	14,437.62	1,562.38
6420- UTILITIES/ DISPOSAL	2,000.00	0.00	2,224.46	3,566.00	1.11	0.00	2,224.46	(224.46)
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	678.61	20.00	33.93	0.00	678.61	(658.61)
6440- PROPERTY INSURANCE	840.00	0.00	990.16	575.00	1.18	0.00	990.16	(150.16)
6520- CONSULTANTS	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6524- CONTRACTS	377,007.00	0.00	373,831.51	180,864.00	0.99	0.00	373,831.51	3,175.49
6530- LEGAL	100.00	0.00	0.00	88.00	0.00	0.00	0.00	100.00
6555- MEDICAL SCREENING/DEAT/STAFF	260.00	0.00	255.50	0.00	0.98	0.00	255.50	4.50
6610- GAS & OIL	30.00	0.00	80.84	30.00	2.69	0.00	80.84	(50.84)
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	17.92	125.00	0.14	0.00	17.92	107.08
6742- TRAINING - STAFF	428.00	0.00	0.00	428.00	0.00	0.00	0.00	428.00

LIHEAP 21B-5019 - Fund 207
November 1, 2020 to September 30, 2022

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
207 0 HOME ENERGY ASSIST. PROG.								
6810- BANK CHARGES	25.00	0.00	25.00	0.00	1.00	0.00	25.00	0.00
6820- INTEREST EXPENSE	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	30.00	0.00	76.23	10.00	2.54	0.00	76.23	(46.23)
6850- FEES & LICENSES	540.00	0.00	1,379.53	150.00	2.55	0.00	1,379.53	(839.53)
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.00	137.00	60.00	0.91	(0.22)	136.78	13.22
7240- DIRECT BENEFITS	8,000.00	0.00	8,386.00	6,000.00	1.05	0.00	8,386.00	(386.00)
7250- FURNACE REPAIRS/REPLACEMENT	16,000.00	0.00	20,289.25	10,000.00	1.27	0.00	20,289.25	(4,289.25)
9010- INDIRECT COST ALLOCATION	25,765.00	0.00	25,549.09	19,666.00	0.99	0.00	25,549.09	215.91
Total Expenses	684,900.00	275.57	684,090.61	407,634.00	1.00	(0.22)	684,090.39	809.61
Excess Revenue Over (Under) Expenditures	0.00	(275.57)	(275.57)	0.00	0.00	0.22	(275.35)	275.35
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	(275.57)	(275.57)	0.00	0.00	0.22	(275.35)	275.35

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2022**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	912,000.00	126,432.98	379,253.33	0.00	(0.42)	0.00	379,253.33	532,746.67
Total Revenues	912,000.00	126,432.98	379,253.33	0.00	(0.42)	0.00	379,253.33	532,746.67
<u>Expenses</u>								
5010- SALARIES & WAGES	54,880.00	3,113.12	22,392.32	0.00	0.41	0.00	22,392.32	32,487.68
5020- ACCRUED VACATION PAY	0.00	153.48	1,131.90	0.00	0.00	0.00	1,131.90	(1,131.90)
5112- HEALTH INSURANCE	8,697.00	426.49	1,288.31	0.00	0.15	0.00	1,288.31	7,408.69
5114- WORKER'S COMPENSATION	201.00	12.86	89.46	0.00	0.45	0.00	89.46	111.54
5116- PENSION	2,195.00	84.06	495.22	0.00	0.23	0.00	495.22	1,699.78
5122- FICA	4,198.00	245.00	1,726.73	0.00	0.41	0.00	1,726.73	2,471.27
5124- SUI	402.00	0.00	0.49	0.00	0.00	0.00	0.49	401.51
5130- ACCRUED VACATION FICA	0.00	(1.10)	48.20	0.00	0.00	0.00	48.20	(48.20)
6110- OFFICE SUPPLIES	973.00	19.00	19.00	0.00	0.02	0.00	19.00	954.00
6112- DATA PROCESSING SUPPLIES	500.00	0.00	1,094.73	0.00	2.19	0.00	1,094.73	(594.73)
6130- PROGRAM SUPPLIES	800.00	0.00	33.43	0.00	0.04	0.00	33.43	766.57
6170- POSTAGE & SHIPPING	1,584.00	0.00	170.24	0.00	0.11	0.00	170.24	1,413.76
6180- EQUIPMENT RENTAL	2,300.00	0.00	118.93	0.00	0.05	0.00	118.93	2,181.07
6181- EQUIPMENT MAINTENANCE	1,900.00	0.00	0.00	0.00	0.00	0.00	0.00	1,900.00
6310- PRINTING & PUBLICATIONS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6312- ADVERTISING & PROMOTION	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6320- TELEPHONE	800.00	0.00	112.14	0.00	0.14	0.00	112.14	687.86
6410- RENT	2,800.00	0.00	1,354.87	0.00	0.48	0.00	1,354.87	1,445.13
6420- UTILITIES/ DISPOSAL	500.00	0.00	222.92	0.00	0.45	0.00	222.92	277.08
6520- CONSULTANTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6610- GAS & OIL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6640- VEHICLE REPAIR & MAINTENANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	39.38	39.38	(39.38)
6850- FEES & LICENSES	2,500.00	0.00	30.98	0.00	0.01	0.00	30.98	2,469.02
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	4.47	26.65	0.00	0.00	0.00	26.65	(26.65)
7224- CLIENT RENT	187,500.00	49,352.64	243,009.41	0.00	1.30	0.00	243,009.41	(55,509.41)
7240- DIRECT BENEFITS	560,000.00	12,478.47	74,253.99	0.00	0.13	0.00	74,253.99	485,746.01
9010- INDIRECT COST ALLOCATION	76,070.00	10,545.73	31,633.41	0.00	0.42	0.00	31,633.41	44,436.59
Total Expenses	912,000.00	76,434.22	379,253.33	0.00	0.42	39.38	379,292.71	532,707.29
Excess Revenue Over (Under) Expenditures	0.00	49,998.76	0.00	0.00	0.00	(39.38)	(39.38)	39.38
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	49,998.76	0.00	0.00	0.00	(39.38)	(39.38)	39.38

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2022**

<u>271 0 CDBG CIP - HOUSING STABILIZATION</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	345,027.00	0.00	1,705.60	0.00	0.00	0.00	1,705.60	343,321.40
Total Revenues	345,027.00	0.00	1,705.60	0.00	0.00	0.00	1,705.60	343,321.40
<u>Expenses</u>								
5010- SALARIES & WAGES	73,458.00	0.00	723.70	0.00	0.01	0.00	723.70	72,734.30
5020- ACCRUED VACATION PAY	0.00	0.00	33.06	0.00	0.00	0.00	33.06	(33.06)
5112- HEALTH INSURANCE	10,332.00	0.00	66.83	0.00	0.01	0.00	66.83	10,265.17
5114- WORKER'S COMPENSATION	3,950.00	0.00	4.14	0.00	0.00	0.00	4.14	3,945.86
5116- PENSION	1,135.00	0.00	36.39	0.00	0.03	0.00	36.39	1,098.61
5122- FICA	5,620.00	0.00	55.71	0.00	0.01	0.00	55.71	5,564.29
5124- SUI	881.00	0.00	33.61	0.00	0.04	0.00	33.61	847.39
5130- ACCRUED VACATION FICA	0.00	0.00	(0.59)	0.00	0.00	0.00	(0.59)	0.59
6110- OFFICE SUPPLIES	2,124.00	0.00	0.00	0.00	0.00	0.00	0.00	2,124.00
6112- DATA PROCESSING SUPPLIES	2,858.00	0.00	480.30	0.00	0.17	0.00	480.30	2,377.70
6130- PROGRAM SUPPLIES	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
6140- CUSTODIAL SUPPLIES	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6143- FURNISHINGS	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
6170- POSTAGE & SHIPPING	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6180- EQUIPMENT RENTAL	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6181- EQUIPMENT MAINTENANCE	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6310- PRINTING & PUBLICATIONS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6320- TELEPHONE	2,960.00	0.00	6.38	0.00	0.00	0.00	6.38	2,953.62
6410- RENT	4,140.00	0.00	67.01	0.00	0.02	0.00	67.01	4,072.99
6420- UTILITIES/ DISPOSAL	1,800.00	0.00	12.51	0.00	0.01	0.00	12.51	1,787.49
6432- BUILDING REPAIRS/ MAINTENANCE	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6433- GROUNDS MAINTENANCE	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00
6440- PROPERTY INSURANCE	947.00	0.00	0.00	0.00	0.00	0.00	0.00	947.00
6530- LEGAL	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6555- MEDICAL SCREENING/DEAT/STAFF	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
6610- GAS & OIL	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6712- STAFF TRAVEL-LOCAL	1,098.00	0.00	44.25	0.00	0.04	0.00	44.25	1,053.75
6850- FEES & LICENSES	2,450.00	0.00	0.04	0.00	0.00	0.00	0.04	2,449.96
6852- FINGERPRINT	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
7210- TRANSPORTATION VOUCHERS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
7224- CLIENT RENT	135,000.00	0.00	0.00	0.00	0.00	0.00	0.00	135,000.00
7226- CLIENT LODGING/SHELTER	10,450.00	0.00	0.00	0.00	0.00	0.00	0.00	10,450.00
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2022**

<u>271 0 CDBG CIP - HOUSING STABILIZATION</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
7240- DIRECT BENEFITS	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00
9010- INDIRECT COST ALLOCATION	28,779.00	0.00	142.26	0.00	0.00	0.00	142.26	28,636.74
Total Expenses	345,027.00	0.00	1,705.60	0.00	0.00	0.00	1,705.60	343,321.40
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2022**

<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 September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	411,434.00	5,878.12	365,369.97	0.00	(0.89)	0.00	365,369.97	46,064.03
Total Revenues	411,434.00	5,878.12	365,369.97	0.00	(0.89)	0.00	365,369.97	46,064.03
<u>Expenses</u>								
5010- SALARIES & WAGES	55,865.00	2,031.91	22,783.68	0.00	0.41	0.00	22,783.68	33,081.32
5020- ACCRUED VACATION PAY	0.00	119.44	2,629.43	0.00	0.00	0.00	2,629.43	(2,629.43)
5112- HEALTH INSURANCE	3,455.00	74.90	2,256.08	0.00	0.65	0.00	2,256.08	1,198.92
5114- WORKER'S COMPENSATION	303.00	119.41	357.85	0.00	1.18	0.00	357.85	(54.85)
5116- PENSION	2,344.00	14.11	961.64	0.00	0.41	0.00	961.64	1,382.36
5122- FICA	4,483.00	177.01	1,801.67	0.00	0.40	0.00	1,801.67	2,681.33
5124- SUI	445.00	112.59	352.35	0.00	0.79	0.00	352.35	92.65
5130- ACCRUED VACATION FICA	0.00	(33.54)	67.65	0.00	0.00	0.00	67.65	(67.65)
6110- OFFICE SUPPLIES	0.00	0.00	169.82	0.00	0.00	0.00	169.82	(169.82)
6112- DATA PROCESSING SUPPLIES	500.00	0.00	577.80	0.00	1.16	0.00	577.80	(77.80)
6130- PROGRAM SUPPLIES	1,379.00	0.00	0.00	0.00	0.00	0.00	0.00	1,379.00
6180- EQUIPMENT RENTAL	300.00	0.00	359.78	0.00	1.20	0.00	359.78	(59.78)
6181- EQUIPMENT MAINTENANCE	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6310- PRINTING & PUBLICATIONS	0.00	0.00	1.84	0.00	0.00	0.00	1.84	(1.84)
6320- TELEPHONE	600.00	0.00	420.03	0.00	0.70	0.00	420.03	179.97
6410- RENT	1,300.00	0.00	1,077.38	0.00	0.83	0.00	1,077.38	222.62
6420- UTILITIES/ DISPOSAL	400.00	0.00	163.36	0.00	0.41	0.00	163.36	236.64
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
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	11.48	0.00	0.00	(0.02)	11.46	(11.46)
7210- TRANSPORTATION VOUCHERS	3,750.00	0.00	130.99	0.00	0.03	0.00	130.99	3,619.01
7224- CLIENT RENT	297,420.00	0.00	287,307.74	0.00	0.97	0.00	287,307.74	10,112.26
7226- CLIENT LODGING/SHELTER	0.00	2,772.00	13,464.00	0.00	0.00	693.00	14,157.00	(14,157.00)
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	490.29	30,475.40	0.00	0.89	0.00	30,475.40	3,842.60
Total Expenses	411,434.00	5,878.12	365,369.97	0.00	0.89	692.98	366,062.95	45,371.05
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(692.98)	(692.98)	692.98
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	(692.98)	(692.98)	692.98

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2022**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>September</u>	<u>Budget</u>		<u>Encumbran</u>	<u>Encumbran</u>	<u>Balance</u>
		<u>Actual</u>	<u>30, 2022</u>	<u>September</u>		<u>ce</u>	<u>ce</u>	
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	581,016.00	29,730.90	411,388.21	532,598.00	(0.71)	0.00	411,388.21	169,627.79
4220- IN KIND CONTRIBUTIONS	0.00	1,680.00	9,583.25	0.00	0.00	0.00	9,583.25	(9,583.25)
4350- RENTAL INCOME	0.00	4,105.08	40,632.13	0.00	0.00	0.00	40,632.13	(40,632.13)
Total Revenues	581,016.00	35,515.98	461,603.59	532,598.00	(0.79)	0.00	461,603.59	119,412.41
<u>Expenses</u>								
5010- SALARIES & WAGES	173,445.00	7,253.09	120,013.10	159,005.00	0.69	0.00	120,013.10	53,431.90
5012- DIRECTOR'S SALARY	0.00	0.00	3,614.11	0.00	0.00	0.00	3,614.11	(3,614.11)
5020- ACCRUED VACATION PAY	0.00	380.40	6,675.61	0.00	0.00	0.00	6,675.61	(6,675.61)
5112- HEALTH INSURANCE	24,035.00	1,186.53	17,208.23	22,022.00	0.72	0.00	17,208.23	6,826.77
5114- WORKER'S COMPENSATION	6,383.00	234.25	5,335.28	5,852.00	0.84	0.00	5,335.28	1,047.72
5116- PENSION	6,938.00	275.89	4,618.97	6,358.00	0.67	0.00	4,618.97	2,319.03
5122- FICA	13,268.00	556.54	9,705.12	12,166.00	0.73	0.00	9,705.12	3,562.88
5124- SUI	1,564.00	76.70	1,630.93	1,430.00	1.04	0.00	1,630.93	(66.93)
5125- DIRECTOR'S FRINGE	0.00	0.00	1,740.05	0.00	0.00	0.00	1,740.05	(1,740.05)
5130- ACCRUED VACATION FICA	0.00	(22.03)	248.87	0.00	0.00	0.00	248.87	(248.87)
6110- OFFICE SUPPLIES	2,338.00	0.00	997.80	2,145.00	0.43	1,073.67	2,071.47	266.53
6112- DATA PROCESSING SUPPLIES	7,215.00	11.04	9,269.92	6,611.00	1.28	5,881.03	15,150.95	(7,935.95)
6122- KITCHEN SUPPLIES	0.00	0.00	1,117.25	0.00	0.00	0.00	1,117.25	(1,117.25)
6130- PROGRAM SUPPLIES	8,091.00	395.74	6,308.43	7,414.00	0.78	9,804.92	16,113.35	(8,022.35)
6132- MEDICAL & DENTAL SUPPLIES	200.00	0.00	224.00	187.00	1.12	0.00	224.00	(24.00)
6140- CUSTODIAL SUPPLIES	2,500.00	0.00	1,310.38	2,288.00	0.52	4,113.58	5,423.96	(2,923.96)
6143- FURNISHINGS	14,500.00	0.00	16,882.96	13,288.00	1.16	8,792.40	25,675.36	(11,175.36)
6170- POSTAGE & SHIPPING	115.00	39.63	39.63	99.00	0.34	0.00	39.63	75.37
6180- EQUIPMENT RENTAL	870.00	0.00	599.92	803.00	0.69	0.00	599.92	270.08
6181- EQUIPMENT MAINTENANCE	910.00	0.00	1,882.79	836.00	2.07	0.00	1,882.79	(972.79)
6310- PRINTING & PUBLICATIONS	150.00	0.00	18.70	143.00	0.12	0.00	18.70	131.30
6320- TELEPHONE	4,975.00	736.19	6,359.60	4,565.00	1.28	0.00	6,359.60	(1,384.60)
6410- RENT	219,840.00	16,505.83	170,063.11	201,520.00	0.77	0.00	170,063.11	49,776.89
6420- UTILITIES/ DISPOSAL	30,495.00	1,434.99	15,106.06	27,951.00	0.50	0.00	15,106.06	15,388.94
6432- BUILDING REPAIRS/ MAINTENANCE	6,540.00	2,843.37	7,014.51	5,995.00	1.07	0.00	7,014.51	(474.51)
6433- GROUNDS MAINTENANCE	2,420.00	220.00	1,820.00	2,222.00	0.75	0.00	1,820.00	600.00
6440- PROPERTY INSURANCE	1,200.00	0.00	1,877.44	1,100.00	1.56	0.00	1,877.44	(677.44)
6520- CONSULTANTS	0.00	0.00	1,768.50	0.00	0.00	0.00	1,768.50	(1,768.50)

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2022**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
		<u>Month</u>	<u>September</u>	<u>Budget</u>		<u>Encumbran</u>	<u>Encumbran</u>	
<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Budget</u>	<u>Actual</u>	<u>30, 2022</u>	<u>September</u>		<u>ce</u>	<u>ce</u>	<u>Balance</u>
6530- LEGAL	6,945.00	0.00	3,714.15	6,369.00	0.53	0.00	3,714.15	3,230.85
6540- CUSTODIAL SERVICES	8,400.00	250.00	5,345.00	7,700.00	0.64	0.00	5,345.00	3,055.00
6562- MEDICAL EXAM	500.00	0.00	0.00	462.00	0.00	0.00	0.00	500.00
6564- MEDICAL FOLLOW-UP	550.00	0.00	0.00	506.00	0.00	0.00	0.00	550.00
6566- DENTAL EXAM	650.00	0.00	0.00	594.00	0.00	0.00	0.00	650.00
6568- DENTAL FOLLOW-UP	550.00	0.00	0.00	506.00	0.00	0.00	0.00	550.00
6610- GAS & OIL	1,755.00	118.75	1,055.27	1,606.00	0.60	0.00	1,055.27	699.73
6620- VEHICLE INSURANCE	1,935.00	0.00	1,594.76	1,782.00	0.82	0.00	1,594.76	340.24
6630- VEHICLE LICENSE & FEES	150.00	0.00	0.00	143.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	720.00	0.00	146.00	660.00	0.20	0.00	146.00	574.00
6712- STAFF TRAVEL-LOCAL	450.00	0.00	441.24	418.00	0.98	0.00	441.24	8.76
6742- TRAINING - STAFF	1,500.00	0.00	0.00	1,375.00	0.00	0.00	0.00	1,500.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	0.00	44.00	0.00	0.00	0.00	47.00
6832- LIABILITY INSURANCE	18.00	0.00	10.80	22.00	0.60	0.00	10.80	7.20
6850- FEES & LICENSES	600.00	1.00	1,703.01	550.00	2.84	0.00	1,703.01	(1,103.01)
6875- EMPLOYEE HEALTH & WELFARE	69.00	12.27	200.27	66.00	2.90	(0.24)	200.03	(131.03)
7210- TRANSPORTATION VOUCHERS	200.00	0.00	324.00	187.00	1.62	0.00	324.00	(124.00)
7224- CLIENT RENT	0.00	0.00	1,968.00	0.00	0.00	0.00	1,968.00	(1,968.00)
7230- CLIENT FOOD	350.00	0.00	98.70	319.00	0.28	0.00	98.70	251.30
8110- IN KIND SALARIES	0.00	840.00	6,011.25	0.00	0.00	0.00	6,011.25	(6,011.25)
8130- IN KIND - OTHER	0.00	840.00	3,572.00	0.00	0.00	0.00	3,572.00	(3,572.00)
9010- INDIRECT COST ALLOCATION	27,635.00	1,325.80	21,967.87	25,333.00	0.79	0.00	21,967.87	5,667.13
Total Expenses	581,016.00	35,515.98	461,603.59	532,642.00	0.79	29,665.36	491,268.95	89,747.05
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	(44.00)	0.00	(29,665.36)	(29,665.36)	29,665.36
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	(44.00)	0.00	(29,665.36)	(29,665.36)	29,665.36

**Victims Services-Domestic Violence Program
October 1, 2020 to September 30, 2022**

533 0 SHELTER BASED DV SERVICES	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	312,250.00	0.00	160,153.90	0.00	(0.51)	0.00	160,153.90	152,096.10
4120- GRANT INCOME-STATE	290,337.00	0.00	320,494.00	0.00	(1.10)	0.00	320,494.00	(30,157.00)
4220- IN KIND CONTRIBUTIONS	0.00	0.00	25,133.00	0.00	0.00	0.00	25,133.00	(25,133.00)
Total Revenues	602,587.00	0.00	505,780.90	0.00	(0.84)	0.00	505,780.90	96,806.10
Expenses								
5010- SALARIES & WAGES	369,148.00	24,446.29	296,967.53	0.00	0.80	0.00	296,967.53	72,180.47
5020- ACCRUED VACATION PAY	0.00	1,429.87	16,345.59	0.00	0.00	0.00	16,345.59	(16,345.59)
5112- HEALTH INSURANCE	30,886.00	2,421.31	23,156.82	0.00	0.75	0.00	23,156.82	7,729.18
5114- WORKER'S COMPENSATION	6,120.00	476.81	6,018.63	0.00	0.98	0.00	6,018.63	101.37
5116- PENSION	15,473.00	1,551.85	18,111.94	0.00	1.17	0.00	18,111.94	(2,638.94)
5122- FICA	28,434.00	1,957.89	24,073.33	0.00	0.85	0.00	24,073.33	4,360.67
5124- SUI	4,183.00	0.00	3,833.77	0.00	0.92	0.00	3,833.77	349.23
5130- ACCRUED VACATION FICA	0.00	45.50	(34.70)	0.00	0.00	0.00	(34.70)	34.70
6110- OFFICE SUPPLIES	2,700.00	1,066.36	1,369.57	0.00	0.51	29.22	1,398.79	1,301.21
6112- DATA PROCESSING SUPPLIES	1,200.00	1,230.09	4,164.28	0.00	3.47	1,591.88	5,756.16	(4,556.16)
6130- PROGRAM SUPPLIES	4,392.00	3,277.53	11,026.94	0.00	2.51	4,113.55	15,140.49	(10,748.49)
6140- CUSTODIAL SUPPLIES	360.00	767.97	1,031.24	0.00	2.86	0.00	1,031.24	(671.24)
6170- POSTAGE & SHIPPING	180.00	0.00	83.09	0.00	0.46	0.00	83.09	96.91
6180- EQUIPMENT RENTAL	1,440.00	16.75	1,884.15	0.00	1.31	0.00	1,884.15	(444.15)
6181- EQUIPMENT MAINTENANCE	240.00	0.00	22.95	0.00	0.10	0.00	22.95	217.05
6221- EQUIPMENT OVER > \$5000	0.00	51,431.44	51,431.44	0.00	0.00	0.00	51,431.44	(51,431.44)
6232- BUILDING IMPROVEMENTS	0.00	0.00	1,472.97	0.00	0.00	0.00	1,472.97	(1,472.97)
6310- PRINTING & PUBLICATIONS	80.00	298.81	424.86	0.00	5.31	625.38	1,050.24	(970.24)
6312- ADVERTISING & PROMOTION	480.00	5.75	776.32	0.00	1.62	785.35	1,561.67	(1,081.67)
6320- TELEPHONE	10,800.00	1,544.90	13,421.13	0.00	1.24	0.00	13,421.13	(2,621.13)
6410- RENT	14,853.00	1,166.35	14,445.65	0.00	0.97	0.00	14,445.65	407.35
6420- UTILITIES/ DISPOSAL	14,400.00	2,462.18	18,318.62	0.00	1.27	0.00	18,318.62	(3,918.62)
6432- BUILDING REPAIRS/ MAINTENANCE	3,600.00	252.39	2,886.43	0.00	0.80	0.00	2,886.43	713.57
6433- GROUNDS MAINTENANCE	5,400.00	350.00	4,625.00	0.00	0.86	0.00	4,625.00	775.00
6436- PEST CONTROL	1,440.00	145.00	1,614.00	0.00	1.12	0.00	1,614.00	(174.00)
6437- BURGLAR & FIRE ALARM	1,800.00	204.90	1,963.53	0.00	1.09	0.00	1,963.53	(163.53)
6440- PROPERTY INSURANCE	2,640.00	0.00	2,778.54	0.00	1.05	0.00	2,778.54	(138.54)
6540- CUSTODIAL SERVICES	4,200.00	101.36	2,654.34	0.00	0.63	0.00	2,654.34	1,545.66
6610- GAS & OIL	1,800.00	339.23	3,383.60	0.00	1.88	0.00	3,383.60	(1,583.60)

**Victims Services-Domestic Violence Program
October 1, 2020 to September 30, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
6620- VEHICLE INSURANCE	2,400.00	0.00	2,724.16	0.00	1.14	0.00	2,724.16	(324.16)
6640- VEHICLE REPAIR & MAINTENANCE	960.00	39.00	596.29	0.00	0.62	0.00	596.29	363.71
6712- STAFF TRAVEL-LOCAL	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
6722- PER DIEM - STAFF	0.00	112.00	482.00	0.00	0.00	0.00	482.00	(482.00)
6742- TRAINING - STAFF	0.00	424.44	5,763.68	0.00	0.00	0.00	5,763.68	(5,763.68)
6832- LIABILITY INSURANCE	900.00	82.43	941.72	0.00	1.05	0.00	941.72	(41.72)
6840- PROPERTY TAXES	36.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
6850- FEES & LICENSES	1,200.00	0.00	911.19	0.00	0.76	0.00	911.19	288.81
6875- EMPLOYEE HEALTH & WELFARE	0.00	25.05	558.08	0.00	0.00	(0.59)	557.49	(557.49)
7226- CLIENT LODGING/SHELTER	20,120.00	0.00	0.00	0.00	0.00	0.00	0.00	20,120.00
7230- CLIENT FOOD	0.00	0.00	297.78	0.00	0.00	0.00	297.78	(297.78)
7240- DIRECT BENEFITS	400.00	0.00	43.18	0.00	0.11	0.00	43.18	356.82
8120- IN KIND RENT	0.00	0.00	20,718.00	0.00	0.00	0.00	20,718.00	(20,718.00)
8130- IN KIND - OTHER	0.00	0.00	4,415.00	0.00	0.00	0.00	4,415.00	(4,415.00)
9010- INDIRECT COST ALLOCATION	50,262.00	0.00	40,090.70	0.00	0.80	0.00	40,090.70	10,171.30
Total Expenses	602,587.00	97,673.45	605,793.34	0.00	1.01	7,144.79	612,938.13	(10,351.13)
Excess Revenue Over (Under) Expenditures	0.00	(97,673.45)	(100,012.44)	0.00	0.00	(7,144.79)	(107,157.23)	107,157.23
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	(97,673.45)	(100,012.44)	0.00	0.00	(7,144.79)	(107,157.23)	107,157.23

**Fiscal Year July 22- June 23
SEPTEMBER 30, 2022**

426 ALT. PYMT. - GENERAL - FEDERAL	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	3,559,887.00	181,209.13	575,867.74	0.00	(0.16)	0.00	575,867.74	2,984,019.26
4120- GRANT INCOME-STATE	2,163,861.00	136,701.63	434,426.56	0.00	(0.20)	0.00	434,426.56	1,729,434.44
Total Revenues	5,723,748.00	317,910.76	1,010,294.30	0.00	(0.18)	0.00	1,010,294.30	4,713,453.70
EXPENSES								
5010- SALARIES & WAGES	321,564.00	9,570.45	44,546.16	0.00	0.14	0.00	44,546.16	277,017.84
5020- ACCRUED VACATION PAY	18,030.00	543.37	2,564.67	0.00	0.14	0.00	2,564.67	15,465.33
Total Salaries	339,594.00	10,113.82	47,110.83	0.00	0.14	0.00	47,110.83	292,483.17
5112- HEALTH INSURANCE	38,391.00	1,362.82	4,396.36	0.00	0.11	0.00	4,396.36	33,994.64
5114- WORKER'S COMPENSATION	1,629.00	36.75	180.43	0.00	0.11	0.00	180.43	1,448.57
5116- PENSION	13,939.00	351.07	1,744.60	0.00	0.13	0.00	1,744.60	12,194.40
5122- FICA	26,488.00	701.43	3,426.76	0.00	0.13	0.00	3,426.76	23,061.24
5124- SUI	2,499.00	0.00	131.87	0.00	0.05	0.00	131.87	2,367.13
5130- ACCRUED VACATION FICA	421.00	15.44	48.36	0.00	0.11	0.00	48.36	372.64
Fringe Benefits	83,367.00	2,467.51	9,928.38	0.00	0.12	0.00	9,928.38	73,438.62
6110- OFFICE SUPPLIES	8,680.00	0.00	0.00	0.00	0.00	0.00	0.00	8,680.00
6112- DATA PROCESSING SUPPLIES	11,000.00	703.83	943.99	0.00	0.09	427.63	1,371.62	9,628.38
6130- PROGRAM SUPPLIES	2,700.00	1,599.92	1,599.92	0.00	0.59	98.30	1,698.22	1,001.78
6143- FURNISHINGS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6170- POSTAGE & SHIPPING	4,700.00	0.00	65.27	0.00	0.01	0.00	65.27	4,634.73
Supplies	27,580.00	2,303.75	2,609.18	0.00	0.09	525.93	3,135.11	24,444.89
6180- EQUIPMENT RENTAL	3,910.00	283.04	888.85	0.00	0.23	0.00	888.85	3,021.15
6181- EQUIPMENT MAINTENANCE	2,046.00	0.00	104.73	0.00	0.05	0.00	104.73	1,941.27
6310- PRINTING & PUBLICATIONS	1,190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190.00
6312- ADVERTISING & PROMOTION	1,240.00	0.00	0.00	0.00	0.00	0.00	0.00	1,240.00
6320- TELEPHONE	6,844.00	81.51	251.53	0.00	0.04	0.00	251.53	6,592.47
6410- RENT	33,865.00	2,857.73	8,501.79	0.00	0.25	0.00	8,501.79	25,363.21
6420- UTILITIES/ DISPOSAL	9,000.00	726.80	1,943.64	0.00	0.22	0.00	1,943.64	7,056.36
6432- BUILDING REPAIRS/ MAINTENANCE	6,060.00	0.00	0.00	0.00	0.00	0.00	0.00	6,060.00
6436- PEST CONTROL	6.00	0.00	0.59	0.00	0.10	0.00	0.59	5.41
6440- PROPERTY INSURANCE	758.00	0.00	108.17	0.00	0.14	0.00	108.17	649.83
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6530- LEGAL	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6555- MEDICAL SCREENING/DEAT/STAFF	690.00	0.00	0.00	0.00	0.00	0.00	0.00	690.00
6610- GAS & OIL	62.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00
6620- VEHICLE INSURANCE	62.00	0.00	37.72	0.00	0.61	0.00	37.72	24.28
6640- VEHICLE REPAIR & MAINTENANCE	61.00	0.00	85.38	0.00	1.40	0.00	85.38	(24.38)
6712- STAFF TRAVEL-LOCAL	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6722- PER DIEM - STAFF	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6742- TRAINING - STAFF	1,958.00	918.30	918.30	0.00	0.47	0.00	918.30	1,039.70
6840- PROPERTY TAXES	124.00	0.00	0.00	0.00	0.00	0.00	0.00	124.00
6850- FEES & LICENSES	2,480.00	0.00	80.70	0.00	0.03	0.00	80.70	2,399.30
6852- FINGERPRINT	186.00	0.00	0.00	0.00	0.00	0.00	0.00	186.00
6875- EMPLOYEE HEALTH & WELFARE	447.00	19.00	139.16	0.00	0.31	0.00	139.16	307.84
Total Other & Services	73,699.00	4,886.38	13,060.56	0.00	0.18	0.00	13,060.56	60,638.44
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	4,722,092.00	271,382.29	853,316.99	0.00	0.18	0.00	853,316.99	3,868,775.01
Direct Benefits	4,722,092.00	271,382.29	853,316.99	0.00	0.18	0.00	853,316.99	3,868,775.01
9010- INDIRECT COST ALLOCATION	477,416.00	26,516.85	84,268.36	0.00	0.18	0.00	84,268.36	393,147.64
TOTAL EXPENSES	5,723,748.00	317,670.60	1,010,294.30	0.00	0.18	525.93	1,010,820.23	4,712,927.77
Excess Revenue Over (Under) Expenditures	0.00	240.16	0.00	0.00	0.00	(525.93)	(525.93)	525.93

**Fiscal Year July 22- June 23
SEPTEMBER 30, 2022**

427 ALT. PYMT. PROG. STG 2 - FEDERAL	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	583,634.00	28,412.53	90,051.57	0.00	(0.15)	0.00	90,051.57	493,582.43
4120- GRANT INCOME-STATE	964,860.00	80,866.43	256,300.60	0.00	(0.27)	0.00	256,300.60	708,559.40
Total Revenues	1,548,494.00	109,278.96	346,352.17	0.00	(0.22)	0.00	346,352.17	1,202,141.83
EXPENSES								
5010- SALARIES & WAGES	101,285.00	3,514.56	15,127.51	0.00	0.15	0.00	15,127.51	86,157.49
5020- ACCRUED VACATION PAY	3,245.00	169.53	735.17	0.00	0.23	0.00	735.17	2,509.83
Total Salaries	104,530.00	3,684.09	15,862.68	0.00	0.15	0.00	15,862.68	88,667.32
5112- HEALTH INSURANCE	6,838.00	436.87	1,158.88	0.00	0.17	0.00	1,158.88	5,679.12
5114- WORKER'S COMPENSATION	743.00	13.90	61.30	0.00	0.08	0.00	61.30	681.70
5116- PENSION	3,190.00	136.67	595.35	0.00	0.19	0.00	595.35	2,594.65
5122- FICA	4,110.00	264.55	1,164.91	0.00	0.28	0.00	1,164.91	2,945.09
5124- SUI	1,164.00	0.00	131.89	0.00	0.11	0.00	131.89	1,032.11
5130- ACCRUED VACATION FICA	121.00	9.41	35.59	0.00	0.29	0.00	35.59	85.41
Fringe Benefits	16,166.00	861.40	3,147.92	0.00	0.19	0.00	3,147.92	13,018.08
6110- OFFICE SUPPLIES	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6112- DATA PROCESSING SUPPLIES	800.00	253.46	446.72	0.00	0.56	120.80	567.52	232.48
6130- PROGRAM SUPPLIES	900.00	429.83	429.83	0.00	0.48	26.41	456.24	443.76
6143- FURNISHINGS	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	507.00	0.00	54.95	0.00	0.11	0.00	54.95	452.05
Supplies	3,307.00	683.29	931.50	0.00	0.28	147.21	1,078.71	2,228.29
6180- EQUIPMENT RENTAL	900.00	114.13	543.78	0.00	0.60	0.00	543.78	356.22
6181- EQUIPMENT MAINTENANCE	594.00	0.00	72.33	0.00	0.12	0.00	72.33	521.67
6310- PRINTING & PUBLICATIONS	346.00	0.00	0.00	0.00	0.00	0.00	0.00	346.00
6312- ADVERTISING & PROMOTION	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6320- TELEPHONE	1,116.00	59.83	204.43	0.00	0.18	0.00	204.43	911.57
6410- RENT	9,950.00	2,257.62	6,772.88	0.00	0.68	0.00	6,772.88	3,177.12
6420- UTILITIES/ DISPOSAL	1,206.00	581.91	1,554.96	0.00	1.29	0.00	1,554.96	(348.96)
6432- BUILDING REPAIRS/ MAINTENANCE	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6440- PROPERTY INSURANCE	162.00	0.00	87.01	0.00	0.54	0.00	87.01	74.99
6520- CONSULTANTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6530- LEGAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6610- GAS & OIL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6620- VEHICLE INSURANCE	150.00	0.00	37.72	0.00	0.25	0.00	37.72	112.28
6640- VEHICLE REPAIR & MAINTENANCE	25.00	0.00	34.52	0.00	1.38	0.00	34.52	(9.52)
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	225.00	370.50	370.50	0.00	1.65	0.00	370.50	(145.50)
6840- PROPERTY TAXES	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6850- FEES & LICENSES	1,000.00	0.00	53.40	0.00	0.05	0.00	53.40	946.60
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	9.29	68.00	0.00	0.38	0.00	68.00	112.00
Total Other & Services	17,824.00	3,393.28	9,799.53	0.00	0.55	0.00	9,799.53	8,024.47
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	1,277,508.00	91,348.71	287,721.40	0.00	0.23	0.00	287,721.40	989,786.60
Direct Benefits	1,277,508.00	91,348.71	287,721.40	0.00	0.23	0.00	287,721.40	989,786.60
9010- INDIRECT COST ALLOCATION	129,159.00	9,114.93	28,889.14	0.00	0.22	0.00	28,889.14	100,269.86
TOTAL EXPENSES	1,548,494.00	109,085.70	346,352.17	0.00	0.22	147.21	346,499.38	1,201,994.62
Excess Revenue Over (Under) Expenditures	0.00	193.26	0.00	0.00	0.00	(147.21)	(147.21)	147.21

**Fiscal Year July 22- June 23
SEPTEMBER 30, 2022**

<u>428 ALT. PYMT. PROG. STG 3 - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	672,760.00	48,113.36	161,159.41	0.00	(0.24)	0.00	161,159.41	511,600.59
4120- GRANT INCOME-STATE	550,347.00	52,122.80	174,589.35	0.00	(0.32)	0.00	174,589.35	375,757.65
Total Revenues	1,223,107.00	100,236.16	335,748.76	0.00	(0.27)	0.00	335,748.76	887,358.24
EXPENSES								
5010- SALARIES & WAGES	76,481.00	3,284.36	14,878.42	0.00	0.19	0.00	14,878.42	61,602.58
5020- ACCRUED VACATION PAY	2,744.00	170.19	799.02	0.00	0.29	0.00	799.02	1,944.98
Total Salaries	79,225.00	3,454.55	15,677.44	0.00	0.20	0.00	15,677.44	63,547.56
5112- HEALTH INSURANCE	7,065.00	448.23	1,376.67	0.00	0.19	0.00	1,376.67	5,688.33
5114- WORKER'S COMPENSATION	382.00	12.78	59.97	0.00	0.16	0.00	59.97	322.03
5116- PENSION	2,744.00	120.78	556.14	0.00	0.20	0.00	556.14	2,187.86
5122- FICA	4,221.00	246.11	1,141.40	0.00	0.27	0.00	1,141.40	3,079.60
5124- SUI	669.00	0.00	131.43	0.00	0.20	0.00	131.43	537.57
5130- ACCRUED VACATION FICA	134.00	8.35	41.07	0.00	0.31	0.00	41.07	92.93
Fringe Benefits	15,215.00	836.25	3,306.68	0.00	0.22	0.00	3,306.68	11,908.32
6110- OFFICE SUPPLIES	445.00	0.00	0.00	0.00	0.00	0.00	0.00	445.00
6112- DATA PROCESSING SUPPLIES	1,500.00	175.04	263.74	0.00	0.18	94.22	357.96	1,142.04
6130- PROGRAM SUPPLIES	650.00	358.19	358.19	0.00	0.55	22.01	380.20	269.80
6143- FURNISHINGS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6170- POSTAGE & SHIPPING	450.00	0.00	17.75	0.00	0.04	0.00	17.75	432.25
Supplies	3,120.00	533.23	639.68	0.00	0.21	116.23	755.91	2,364.09
6180- EQUIPMENT RENTAL	715.00	59.35	218.60	0.00	0.31	0.00	218.60	496.40
6181- EQUIPMENT MAINTENANCE	429.00	0.00	27.97	0.00	0.07	0.00	27.97	401.03
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6312- ADVERTISING & PROMOTION	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6320- TELEPHONE	806.00	23.35	82.53	0.00	0.10	0.00	82.53	723.47
6410- RENT	9,334.00	967.55	2,902.65	0.00	0.31	0.00	2,902.65	6,431.35
6420- UTILITIES/ DISPOSAL	871.00	249.05	665.48	0.00	0.76	0.00	665.48	205.52
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
6440- PROPERTY INSURANCE	117.00	0.00	40.11	0.00	0.34	0.00	40.11	76.89
6520- CONSULTANTS	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6530- LEGAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	13.00	0.00	16.35	0.00	1.26	0.00	16.35	(3.35)
6712- STAFF TRAVEL-LOCAL	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
6742- TRAINING - STAFF	117.00	188.70	188.70	0.00	1.61	0.00	188.70	(71.70)
6840- PROPERTY TAXES	26.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00
6850- FEES & LICENSES	520.00	0.00	23.40	0.00	0.05	0.00	23.40	496.60
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	5.43	39.78	0.00	0.43	0.00	39.78	53.22
Total Other & Services	14,465.00	1,493.43	4,205.57	0.00	0.29	0.00	4,205.57	10,259.43
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	1,009,063.00	85,469.33	283,914.69	0.00	0.28	0.00	283,914.69	725,148.31
Direct Benefits	1,009,063.00	85,469.33	283,914.69	0.00	0.28	0.00	283,914.69	725,148.31
9010- INDIRECT COST ALLOCATION	102,019.00	8,360.67	28,004.70	0.00	0.27	0.00	28,004.70	74,014.30
TOTAL EXPENSES	1,223,107.00	100,147.46	335,748.76	0.00	0.27	116.23	335,864.99	887,242.01
Excess Revenue Over (Under) Expenditures	0.00	88.70	0.00	0.00	0.00	(116.23)	(116.23)	116.23

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 7/01/2022 to 9/30/2022

371 0 DSS STRENGTHENING FAMILIES	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4130- GRANT INCOME-AREA	277,136.00	9,247.79	37,836.93	0.00	(0.14)	0.00	37,836.93	239,299.07
Total Revenues	<u>277,136.00</u>	<u>9,247.79</u>	<u>37,836.93</u>	<u>0.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>37,836.93</u>	<u>239,299.07</u>
Expenses								
5010- SALARIES & WAGES	139,696.00	3,708.97	18,095.41	0.00	0.13	0.00	18,095.41	121,600.59
5020- ACCRUED VACATION PAY	0.00	204.00	974.08	0.00	0.00	0.00	974.08	(974.08)
5112- HEALTH INSURANCE	14,850.00	911.68	2,663.52	0.00	0.18	0.00	2,663.52	12,186.48
5114- WORKER'S COMPENSATION	5,218.00	127.74	664.65	0.00	0.13	0.00	664.65	4,553.35
5116- PENSION	6,938.00	172.02	792.73	0.00	0.11	0.00	792.73	6,145.27
5122- FICA	10,687.00	279.93	1,387.75	0.00	0.13	0.00	1,387.75	9,299.25
5124- SUI	1,536.00	0.00	66.57	0.00	0.04	0.00	66.57	1,469.43
5130- ACCRUED VACATION FICA	0.00	15.61	74.53	0.00	0.00	0.00	74.53	(74.53)
6110- OFFICE SUPPLIES	1,000.00	0.99	46.94	0.00	0.05	0.00	46.94	953.06
6112- DATA PROCESSING SUPPLIES	4,000.00	208.66	625.98	0.00	0.16	0.00	625.98	3,374.02
6121- FOOD	3,750.00	0.00	255.19	0.00	0.07	0.00	255.19	3,494.81
6122- KITCHEN SUPPLIES	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6130- PROGRAM SUPPLIES	12,300.00	299.80	299.80	0.00	0.02	2,074.95	2,374.75	9,925.25
6140- CUSTODIAL SUPPLIES	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6170- POSTAGE & SHIPPING	1,500.00	0.00	10.46	0.00	0.01	0.00	10.46	1,489.54
6180- EQUIPMENT RENTAL	1,875.00	27.14	309.43	0.00	0.17	0.00	309.43	1,565.57
6181- EQUIPMENT MAINTENANCE	1,500.00	0.00	182.11	0.00	0.12	0.00	182.11	1,317.89
6310- PRINTING & PUBLICATIONS	120.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
6312- ADVERTISING & PROMOTION	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6320- TELEPHONE	8,400.00	341.16	1,513.51	0.00	0.18	0.00	1,513.51	6,886.49
6410- RENT	32,100.00	1,307.65	3,907.65	0.00	0.12	0.00	3,907.65	28,192.35
6420- UTILITIES/ DISPOSAL	300.00	0.00	46.68	0.00	0.16	0.00	46.68	253.32
6432- BUILDING REPAIRS/ MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6436- PEST CONTROL	456.00	45.00	135.12	0.00	0.30	0.00	135.12	320.88
6437- BURGLAR & FIRE ALARM	546.00	45.50	136.50	0.00	0.25	0.00	136.50	409.50
6440- PROPERTY INSURANCE	829.00	0.00	138.12	0.00	0.17	0.00	138.12	690.88
6540- CUSTODIAL SERVICES	3,540.00	760.00	2,280.00	0.00	0.64	0.00	2,280.00	1,260.00
6555- MEDICAL SCREENING/DEAT/STAFF	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6712- STAFF TRAVEL-LOCAL	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6742- TRAINING - STAFF	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6850- FEES & LICENSES	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6852- FINGERPRINT	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6875- EMPLOYEE HEALTH & WELFARE	100.00	10.13	74.23	0.00	0.74	0.00	74.23	25.77
9010- INDIRECT COST ALLOCATION	23,115.00	781.82	3,155.97	0.00	0.14	0.00	3,155.97	19,959.03
Total Expenses	<u>277,136.00</u>	<u>9,247.80</u>	<u>37,836.93</u>	<u>0.00</u>	<u>0.14</u>	<u>2,074.95</u>	<u>39,911.88</u>	<u>237,224.12</u>
Excess Revenue Over (Under) Expenditures	0.00	(0.01)	0.00	0.00	0.00	(2,074.95)	(2,074.95)	2,074.95
Beginning Net Assets - Unrestricted	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 7/01/2022 to 9/30/2022

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2022</u>	<u>YTD Budget September 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
371 0 DSS STRENGTHENING FAMILIES 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>(0.01)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,074.95)</u>	<u>(2,074.95)</u>	<u>2,074.95</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 7/01/2022 to 9/30/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4130- GRANT INCOME-AREA	277,136.00	9,247.79	37,836.93	0.00	(0.14)	0.00	37,836.93	239,299.07
Total Revenues	<u>277,136.00</u>	<u>9,247.79</u>	<u>37,836.93</u>	<u>0.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>37,836.93</u>	<u>239,299.07</u>
Expenses								
5010- SALARIES & WAGES	139,696.00	3,708.97	18,095.41	0.00	0.13	0.00	18,095.41	121,600.59
5020- ACCRUED VACATION PAY	0.00	204.00	974.08	0.00	0.00	0.00	974.08	(974.08)
5112- HEALTH INSURANCE	14,850.00	911.68	2,663.52	0.00	0.18	0.00	2,663.52	12,186.48
5114- WORKER'S COMPENSATION	5,218.00	127.74	664.65	0.00	0.13	0.00	664.65	4,553.35
5116- PENSION	6,938.00	172.02	792.73	0.00	0.11	0.00	792.73	6,145.27
5122- FICA	10,687.00	279.93	1,387.75	0.00	0.13	0.00	1,387.75	9,299.25
5124- SUI	1,536.00	0.00	66.57	0.00	0.04	0.00	66.57	1,469.43
5130- ACCRUED VACATION FICA	0.00	15.61	74.53	0.00	0.00	0.00	74.53	(74.53)
6110- OFFICE SUPPLIES	1,000.00	0.99	46.94	0.00	0.05	0.00	46.94	953.06
6112- DATA PROCESSING SUPPLIES	4,000.00	208.66	625.98	0.00	0.16	0.00	625.98	3,374.02
6121- FOOD	3,750.00	0.00	255.19	0.00	0.07	0.00	255.19	3,494.81
6122- KITCHEN SUPPLIES	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6130- PROGRAM SUPPLIES	12,300.00	299.80	299.80	0.00	0.02	2,074.95	2,374.75	9,925.25
6140- CUSTODIAL SUPPLIES	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6170- POSTAGE & SHIPPING	1,500.00	0.00	10.46	0.00	0.01	0.00	10.46	1,489.54
6180- EQUIPMENT RENTAL	1,875.00	27.14	309.43	0.00	0.17	0.00	309.43	1,565.57
6181- EQUIPMENT MAINTENANCE	1,500.00	0.00	182.11	0.00	0.12	0.00	182.11	1,317.89
6310- PRINTING & PUBLICATIONS	120.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
6312- ADVERTISING & PROMOTION	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6320- TELEPHONE	8,400.00	341.16	1,513.51	0.00	0.18	0.00	1,513.51	6,886.49
6410- RENT	32,100.00	1,307.65	3,907.65	0.00	0.12	0.00	3,907.65	28,192.35
6420- UTILITIES/ DISPOSAL	300.00	0.00	46.68	0.00	0.16	0.00	46.68	253.32
6432- BUILDING REPAIRS/ MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6436- PEST CONTROL	456.00	45.00	135.12	0.00	0.30	0.00	135.12	320.88
6437- BURGLAR & FIRE ALARM	546.00	45.50	136.50	0.00	0.25	0.00	136.50	409.50
6440- PROPERTY INSURANCE	829.00	0.00	138.12	0.00	0.17	0.00	138.12	690.88
6540- CUSTODIAL SERVICES	3,540.00	760.00	2,280.00	0.00	0.64	0.00	2,280.00	1,260.00
6555- MEDICAL SCREENING/DEAT/STAFF	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6712- STAFF TRAVEL-LOCAL	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6742- TRAINING - STAFF	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6850- FEES & LICENSES	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6852- FINGERPRINT	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6875- EMPLOYEE HEALTH & WELFARE	100.00	10.13	74.23	0.00	0.74	0.00	74.23	25.77
9010- INDIRECT COST ALLOCATION	23,115.00	781.82	3,155.97	0.00	0.14	0.00	3,155.97	19,959.03
Total Expenses	<u>277,136.00</u>	<u>9,247.80</u>	<u>37,836.93</u>	<u>0.00</u>	<u>0.14</u>	<u>2,074.95</u>	<u>39,911.88</u>	<u>237,224.12</u>
Excess Revenue Over (Under) Expenditures	0.00	(0.01)	0.00	0.00	0.00	(2,074.95)	(2,074.95)	2,074.95
Beginning Net Assets - Unrestricted	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 7/01/2022 to 9/30/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
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	(0.01)	0.00	0.00	0.00	(2,074.95)	(2,074.95)	2,074.95

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	378.09	378.09	0.00	0.00	0.00	378.09	(378.09)
Total Revenues	<u>0.00</u>	<u>378.09</u>	<u>378.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>378.09</u>	<u>(378.09)</u>
Expenses								
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	3,280.03	3,280.03	(3,280.03)
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	0.00	0.00	0.00	364.02	364.02	(364.02)
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	17,827.06	17,827.06	(17,827.06)
6875- EMPLOYEE HEALTH & WELFARE	0.00	346.55	346.55	0.00	0.00	0.00	346.55	(346.55)
9010- INDIRECT COST ALLOCATION	0.00	31.54	31.54	0.00	0.00	0.00	31.54	(31.54)
Total Expenses	<u>0.00</u>	<u>378.09</u>	<u>378.09</u>	<u>0.00</u>	<u>0.00</u>	<u>21,471.11</u>	<u>21,849.20</u>	<u>(21,849.20)</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>(21,471.11)</u>	<u>(21,471.11)</u>	<u>21,471.11</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>(21,471.11)</u>	<u>(21,471.11)</u>	<u>21,471.11</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,803,310.00	351,901.62	351,901.62	450,520.42	(0.07)	0.00	351,901.62	4,451,408.38
4220- IN KIND CONTRIBUTIONS	<u>666,273.00</u>	<u>0.00</u>	<u>0.00</u>	<u>63,900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>666,273.00</u>
Total Revenues	<u>5,469,583.00</u>	<u>351,901.62</u>	<u>351,901.62</u>	<u>514,420.42</u>	<u>(0.06)</u>	<u>0.00</u>	<u>351,901.62</u>	<u>5,117,681.38</u>
Expenses								
5010- SALARIES & WAGES	2,802,858.00	201,828.77	201,828.77	252,861.00	0.07	0.00	201,828.77	2,601,029.23
5020- ACCRUED VACATION PAY	179,760.00	12,625.26	12,625.26	16,217.11	0.07	0.00	12,625.26	167,134.74
5112- HEALTH INSURANCE	227,216.00	25,203.97	25,203.97	28,372.00	0.11	0.00	25,203.97	202,012.03
5114- WORKER'S COMPENSATION	112,519.00	6,854.46	6,854.46	10,159.00	0.06	0.00	6,854.46	105,664.54
5116- PENSION	185,105.00	14,803.96	14,803.96	16,764.00	0.08	0.00	14,803.96	170,301.04
5122- FICA	209,654.00	16,063.33	16,063.33	18,915.00	0.08	0.00	16,063.33	193,590.67
5124- SUI	41,928.00	342.97	342.97	3,827.98	0.01	0.00	342.97	41,585.03
5130- ACCRUED VACATION FICA	13,302.00	965.20	965.20	1,198.00	0.07	0.00	965.20	12,336.80
6110- OFFICE SUPPLIES	14,580.00	67.92	67.92	1,924.00	0.00	681.65	749.57	13,830.43
6112- DATA PROCESSING SUPPLIES	10,000.00	1,101.86	1,101.86	1,419.00	0.11	13,250.62	14,352.48	(4,352.48)
6121- FOOD	20,000.00	26.36	26.36	3,332.00	0.00	0.00	26.36	19,973.64
6122- KITCHEN SUPPLIES	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
6130- PROGRAM SUPPLIES	50,000.00	2,169.71	2,169.71	7,117.00	0.04	5,036.74	7,206.45	42,793.55
6132- MEDICAL & DENTAL SUPPLIES	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
6134- INSTRUCTIONAL SUPPLIES	1,050.00	0.00	0.00	175.00	0.00	2,161.93	2,161.93	(1,111.93)
6140- CUSTODIAL SUPPLIES	20,400.00	1,016.39	1,016.39	3,025.00	0.05	0.00	1,016.39	19,383.61
6170- POSTAGE & SHIPPING	1,500.00	20.68	20.68	125.00	0.01	0.00	20.68	1,479.32
6180- EQUIPMENT RENTAL	33,876.00	1,260.57	1,260.57	2,823.00	0.04	0.00	1,260.57	32,615.43
6181- EQUIPMENT MAINTENANCE	18,576.00	7.70	7.70	1,548.00	0.00	0.00	7.70	18,568.30
6310- PRINTING & PUBLICATIONS	5,010.00	0.00	0.00	835.00	0.00	0.00	0.00	5,010.00
6312- ADVERTISING & PROMOTION	240.00	0.00	0.00	40.00	0.00	0.00	0.00	240.00
6320- TELEPHONE	74,868.00	14,565.44	14,565.44	6,239.00	0.19	0.00	14,565.44	60,302.56
6410- RENT	102,175.00	7,478.07	7,478.07	8,521.00	0.07	0.00	7,478.07	94,696.93
6420- UTILITIES/ DISPOSAL	78,000.00	3,026.93	3,026.93	6,500.00	0.04	0.00	3,026.93	74,973.07
6432- BUILDING REPAIRS/ MAINTENANCE	32,000.00	3,617.19	3,617.19	2,696.00	0.11	12,740.54	16,357.73	15,642.27
6433- GROUNDS MAINTENANCE	21,000.00	4,472.26	4,472.26	1,750.00	0.21	2,200.00	6,672.26	14,327.74
6436- PEST CONTROL	6,600.00	625.14	625.14	550.00	0.09	0.00	625.14	5,974.86
6437- BURGLAR & FIRE ALARM	6,512.00	316.23	316.23	1,160.00	0.05	0.00	316.23	6,195.77
6440- PROPERTY INSURANCE	13,600.00	0.00	0.00	1,350.00	0.00	0.00	0.00	13,600.00
6520- CONSULTANTS	18,520.00	606.32	606.32	3,086.00	0.03	0.00	606.32	17,913.68
6522- CONSULTANT EXPENSES	378.00	0.00	0.00	63.00	0.00	0.00	0.00	378.00
6524- CONTRACTS	13,700.00	0.00	0.00	2,283.00	0.00	0.00	0.00	13,700.00
6530- LEGAL	6,000.00	625.00	625.00	1,000.00	0.10	0.00	625.00	5,375.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	398.00	398.00	0.08	0.00	398.00	4,378.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	500.00	500.00	0.00	0.50	0.00	500.00	500.00
6610- GAS & OIL	12,500.00	1,658.61	1,658.61	1,041.00	0.13	0.00	1,658.61	10,841.39
6620- VEHICLE INSURANCE	19,800.00	0.00	0.00	1,650.00	0.00	0.00	0.00	19,800.00
6640- VEHICLE REPAIR & MAINTENANCE	9,996.00	8.00	8.00	833.00	0.00	0.00	8.00	9,988.00
6712- STAFF TRAVEL-LOCAL	3,930.00	259.31	259.31	655.00	0.07	0.00	259.31	3,670.69

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	5,315.79	5,315.79	(5,315.79)
6832- LIABILITY INSURANCE	432.00	0.00	0.00	36.00	0.00	0.00	0.00	432.00
6834- STUDENT ACTIVITY INSURANCE	1,140.00	0.00	0.00	190.00	0.00	0.00	0.00	1,140.00
6840- PROPERTY TAXES	5,800.00	0.00	0.00	0.00	0.00	0.00	0.00	5,800.00
6850- FEES & LICENSES	10,500.00	4.00	4.00	1,983.33	0.00	0.00	4.00	10,496.00
6851- CPR FEES	240.00	0.00	0.00	20.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	500.00	0.00	0.00	50.00	0.00	0.00	0.00	500.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	0.00	0.00	0.00	0.00	0.00	8,475.00
7110- PARENT ACTIVITIES	700.00	0.00	0.00	140.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	126.00	0.00	0.00	21.00	0.00	0.00	0.00	126.00
7114- PC ALLOWANCE	0.00	30.00	30.00	0.00	0.00	0.00	30.00	(30.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	50.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	451,921.00	0.00	0.00	43,342.00	0.00	0.00	0.00	451,921.00
8120- IN KIND RENT	210,665.00	0.00	0.00	20,204.00	0.00	0.00	0.00	210,665.00
8130- IN KIND - OTHER	3,687.00	0.00	0.00	354.00	0.00	0.00	0.00	3,687.00
9010- INDIRECT COST ALLOCATION	400,643.00	29,352.01	29,352.01	37,578.00	0.07	0.00	29,352.01	371,290.99
Total Expenses	<u>5,469,583.00</u>	<u>351,901.62</u>	<u>351,901.62</u>	<u>514,420.42</u>	<u>0.06</u>	<u>41,387.27</u>	<u>393,288.89</u>	<u>5,076,294.11</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>(41,387.27)</u>	<u>(41,387.27)</u>	<u>41,387.27</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>(41,387.27)</u>	<u>(41,387.27)</u>	<u>41,387.27</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
Revenues								
4120- GRANT INCOME-STATE	288,435.74	288,435.74	288,435.74	0.00	(1.00)	0.00	288,435.74	0.00
Total Revenues	<u>288,435.74</u>	<u>288,435.74</u>	<u>288,435.74</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>288,435.74</u>	<u>0.00</u>
Expenses								
6110- OFFICE SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6130- PROGRAM SUPPLIES	249,377.40	0.00	0.00	0.00	0.00	0.00	0.00	249,377.40
9010- INDIRECT COST ALLOCATION	24,058.34	0.00	0.00	0.00	0.00	0.00	0.00	24,058.34
Total Expenses	<u>288,435.74</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>288,435.74</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>288,435.74</u>	<u>288,435.74</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>288,435.74</u>	<u>(288,435.74)</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>344,548.06</u>	<u>344,548.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>344,548.06</u>	<u>(344,548.06)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	141,154.00	0.00	0.00	0.00	0.00	0.00	0.00	141,154.00
Total Revenues	<u>141,154.00</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>141,154.00</u>
Expenses								
5010- SALARIES & WAGES	96,747.00	0.00	0.00	0.00	0.00	0.00	0.00	96,747.00
5020- ACCRUED VACATION PAY	6,512.00	0.00	0.00	0.00	0.00	0.00	0.00	6,512.00
5112- HEALTH INSURANCE	8,629.00	0.00	0.00	0.00	0.00	0.00	0.00	8,629.00
5114- WORKER'S COMPENSATION	3,849.00	0.00	0.00	0.00	0.00	0.00	0.00	3,849.00
5116- PENSION	5,858.00	0.00	0.00	0.00	0.00	0.00	0.00	5,858.00
5122- FICA	7,786.00	0.00	0.00	0.00	0.00	0.00	0.00	7,786.00
6130- PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	10,305.06	10,305.06	(10,305.06)
9010- INDIRECT COST ALLOCATION	11,773.00	0.00	0.00	0.00	0.00	0.00	0.00	11,773.00
Total Expenses	<u>141,154.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,305.06</u>	<u>10,305.06</u>	<u>130,848.94</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>(10,305.06)</u>	<u>(10,305.06)</u>	<u>10,305.06</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>(10,305.06)</u>	<u>(10,305.06)</u>	<u>10,305.06</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
838 0 COVID-19 ARP - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	62,817.57	0.00	0.00	0.00	0.00	0.00	0.00	62,817.57
Total Revenues	<u>62,817.57</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>62,817.57</u>
Expenses								
5010- SALARIES & WAGES	43,890.56	0.00	0.00	0.00	0.00	0.00	0.00	43,890.56
5020- ACCRUED VACATION PAY	1,023.62	0.00	0.00	0.00	0.00	0.00	0.00	1,023.62
5112- HEALTH INSURANCE	3,723.09	0.00	0.00	0.00	0.00	0.00	0.00	3,723.09
5114- WORKER'S COMPENSATION	1,596.75	0.00	0.00	0.00	0.00	0.00	0.00	1,596.75
5116- PENSION	3,192.35	0.00	0.00	0.00	0.00	0.00	0.00	3,192.35
5122- FICA	3,433.86	0.00	0.00	0.00	0.00	0.00	0.00	3,433.86
5124- SUI	639.43	0.00	0.00	0.00	0.00	0.00	0.00	639.43
5130- ACCRUED VACATION FICA	78.30	0.00	0.00	0.00	0.00	0.00	0.00	78.30
6121- FOOD	0.00	0.00	0.00	0.00	0.00	159.16	159.16	(159.16)
6130- PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	12,589.64	12,589.64	(12,589.64)
6140- CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	2,566.82	2,566.82	(2,566.82)
9010- INDIRECT COST ALLOCATION	5,239.61	0.00	0.00	0.00	0.00	0.00	0.00	5,239.61
Total Expenses	<u>62,817.57</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,315.62</u>	<u>15,315.62</u>	<u>47,501.95</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>(15,315.62)</u>	<u>(15,315.62)</u>	<u>15,315.62</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>(15,315.62)</u>	<u>(15,315.62)</u>	<u>15,315.62</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,007,281.57	352,279.71	352,279.71	450,520.42	(0.07)	0.00	352,279.71	4,655,001.86
4120- GRANT INCOME-STATE	288,435.74	288,435.74	288,435.74	0.00	(1.00)	0.00	288,435.74	0.00
4220- IN KIND CONTRIBUTIONS	666,273.00	0.00	0.00	63,900.00	0.00	0.00	0.00	666,273.00
Total Revenues	<u>5,961,990.31</u>	<u>640,715.45</u>	<u>640,715.45</u>	<u>514,420.42</u>	<u>(0.11)</u>	<u>0.00</u>	<u>640,715.45</u>	<u>5,321,274.86</u>
Expenses								
5010- SALARIES & WAGES	2,943,495.56	201,828.77	201,828.77	252,861.00	0.07	0.00	201,828.77	2,741,666.79
5020- ACCRUED VACATION PAY	187,295.62	12,625.26	12,625.26	16,217.11	0.07	0.00	12,625.26	174,670.36
5112- HEALTH INSURANCE	239,568.09	25,203.97	25,203.97	28,372.00	0.11	0.00	25,203.97	214,364.12
5114- WORKER'S COMPENSATION	117,964.75	6,854.46	6,854.46	10,159.00	0.06	0.00	6,854.46	111,110.29
5116- PENSION	194,155.35	14,803.96	14,803.96	16,764.00	0.08	0.00	14,803.96	179,351.39
5122- FICA	220,873.86	16,063.33	16,063.33	18,915.00	0.07	0.00	16,063.33	204,810.53
5124- SUI	42,567.43	342.97	342.97	3,827.98	0.01	0.00	342.97	42,224.46
5130- ACCRUED VACATION FICA	13,380.30	965.20	965.20	1,198.00	0.07	0.00	965.20	12,415.10
6110- OFFICE SUPPLIES	29,580.00	67.92	67.92	1,924.00	0.00	681.65	749.57	28,830.43
6112- DATA PROCESSING SUPPLIES	10,000.00	1,101.86	1,101.86	1,419.00	0.11	13,250.62	14,352.48	(4,352.48)
6121- FOOD	20,000.00	26.36	26.36	3,332.00	0.00	159.16	185.52	19,814.48
6122- KITCHEN SUPPLIES	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
6130- PROGRAM SUPPLIES	299,377.40	2,169.71	2,169.71	7,117.00	0.01	27,931.44	30,101.15	269,276.25
6132- MEDICAL & DENTAL SUPPLIES	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
6134- INSTRUCTIONAL SUPPLIES	1,050.00	0.00	0.00	175.00	0.00	5,441.96	5,441.96	(4,391.96)
6140- CUSTODIAL SUPPLIES	20,400.00	1,016.39	1,016.39	3,025.00	0.05	2,566.82	3,583.21	16,816.79
6170- POSTAGE & SHIPPING	1,500.00	20.68	20.68	125.00	0.01	0.00	20.68	1,479.32
6180- EQUIPMENT RENTAL	33,876.00	1,260.57	1,260.57	2,823.00	0.04	0.00	1,260.57	32,615.43
6181- EQUIPMENT MAINTENANCE	18,576.00	7.70	7.70	1,548.00	0.00	0.00	7.70	18,568.30
6310- PRINTING & PUBLICATIONS	5,010.00	0.00	0.00	835.00	0.00	0.00	0.00	5,010.00
6312- ADVERTISING & PROMOTION	240.00	0.00	0.00	40.00	0.00	0.00	0.00	240.00
6320- TELEPHONE	74,868.00	14,565.44	14,565.44	6,239.00	0.19	0.00	14,565.44	60,302.56
6410- RENT	102,175.00	7,478.07	7,478.07	8,521.00	0.07	0.00	7,478.07	94,696.93
6420- UTILITIES/ DISPOSAL	78,000.00	3,026.93	3,026.93	6,500.00	0.04	0.00	3,026.93	74,973.07
6432- BUILDING REPAIRS/ MAINTENANCE	32,000.00	3,617.19	3,617.19	2,696.00	0.11	12,740.54	16,357.73	15,642.27
6433- GROUNDS MAINTENANCE	21,000.00	4,472.26	4,472.26	1,750.00	0.21	2,200.00	6,672.26	14,327.74
6436- PEST CONTROL	6,600.00	625.14	625.14	550.00	0.09	0.00	625.14	5,974.86
6437- BURGLAR & FIRE ALARM	6,512.00	316.23	316.23	1,160.00	0.05	0.00	316.23	6,195.77
6440- PROPERTY INSURANCE	13,600.00	0.00	0.00	1,350.00	0.00	0.00	0.00	13,600.00
6520- CONSULTANTS	18,520.00	606.32	606.32	3,086.00	0.03	0.00	606.32	17,913.68
6522- CONSULTANT EXPENSES	378.00	0.00	0.00	63.00	0.00	0.00	0.00	378.00
6524- CONTRACTS	13,700.00	0.00	0.00	2,283.00	0.00	0.00	0.00	13,700.00
6530- LEGAL	6,000.00	625.00	625.00	1,000.00	0.10	0.00	625.00	5,375.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	398.00	398.00	0.08	0.00	398.00	4,378.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	500.00	500.00	0.00	0.50	0.00	500.00	500.00
6610- GAS & OIL	12,500.00	1,658.61	1,658.61	1,041.00	0.13	0.00	1,658.61	10,841.39
6620- VEHICLE INSURANCE	19,800.00	0.00	0.00	1,650.00	0.00	0.00	0.00	19,800.00
6640- VEHICLE REPAIR & MAINTENANCE	9,996.00	8.00	8.00	833.00	0.00	0.00	8.00	9,988.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2022 to 9/30/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6712- STAFF TRAVEL-LOCAL	3,930.00	259.31	259.31	655.00	0.07	0.00	259.31	3,670.69
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	0.00	0.00	0.00	364.02	364.02	(364.02)
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	23,142.85	23,142.85	(23,142.85)
6832- LIABILITY INSURANCE	432.00	0.00	0.00	36.00	0.00	0.00	0.00	432.00
6834- STUDENT ACTIVITY INSURANCE	1,140.00	0.00	0.00	190.00	0.00	0.00	0.00	1,140.00
6840- PROPERTY TAXES	5,800.00	0.00	0.00	0.00	0.00	0.00	0.00	5,800.00
6850- FEES & LICENSES	10,500.00	4.00	4.00	1,983.33	0.00	0.00	4.00	10,496.00
6851- CPR FEES	240.00	0.00	0.00	20.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	500.00	0.00	0.00	50.00	0.00	0.00	0.00	500.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	346.55	346.55	0.00	0.04	0.00	346.55	8,128.45
7110- PARENT ACTIVITIES	700.00	0.00	0.00	140.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	126.00	0.00	0.00	21.00	0.00	0.00	0.00	126.00
7114- PC ALLOWANCE	0.00	30.00	30.00	0.00	0.00	0.00	30.00	(30.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	50.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	451,921.00	0.00	0.00	43,342.00	0.00	0.00	0.00	451,921.00
8120- IN KIND RENT	210,665.00	0.00	0.00	20,204.00	0.00	0.00	0.00	210,665.00
8130- IN KIND - OTHER	3,687.00	0.00	0.00	354.00	0.00	0.00	0.00	3,687.00
9010- INDIRECT COST ALLOCATION	441,713.95	29,383.55	29,383.55	37,578.00	0.07	0.00	29,383.55	412,330.40
Total Expenses	5,961,990.31	352,279.71	352,279.71	514,420.42	0.06	88,479.06	440,758.77	5,521,231.54
Excess Revenue Over (Under) Expenditures	0.00	288,435.74	288,435.74	0.00	0.00	(88,479.06)	199,956.68	(199,956.68)
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	344,548.06	344,548.06	0.00	0.00	(88,479.06)	256,069.00	(256,069.00)

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Sep-22**

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		4,886,000.00	359,338.07	359,338.07	0.00	450,520.42	7.35%	68,062.57	427,400.64	(4,458,599.36)
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		666,273.00	69,600.57	69,600.57	0.00	63,900.00	10.45%	0.00	69,600.57	(596,672.43)
4330- SALE OF ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		5,552,273.00	428,938.64	428,938.64	0.00	514,420.42	7.73%	68,062.57	497,001.21	(5,055,271.79)
5010 SALARIES & WAGES	6A	2,802,858.00	201,828.77	201,828.77	0.00	252,861.00	7.20%	0.00	201,828.77	(2,601,029.23)
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	179,760.00	12,625.26	12,625.26	0.00	16,217.11	7.02%	0.00	12,625.26	(167,134.74)
5112 HEALTH INSURANCE	6B	227,216.00	25,203.97	25,203.97	0.00	28,372.00	11.09%	0.00	25,203.97	(202,012.03)
5114 WORKER'S COMPENSATION	6B	112,519.00	6,854.46	6,854.46	0.00	10,159.00	6.09%	0.00	6,854.46	(105,664.54)
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	185,105.00	14,803.96	14,803.96	0.00	16,764.00	8.00%	0.00	14,803.96	(170,301.04)
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	209,654.00	16,063.33	16,063.33	0.00	18,915.00	7.66%	0.00	16,063.33	(193,590.67)
5124 SUI	6B	41,928.00	342.97	342.97	0.00	3,827.98	0.82%	0.00	342.97	(41,585.03)
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B	13,302.00	965.20	965.20	0.00	1,198.00	7.26%	0.00	965.20	(12,336.80)
6714 STAFF TRAVEL-OUT OF AREA	6C	9,290.00	0.00	0.00	0.00	0.00	0.00%	364.02	364.02	(8,925.98)
6722 PER DIEM - STAFF	6C	3,052.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(3,052.00)
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	14,580.00	67.92	67.92	0.00	1,924.00	0.47%	681.65	749.57	(13,830.43)
6112 DATA PROCESSING SUPPLIES	6E	10,000.00	1,101.86	1,101.86	0.00	1,419.00	11.02%	13,250.62	14,352.48	4,352.48
6121 FOOD	6E	20,000.00	26.36	26.36	0.00	3,332.00	0.13%	0.00	26.36	(19,973.64)
6122 KITCHEN SUPPLIES	6E	1,050.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(1,050.00)
6130 PROGRAM SUPPLIES	6E	54,746.00	2,169.71	2,169.71	0.00	7,117.00	3.96%	4,616.89	6,786.60	(47,959.40)
6134 INSTRUCTIONAL SUPPLIES	6E	1,050.00	0.00	0.00	0.00	175.00	0.00%	5,441.96	5,441.96	4,391.96
6140 CUSTODIAL SUPPLIES	6E	20,400.00	1,016.39	1,016.39	0.00	3,025.00	4.98%	0.00	1,016.39	(19,383.61)
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	1,500.00	20.68	20.68	0.00	125.00	1.38%	0.00	20.68	(1,479.32)
6132 MEDICAL & DENTAL SUPPLIES	6H	175.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(175.00)
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	33,876.00	1,260.57	1,260.57	0.00	2,823.00	3.72%	0.00	1,260.57	(32,615.43)
6181 EQUIPMENT MAINTENANCE	6H	18,576.00	7.70	7.70	0.00	1,548.00	0.04%	0.00	7.70	(18,568.30)
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	5,010.00	0.00	0.00	0.00	835.00	0.00%	0.00	0.00	(5,010.00)
6312 ADVERTISING & PROMOTION	6H	240.00	0.00	0.00	0.00	40.00	0.00%	0.00	0.00	(240.00)
6320 TELEPHONE	6H	74,868.00	14,565.44	14,565.44	0.00	6,239.00	19.45%	0.00	14,565.44	(60,302.56)
6410 RENT	6H	105,675.00	7,478.07	7,478.07	0.00	8,521.00	7.08%	0.00	7,478.07	(98,196.93)
6420 UTILITIES/ DISPOSAL	6H	78,000.00	3,026.93	3,026.93	0.00	6,500.00	3.88%	0.00	3,026.93	(74,973.07)
6432 BUILDING REPAIRS/ MAINT	6H	32,000.00	3,666.80	3,666.80	0.00	2,696.00	11.46%	12,687.50	16,354.30	(15,645.70)
6433 GROUNDS MAINTENANCE	6H	21,000.00	4,472.26	4,472.26	0.00	1,750.00	21.30%	2,200.00	6,672.26	(14,327.74)
6436 PEST CONTROL	6H	6,600.00	625.14	625.14	0.00	550.00	9.47%	0.00	625.14	(5,974.86)
6437 BURGLAR & FIRE ALARM	6H	6,512.00	363.19	363.19	0.00	1,160.00	5.58%	0.00	363.19	(6,148.81)
6440 PROPERTY INSURANCE	6H	13,600.00	0.00	0.00	0.00	1,350.00	0.00%	0.00	0.00	(13,600.00)
6520 CONSULTANTS	6H	21,020.00	897.00	897.00	0.00	3,086.00	4.27%	0.00	897.00	(20,123.00)

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Sep-22**

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	378.00	0.00	0.00	0.00	63.00	0.00%	0.00	0.00	(378.00)
6524 CONTRACTS	6H	13,700.00	0.00	0.00	0.00	2,283.00	0.00%	0.00	0.00	(13,700.00)
6530 LEGAL	6H	6,000.00	625.00	625.00	0.00	1,000.00	10.42%	0.00	625.00	(5,375.00)
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	398.00	0.00	398.00	8.33%	0.00	398.00	(4,378.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	500.00	500.00	0.00	0.00	50.00%	0.00	500.00	(500.00)
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	12,500.00	1,935.62	1,935.62	0.00	1,041.00	15.48%	0.00	1,935.62	(10,564.38)
6620 VEHICLE INSURANCE	6H	19,800.00	0.00	0.00	0.00	1,650.00	0.00%	0.00	0.00	(19,800.00)
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	9,996.00	8.00	8.00	0.00	833.00	0.08%	0.00	8.00	(9,988.00)
6712 STAFF TRAVEL-LOCAL	6H	3,930.00	259.31	259.31	0.00	655.00	6.60%	0.00	259.31	(3,670.69)
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	52,705.00	0.00	0.00	0.00	0.00	0.00%	23,142.85	23,142.85	(29,562.15)
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	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
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	432.00	0.00	0.00	0.00	36.00	0.00%	0.00	0.00	(432.00)
6834 STUDENT ACTIVITY INSURAN	6H	1,140.00	0.00	0.00	0.00	190.00	0.00%	0.00	0.00	(1,140.00)
6840 PROPERTY TAXES	6H	5,800.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(5,800.00)
6850 FEES & LICENSES	6H	10,500.00	4.00	4.00	0.00	1,983.33	0.04%	0.00	4.00	(10,496.00)
6851 CPR FEES	6H	240.00	0.00	0.00	0.00	20.00	0.00%	0.00	0.00	(240.00)
6852 FINGER PRINTING	6H	500.00	0.00	0.00	0.00	50.00	0.00%	0.00	0.00	(500.00)
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	8,475.00	346.55	346.55	0.00	0.00	4.09%	0.00	346.55	(8,128.45)
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	700.00	0.00	0.00	0.00	140.00	0.00%	0.00	0.00	(700.00)
7111- PARENT MILEAGE	6H	126.00	0.00	0.00	0.00	21.00	0.00%	0.00	0.00	(126.00)
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	0.00	30.00	30.00	0.00	0.00	0.00%	0.00	30.00	30.00
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	50.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		451,921.00	54,692.82	54,692.82	0.00	43,342.00	12.10%	0.00	54,692.82	(397,228.18)
8120 INKIND RENT		210,665.00	14,907.75	14,907.75	0.00	20,204.00	7.08%	0.00	14,907.75	(195,757.25)
8130 INKIND OTHER		3,687.00	0.00	0.00	0.00	354.00	0.00%	0.00	0.00	(3,687.00)
9010 INDIRECT EXPENSE	6J	407,540.00	35,777.65	35,777.65	0.00	37,578.00	8.78%	5,677.08	41,454.73	(366,085.27)
TOTAL EXPENSES		5,552,273.00	428,938.64	428,938.64	0.00	514,420.42	7.73%	68,062.57	497,001.21	(5,055,271.79)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Contract 9%

Madera Regional Head Start
Budget to Actual
For the period ending September 30, 2022

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,216,695.00	46,486.86	888,435.62	841,948.76	(159,114.31)	1,047,549.93	22%	52,896.91	941,332.53	(3,275,362.47)
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	\$1,065,680.00	55,785.34	126,347.40	70,562.06	(138,403.60)	264,751.00	12%	-	126,347.40	(939,332.60)
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-
Total Revenues	5,282,375.00	102,272.20	958,997.68	912,660.82	(297,517.91)	1,312,300.93	18%	52,896.91	1,067,679.93	(4,214,695.07)
5010 SALARIES & WAGES	2,061,537.42	(33,315.61)	375,856.94	409,172.55	(99,167.65)	475,024.59	18%	-	375,856.94	(1,685,680.48)
5019- SALARIES & WAGES C19	-	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	161,834.97	(2,508.91)	21,644.62	24,153.53	(14,652.97)	36,297.59	13%	-	21,644.62	(140,190.35)
5112 HEALTH INSURANCE	230,113.00	3,555.62	35,509.23	31,953.61	(18,236.85)	53,746.08	15%	-	35,509.23	(194,603.77)
5114 WORKER'S COMPENSATION	87,878.00	(664.96)	11,715.63	12,380.59	(8,494.11)	20,209.74	13%	-	11,715.63	(76,162.37)
5115- Worker's Compensation C19	-	-	-	-	-	-	0%	-	-	-
5116 PENSION	161,333.00	(705.63)	19,352.57	20,058.20	(17,338.10)	36,690.67	12%	-	19,352.57	(141,980.43)
5117- Pension C19	-	-	-	-	-	-	0%	-	-	-
5121- FICA C19	-	-	-	-	-	-	0%	-	-	-
5122 FICA	162,644.00	(2,565.72)	28,921.34	31,487.06	(8,554.66)	37,476.00	18%	-	28,921.34	(133,722.66)
5123- SUI C19	-	-	-	-	-	-	0%	-	-	-
5124 SUI	29,968.00	43.46	238.04	194.58	238.04	-	1%	-	238.04	(29,729.96)
5130 ACCRUED VACATION FRINGE	12,745.00	(192.16)	1,655.03	1,847.19	(1,221.97)	2,877.00	13%	-	1,655.03	(11,089.97)
6110 OFFICE SUPPLIES	35,362.00	(1,043.28)	5,280.29	6,323.57	(4,470.39)	9,750.68	19%	1,359.73	6,640.02	(28,721.98)
6112 DATA PROCESSING	75,000.00	2,376.91	4,122.90	1,745.99	(14,477.10)	18,600.00	14%	6,346.20	10,469.10	(64,530.90)
6121 FOOD	7,000.00	-	1,341.31	1,341.31	(58.69)	1,400.00	19%	-	1,341.31	(5,658.69)
6122 KITCHEN SUPPLIES	5,000.00	-	-	-	-	-	0%	-	-	(5,000.00)
6130 PROGRAM SUPPLIES	119,325.00	4,295.28	15,562.11	11,266.83	(16,035.89)	31,598.00	25%	13,934.86	29,496.97	(89,828.03)
6132 MEDICAL & DENTAL SUPPLIES	5,000.00	258.38	476.09	217.71	(523.91)	1,000.00	10%	-	476.09	(4,523.91)
6134 INSTRUCTIONAL SUPPLIES	30,000.00	1,880.05	2,519.08	639.03	(4,788.92)	7,308.00	8%	-	2,519.08	(27,480.92)
6140 CUSTODIAL SUPPLIES	25,000.00	5,571.38	6,330.15	758.77	330.15	6,000.00	25%	-	6,330.15	(18,669.85)
6142 LINEN/LAUNDRY	-	100.00	100.00	-	100.00	-	0%	-	100.00	100.00
6150 UNIFORM RENTAL/PURCHASE	300.00	-	-	-	(300.00)	300.00	0%	-	-	(300.00)
6170 POSTAGE & SHIPPING	900.00	1.46	65.67	64.21	(234.33)	300.00	7%	-	65.67	(834.33)
6180 EQUIPMENT RENTAL	33,500.00	1,106.70	5,543.93	4,437.23	(2,156.07)	7,700.00	17%	-	5,543.93	(27,956.07)
6181 EQUIPMENT MAINTENANCE	13,700.00	(689.46)	4,305.55	4,995.01	1,405.55	2,900.00	35%	450.00	4,755.55	(8,944.45)
6221 EQUIPMENT OVER >\$5000	41,232.00	-	-	-	(41,232.00)	41,232.00	0%	-	-	(41,232.00)
6231- BUILDING RENOVATION	-	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	5,000.00	192.38	5,297.86	5,105.48	4,047.86	1,250.00	106%	-	5,297.86	297.86
6312 ADVERTISING & PROMOTION	200.00	-	20.00	20.00	(80.00)	100.00	10%	-	20.00	(180.00)
6320 TELEPHONE	50,000.00	1,589.40	70,763.88	69,174.48	54,095.88	16,668.00	142%	-	70,763.88	20,763.88
6410 RENT	174,602.00	5,998.50	55,906.04	49,907.54	(695.96)	56,602.00	32%	-	55,906.04	(118,695.96)
6420 UTILITIES/ DISPOSAL	71,064.00	6,004.73	30,408.70	24,403.97	6,720.70	23,688.00	43%	-	30,408.70	(40,655.30)
6432 BUILDING REPAIRS/ MAINTEN	93,441.61	43,238.99	57,032.69	13,793.70	25,879.08	31,153.61	68%	6,092.49	63,125.18	(30,316.43)
6433 GROUNDS MAINTENANCE	30,252.00	(1,129.65)	10,978.30	12,107.95	894.30	10,084.00	41%	1,440.00	12,418.30	(17,833.70)
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	5,292.00	698.35	2,391.08	1,692.73	627.08	1,764.00	45%	-	2,391.08	(2,900.92)
6437 BURGLAR & FIRE ALARM	2,133.00	(221.78)	524.63	746.41	(186.37)	711.00	63%	825.00	1,349.63	(783.37)
6440 PROPERTY INSURANCE	10,020.00	(1,148.95)	1,503.59	2,652.54	(1,836.41)	3,340.00	15%	-	1,503.59	(8,516.41)
6520 CONSULTANTS	-	814.32	3,109.92	2,295.60	3,109.92	-	0%	10,000.00	13,109.92	13,109.92
6522 CONSULTANT EXPENSES	-	-	-	-	-	-	0%	-	-	-
6524 CONTRACTS	41,930.00	-	5,831.50	5,831.50	(2,554.50)	8,386.00	14%	-	5,831.50	(36,098.50)
6530 LEGAL	6,000.00	625.00	625.00	-	(1,375.00)	2,000.00	10%	-	625.00	(5,375.00)
6540 CUSTODIAL SERVICES	500.00	1,763.00	2,542.40	779.40	2,292.40	250.00	508%	-	2,542.40	2,042.40
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	-	-	-	(500.00)	500.00	0%	-	-	(1,500.00)
6562 MEDICAL EXAM	-	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	-	0%	-	-	-

Madera Regional Head Start
Budget to Actual
For the period ending September 30, 2022

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
6566 DENTAL EXAM		-			-		0%	-	-	-
6568 DENTAL FOLLOW-UP		-			-		0%	-	-	-
6610 GAS & OIL	3,000.00	1,929.54	3,864.49	1,934.95	2,864.49	1,000.00	129%	-	3,864.49	864.49
6620 VEHICLE INSURANCE	13,332.00	-	4,164.93	4,164.93	(279.07)	4,444.00	31%	-	4,164.93	(9,167.07)
6640 VEHICLE REPAIR & MAINTENA	6,000.00	1,613.09	2,576.28	963.19	576.28	2,000.00	43%	-	2,576.28	(3,423.72)
6712 STAFF TRAVEL-LOCAL	2,196.00	1,025.69	1,550.83	525.14	1,111.63	439.20	71%	-	1,550.83	(645.17)
6714 STAFF TRAVEL-OUT OF AREA	\$9,500.00	-	-	-	-	-	0%	-	-	(9,500.00)
6722 PER DIEM - STAFF		-			-		0%	-	-	-
6724 PER DIEM - PARENT		-			-		0%	-	-	-
6730 VOLUNTEER TRAVEL		-			-		0%	-	-	-
6742 TRAINING - STAFF	5,000.00	-	7,160.68	7,160.68	4,660.68	2,500.00	143%	-	7,160.68	2,160.68
6744 TRAINING VOLUNTEERS		-			-		0%	-	-	-
6746 TRAINING PARENTS		-			-		0%	-	-	-
6748 EDUCATION REIMBURSEMENT		-			-		0%	-	-	-
6750 FIELD TRIPS	2,800.00	-	-	-	-	-	0%	-	-	(2,800.00)
6810 BANK CHARGES		-			-		0%	-	-	-
6820 INTEREST CHARGES		-			-		0%	-	-	-
6832 LIABILITY INSURANCE	360.00	-	26.93	26.93	(93.07)	120.00	7%	-	26.93	(333.07)
6834 STUDENT ACTIVITY INSURANC	2,230.00	(168.87)	447.68	616.55	1.68	446.00	20%	-	447.68	(1,782.32)
6840 PROPERTY TAXES	42.00	-	-	-	-	-	0%	-	-	(42.00)
6850 FEES & LICENSES	10,462.00	5.00	2,740.70	2,735.70	(747.30)	3,488.00	103%	8,036.51	10,777.21	315.21
6851 CPR FEES		-			-		0%	-	-	-
6852 FINGER PRINTING	774.00	296.75	523.25	226.50	137.25	386.00	68%	-	523.25	(250.75)
6860 DEPRECIATION EXPENSE		-			-		0%	-	-	-
6870 EMPLOYEE RECOGNITION		-			-		0%	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	1,397.31	2,976.52	1,579.21	2,976.52	-	25%	-	2,976.52	(9,023.48)
6880 VOLUNTEER RECOGNITION		-			-		0%	-	-	-
6892 CASH SHORT / OVER		-			-		0%	-	-	-
7110 PARENT ACTIVITIES		-			-		0%	-	-	-
7111 PARENT MILEAGE	1,200.00	-	-	-	(240.00)	240.00	0%	-	-	(1,200.00)
7112 PARENT INVOLVEMENT	4,920.00	-	-	-	(984.00)	984.00	0%	-	-	(4,920.00)
7114 PPC ALLOWANCE	3,300.00	583.10	823.10	240.00	163.10	660.00	25%	-	823.10	(2,476.90)
7115 PPC FOOD ALLOWANCE		-			-		0%	-	-	-
7116 POLICY COUN. FOOD ALLOWAN		-			-		0%	-	-	-
8110 IN KIND SALARIES	\$59,969.00	36,108.79	47,641.20	11,532.41	32,743.20	14,898.00	79%	-	47,641.20	(12,327.80)
8120 IN KIND RENT	\$318,251.00	19,676.55	78,706.20	59,029.65	(358.80)	79,065.00	25%	-	78,706.20	(239,544.80)
8130 IN KIND - OTHER	687,460.00	-	-	-	(170,788.00)	170,788.00	0%	-	-	(687,460.00)
9010 INDIRECT COST ALLOCATION	348,272.00	3,877.45	74,104.16	70,226.71	(9,831.61)	83,935.77	23%	4,412.12	78,516.28	(269,755.72)
Total Expenses	5,282,375.00	102,272.20	958,997.68	912,660.82	(297,517.91)	1,312,300.93	20%	52,896.91	1,067,679.93	(4,214,695.07)
Excess Revenue Over (Under) Expenditures	-	-	-	-	-	-	-	-	-	-
		42,609.41	758,546.12	771,872.05						
		3,877.46	69,027.70	70,240.36		9.10%				

ADMINISTRATIVE EXPENSES	\$117,209.32
PERCENT ADMINISITATIVE	11.43%
LIMIT IS 15%	

YTD Contract % **22.32%**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	13,373.00	56.73	4,226.51	4,429.46	(0.32)	0.00	4,226.51	9,146.49
Total Revenues	<u>13,373.00</u>	<u>56.73</u>	<u>4,226.51</u>	<u>4,429.46</u>	<u>(0.32)</u>	<u>0.00</u>	<u>4,226.51</u>	<u>9,146.49</u>
Expenses								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	350.00	0.00	0.00	0.00	478.00
6121- FOOD	0.00	0.00	31.39	0.00	0.00	0.00	31.39	(31.39)
6520- CONSULTANTS	3,710.00	0.00	0.00	3,710.00	0.00	0.00	0.00	3,710.00
6714- STAFF TRAVEL-OUT OF AREA	7,050.00	0.00	1,817.59	0.00	0.26	0.00	1,817.59	5,232.41
6722- PER DIEM - STAFF	1,020.00	0.00	0.00	0.00	0.00	0.00	0.00	1,020.00
6742- TRAINING - STAFF	0.00	0.00	2,025.00	0.00	0.00	0.00	2,025.00	(2,025.00)
9010- INDIRECT COST ALLOCATION	1,115.00	4.73	352.53	369.46	0.32	0.00	352.53	762.47
Total Expenses	<u>13,373.00</u>	<u>4.73</u>	<u>4,226.51</u>	<u>4,429.46</u>	<u>0.32</u>	<u>0.00</u>	<u>4,226.51</u>	<u>9,146.49</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>52.00</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>52.00</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 6/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
310 0 HEAD START-MADERA REG. T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	46,025.00	916.44	10,377.92	27,924.00	(0.23)	0.00	10,377.92	35,647.08
Total Revenues	<u>46,025.00</u>	<u>916.44</u>	<u>10,377.92</u>	<u>27,924.00</u>	<u>(0.23)</u>	<u>0.00</u>	<u>10,377.92</u>	<u>35,647.08</u>
Expenses								
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	750.00	0.00	0.00	0.00	1,500.00
6121- FOOD	0.00	0.00	2,200.07	0.00	0.00	0.00	2,200.07	(2,200.07)
6130- PROGRAM SUPPLIES	1,500.00	0.00	95.04	750.00	0.06	0.00	95.04	1,404.96
6310- PRINTING & PUBLICATIONS	3,014.00	0.00	0.00	1,500.00	0.00	0.00	0.00	3,014.00
6714- STAFF TRAVEL-OUT OF AREA	11,375.00	0.00	242.07	0.00	0.02	616.04	858.11	10,516.89
6722- PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	0.00	0.00	0.00	2,202.00
6742- TRAINING - STAFF	22,595.00	840.00	6,975.12	22,595.00	0.31	3,922.20	10,897.32	11,697.68
9010- INDIRECT COST ALLOCATION	<u>3,839.00</u>	<u>76.44</u>	<u>865.62</u>	<u>2,329.00</u>	<u>0.23</u>	<u>0.00</u>	<u>865.62</u>	<u>2,973.38</u>
Total Expenses	<u>46,025.00</u>	<u>916.44</u>	<u>10,377.92</u>	<u>27,924.00</u>	<u>0.23</u>	<u>4,538.24</u>	<u>14,916.16</u>	<u>31,108.84</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>(4,538.24)</u>	<u>(4,538.24)</u>	<u>4,538.24</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>(4,538.24)</u>	<u>(4,538.24)</u>	<u>4,538.24</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,216,695.00	225,895.41	888,435.62	1,047,549.93	(0.21)	0.00	888,435.62	3,328,259.38
4220- IN KIND CONTRIBUTIONS	1,065,680.00	0.00	70,562.06	264,751.00	(0.07)	0.00	70,562.06	995,117.94
Total Revenues	5,282,375.00	225,895.41	958,997.68	1,312,300.93	(0.18)	0.00	958,997.68	4,323,377.32
Expenses								
5010- SALARIES & WAGES	2,061,537.42	87,535.45	375,856.94	475,024.59	0.18	0.00	375,856.94	1,685,680.48
5020- ACCRUED VACATION PAY	161,834.97	4,991.33	21,644.62	36,297.59	0.13	0.00	21,644.62	140,190.35
5112- HEALTH INSURANCE	230,113.00	14,016.24	35,509.23	53,746.08	0.15	0.00	35,509.23	194,603.77
5114- WORKER'S COMPENSATION	87,878.00	2,634.23	11,715.63	20,209.74	0.13	0.00	11,715.63	76,162.37
5116- PENSION	161,333.00	5,101.84	19,352.57	36,690.67	0.12	0.00	19,352.57	141,980.43
5122- FICA	162,644.00	6,700.68	28,921.34	37,476.00	0.18	0.00	28,921.34	133,722.66
5124- SUI	29,968.00	79.80	238.04	0.00	0.01	0.00	238.04	29,729.96
5130- ACCRUED VACATION FICA	12,745.00	381.58	1,655.03	2,877.00	0.13	0.00	1,655.03	11,089.97
6110- OFFICE SUPPLIES	35,362.00	105.44	5,280.29	9,750.68	0.15	1,359.73	6,640.02	28,721.98
6112- DATA PROCESSING SUPPLIES	75,000.00	1,274.81	4,122.90	18,600.00	0.05	6,346.20	10,469.10	64,530.90
6121- FOOD	7,000.00	0.00	1,341.31	1,400.00	0.19	0.00	1,341.31	5,658.69
6122- KITCHEN SUPPLIES	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6130- PROGRAM SUPPLIES	119,325.00	3,987.79	17,062.11	31,598.00	0.14	13,934.86	30,996.97	88,328.03
6132- MEDICAL & DENTAL SUPPLIES	5,000.00	258.38	476.09	1,000.00	0.10	0.00	476.09	4,523.91
6134- INSTRUCTIONAL SUPPLIES	30,000.00	2,159.63	2,519.08	7,308.00	0.08	0.00	2,519.08	27,480.92
6140- CUSTODIAL SUPPLIES	25,000.00	1,068.28	6,330.15	6,000.00	0.25	0.00	6,330.15	18,669.85
6142- LINEN/LAUNDRY	0.00	100.00	100.00	0.00	0.00	0.00	100.00	(100.00)
6143- FURNISHINGS	0.00	0.00	(1,500.00)	0.00	0.00	0.00	(1,500.00)	1,500.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	900.00	0.00	65.67	300.00	0.07	0.00	65.67	834.33
6180- EQUIPMENT RENTAL	33,500.00	1,089.04	5,543.93	7,700.00	0.17	0.00	5,543.93	27,956.07
6181- EQUIPMENT MAINTENANCE	13,700.00	547.58	4,305.55	2,900.00	0.31	450.00	4,755.55	8,944.45
6221- EQUIPMENT OVER > \$5000	41,232.00	0.00	0.00	41,232.00	0.00	0.00	0.00	41,232.00
6310- PRINTING & PUBLICATIONS	5,000.00	0.00	5,297.86	1,250.00	1.06	0.00	5,297.86	(297.86)
6312- ADVERTISING & PROMOTION	200.00	0.00	20.00	100.00	0.10	0.00	20.00	180.00
6320- TELEPHONE	50,000.00	21,050.90	70,763.88	16,668.00	1.42	0.00	70,763.88	(20,763.88)
6410- RENT	174,602.00	16,912.95	55,906.04	56,602.00	0.32	0.00	55,906.04	118,695.96
6420- UTILITIES/ DISPOSAL	71,064.00	5,227.05	30,408.70	23,688.00	0.43	0.00	30,408.70	40,655.30
6432- BUILDING REPAIRS/ MAINTENANCE	93,441.61	21,529.66	57,032.69	31,153.61	0.61	6,092.49	63,125.18	30,316.43
6433- GROUNDS MAINTENANCE	30,252.00	2,605.85	10,978.30	10,084.00	0.36	1,440.00	12,418.30	17,833.70
6436- PEST CONTROL	5,292.00	1,083.19	2,391.08	1,764.00	0.45	0.00	2,391.08	2,900.92
6437- BURGLAR & FIRE ALARM	2,133.00	63.47	524.63	711.00	0.25	825.00	1,349.63	783.37
6440- PROPERTY INSURANCE	10,020.00	0.00	1,503.59	3,340.00	0.15	0.00	1,503.59	8,516.41
6520- CONSULTANTS	0.00	814.32	3,109.92	0.00	0.00	10,000.00	13,109.92	(13,109.92)
6524- CONTRACTS	41,930.00	0.00	5,831.50	8,386.00	0.14	0.00	5,831.50	36,098.50
6530- LEGAL	6,000.00	625.00	625.00	2,000.00	0.10	0.00	625.00	5,375.00
6540- CUSTODIAL SERVICES	500.00	1,763.00	2,542.40	250.00	5.08	0.00	2,542.40	(2,042.40)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	0.00	0.00	500.00	0.00	0.00	0.00	1,500.00
6610- GAS & OIL	3,000.00	991.49	3,864.49	1,000.00	1.29	0.00	3,864.49	(864.49)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6620- VEHICLE INSURANCE	13,332.00	0.00	4,164.93	4,444.00	0.31	0.00	4,164.93	9,167.07
6640- VEHICLE REPAIR & MAINTENANCE	6,000.00	189.79	2,576.28	2,000.00	0.43	0.00	2,576.28	3,423.72
6712- STAFF TRAVEL-LOCAL	2,196.00	145.00	1,550.83	439.20	0.71	0.00	1,550.83	645.17
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	0.00	0.00	0.00	0.00	9,500.00
6742- TRAINING - STAFF	5,000.00	0.00	7,160.68	2,500.00	1.43	0.00	7,160.68	(2,160.68)
6750- FIELD TRIPS	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	360.00	0.00	26.93	120.00	0.07	0.00	26.93	333.07
6834- STUDENT ACTIVITY INSURANCE	2,230.00	0.00	447.68	446.00	0.20	0.00	447.68	1,782.32
6840- PROPERTY TAXES	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,462.00	5.00	2,740.70	3,488.00	0.26	8,036.51	10,777.21	(315.21)
6852- FINGERPRINT	774.00	296.00	523.25	386.00	0.68	0.00	523.25	250.75
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	277.64	2,976.52	0.00	0.25	0.00	2,976.52	9,023.48
7111- PARENT MILEAGE	1,200.00	0.00	0.00	240.00	0.00	0.00	0.00	1,200.00
7112- PARENT INVOLVEMENT	4,920.00	0.00	0.00	984.00	0.00	0.00	0.00	4,920.00
7114- PC ALLOWANCE	3,300.00	540.00	823.10	660.00	0.25	0.00	823.10	2,476.90
8110- IN KIND SALARIES	59,969.00	0.00	11,532.41	14,898.00	0.19	0.00	11,532.41	48,436.59
8120- IN KIND RENT	318,251.00	0.00	59,029.65	79,065.00	0.19	0.00	59,029.65	259,221.35
8130- IN KIND - OTHER	687,460.00	0.00	0.00	170,788.00	0.00	0.00	0.00	687,460.00
9010- INDIRECT COST ALLOCATION	348,272.00	18,675.05	74,104.16	83,935.77	0.21	0.00	74,104.16	274,167.84
Total Expenses	<u>5,282,375.00</u>	<u>224,827.46</u>	<u>958,997.68</u>	<u>1,312,300.93</u>	<u>0.18</u>	<u>48,484.79</u>	<u>1,007,482.47</u>	<u>4,274,892.53</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>1,067.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(48,484.79)</u>	<u>(48,484.79)</u>	<u>48,484.79</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>1,067.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(48,484.79)</u>	<u>(48,484.79)</u>	<u>48,484.79</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	625,664.00	39,187.63	190,906.62	191,094.01	(0.31)	0.00	190,906.62	434,757.38
4220- IN KIND CONTRIBUTIONS	159,759.00	0.00	17,819.72	49,440.00	(0.11)	0.00	17,819.72	141,939.28
Total Revenues	<u>785,423.00</u>	<u>39,187.63</u>	<u>208,726.34</u>	<u>240,534.01</u>	<u>(0.27)</u>	<u>0.00</u>	<u>208,726.34</u>	<u>576,696.66</u>
Expenses								
5010- SALARIES & WAGES	311,309.08	16,337.73	97,817.60	96,583.56	0.31	0.00	97,817.60	213,491.48
5020- ACCRUED VACATION PAY	16,134.92	1,098.29	6,678.24	5,043.96	0.41	0.00	6,678.24	9,456.68
5112- HEALTH INSURANCE	27,620.00	2,659.37	9,935.22	9,208.00	0.36	0.00	9,935.22	17,684.78
5114- WORKER'S COMPENSATION	3,788.00	154.45	1,016.64	1,175.74	0.27	0.00	1,016.64	2,771.36
5116- PENSION	22,540.00	1,054.46	6,099.49	6,993.12	0.27	0.00	6,099.49	16,440.51
5122- FICA	24,639.00	1,235.17	7,707.10	7,644.63	0.31	0.00	7,707.10	16,931.90
5124- SUI	2,628.00	0.00	10.17	818.00	0.00	0.00	10.17	2,617.83
5130- ACCRUED VACATION FRINGE	1,276.00	84.01	510.80	398.00	0.40	0.00	510.80	765.20
6110- OFFICE SUPPLIES	4,800.00	372.56	3,355.89	1,600.00	0.70	89.97	3,445.86	1,354.14
6112- DATA PROCESSING SUPPLIES	13,866.00	30.00	126.26	4,620.00	0.01	539.81	666.07	13,199.93
6121- FOOD	0.00	0.00	232.56	0.00	0.00	0.00	232.56	(232.56)
6122- KITCHEN SUPPLIES	200.00	0.00	0.00	100.00	0.00	0.00	0.00	200.00
6130- PROGRAM SUPPLIES	26,015.00	44.33	882.53	6,808.00	0.03	783.91	1,666.44	24,348.56
6132- MEDICAL & DENTAL SUPPLIES	490.00	0.00	129.59	98.00	0.26	0.00	129.59	360.41
6134- INSTRUCTIONAL SUPPLIES	8,400.00	0.00	0.00	2,240.00	0.00	0.00	0.00	8,400.00
6140- CUSTODIAL SUPPLIES	360.00	0.00	187.45	120.00	0.52	0.00	187.45	172.55
6170- POSTAGE & SHIPPING	60.00	0.00	30.52	20.00	0.51	0.00	30.52	29.48
6180- EQUIPMENT RENTAL	1,776.00	16.62	1,082.32	592.00	0.61	0.00	1,082.32	693.68
6181- EQUIPMENT MAINTENANCE	2,400.00	9.41	39.10	800.00	0.02	0.00	39.10	2,360.90
6310- PRINTING & PUBLICATIONS	720.00	0.00	720.75	240.00	1.00	0.00	720.75	(0.75)
6320- TELEPHONE	27,000.00	2,964.90	7,261.40	9,000.00	0.27	0.00	7,261.40	19,738.60
6410- RENT	47,196.00	5,206.39	20,659.13	15,732.00	0.44	0.00	20,659.13	26,536.87
6420- UTILITIES/ DISPOSAL	5,004.00	2,265.36	4,594.56	1,668.00	0.92	0.00	4,594.56	409.44
6432- BUILDING REPAIRS/ MAINTENANCE	900.00	8.45	183.04	300.00	0.20	62.52	245.56	654.44
6436- PEST CONTROL	600.00	83.42	346.07	200.00	0.58	0.00	346.07	253.93
6437- BURGLAR & FIRE ALARM	216.00	0.00	0.00	72.00	0.00	0.00	0.00	216.00
6440- PROPERTY INSURANCE	2,400.00	0.00	577.86	800.00	0.24	0.00	577.86	1,822.14
6520- CONSULTANTS	0.00	180.96	357.76	0.00	0.00	2,000.00	2,357.76	(2,357.76)
6524- CONTRACTS	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6530- LEGAL	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6540- CUSTODIAL SERVICES	0.00	301.00	464.10	0.00	0.00	0.00	464.10	(464.10)
6610- GAS & OIL	0.00	163.91	256.27	0.00	0.00	0.00	256.27	(256.27)
6620- VEHICLE INSURANCE	1,908.00	0.00	565.29	636.00	0.30	0.00	565.29	1,342.71
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	226.66	386.68	300.00	0.26	0.00	386.68	1,113.32
6714- STAFF TRAVEL-OUT OF AREA	1,500.00	0.00	841.22	0.00	0.56	0.00	841.22	658.78
6742- TRAINING - STAFF	4,000.00	0.00	1,440.00	1,000.00	0.36	0.00	1,440.00	2,560.00
6834- STUDENT ACTIVITY INSURANCE	732.00	0.00	105.27	244.00	0.14	0.00	105.27	626.73
6850- FEES & LICENSES	300.00	0.00	6.00	60.00	0.02	636.50	642.50	(342.50)
6852- FINGERPRINT	0.00	0.00	3.00	0.00	0.00	0.00	3.00	(3.00)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
6875- EMPLOYEE HEALTH & WELFARE	0.00	20.27	223.27	0.00	0.00	0.00	223.27	(223.27)
7114- PC ALLOWANCE	200.00	120.00	150.00	40.00	0.75	0.00	150.00	50.00
8110- IN KIND SALARIES	158,104.00	0.00	17,819.72	48,928.00	0.11	0.00	17,819.72	140,284.28
8130- IN KIND - OTHER	1,655.00	0.00	0.00	512.00	0.00	0.00	0.00	1,655.00
9010- INDIRECT COST ALLOCATION	<u>52,186.00</u>	<u>3,268.63</u>	<u>15,923.47</u>	<u>15,939.00</u>	<u>0.31</u>	<u>0.00</u>	<u>15,923.47</u>	<u>36,262.53</u>
Total Expenses	<u>785,423.00</u>	<u>37,906.35</u>	<u>208,726.34</u>	<u>240,534.01</u>	<u>0.27</u>	<u>4,112.71</u>	<u>212,839.05</u>	<u>572,583.95</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>1,281.28</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,112.71)</u>	<u>(4,112.71)</u>	<u>4,112.71</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>1,281.28</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,112.71)</u>	<u>(4,112.71)</u>	<u>4,112.71</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
319 0 MADERA STATE CSPP/RHS LAYERED								
Revenues								
4120- GRANT INCOME-STATE	792,621.00	0.00	97,964.00	0.00	(0.12)	0.00	97,964.00	694,657.00
Total Revenues	<u>792,621.00</u>	<u>0.00</u>	<u>97,964.00</u>	<u>0.00</u>	<u>(0.12)</u>	<u>0.00</u>	<u>97,964.00</u>	<u>694,657.00</u>
Expenses								
5010- SALARIES & WAGES	566,603.00	0.00	68,769.98	0.00	0.12	0.00	68,769.98	497,833.02
5020- ACCRUED VACATION PAY	0.00	0.00	4,267.98	0.00	0.00	0.00	4,267.98	(4,267.98)
5112- HEALTH INSURANCE	47,546.00	0.00	5,952.58	0.00	0.13	0.00	5,952.58	41,593.42
5114- WORKER'S COMPENSATION	22,359.00	0.00	1,877.40	0.00	0.08	0.00	1,877.40	20,481.60
5116- PENSION	39,582.00	0.00	3,304.73	0.00	0.08	0.00	3,304.73	36,277.27
5122- FICA	44,626.00	0.00	5,273.02	0.00	0.12	0.00	5,273.02	39,352.98
5124- SUI	5,793.00	0.00	20.68	0.00	0.00	0.00	20.68	5,772.32
5130- ACCRUED VACATION FICA	0.00	0.00	326.48	0.00	0.00	0.00	326.48	(326.48)
9010- INDIRECT COST ALLOCATION	66,112.00	0.00	8,171.15	0.00	0.12	0.00	8,171.15	57,940.85
Total Expenses	<u>792,621.00</u>	<u>0.00</u>	<u>97,964.00</u>	<u>0.00</u>	<u>0.12</u>	<u>0.00</u>	<u>97,964.00</u>	<u>694,657.00</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 6/01/2022 to 9/30/2022

356 0 REGIONAL QRIS FIRST5 CSPP	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	89,112.00	17,000.00	89,112.00	0.00	(1.00)	0.00	89,112.00	0.00
Total Revenues	<u>89,112.00</u>	<u>17,000.00</u>	<u>89,112.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>89,112.00</u>	<u>0.00</u>
Expenses								
6130- PROGRAM SUPPLIES	81,679.19	0.00	0.00	0.00	0.00	0.00	0.00	81,679.19
9010- INDIRECT COST ALLOCATION	7,432.81	0.00	0.00	0.00	0.00	0.00	0.00	7,432.81
Total Expenses	<u>89,112.00</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>89,112.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>17,000.00</u>	<u>89,112.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>89,112.00</u>	<u>(89,112.00)</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>17,000.00</u>	<u>89,112.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>89,112.00</u>	<u>(89,112.00)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	64,927.65	194,485.45	0.00	0.00	0.00	194,485.45	(194,485.45)
Total Revenues	<u>0.00</u>	<u>64,927.65</u>	<u>194,485.45</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>194,485.45</u>	<u>(194,485.45)</u>
Expenses								
5010- SALARIES & WAGES	0.00	40,430.32	92,511.40	0.00	0.00	0.00	92,511.40	(92,511.40)
5020- ACCRUED VACATION PAY	0.00	2,454.01	5,686.27	0.00	0.00	0.00	5,686.27	(5,686.27)
5112- HEALTH INSURANCE	0.00	7,338.22	11,846.26	0.00	0.00	0.00	11,846.26	(11,846.26)
5114- WORKER'S COMPENSATION	0.00	1,177.63	2,599.42	0.00	0.00	0.00	2,599.42	(2,599.42)
5116- PENSION	0.00	2,104.85	4,607.59	0.00	0.00	0.00	4,607.59	(4,607.59)
5122- FICA	0.00	3,042.61	7,035.99	0.00	0.00	0.00	7,035.99	(7,035.99)
5124- SUI	0.00	26.41	42.07	0.00	0.00	0.00	42.07	(42.07)
5130- ACCRUED VACATION FICA	0.00	187.73	434.99	0.00	0.00	0.00	434.99	(434.99)
6110- OFFICE SUPPLIES	0.00	0.00	1,148.72	0.00	0.00	9.19	1,157.91	(1,157.91)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	244.61	0.00	0.00	0.00	244.61	(244.61)
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	279.58	0.00	0.00	0.00	279.58	(279.58)
6140- CUSTODIAL SUPPLIES	0.00	0.00	197.37	0.00	0.00	0.00	197.37	(197.37)
6180- EQUIPMENT RENTAL	0.00	0.00	889.60	0.00	0.00	0.00	889.60	(889.60)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	1,237.04	0.00	0.00	0.00	1,237.04	(1,237.04)
6320- TELEPHONE	0.00	109.30	19,570.80	0.00	0.00	0.00	19,570.80	(19,570.80)
6410- RENT	0.00	2,291.20	13,205.65	0.00	0.00	0.00	13,205.65	(13,205.65)
6420- UTILITIES/ DISPOSAL	0.00	0.00	7,960.19	0.00	0.00	0.00	7,960.19	(7,960.19)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	2,890.67	0.00	0.00	0.00	2,890.67	(2,890.67)
6433- GROUNDS MAINTENANCE	0.00	0.00	3,735.50	0.00	0.00	0.00	3,735.50	(3,735.50)
6436- PEST CONTROL	0.00	0.00	384.84	0.00	0.00	0.00	384.84	(384.84)
6437- BURGLAR & FIRE ALARM	0.00	0.00	285.25	0.00	0.00	0.00	285.25	(285.25)
6440- PROPERTY INSURANCE	0.00	0.00	1,148.95	0.00	0.00	0.00	1,148.95	(1,148.95)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	59.94	0.00	0.00	0.00	59.94	(59.94)
6834- STUDENT ACTIVITY INSURANCE	0.00	0.00	168.87	0.00	0.00	0.00	168.87	(168.87)
7114- PC ALLOWANCE	0.00	0.00	91.90	0.00	0.00	0.00	91.90	(91.90)
9010- INDIRECT COST ALLOCATION	0.00	5,415.60	16,221.98	0.00	0.00	0.00	16,221.98	(16,221.98)
Total Expenses	<u>0.00</u>	<u>64,577.88</u>	<u>194,485.45</u>	<u>0.00</u>	<u>0.00</u>	<u>9.19</u>	<u>194,494.64</u>	<u>(194,494.64)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>349.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9.19)</u>	<u>(9.19)</u>	<u>9.19</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>349.77</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9.19)</u>	<u>(9.19)</u>	<u>9.19</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
814 0 ARP COVID - REGIONAL								
Revenues								
4110- GRANT INCOME-FEDERAL	66,428.84	2,800.41	2,812.33	0.00	(0.04)	0.00	2,812.33	63,616.51
Total Revenues	<u>66,428.84</u>	<u>2,800.41</u>	<u>2,812.33</u>	<u>0.00</u>	<u>(0.04)</u>	<u>0.00</u>	<u>2,812.33</u>	<u>63,616.51</u>
Expenses								
5114- WORKER'S COMPENSATION	0.00	0.00	10.93	0.00	0.00	0.00	10.93	(10.93)
6130- PROGRAM SUPPLIES	60,888.03	0.00	0.00	0.00	0.00	603.39	603.39	60,284.64
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	4,696.32	4,696.32	(4,696.32)
6140- CUSTODIAL SUPPLIES	0.00	0.00	2,566.82	0.00	0.00	0.00	2,566.82	(2,566.82)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	0.00	0.00	0.00	12,781.04	12,781.04	(12,781.04)
9010- INDIRECT COST ALLOCATION	5,540.81	233.59	234.58	0.00	0.04	0.00	234.58	5,306.23
Total Expenses	<u>66,428.84</u>	<u>233.59</u>	<u>2,812.33</u>	<u>0.00</u>	<u>0.04</u>	<u>18,080.75</u>	<u>20,893.08</u>	<u>45,535.76</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>2,566.82</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(18,080.75)</u>	<u>(18,080.75)</u>	<u>18,080.75</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>2,566.82</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(18,080.75)</u>	<u>(18,080.75)</u>	<u>18,080.75</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

815 0 Regional SCOE CSPP Covid	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	64,200.00	0.01	13,126.60	0.00	(0.20)	0.00	13,126.60	51,073.40
Total Revenues	<u>64,200.00</u>	<u>0.01</u>	<u>13,126.60</u>	<u>0.00</u>	<u>(0.20)</u>	<u>0.00</u>	<u>13,126.60</u>	<u>51,073.40</u>
Expenses								
5114- WORKER'S COMPENSATION	0.00	0.00	4.66	0.00	0.00	0.00	4.66	(4.66)
6110- OFFICE SUPPLIES	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
6130- PROGRAM SUPPLIES	32,143.00	0.00	12,496.86	0.00	0.39	0.00	12,496.86	19,646.14
6132- MEDICAL & DENTAL SUPPLIES	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
6742- TRAINING - STAFF	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
9010- INDIRECT COST ALLOCATION	3,057.00	0.01	625.08	0.00	0.20	0.00	625.08	2,431.92
Total Expenses	<u>64,200.00</u>	<u>0.01</u>	<u>13,126.60</u>	<u>0.00</u>	<u>0.20</u>	<u>0.00</u>	<u>13,126.60</u>	<u>51,073.40</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 6/01/2022 to 9/30/2022

	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
1818 0 CRRSA COVID-19								
Revenues								
4110- GRANT INCOME-FEDERAL	22,178.67	7,917.00	10,504.12	0.00	(0.47)	0.00	10,504.12	11,674.55
Total Revenues	<u>22,178.67</u>	<u>7,917.00</u>	<u>10,504.12</u>	<u>0.00</u>	<u>(0.47)</u>	<u>0.00</u>	<u>10,504.12</u>	<u>11,674.55</u>
Expenses								
6121- FOOD	0.00	358.92	358.92	0.00	0.00	394.94	753.86	(753.86)
6130- PROGRAM SUPPLIES	20,328.75	6,897.72	6,897.72	0.00	0.34	1,415.90	8,313.62	12,015.13
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	20,738.68	20,738.68	(20,738.68)
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	2,371.33	0.00	0.00	2,497.66	4,868.99	(4,868.99)
9010- INDIRECT COST ALLOCATION	1,849.92	660.36	876.15	0.00	0.47	0.00	876.15	973.77
Total Expenses	<u>22,178.67</u>	<u>7,917.00</u>	<u>10,504.12</u>	<u>0.00</u>	<u>0.47</u>	<u>25,047.18</u>	<u>35,551.30</u>	<u>(13,372.63)</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>(25,047.18)</u>	<u>(25,047.18)</u>	<u>25,047.18</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>(25,047.18)</u>	<u>(25,047.18)</u>	<u>25,047.18</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,990,364.51	341,701.27	1,301,748.57	1,270,997.40	(0.26)	0.00	1,301,748.57	3,688,615.94
4120- GRANT INCOME-STATE	945,933.00	17,000.01	200,202.60	0.00	(0.21)	0.00	200,202.60	745,730.40
4220- IN KIND CONTRIBUTIONS	1,225,439.00	0.00	88,381.78	314,191.00	(0.07)	0.00	88,381.78	1,137,057.22
Total Revenues	7,161,736.51	358,701.28	1,590,332.95	1,585,188.40	(0.22)	0.00	1,590,332.95	5,571,403.56
Expenses								
5010- SALARIES & WAGES	2,939,449.50	144,303.50	634,955.92	571,608.15	0.22	0.00	634,955.92	2,304,493.58
5020- ACCRUED VACATION PAY	177,969.89	8,543.63	38,277.11	41,341.55	0.22	0.00	38,277.11	139,692.78
5112- HEALTH INSURANCE	305,279.00	24,013.83	63,243.29	62,954.08	0.21	0.00	63,243.29	242,035.71
5114- WORKER'S COMPENSATION	114,025.00	3,966.31	17,224.68	21,385.48	0.15	0.00	17,224.68	96,800.32
5116- PENSION	223,455.00	8,261.15	33,364.38	43,683.79	0.15	0.00	33,364.38	190,090.62
5122- FICA	231,909.00	10,978.46	48,937.45	45,120.63	0.21	0.00	48,937.45	182,971.55
5124- SUI	38,389.00	106.21	310.96	818.00	0.01	0.00	310.96	38,078.04
5130- ACCRUED VACATION FICA	14,021.00	653.32	2,927.30	3,275.00	0.21	0.00	2,927.30	11,093.70
6110- OFFICE SUPPLIES	45,640.00	478.00	9,784.90	12,450.68	0.21	1,458.89	11,243.79	34,396.21
6112- DATA PROCESSING SUPPLIES	88,866.00	1,304.81	4,493.77	23,220.00	0.05	6,886.01	11,379.78	77,486.22
6121- FOOD	7,000.00	358.92	4,164.25	1,400.00	0.59	394.94	4,559.19	2,440.81
6122- KITCHEN SUPPLIES	5,200.00	0.00	0.00	100.00	0.00	0.00	0.00	5,200.00
6130- PROGRAM SUPPLIES	341,878.97	10,929.84	37,434.26	39,156.00	0.11	16,738.06	54,172.32	287,706.65
6132- MEDICAL & DENTAL SUPPLIES	25,490.00	258.38	605.68	1,098.00	0.02	25,435.00	26,040.68	(550.68)
6134- INSTRUCTIONAL SUPPLIES	38,400.00	2,159.63	5,169.99	9,548.00	0.13	2,497.66	7,667.65	30,732.35
6140- CUSTODIAL SUPPLIES	25,360.00	1,068.28	9,281.79	6,120.00	0.37	0.00	9,281.79	16,078.21
6142- LINEN/LAUNDRY	0.00	100.00	100.00	0.00	0.00	0.00	100.00	(100.00)
6143- FURNISHINGS	0.00	0.00	(1,500.00)	0.00	0.00	0.00	(1,500.00)	1,500.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	960.00	0.00	96.19	320.00	0.10	0.00	96.19	863.81
6180- EQUIPMENT RENTAL	35,276.00	1,105.66	7,515.85	8,292.00	0.21	0.00	7,515.85	27,760.15
6181- EQUIPMENT MAINTENANCE	16,100.00	556.99	5,581.69	3,700.00	0.35	450.00	6,031.69	10,068.31
6221- EQUIPMENT OVER > \$5000	41,232.00	0.00	0.00	41,232.00	0.00	0.00	0.00	41,232.00
6310- PRINTING & PUBLICATIONS	8,734.00	0.00	6,018.61	2,990.00	0.69	0.00	6,018.61	2,715.39
6312- ADVERTISING & PROMOTION	200.00	0.00	20.00	100.00	0.10	0.00	20.00	180.00
6320- TELEPHONE	77,000.00	24,125.10	97,596.08	25,668.00	1.27	0.00	97,596.08	(20,596.08)
6410- RENT	221,798.00	24,410.54	89,770.82	72,334.00	0.40	0.00	89,770.82	132,027.18
6420- UTILITIES/ DISPOSAL	76,068.00	7,492.41	42,963.45	25,356.00	0.56	0.00	42,963.45	33,104.55
6432- BUILDING REPAIRS/ MAINTENANCE	94,341.61	21,538.11	60,106.40	31,453.61	0.64	18,936.05	79,042.45	15,299.16
6433- GROUNDS MAINTENANCE	30,252.00	2,605.85	14,713.80	10,084.00	0.49	1,440.00	16,153.80	14,098.20
6436- PEST CONTROL	5,892.00	1,166.61	3,121.99	1,964.00	0.53	0.00	3,121.99	2,770.01
6437- BURGLAR & FIRE ALARM	2,349.00	63.47	809.88	783.00	0.34	825.00	1,634.88	714.12
6440- PROPERTY INSURANCE	12,420.00	0.00	3,230.40	4,140.00	0.26	0.00	3,230.40	9,189.60
6520- CONSULTANTS	3,710.00	995.28	3,467.68	3,710.00	0.93	12,000.00	15,467.68	(11,757.68)
6524- CONTRACTS	51,930.00	0.00	5,831.50	8,386.00	0.11	0.00	5,831.50	46,098.50
6530- LEGAL	7,000.00	625.00	625.00	2,000.00	0.09	0.00	625.00	6,375.00
6540- CUSTODIAL SERVICES	500.00	2,064.00	3,006.50	250.00	6.01	0.00	3,006.50	(2,506.50)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	0.00	0.00	500.00	0.00	0.00	0.00	1,500.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 9/30/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual September 30, 2022	YTD Budget September 30, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6610- GAS & OIL	3,000.00	1,155.40	4,120.76	1,000.00	1.37	0.00	4,120.76	(1,120.76)
6620- VEHICLE INSURANCE	15,240.00	0.00	4,730.22	5,080.00	0.31	0.00	4,730.22	10,509.78
6640- VEHICLE REPAIR & MAINTENANCE	7,500.00	416.45	2,962.96	2,300.00	0.40	0.00	2,962.96	4,537.04
6712- STAFF TRAVEL-LOCAL	2,196.00	145.00	1,610.77	439.20	0.73	0.00	1,610.77	585.23
6714- STAFF TRAVEL-OUT OF AREA	29,425.00	0.00	2,900.88	0.00	0.10	616.04	3,516.92	25,908.08
6722- PER DIEM - STAFF	3,222.00	0.00	0.00	0.00	0.00	0.00	0.00	3,222.00
6742- TRAINING - STAFF	37,095.00	840.00	17,600.80	26,095.00	0.47	3,922.20	21,523.00	15,572.00
6750- FIELD TRIPS	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	360.00	0.00	26.93	120.00	0.07	0.00	26.93	333.07
6834- STUDENT ACTIVITY INSURANCE	2,962.00	0.00	721.82	690.00	0.24	0.00	721.82	2,240.18
6840- PROPERTY TAXES	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,762.00	5.00	2,746.70	3,548.00	0.26	8,673.01	11,419.71	(657.71)
6852- FINGERPRINT	774.00	296.00	526.25	386.00	0.68	0.00	526.25	247.75
6875- EMPLOYEE HEALTH & WELFARE	12,000.00	297.91	3,199.79	0.00	0.27	0.00	3,199.79	8,800.21
7111- PARENT MILEAGE	1,200.00	0.00	0.00	240.00	0.00	0.00	0.00	1,200.00
7112- PARENT INVOLVEMENT	4,920.00	0.00	0.00	984.00	0.00	0.00	0.00	4,920.00
7114- PC ALLOWANCE	3,500.00	660.00	1,065.00	700.00	0.30	0.00	1,065.00	2,435.00
8110- IN KIND SALARIES	218,073.00	0.00	29,352.13	63,826.00	0.13	0.00	29,352.13	188,720.87
8120- IN KIND RENT	318,251.00	0.00	59,029.65	79,065.00	0.19	0.00	59,029.65	259,221.35
8130- IN KIND - OTHER	689,115.00	0.00	0.00	171,300.00	0.00	0.00	0.00	689,115.00
9010- INDIRECT COST ALLOCATION	489,404.54	28,334.41	117,374.72	102,573.23	0.24	0.00	117,374.72	372,029.82
Total Expenses	7,161,736.51	336,383.46	1,501,220.95	1,585,188.40	0.21	100,272.86	1,601,493.81	5,560,242.70
Excess Revenue Over (Under) Expenditures	0.00	22,317.82	89,112.00	0.00	0.00	(100,272.86)	(11,160.86)	11,160.86
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	22,317.82	89,112.00	0.00	0.00	(100,272.86)	(11,160.86)	11,160.86

Madera Migrant Head Start
Budget to Actual

		For the Period Ending 9/30/2022					Start Date	3/1/2022		
		Current		Current	Previous		Current Mnth	7.00		
							58%			
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,632,943	273,447.20	2,817,440.37	2,543,993.17	3,285,883.41	50%	40,274.66	2,857,715.03	2,775,227.97
4220	IN KIND CONTRIBUTIONS	441,954	48,040.33	338,208.67	290,168.34	257,806.50	77%	-	338,208.67	103,745.33
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	-	36,735.47	36,735.47	-	-	-	36,735.47	(36,735.47)
	TOTAL REVENUES	6,074,897	321,487.53	3,192,384.51	2,870,896.98	3,543,689.91	53%	40,274.66	3,232,659.17	2,842,237.83
EXPENDITURES										
5010	Salaries & Wages	3,172,917	118,226.20	1,535,169.36	1,416,943.16	1,850,868.25	48%	-	1,535,169.36	1,637,747.64
5020	Accrued Vacation Pay	169,735	6,965.08	82,130.69	75,165.61	99,012.08	48%	-	82,130.69	87,604.31
5112	Health Insurance	316,363	22,567.27	195,295.40	172,728.13	184,545.08	62%	-	195,295.40	121,067.60
5114	Worker's Compensation	108,881	3,540.51	52,041.39	48,500.88	63,513.92	48%	-	52,041.39	56,839.61
5116	Pension	177,811	6,485.75	84,677.94	78,192.19	103,723.08	48%	-	84,677.94	93,133.06
5122	FICA	258,311	9,048.26	125,022.55	115,974.29	150,681.42	48%	-	125,022.55	133,288.45
5124	SUI	30,113	212.19	4,117.55	3,905.36	17,565.92	14%	-	4,117.55	25,995.45
5130	Accrued Vacation Fringe	12,825	532.22	6,176.80	5,644.58	7,481.25	48%	-	6,176.80	6,648.20
6110	Office supplies	16,163	260.93	5,168.87	4,907.94	9,428.42	32%	742.25	5,911.12	10,251.88
6112	Data Processing Supplies	45,000	5,987.75	20,569.22	14,581.47	26,250.00	46%	11,360.05	31,929.27	13,070.73
6121	Food	13,500	-	7,477.16	7,477.16	7,875.00	55%	-	7,477.16	6,022.84
6122	Kitchen Supplies	1,251	-	173.23	173.23	729.75	14%	-	173.23	1,077.77
6130	Program Supplies	98,149	8,459.36	43,976.27	35,516.91	57,253.58	45%	2,555.87	46,532.14	51,616.86
6132	Medical & Dental Supplies	8,900	-	2,892.98	2,892.98	5,191.67	33%	2,021.16	4,914.14	3,985.86
6134	Instructional Supplies	13,000	-	4,321.54	4,321.54	7,583.33	33%	-	4,321.54	8,678.46
6140	Custodial Supplies	36,072	3,806.74	15,324.36	11,517.62	21,042.00	42%	85.36	15,409.72	20,662.28
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	15,000	813.11	7,185.57	6,372.46	8,750.00	-	-	7,185.57	7,814.43
6150	Uniform Rental / Purchases	306	-	150.00	150.00	178.50	49%	-	150.00	156.00
6170	Postage & Shipping	500	-	201.94	201.94	291.67	40%	-	201.94	298.06
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	19,600	2,213.73	11,241.44	9,027.71	11,433.33	57%	150.00	11,391.44	8,208.56
6181	Equipment Maintenance	14,004	462.65	8,258.77	7,796.12	8,169.00	59%	-	8,258.77	5,745.23
6310	Printing & Publications	6,400	389.70	4,153.28	3,763.58	3,733.33	65%	-	4,153.28	2,246.72
6312	Advertising & Promotion	100	-	91.63	91.63	58.33	-	-	91.63	8.37
6320	Telephone	66,515	9,400.92	90,832.89	81,431.97	38,800.42	137%	-	90,832.89	(24,317.89)
6410	Rent	178,632	17,437.26	113,159.48	95,722.22	104,202.00	63%	-	113,159.48	65,472.52
6420	Utilities / Disposal	112,657	17,265.99	71,396.85	54,130.86	65,716.58	63%	-	71,396.85	41,260.15
6432	Building Repairs / Maintenanc	65,300	2,028.70	35,346.53	33,317.83	38,091.67	54%	6,173.82	41,520.35	23,779.65
6433	Grounds Maintenance	22,225	2,104.98	12,986.07	10,881.09	12,964.58	58%	-	12,986.07	9,238.93
6436	Pest Control	7,708	323.01	4,460.23	4,137.22	4,496.33	58%	-	4,460.23	3,247.77
6437	Burglar & Fire Alarm	5,404	33.95	3,036.15	3,002.20	3,152.33	56%	525.00	3,561.15	1,842.85
6440	Property Insurance	17,160	-	9,181.85	9,181.85	10,010.00	54%	-	9,181.85	7,978.15
6521 / 6520	Consultants	19,000	954.72	2,564.90	1,610.18	11,083.33	14%	8,025.58	10,590.48	8,409.52
6522	Consultants Expense	245	47.97	154.42	106.45	142.92	63%	-	154.42	90.58
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	8,006	625.00	1,500.00	875.00	4,670.17	19%	-	1,500.00	6,506.00
6540	Custodial Services	31,676	2,236.00	9,564.35	7,328.35	18,477.67	30%	-	9,564.35	22,111.65
6555	Medical Screening / DEAT / Staff	1,625	805.00	805.00	-	947.92	50%	-	805.00	820.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current		Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	14,725	2,017.39	8,667.09	6,649.70	8,589.58	59%	-	8,667.09	6,057.91
6620	Vehicle Insurance	20,000	-	9,789.80	9,789.80	11,666.67	49%	-	9,789.80	10,210.20
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	9,700	2,852.94	7,253.45	4,400.51	5,658.33	75%	-	7,253.45	2,446.55
6712	Staff Travel-Local	1,108	118.13	650.03	531.90	646.33	59%	-	650.03	457.97
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	8,638	-	1,320.74	1,320.74	5,038.83	-	4,476.27	5,797.01	2,840.99
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	380	-	150.86	150.86	221.67	40%	-	150.86	229.14
6834	Student Activity Insurance	2,378	-	1,188.08	1,188.08	1,387.17	50%	-	1,188.08	1,189.92
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	9,500	5.00	763.50	758.50	5,541.67	8%	-	763.50	8,736.50
6852	Finger Printing	8,775	0.75	6,030.15	6,029.40	5,118.75	69%	-	6,030.15	2,744.85
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	8,857	1,937.89	6,712.27	4,774.38	5,166.58	76%	-	6,712.27	2,144.73
7110	Parent Activities	1,200	-	-	-	700.00	0%	800.00	800.00	400.00
7111	Parent Mileage	487	-	190.31	190.31	284.08	39%	-	190.31	296.69
7112	Parent Involvement	1,600	116.89	213.94	97.05	933.33	13%	-	213.94	1,386.06
7114	PPC Allowance	3,200	270.00	1,655.03	1,385.03	1,866.67	52%	-	1,655.03	1,544.97
7116	PPC Food Allowance	1,500	85.11	717.94	632.83	875.00	48%	-	717.94	782.06
8110	In-Kind Salaries	320,252	37,983.50	272,045.84	234,062.34	186,813.67	85%	-	272,045.84	48,206.16
8120	In-Kind Rent	120,682	10,056.83	66,162.83	56,106.00	70,397.83	55%	-	66,162.83	54,519.17
8130	In-Kind Other	1,020	-	-	-	595.00	0%	-	-	1,020.00
9010	In-Direct Cost Allocation	469,841	22,808.15	238,065.99	215,257.84	274,073.92	51%	3,359.30	241,425.29	228,415.71
Total Expenses		6,074,897	321,487.53	3,192,384.51	2,870,896.98	3,543,689.91	53%	40,274.66	3,232,659.17	2,842,237.83
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses w/o In Kind		5,632,943	273,447.20	2,854,175.84	2,580,728.64				2,894,450.50	2,738,492.50
In-Kind		441,954							51.38%	

ADMINISTRATION BUDGET LIMIT	\$668,797
YEAR-TO DATE ADMIN EXP.	\$319,337
PERCENT OF TOTAL EXPENSES	4.54%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
238,065.99	
238,065.99	

State Migrant Full-Day Program - Basic Program

For the Period Ending

9/30/2022

Start Date 7/1/2022

Current Mnth 3

25.0%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	786,682	78,674.19	228,137.79	149,463.60	196,672	29.00%	-	228,137.79	558,544.21
4220	IN KIND CONTRIBUTIONS		-					-	-	-
4315	CHILD CRE REVENUE-STATE		-					-	-	-
4350	RENTAL INCOME		-					-	-	-
	TOTAL REVENUES	786,682	78,674.19	228,137.79	149,463.60	196,672	29.00%	-	228,137.79	558,544.21
EXPENDITURES										
5010	SALARIES & WAGES	524,512	49,823.47	151,688.50	101,865.03	131,128	28.92%	-	151,688.50	372,823.50
5020	ACCRUED VACATION PAY	28,000	2,484.23	7,921.69	5,437.46	7,000	28.29%	-	7,921.69	20,078.31
5112	HEALTH INSURANCE	63,911	9,984.16	22,077.29	12,093.13	15,978	34.54%	-	22,077.29	41,833.71
5114	WORKER'S COMPENSATION	20,566	1,759.96	5,802.69	4,042.73	5,142	28.21%	-	5,802.69	14,763.31
5116	PENSION	24,410	2,329.63	6,847.73	4,518.10	6,103	28.05%	-	6,847.73	17,562.27
5122	FICA	40,368	3,738.48	11,476.29	7,737.81	10,092	28.43%	-	11,476.29	28,891.71
5124	SUI	6,480	79.47	966.11	886.64	1,620	14.91%	-	966.11	5,513.89
5130	ACCRUED VACATION FRINGE	2,100	190.09	606.07	415.98	525	28.86%	-	606.07	1,493.93
6110	OFFICE SUPPLIES	1,439	-			360	0.00%	-	-	1,439.00
6112	DATA PROCESSING SUPPLIES	-	-			-		-	-	-
6121	FOOD	-	-			-		-	-	-
6122	KITCHEN SUPPLIES	-	-			-		-	-	-
6130	PROGRAM SUPPLIES	4,496	840.27	840.27		1,124	18.69%	-	840.27	3,655.73
6132	MEDICAL & DENTAL SUPPLIES	-	-			-		-	-	-
6134	INSTRUCTIONAL SUPPLIES	2,000	-			500	0.00%	-	-	2,000.00
6140	CUSTODIAL SUPPLIES	1,000	882.24	882.24		250	88.22%	-	882.24	117.76
6170	POSTAGE & SHIPPING	-	-			-		-	-	-
6180	EQUIPMENT RENTAL	-	-			-		-	-	-
6181	EQUIPMENT MAINTENANCE	-	-			-		-	-	-
6221	EQUIPMENT OVER > \$5000	-	-			-		-	-	-
6320	TELEPHONE	-	-			-		-	-	-
6420	UTILITIES/ DISPOSAL	-	-			-		-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-			-		-	-	-
6433	GROUNDS MAINTENANCE	-	-			-		-	-	-
6436	PEST CONTROL	-	-			-		-	-	-
6540	CUSTODIAL SERVICES	-	-			-		-	-	-
6610	GAS & OIL	-	-			-		-	-	-
6620	VEHICLE INSURANCE	-	-			-		-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-			-		-	-	-
6834	STUDENT ACTIVITY INSURANCE	-	-			-		-	-	-
9010	INDIRECT COST ALLOCATION	67,400	6,562.19	19,028.91	12,466.72	16,850	28.23%	-	19,028.91	48,371.09
	Total Expenses	786,682	78,674.19	228,137.79	149,463.60	196,672	29.00%	-	228,137.79	558,544.21
									29.0%	

In Direct Calc. @ 9.1%
19,028.91
19,028.91 Total

Madera Migrant Head Start
Budget to Actual

		For the Period Ending 9/30/2022					Start Date	3/1/2022		
		Current		Current	Previous		Current Mnth	7.00		
							58%			
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,632,943	273,447.20	2,817,440.37	2,543,993.17	3,285,883.41	50%	40,274.66	2,857,715.03	2,775,227.97
4220	IN KIND CONTRIBUTIONS	441,954	48,040.33	338,208.67	290,168.34	257,806.50	77%	-	338,208.67	103,745.33
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	-	36,735.47	36,735.47	-	-	-	36,735.47	(36,735.47)
	TOTAL REVENUES	6,074,897	321,487.53	3,192,384.51	2,870,896.98	3,543,689.91	53%	40,274.66	3,232,659.17	2,842,237.83
EXPENDITURES										
5010	Salaries & Wages	3,172,917	118,226.20	1,535,169.36	1,416,943.16	1,850,868.25	48%	-	1,535,169.36	1,637,747.64
5020	Accrued Vacation Pay	169,735	6,965.08	82,130.69	75,165.61	99,012.08	48%	-	82,130.69	87,604.31
5112	Health Insurance	316,363	22,567.27	195,295.40	172,728.13	184,545.08	62%	-	195,295.40	121,067.60
5114	Worker's Compensation	108,881	3,540.51	52,041.39	48,500.88	63,513.92	48%	-	52,041.39	56,839.61
5116	Pension	177,811	6,485.75	84,677.94	78,192.19	103,723.08	48%	-	84,677.94	93,133.06
5122	FICA	258,311	9,048.26	125,022.55	115,974.29	150,681.42	48%	-	125,022.55	133,288.45
5124	SUI	30,113	212.19	4,117.55	3,905.36	17,565.92	14%	-	4,117.55	25,995.45
5130	Accrued Vacation Fringe	12,825	532.22	6,176.80	5,644.58	7,481.25	48%	-	6,176.80	6,648.20
6110	Office supplies	16,163	260.93	5,168.87	4,907.94	9,428.42	32%	742.25	5,911.12	10,251.88
6112	Data Processing Supplies	45,000	5,987.75	20,569.22	14,581.47	26,250.00	46%	11,360.05	31,929.27	13,070.73
6121	Food	13,500	-	7,477.16	7,477.16	7,875.00	55%	-	7,477.16	6,022.84
6122	Kitchen Supplies	1,251	-	173.23	173.23	729.75	14%	-	173.23	1,077.77
6130	Program Supplies	98,149	8,459.36	43,976.27	35,516.91	57,253.58	45%	2,555.87	46,532.14	51,616.86
6132	Medical & Dental Supplies	8,900	-	2,892.98	2,892.98	5,191.67	33%	2,021.16	4,914.14	3,985.86
6134	Instructional Supplies	13,000	-	4,321.54	4,321.54	7,583.33	33%	-	4,321.54	8,678.46
6140	Custodial Supplies	36,072	3,806.74	15,324.36	11,517.62	21,042.00	42%	85.36	15,409.72	20,662.28
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	15,000	813.11	7,185.57	6,372.46	8,750.00	-	-	7,185.57	7,814.43
6150	Uniform Rental / Purchases	306	-	150.00	150.00	178.50	49%	-	150.00	156.00
6170	Postage & Shipping	500	-	201.94	201.94	291.67	40%	-	201.94	298.06
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	19,600	2,213.73	11,241.44	9,027.71	11,433.33	57%	150.00	11,391.44	8,208.56
6181	Equipment Maintenance	14,004	462.65	8,258.77	7,796.12	8,169.00	59%	-	8,258.77	5,745.23
6310	Printing & Publications	6,400	389.70	4,153.28	3,763.58	3,733.33	65%	-	4,153.28	2,246.72
6312	Advertising & Promotion	100	-	91.63	91.63	58.33	-	-	91.63	8.37
6320	Telephone	66,515	9,400.92	90,832.89	81,431.97	38,800.42	137%	-	90,832.89	(24,317.89)
6410	Rent	178,632	17,437.26	113,159.48	95,722.22	104,202.00	63%	-	113,159.48	65,472.52
6420	Utilities / Disposal	112,657	17,265.99	71,396.85	54,130.86	65,716.58	63%	-	71,396.85	41,260.15
6432	Building Repairs / Maintenanc	65,300	2,028.70	35,346.53	33,317.83	38,091.67	54%	6,173.82	41,520.35	23,779.65
6433	Grounds Maintenance	22,225	2,104.98	12,986.07	10,881.09	12,964.58	58%	-	12,986.07	9,238.93
6436	Pest Control	7,708	323.01	4,460.23	4,137.22	4,496.33	58%	-	4,460.23	3,247.77
6437	Burglar & Fire Alarm	5,404	33.95	3,036.15	3,002.20	3,152.33	56%	525.00	3,561.15	1,842.85
6440	Property Insurance	17,160	-	9,181.85	9,181.85	10,010.00	54%	-	9,181.85	7,978.15
6521 / 6520	Consultants	19,000	954.72	2,564.90	1,610.18	11,083.33	14%	8,025.58	10,590.48	8,409.52
6522	Consultants Expense	245	47.97	154.42	106.45	142.92	63%	-	154.42	90.58
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	8,006	625.00	1,500.00	875.00	4,670.17	19%	-	1,500.00	6,506.00
6540	Custodial Services	31,676	2,236.00	9,564.35	7,328.35	18,477.67	30%	-	9,564.35	22,111.65
6555	Medical Screening / DEAT / Staff	1,625	805.00	805.00	-	947.92	50%	-	805.00	820.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current		Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	14,725	2,017.39	8,667.09	6,649.70	8,589.58	59%	-	8,667.09	6,057.91
6620	Vehicle Insurance	20,000	-	9,789.80	9,789.80	11,666.67	49%	-	9,789.80	10,210.20
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	9,700	2,852.94	7,253.45	4,400.51	5,658.33	75%	-	7,253.45	2,446.55
6712	Staff Travel-Local	1,108	118.13	650.03	531.90	646.33	59%	-	650.03	457.97
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	8,638	-	1,320.74	1,320.74	5,038.83	-	4,476.27	5,797.01	2,840.99
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	380	-	150.86	150.86	221.67	40%	-	150.86	229.14
6834	Student Activity Insurance	2,378	-	1,188.08	1,188.08	1,387.17	50%	-	1,188.08	1,189.92
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	9,500	5.00	763.50	758.50	5,541.67	8%	-	763.50	8,736.50
6852	Finger Printing	8,775	0.75	6,030.15	6,029.40	5,118.75	69%	-	6,030.15	2,744.85
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	8,857	1,937.89	6,712.27	4,774.38	5,166.58	76%	-	6,712.27	2,144.73
7110	Parent Activities	1,200	-	-	-	700.00	0%	800.00	800.00	400.00
7111	Parent Mileage	487	-	190.31	190.31	284.08	39%	-	190.31	296.69
7112	Parent Involvement	1,600	116.89	213.94	97.05	933.33	13%	-	213.94	1,386.06
7114	PPC Allowance	3,200	270.00	1,655.03	1,385.03	1,866.67	52%	-	1,655.03	1,544.97
7116	PPC Food Allowance	1,500	85.11	717.94	632.83	875.00	48%	-	717.94	782.06
8110	In-Kind Salaries	320,252	37,983.50	272,045.84	234,062.34	186,813.67	85%	-	272,045.84	48,206.16
8120	In-Kind Rent	120,682	10,056.83	66,162.83	56,106.00	70,397.83	55%	-	66,162.83	54,519.17
8130	In-Kind Other	1,020	-	-	-	595.00	0%	-	-	1,020.00
9010	In-Direct Cost Allocation	469,841	22,808.15	238,065.99	215,257.84	274,073.92	51%	3,359.30	241,425.29	228,415.71
Total Expenses		6,074,897	321,487.53	3,192,384.51	2,870,896.98	3,543,689.91	53%	40,274.66	3,232,659.17	2,842,237.83
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses w/o In Kind		5,632,943	273,447.20	2,854,175.84	2,580,728.64				2,894,450.50	2,738,492.50
In-Kind		441,954							51.38%	

ADMINISTRATION BUDGET LIMIT	\$668,797
YEAR-TO DATE ADMIN EXP.	\$319,337
PERCENT OF TOTAL EXPENSES	4.54%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
238,065.99	
238,065.99	

CAPMC
Work Related Injuries Report - October 2022
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Center Director II	Selma	Strain	10/3/2022	8:05 AM	During breakfast time, EE bent over to move a chair and felt sharp pain in right shoulder.	5	10/04/22: EE went to seek treatment and released to regular duty. However, EE did not return to work due to being in pain. 10/12/22: EE returned to work.
Program Assistant/Clerk Typist II	Gill Ave.	Fall	10/5/2022	8:40 AM	EE was walking towards the entrance of the building when she slipped and fell due to water puddle near the door entrance. EE scraped right knee.	0	10/05/22: EE declined to seek treatment. 10/19/22: EE went to Kaiser to seek treatment due to pain. It was deemed as non-industrial injury. EE was discharged from care.
Housing Case Worker	Gill Ave.	Vehicle Accident	10/14/2022	3:00 PM	EE was in an Agency vehicle when backing out of a parking lot and hit a metal pole causing damage to the front driver side of the vehicle.	0	10/14/22: EE declined to seek treatment.
Food Service Worker I	Valley West	Strain	10/21/22 (Reported)	10:00AM	EE repeatedly lifts, carries food and other items when transporting to different worksites. EE load and unloads the vehicle and cart; then pushes the cart between worksites causing strain to right shoulder. EE states injury occurred on 08/09/22.	5	10/24/22: EE went to Concentra to seek treatment. EE placed on modified duties. The Agency is unable to accommodate.

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 2022 to December 2022

(3) Hand Injuries	(1) Feet Injuries	() Chest Injuries					
(2) Back Injuries	(3) Eye Injuries	() Neck Injuries	(1) Bottom				
(4) Knee Injuries	(5) Leg Injuries	(2) Head Injuries	() Hip				
(6) Arm Injuries	(3) Wrist Injuries	(4) Ankle Injuries	(1) Psyche				
(3) Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
(7) Shoulder Injuries	() Abdomen Injuries	() Face Injuries					

DOI: DATE OF INJURY
TOI: TIME OF INJURY



BOARD OF DIRECTORS 2022 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December	
Public Officials														
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P	P	A	P	P	P	P		X			
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P	P	P	X	P		P			
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P	P	P	X	P		P			
Steve Montes A: Artemio Villegas	Madera City Council	P	P	P	X	P	P	P	P		P			
Diana Palmer A: Kelly Smith	Chowchilla City Council	P	P	X	P	P	P	X	P		P			
Private Sector Officials														
Debi Bray	Madera Chamber of Commerce	P	P	P	X	P	P	P	P		P			
Alma Hernandez Trainice Lee (<i>Effective October 2022</i>)	Head Start Policy Council	X	X	P	X	P	P	X	P		P			
Donald Holley	Community Affairs	P	P	P	P	P	P	P	P		P			
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	X	P	P	X	P	P	P	X	CANCELLED	X			
Vicki Bandy	Early Childhood Education & Development	X	X	P	X	X	P	X	X		X			
Low-Income Target Area Officials														
Martha Garcia A: Joann Lorange	Central Madera/Alpha	X	P	P	P	P	X	P	P	MEETING	P			
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	P	P	P	P	P	X	P		P			
Richard Gutierrez	Eastside/Parksdale	P	P	P	P	X	P	P	P		P			
Molly Hernandez	Fairmead/Chowchilla	P	P	X	P	X	P	X	P			X		
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	X	X	P	X	P	P	P			X		
<i>Total Directors</i>		11/15	12/15	12/15	10/15	11/15	14/15	8/15	13/15	0/0	10/15			

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
October 1, 2022 - October 31, 2022
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61380	Advocate III	Mis Tesoros - Madera Migrant Head Start	10/5/2022	80	Open Position
61331	Instructional Aide II/Janitor	Chowchilla - Madera Regional Head Start	8/15/2022	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61362	Associate Teacher	Sierra Vista - Madera Migrant Head Start	10/3/2022	40	Resignation
61310	Advocate III	Eastside - Madera Regional Head Start	10/6/2022	80	Resignation
60251	Advocate II	Eastin Arcola - Madera Migrant Head Start	10/25/2022	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification



October 28, 2022

Cristal Sanchez **DELIVERED VIA E-MAIL:** c.sanchez@maderacap.org
Assistant to the Executive Director
Community Action Partnership of Madera County, Inc.
1225 Gill Avenue
Madera, CA 93637-5234

Dear Cristal Sanchez:

Your proposal has been selected to receive funding through the Child Advocacy Center Program of the California Governor's Office of Emergency Services (Cal OES). Provided there are no successful appeals, and pending completion and/or revision of all required application forms, your agency will be awarded the amount of \$200,000 for the Grant Subaward performance period beginning April 1, 2023, and ending March 31, 2024.

Aaron Ching will be the Program Specialist assigned to your grant and will be contacting you within the next few weeks to assist you in finalizing this process. Additional information can be found in the *Subrecipient Handbook* on the Cal OES website at www.caloes.ca.gov.

We look forward to the successful implementation of this project. If you have any questions concerning this process, please contact Aaron Ching at (916) 845-8305 or via e-mail at Aaron.Ching@CalOES.ca.gov.

Sincerely,

MARK S. GHILARDUCCI
Director

