



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

**Agenda**

**Thursday, September 12, 2024  
CAPMC Conference Room 1 / 1a  
1225 Gill Avenue  
Madera, CA 93637  
5:30 pm**

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

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

*Please visit [www.maderacap.org](http://www.maderacap.org) for updates.*

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Kelly Ryan

**PLEDGE OF ALLEGIANCE** – Eric LiCalsi, *Chairperson*

**A. PUBLIC COMMENT**

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

**B. ADOPTION OF THE AGENDA**

**B-1 ADDITIONS TO THE AGENDA:** Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for

consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

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

**C. TRAINING/ADVOCACY ISSUES**

None

**D. CONSENT ITEMS**

All items listed under the 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 8, 2024.

D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – August 6, 2024

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – August 7, 2024.

D-4 Review and consider approving the Minutes for the Madera/ Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – August 1, 2024.

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

- August 2024

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

- June, July, and August 2024

D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- In-Kind Report – July 2024
- CACFP Program Report – July 2024

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

- In-Kind Report – June 2024
- CACFP Program Report – June and July 2024

D-9 Review and consider approving the following **Madera Mariposa Regional Early Head Start** Reports:

- Monthly Enrollment Report – July 2024
- In-Kind Report – July 2024

D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – August 2024
- In-Kind Report – July 2024

- CACFP Program Report – July 2024

- D-11 Review and consider ratifying the CACFP 2024-25 Renewal Agreement to continue participation in the CACFP program. Budget attached.
- D-12 Review and consider ratifying the submitted application to the California Office of Emergency Services (CalOES), to support the Domestic Violence Assistance (DV) Program due September 6, 2024, including any extensions and/or amendments during the funding period.
- D-13 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program due September 6, 2024, including any extensions and/or amendments during the funding period.
- D-14 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-15 Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-16 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.
- D-17 Review and consider approving the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-18 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-19 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-20 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-21 Review the Madera County Child Advocacy Center Report for July 2024. (Informational Only).
- D-22 Review the Child Care Alternative Payment and Resource & Referral Program Report for August 2024. (Informational Only).
- D-23 Review the Community Services Program Report for August 2024. (Informational Only).
- D-24 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2024. (Informational Only).
- D-25 Review the Victim Services Report for August 2024. (Informational Only).

**E. DISCUSSION ITEMS**

- E-1 Review and consider approving the 2024 – 2028 CAPQuest Strategic Plan Performance Report.
- E-2 Review and consider approving the submission of the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer.
- E-3 Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2024, through September 30, 2025, including any extensions and/or amendments during the funding period.
- E-4 Ratify and consider approving the submission of the Fresno Madera Continuum of Care Domestic Violence Joint Transitional Housing and Rapid Rehousing (DV Jt TH RR) Program to the Department of Housing and Urban Development (HUD). The JD Jt TH RR Program will work with survivors of domestic violence needing housing to escape abusive relationships

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS**

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – August 2024
- F-4 Financial Statements – June July, and August 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – August 2024
- F-7 CAPMC Board of Directors Attendance Report – August 8, 2024
- F-8 Staffing Changes Report for July 30, 2024 – September 3, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Department of Community Services and Development's (CSD) regarding CAPMC's Close-Out Report for SLIHEAP Contract 23-5568.
- H-2 Correspondence from the U.S. Department of Health and Human Services regarding Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming.
- H-3 Correspondence from Fresno & Madera Counties Police Chiefs' Association regarding the 34<sup>th</sup> Annual Citizen Award Ceremony. Executive Director, Mattie Mendez, was honored by Madera County Sheriff's Office.
- H-4 Correspondence from Victim Services regarding the Community Resource Fair on October 4, 2024.

**I. ADJOURN**

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I, Kelly Ryan, Grant Management and Compliance Administrator / Executive Director Support, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for September 12, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on September 6, 2024.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**August 8, 2024**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:32 p.m. by Vice-Chairperson David Hernandez.

**Members Present**

David Hernandez (Vice-Chairperson)  
Sheriff Tyson Pogue (Secretary/Treasurer)  
Deborah Martinez  
Supervisor Leticia Gonzalez  
Councilmember Steve Montes  
Otilia Vasquez  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Molly Hernandez

**Members Absent**

Eric LiCalsi (Chairperson)  
Councilmember Jeff Troost  
Debi Bray  
Diana Palmer  
Aurora Flores

**Personnel Present**

Mattie Mendez  
Kelly Ryan  
Nancy Contreras  
Maritza Gomez-Zaragoza  
Leticia Murillo  
Xai Vang  
Irene Yang

**Public – Other Present**

Monica Ramirez

**A. PUBLIC COMMENT**

Mattie Mendez, Executive Director, introduced and welcomed Monica Ramirez, Executive Director of First 5 Madera County.

**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: APPROVED WITH THE REMOVEAL OF ITEM E-4.

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

None

**D. BOARD OF DIRECTOR'S CONSENT CALENDAR**

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

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – July 11, 2024
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – July 11, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – July 10, 2024
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- July 2024
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
- June 2024
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- In-Kind Report – June 2024
  - CACFP Program Report – June 2024
  - Program Information Report – June 2024
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – June 2024
  - In-Kind Report – June 2024
  - CACFP Program Report – June 2024
- D-8 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.
- D-9 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2024-2025 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-10 Review and consider approving the 2023-2024 Fresno/Seasonal Head Start Program procedure and Plan for Conducting the self-assessment.
- D-11 Review and consider approving the 2024- 2025 Fresno Migrant/Season Head Start's Planning Process/Procedure and Calendar.
- D-12 Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start Program.

- D-13 Review and consider approving the Child Care Alternative Payment Program – Parent & Provider Handbook of Written Policies for FY 2024-25.
- D-14 Review the Madera County Child Advocacy Center Report for July 2024. (Informational Only)
- D-15 Review the Community Services Program Report for July 2024. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2024. (Informational Only)
- D-17 Review the Victim Services Report for June 2024. (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Supervisor Leticia Gonzalez and Martha Garcia

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

## **E. DISCUSSION / ACTION ITEMS**

### **E-1 Review and consider approving Community Action Partnership of Madera County 2023-2024 Basic, Blended, and One-time Carryover Comparison Budget Revisions to Stanislaus County of Education (SCOE). Comparison Budgets included.**

Maritza Gomez-Zaragoza, Head Start Director, presented the prepared comparison budget revisions based on SCOE recommendation to balance variances between Basic, Blended and One-time Carryover budgets before closeout of the 2023-2024 program. Amendment #3 for One-time Only Carryover funds extended closeout of the 2023-2024 contract to February 2025 to complete necessary equipment purchases and maintenance projects at the centers. The 2023-2024 Basic, Blended and One-time Carryover Grant Budget Revisions will be presented for approval to the MHS Policy Committee on August 6, 2024.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Molly Hernandez

Vote: Carried Unanimously

### **E-2 Review and consider approve Community Action Partnership of Madera County 2023-2024 Basic Comparison Budget Revision to Community Action Partnership of San Luis Obispo.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Community Action Partnership of Madera County 2023-2024 Basic Comparison Budget Revision to Community Action Partnership of San Luis Obispo. The Selma Migrant Head Start Center needs the AC unit replaced. Staff have identified funds in other categories to support the expense. The 2023-2024 Basic Grant Budget Revision will be presented for approval to the FMSHS Policy Committee on August 7, 2024.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously



**E-3 Ratify and approve the submission of the Madera County Encampment Resolution Fund (ERF-3-R) Project application.**

Mattie Mendez, Executive Director, presented regarding the submission of the Madera County Encampment Resolution Fund (ERF-3-R) Project application. The ERF-3-R will address the encampment in the Oakhurst area through a collaborative program involving Madera County and Community Action Partnership of Madera County's Homeless Engagement for Living Program (HELP) Center. The ERF-3-R funding will be allocated to target the encampment found in the Oakhurst area. The program aims to lease ten housing units from a local Oakhurst-area motel owner for eligible single adults and families. These units will serve as a triage center and interim housing to address the needs of individuals facing housing instability, homelessness, and behavioral health conditions.

Motion: APPROVE AS PRESENTED

Moved by Councilmember Steve Montes, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**E-4 Review and Consider approving the selected candidate for the Chief Financial Officer position.**

(ITEM REMOVED FROM AGENDA)

**E-5 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC) to reflect a 2.5% cost of living adjustment for all programs.**

Mattie Mendez, Executive Director, presented regarding the updated compensation and salary schedules for all programs reflect a 2.5% cost of living adjustment (COLA) increase retroactively effective for the 2024/2025 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 Martha Garcia, Seconded by Donald Holley

Vote: Carried Unanimously

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS**

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – July 2024
- F-4 Financial Statements – June and July 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – July 2024
- F-7 CAPMC Board of Directors Attendance Report – July 11, 2024
- F-8 Staffing Changes Report for – June 1,2024 – July 19, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Department of Community Services and Development (“CSD”) regarding the results of a desk review of the following CSBG contracts:

- 2023 CSBG Annual 23F-4023
- 2023 Discretionary 23F-4023
- 2024 CSBG Annual 24F-3023
- 2024 Discretionary 24F-3023

H-2 Correspondence from the Office of Head Start regarding Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients.

H-3 Correspondence from the Office of Head Start regarding the approval of hiring the new Chief Financial Officer

**I. ADJOURN**

Vice-Chairperson, David Hernandez, adjourned the Board of Directors Meeting at 5:53 pm

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, seconded by Richard Gutierrez

Vote: Carried Unanimously

Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Committee Meeting  
Tuesday, August 06, 2024

**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:37 p.m. by Catalina Venegas.

**Committee Members Present**

Yuritsi Ortiz  
Catalina Venegas  
Ramon Garcia  
Juana Perez Lopez  
Pedro Angel  
Fabiola Rendon  
Kevin Castillo

**Committee Members Absent**

Guadalupe Galvez

**Personnel Present**

Maribel Aguirre, Parent and Governance Specialist  
Jissel Rodriguez, Executive Administrative Assistant  
Maritza Gomez-Zaragoza, Program Director  
Norma Blanco, Deputy Director of Education

**Others**

None

**A. Public Comment**

Maribel mentioned when the packet was mailed out the report on attendance was not ready yet. The report was passed out. Catalina Venegas was elected for the chairperson position for SCOE parent meetings. Ramon Garcia was also elected Treasure Sergeant of Arms.

**B. Training**

CLASS – Ms. Blanco explained that CLASS is a tool that teachers use to observe children and see where the program can support staff and how teachers can support children and parents.

**C. Adoption of the Agenda**

C-2 Catalina Venegas asked for a motion to approve the agenda as presented. Motion made by Yuristi Ortiz, seconded motion by Ramon Garcia to approve the agenda as presented. The motion approved unanimously.

**D. Adjourn to Closed Session - None**

**E. Approval of Minutes**

E-1 – Catalina Venegas requested a motion to approve the minutes of the meeting on July 9, 2024. Motion made by Pedro Angel, seconded motion by Kevin Castillo to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1** Review and consider approving the selected candidate for the Chief Financial Officer position - Ms. Gomez-Zaragoza mentioned the current CFO resigned and a search for the new CFO began. Interviews were held and the current candidate, Ms. Medellin, will be offered the position after all PC and the Board of Director meetings.

Catalina Venegas requested a motion to approve the selected candidate for the Chief Financial Officer position. Kevin Castillo made the first motion, seconded by Yuritsi Ortiz. Motion carried unanimously.

**F-2** Review and approve Community Action Partnership of Madera County 2023-2024 Basic, Blended, and One-time Carryover Comparison Budget Revisions to Stanislaus County Office of Education (SCOE) – Ms. Gomez-Zaragoza went over the budget revision and where money was allocated.

Catalina Venegas requested a motion to approve the Community Action Partnership of Madera County 2023-2024 Basic, Blended, and One-time Carryover Comparison Budget Revisions to Stanislaus County Office of Education (SCOE). Kevin Castillo made the first motion, seconded by Juana Perez Lopez. Motion carried unanimously.

**F-3** Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment - Ms. Gomez-Zaragoza we will begin with file review and going out to visit the centers in the beginning of November.

Catalina Venegas requested a motion to the 2024-2025 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment. Kevin Castillo made the first motion, seconded by Pedro Angel. Motion carried unanimously.

**F-4** Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2024-2025 Program, Goals and Objectives and Parent Handbook – Ms. Aguirre went over the parent handbooks that has vital information regarding the program and other programs.

Catalina Venegas requested a motion to approve the CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2024-2025 Program, Goals and Objectives and Parent Handbook. Juana Perez made the first motion, seconded by Fabiola Rendon. Motion carried unanimously.

**F-5** Review and consider approving the 2024-2025 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee – Ms. Aguirre asked the PC parents if there were any recommendations. There were no changes/recommendations.

Catalina Venegas requested a motion to approve the 2024-2025 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee. Kevin Castillo made the first motion, seconded by Pedro Angel. Motion carried unanimously.

**G. Administrative Reports**

**G-1** Staff Changes – (July 2024) Ms. Aguirre went over the staff changes.

**G-2** Bank of America Credit Card Account Statement – Agency and other credit cards: (July 2024) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report (July 2024) – Ms. Aguirre reviewed the budget. No questions asked.

**G-4** In-kind Report (June 2024) – Ms. Aguirre reviewed the In-kind percentage.

**G-5** Report of enrollment in the program and attendance report (July 2024) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

**G-6** CACFP Monthly Report (June 2024) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of June was \$27,068.31 for 9,670 meals. There were no questions.

**G-7** PIR Program Information Monthly Report (June 2024) – Ms. Aguirre went over the PIR report.

**H. Policy Committee Members Reports**

**H-1** Center Reports – **Juana (LN)** – a flooring concern.

**H-2** Board of Directors Report – The meeting will be held Thursday. All items discussed today will be presented at the next meeting.

**H-3** Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza, during this part we will be speaking about incidents that happened. She discussed about the incident that happened at Mis Angelitos. The other incident was not an incident on the agency's part. The appropriate departments were called regarding the report.

**I. Correspondence**

**I-1** Information Memorandum from the Office of Head Start regarding, *Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients*; Issuance Date: 06/27/2024

**J. Future Agenda Items**

**J-1** Suspension and Expulsion Policy

**J-2** No Fee Policy

**J-3** Training – Conscious Discipline

**K. Adjournment**

Catalina Venegas requested a motion to adjourn the session. Motion made by Fabiola Rendon to adjourn the meeting at 6:42 p.m., in the afternoon, seconded by Kevin Castillo. Motion approved unanimously.

Community Action Partnership of Madera County  
Fresno Migrant/Seasonal Head Start Policy Council Meeting  
Wednesday, August 7, 2024

**Minutes**

The Fresno Migrant/Seasonal Policy Committee called to order at 5:38 p.m. by Marianayelly Angeles.

**Committee Members Present**

Karina Garcia  
Marianayelly Angeles  
Jhoana Casillas Reynosa  
Rosalía Ceja  
Patricia Garcia

**Committee Members Absent**

Aurora Flores

**Personnel Present**

Maritza Gomez-Zaragoza, Head Start Program Director  
Maribel Aguirre, Parent and Governance Specialist  
Jissel Rodriguez, Executive Administrative Assistant  
Norma Blanco, Deputy Director of Education

**Others**

None

**A. Public Comment**

A correction on the agenda one of the items under action items was changed to informational.

**B. Training**

CLASS – Ms. Blanco explained that CLASS is a tool that teachers use to observe children and see where the program can support staff and how teachers can support children and parents.

**C. Adoption of the Agenda**

C-2 Marianayelly Angeles asked for a motion to approve the agenda as presented. Motion made by Patricia Garcia, seconded motion by Rosalía Ceja to approve the agenda as presented. The motion approved unanimously.

**D. Adjourn to Closed Session - None**

**E. Approval of Minutes**

E-1 – Marianayelly Angeles requested a motion to approve the minutes of the meeting on July 10, 2024. A correction on the Spanish minutes state the meeting was an executive meeting when it was a normal meeting. Motion made Rosalía Ceja, seconded motion by Karina Garcia to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

F-1 Review and consider approving the selected candidate for the Chief Financial Officer – Ms. Gomez-Zaragoza mention item will not be discussed due to candidate accepting another job offer.

**F-2** Review and approve Community Action Partnership of Madera County 2023-2024 Basic Comparison Budget Revision to Community Action Partnership of San Luis Obispo – Ms. Gomez-Zaragoza went over the budget revision. Money has been allocated to be used for Selma to replace the AC unit.

Marianayelly Angeles requested a motion to approve the Community Action Partnership of Madera County 2023-2024 Basic Comparison Budget Revision to Community Action Partnership of San Luis Obispo. Patricia Garcia made the first motion, seconded by Rosalia Ceja. Motion carried unanimously.

**F-3** Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program – Ms. Gomez-Zaragoza mentioned we are current in 4 out of a 5-year cycle. She went over the goals and objectives.

Marianayelly Angeles requested a motion to approve the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program. Karina Garcia made the first motion, seconded by Rosalia Ceja. Motion carried unanimously.

**F-4** First Reading of the 2024-2025 Bylaws for the Fresno Migrant/Seasonal Head Start Policy Committee and make any suggested changes or modifications – Ms. Aguirre mentioned this is the first reading of the Bylaws. Parents are required to review them. During the next meeting if there are any questions or suggestions they can be made at that time.

**F-5** Review and consider approving the 2023-2024 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment – Ms. Gomez-Zaragoza went over the self-assessment will be conducted this month will file review and monitoring. The results will be discussed in November. Marianayelly Angeles requested to approve the 2023-2024 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment. Rosalia Ceja made the first motion, seconded by Patricia Garcia. Motion carried unanimously.

**F-6** Review and approve the 2024-2025 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar – Ms. Gomez-Zaragoza went over the calendar for the program year 2024-2025.

Marianayelly Angeles requested the 2024-2025 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar. Karina Garcia made the first motion, seconded by Rosalia Ceja.

**F-7** Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start Program – Ms. Gomez-Zaragoza went over the childcare and mileage reimbursement.

Marianayelly Angeles requested the 2024-2025 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start Program. Rosalia Ceja made the first motion, seconded by Patricia Garcia.

## **G. Administrative Reports**

**G-1** Staff Changes (July 2024) – Ms. Aguirre went over the staffing changes.

**G-2** Bank of America Credit Card Account Statement – Agency and other credit cards: (July 2024) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report (June 2024) – Ms. Aguirre reviewed the budget.

**G-4** In-kind Report (June 2024) – Ms. Aguirre reviewed the In-kind percentage.

**G-5** Report of enrollment in the program and attendance report (July 2024) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

**G-6** CACFP Monthly Report (June 2024) – Ms. Aguirre reviewed CACFPs.

**H. Policy Committee Members Reports**

**H-1** Center Reports – Firebaugh – changing the parent pick schedule.

**H-2** Board of Directors Report – None.

**H-3** Active Supervision, Challenges and Best Practices Report – None.

**I. Correspondence**

**I-1 INFORMATION MEMORANDUM** notice from the Office of Head Start regarding *Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients; Issuance Date: 6/27/2024*

**J. Future Agenda Items**

**J-1** Approval of the 2024-2025 Bylaws

**J-2** Internal Dispute Resolution

**J-3** Suspension and Expulsion Policy

**J-4** Approve No Fee Policy

**J-5** Training: Conscious Discipline

**K. Adjournment**

Marianayelly Angeles requested a motion to adjourn the session. Motion made by Rosalia Ceja to adjourn the meeting at 6:44 p.m., in the afternoon, seconded by Patricia Garcia. Motion approved unanimously.



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera/Mariposa Regional & Early Head Start Executive Policy Council Meeting  
Thursday, August 1, 2024  
**MINUTES**

The Madera/Mariposa Regional & Early Head Start Executive Policy Council meeting was called to order by Otilia Vasquez at 5:41 p.m.

**Committee Members Present**

Otilia Vasquez  
Irene Gomez  
Amber Pickett

**Committee Members Absent**

Liliana Serna

**Personnel Present**

Maritza Gomez-Zaragoza, Program Director  
Jissel Rodriguez, Executive Administrative Assistant  
Maribel Aguirre, Parent and Governance Specialist

**ROLL CALL**

**A. PUBLIC COMMENT –**

None.

**B. TRAINING –** None.

**C. ADOPTION OF THE AGENDA**

**C-2** Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Amber Pickett, seconded by Irene Gomez 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 – June 6, 2024. Motion made by Irene Gomez, seconded motion by Amber Pickett. Motion carried unanimously.

**F. DISCUSSION / ACTION ITEMS**

**F-1** Review and consider approving the selected candidate for the Chief Financial Officer position – Ms. Gomez-Zaragoza mentioned the current CFO resigned and a search for the new CFO began. Interviews were held and the current candidate, Ms. Medellin, will be offered the position after all PC and the Board of Director meeting.

Otilia Vasquez requested a motion to the selected candidate for the Chief Financial Officer position. Amber Pickett made the first motion, seconded by Irene Gomez. Motion carried unanimously.

**G. ADMINISTRATIVE REPORTS**

**G-1** Staffing Changes – none.

**G-2** Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses – None.

**G-3** Budget Status Reports – None.

**G-4** In-Kind Report – None.

**G-5** Program Enrollment & Attendance Report – None.

**G-6** CACFP Monthly Report – None.

**H. POLICY COMMITTEE MEMBER REPORTS**

**H-1-** Center Report – None.

**H-2-** BOD report – Items approved today will be presented at next week's meeting.

**H-3** Active Supervision – None.

**I. CORRESPONDENCE**

**None.**

**J. FUTURE AGENDA ITEMS**

**J-1** Budget Revisions (as needed)

**K. ADJOURNMENT**

Otilia Vasquez asked for a motion to adjourn the meeting at 5:53 p.m. Motion made by Irene Gomez, seconded by Amber Pickett. Motion carried unanimously.

Bank of America Business Card  
Credit Card Charges

# August 2024 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/22/2024	PRINCE HOTELS	No	Advance deposit receipt for lodging for Mattie Mendez for Region 9 Board Retreat and Family Engagement Conference October 2024, Honolulu HI	\$317.32	200.0-6714-2.0-000-90	Yes
7/24/2024	THE MADERA MAIL DROP	No	Shipping cost to send check to CAPSLO	\$5.89	200.0-6170-2.0-000-90	Yes
7/26/2024	TARGET	No	Program supplies for administration	\$42.36	200.0-6130-2.0-000-90	Yes
7/26/2024	TARGET	No	Program supplies for Head Start Selma Site	\$311.08	311.0-6130-3.1-030-00	Yes
7/29/2024	SQ * COMMUNITY ACTION PARTNERHSHIP	26642	Polo Shirts and Fleece Jackets for NCAP Annual Convention and for branding – Items were received on 8/2/2024	\$600.00	200.0-6130-2.0-000-90	Yes
			<b>Total</b>	<b>\$1,276.65</b>		

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

\_\_\_\_\_  
Mattie Mendez, Executive Director

Date: August 6, 2024

Bank of America Business Card  
Credit Card Charges

# August 2024 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/10/2024	Biometrics4all, Inc.	No	Livescan relay fees	0.75 0.75 0.75	200.0-6852-2.0-000-90 331.0-6852-3.3-000-00 371.0-6852-3.7-000-00	Yes
8/2/2024	Indeed	No	Vacancy posting	52.91 30.74 96.78 96.78 96.78	200.0-6312-2.0-000-90 272.0-6312-2.0-000-00 426.0-6312-4.0-000-00 427.0-6312-4.0-000-00 428.0-6312-4.0-000-00	Yes
<b>TOTAL:</b>				<b>376.24</b>		

# Credit Card Charges

## JULY 2024

Fiscal

Name of Vendor	Description	Amount	
		1998.31	
Capital One/Walmart	Supplies for centers	6883.88	
Home Depot	Supplies for centers		
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	4657.23	
JUL STMT DATES			
LA			

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

# September 2024 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/30/2024	Amazon	N/A	DJI gimbal and laptop charger	\$ 354.93	200.0-6112-2.0-000-90	Yes
7/31/2024	Amazon	N/A	Laptop charger and SD reader	\$ 40.87 \$ 16.24	321.0-6112-3.2-057-00 331.0-6112-3.3-026-00	Yes
8/2/2024	BlueHost	N/A	Agency website domain transfer	\$ 12.99	200.0-6112-2.0-000-90	Yes
8/6/2024	Amazon	N/A	Power cords for network switches	\$ 24.66 \$ 24.66	321.0-6112-3.2-057-00 321.0-6112-3.2-054-00	Yes
8/9/2024	Wonder Idea Technology Limited	N/A	Digital book subscription for Agency PPP	\$ 35.00	200.0-6112-2.0-000-90	Yes
8/9/2024	Blue Liquid Designs	N/A	License for PDF Forms for Agency Website	\$ 99.00	200.0-6112-2.0-000-90	Yes
8/12/2024	Amazon	N/A	Armored Fiber Patch Cable	\$ 51.94	321.0-6112-3.2-054-00	Yes
8/13/2024	Amazon	N/A	Wall Calendar	\$ 23.59	200.0-6110-2.0-000-90	Yes
8/13/2024	FastTrack Madera	N/A	Car wash vehicle #130	\$ 15.00	200.0-6640-2.0-000-90	Yes
8/14/2024	iStock	N/A	Subscription for stock photo for website	\$ 70.00	200.0-6112-2.0-000-90	Yes
8/20/2024	Amazon	N/A	HP Battery for IT Manager laptop	\$ 31.11	200.0-6112-2.0-000-90	Yes
			<b>Total</b>	<b>\$ 799.99</b>		

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

**August 2024 Statement  
Ana Gudino / Community Services**

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/24/2024	Zoom.US	No	Zoom Workplace Pro Annual Fee	\$159.90	207.0-6112-2.0-000-00	Yes
7/23/2024	4TE Rentvine	NO	Application fee for #100660 Shunammite Place	\$45.00	224.0-6850-2.0-000-00	Yes
7/29/2024	Rebecca Sch	No	Managing Up & Across to Build Healthy Communication	\$36.66	207.0-6742-2.0-000-00	Yes
7/29/2024	Rebecca Sch	No	Managing Up & Across to Build Healthy Communication	\$36.67	224.0-6742-2.0-000-00	Yes
7/29/2024	Rebecca Sch	No	Managing Up & Across to Build Healthy Communication	\$36.67	272.0-6742-2.0-000-00	Yes
			Total	\$314.90		

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)

August 5, 2024

Ana Gudino, Program Manager  
Community Services

# Card Member Service

Credit Card Charges

COSTCO

June 2024 Statement

Card Holder	Description	Card Amount	Amount charged to RHS	Amount charged to EHS
Maritza Gomez-Zaragoza	Supplies for Program	\$802.84	\$505.77	\$26.14
		<b>Total \$802.84</b>	<b>Total \$505.77</b>	<b>Total \$26.14</b>



**American Express**  
**Credit Card Charges**  
**JULY 2024 Statement**  
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	16838.22	Yes
Comcast	Net service	1160.14	Yes
Community Playthings	Supplies for centers	0	No
Discount School Supply	Supplies for centers	0	No
Ecolab	Dishwasher rental/repairs	425.44	Yes
Fedex	Postage	161.35	Yes
Lakeshore	Supplies for centers	13183.68	Yes
Matson Alarm	Alarm service	747.00	Yes
Verizon	Wireless devices	5603.70	Yes
Office Depot	Supplies for office/centers	14528.32	Yes
	<b>TOTAL</b>	52647.85	07/28/24
			LA

# Card Member Service

## COSTCO Credit Card Charges

### JULY 2024 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness items	517.76
Maritza Gomez-Zaragoza	Supplies for program	23.80
Jennifer Coronado	Pacifica Pizza **Card used in error**	27.59
		569.15

# JULY 2024 Statement

## Fresno Migrant & Seasonal Head Start

Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount Charged to MHS	Amount Charged to FMHS	Receipt / Recibo
ATT	Telephone	\$16,838.22	\$4,997.86	3,231.43	Yes
Comcast	Net service	\$1,160.14	\$0	0	Yes
Community Playthings	Supplies for centers	0	0	0	Yes
Discount School Supply	Supplies for centers	0	0	0	Yes
Ecolab	Dishwasher rental/repair	\$425.44	0	0	Yes
Fedex	Postage	\$161.35	0	0	Yes
Lakeshore	Program Supplies	\$13,183.68	\$1,836.71	4,451.29	Yes
Matson Alarm	Alarm Services	\$747.00	\$75.76	126.83	Yes
Verizon	Wireless devices	\$5,603.70	\$614.88	764.52	Yes
Office Depot	Supplies for office/centers	\$14,528.32	\$1,914.66	2,455.08	Yes
					Yes
					Yes
					Yes
	<b>TOTAL</b>				07/28/24
		<b>\$52,647.85</b>	<b>\$9,439.87</b>	<b>\$11,029.15</b>	LA

Platinum Plus Business Card  
Credit Card Charges

# August Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
7/9/24	No	F&R Mexico Restaurant	Food for VS Volunteer Training	\$35.69	501.0-6121-5.0-000-00	Yes
7/17/24	No	Pita House	Food for VS Volunteer Training	\$106.09	501.0-6121-5.0-000-00	Yes
7/25/24	No	O'Reilly	Key fob batteries for white fleet	\$28.12	501.0-6130-5.0-000-00	Yes
7/29/24	No	Airport Shuttle	Shuttle service for NOVA Conference JC, LLR, NA, WP	\$182.00	501.0-6714-5.0-000-00	Yes
				<b>Total</b>	\$351.90	

# Card Member Service

Credit Card Charges

Fresno Migrant & Seasonal Head Start

COSTCO

JULY 2024 Statement

Card Holder	Description	Card Amount	Amount charged to MHS	Amount charged to FMHS
Maritza Gomez-Zaragoza	Supplies for program		146.62	
		\$569.15		23.80
		<b>Total \$569.15</b>	<b>Total \$146.62</b>	<b>Total \$23.80</b>

MBNA America Business Card  
 Credit Card Charges  
**August / agosto 2024 Statement**  
**Maritza Gomez / Regional & Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/08/2024	NA	Chipotle	Fresno PC Training meal	\$152.63	331.0-7116-3.3-000-00	Yes
07/10/2024	NA	West Coast Sourdough	MHS PC Meeting meal	\$123.32	321.0-7116-3.2-000-00	Yes
07/10/2024	NA	Skill Paths	Training	\$199.00	321.0-6742-3.2-000-00	Yes
07/10/2024	NA	Black Bear Dinner	Fresno PC Meeting meal	\$87.07	331.0-7116-3.3-000-00	Yes
07/15/2024	NA	Black Bear Dinner	Breakfast for Advocate preservice	\$226.00	310.0-6121-3.1-000-00	Yes
07/16/2024	NA	Trifoia	Infant Toddler ePyramid Module Package course	\$49.00	311.0-6130-3.1-000-00	Yes
07/19/2024	NA	Zoom	Video Conferencing system	\$15.99	311.0-6130-3.1-000-00 50%(\$7.99) 321.0-6130-3.2-000-00 50%(\$8.00)	Yes
07/21/2024	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-000-00	Yes
07/26/2024	NA	Hilton	Hotel reservation hold	\$336.26	310.0-6714-3.1-000-00 50%(\$168.13) 330.0-6714-3.3-000-00 50%(\$168.13)	No
07/26/2024	NA	Hilton	Hotel reservation hold	\$336.26	310.0-6714-3.1-000-00 50%(\$168.13) 330.0-6714-3.3-000-00 50%(\$168.13)	No
08/01/2024	NA	Raising Canes	Lunch for Site Supervisor Preservice	\$201.92	310.0-6121-3.1-000-00	Yes
08/01/2024	NA	Deli Delicious	RHS PC Meeting meal	\$54.66	309.0-6130-3.1-012-00	Yes
<b>TOTAL</b>				<b>\$1,798.10</b>		

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).

\_\_\_\_\_  
 Maritza Gomez, Head Start Director

\_\_\_\_\_  
 Date

# Credit Card Charges / Cargos de Cuentas Fresno Migrant & Seasonal Head Start JULY 2024

Fiscal

Statement Date / Fecha de estado de cuenta	Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount charged to MHS	Amount charged to FMHS	Receipt / Recibo
JULY	Home Depot	Supplies for centers / Materiales para los centros	<b>\$6,883.88</b>	1,494.15	3,364.60	Yes
JULY	Wex Bank (Chevron)	Fuel / Gasolina	<b>\$0</b>	0.00	0	Yes
JULY	Walmart	Supplies for centers / Materiales para los centros	<b>\$1,998.31</b>	452.88	1,545.43	Yes
JULY	Wex Bank (Valero)	Fuel / Gasolina	<b>\$4,657.23</b>	729.95	1,503.82	Yes
JULY STMT DATES		<b>Totals</b>	<b>\$13,539.42</b>	<b>\$2,676.98</b>	<b>6,413.85</b>	LA

08/24

J

# June 2024 Statement

Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount Charged to EHS / Cantidad Cobrada a EHS	Amount Charged to RHS / Cantidad Cobrada a RHS	Receipt / Recibo
ATT	Telephone	29,550.70	384.35	8,010.95	Yes
Comcast	Net service	1,159.89	0.00	0.00	Yes
Community Playthings	Supplies for centers	19,567.92	1,814.70	0.00	Yes
Discount School Supply	Supplies for centers	849.34	0.00	0.00	Yes
Ecolab	Dishwasher rental/repairs	148.31	0.00	0.00	Yes
FedEx	Postage	467.65	40.31	0.00	Yes
Lakeshore	Supplies for centers	11,865.79	2,471.69	411.00	Yes
Matson alarm	Alarm services	737.00	6.92	85.39	Yes
Verizon	Wireless devices	5,602.28	239.20	614.74	Yes
Office Depot	Supplies for offices/centers	18,404.68	50.11	1,722.36	Yes
					Yes
	<b>TOTAL</b>				06/28/24
		<b>\$88,353.56</b>	<b>\$5,007.28</b>	<b>\$10,844.44</b>	LA



# July 2024 Statement

Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount Charged to EHS / Cantidad Cobrada a EHS	Amount Charged to RHS / Cantidad Cobrada a RHS	Receipt / Recibo
ATT	Telephone	\$16,838.22	\$78.77	\$7,137.25	Yes
Comcast	Net service	\$1,160.14	0.00	0.00	Yes
Community Playthings	Supplies for centers	0.00	0.00	0.00	Yes
Discount School Supply	Supplies for centers	0.00	0.00	0.00	Yes
Ecolab	Dishwasher rental/repairs	\$425.44	0.00	\$74.16	Yes
Fedex	Postage	\$161.35	0.00	0.00	Yes
Lakeshore	Supplies for centers	\$13,183.68	\$1,115.95	\$3,537.83	Yes
Matson alarm	Alarm service	\$747.00	\$7.52	\$104.86	Yes
Verizon	Wireless devices	\$5,603.70	\$239.28	\$863.82	Yes
Office Depot	Supplies for offices/centers	\$14,528.32	\$739.88	\$1,176.86	Yes
					Yes
	<b>TOTAL</b>				07/28/24
		<b>\$52,647.85</b>	<b>\$2,181.40</b>	<b>\$12,894.78</b>	LA

# Credit Card Charges

## June 2024

Fiscal

Statement Date / Fecha de estado de cuenta	Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount charged to RHS / Cantidad cobrada a RHS	Amount charged to EHS / Cantidad cobrada a EHS	Receipt / Recibo
JUNE	Home Depot	Supplies for centers	<b>\$9,520.12</b>	\$295.64	\$5.87	Yes
JUNE	Wex Bank (Chevron)	Fuel	<b>0.00</b>	0.00	\$0.00	Yes
JUNE	Walmart	Supplies for centers	<b>\$4,939.03</b>	\$1,411.56	\$195.78	Yes
JUNE	Wex Bank (Valero)	Fuel	<b>\$5,923.89</b>	\$1,318.89	\$62.01	Yes
JUNE STMT DATES		<b>Totals</b>	<b>\$20,383.04</b>	<b>\$3,026.09</b>	<b>\$263.66</b>	LA

07/24  
J D

# Credit Card Charges / Cargos de Cuentas

## July 2024

Fiscal

Statement Date / Fecha de estado de cuenta	Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount charged to RHS / Cantidad cobrada a RHS	Amount charged to EHS / Cantidad cobrada a EHS	Receipt / Recibo
JULY	Home Depot	Supplies for centers / Materiales para los centros	<b>\$6,883.88</b>	\$1,463.10	\$55.76	Yes
JULY	Wex Bank (Chevron)	Fuel / Gasolina	<b>0.00</b>	0.00	\$0.00	Yes
JULY	Walmart	Supplies for centers / Materiales para los centros	<b>\$1998.31</b>	0.00	0.00	Yes
JULY	Wex Bank (Valero)	Fuel / Gasolina	<b>\$4657.23</b>	\$863.22	\$124.21	Yes
JULY STMT DATES		<b>Totals</b>	<b>\$13,539.42</b>	<b>\$2,326.32</b>	<b>\$179.97</b>	LA

08/24

J

# Card Member Service

Credit Card Charges

COSTCO

July 2024 Statement

Card Holder	Description	Card Amount	Amount charged to RHS	Amount charged to EHS
Maritza Gomez-Zaragoza	Supplies for program	\$569.15	100.81	9.16
		<b>Total \$569.15</b>	<b>Total \$100.81</b>	<b>Total \$9.16</b>

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

**IN-KIND MONTHLY SUMMARY REPORT 2024-2025 / REPORTE SUMARIO MENSUAL DE IN KIND 2024-2025**

**MIGRANT AND SEASONAL HEAD START 2024-2025 MIGRANTE/TEMPORAL HEAD START 2024-2025**

Month-Year JULY 2024/ Mes-Año JULIO 2024

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	420,096.00	94,913.04	63,616.98	158,530.02	261,565.98
A. Professional Services/Servicios Profesionales	0.00	0.00	350.00	350.00	(350.00)
B. Center Volunteers/Voluntarios en el Centro	420,096.00	94,913.04	63,266.98	158,180.02	261,915.98
Other/Policy Council/Otro/Comité de Póliza	0.00	398.38	0.00	398.38	(398.38)
State Collaboration/Colaboracion de Estado	1,015,474.00	162,031.12	0.00	162,031.12	853,442.88
Donated Supplies/Materiales Donanos	1,006.00	0.00	150.00	150.00	856.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	111,010.00	37,004.00	9,251.00	46,255.00	64,755.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,547,586.00</b>	<b>294,346.54</b>	<b>73,017.98</b>	<b>367,364.52</b>	<b>1,180,221.48</b>

A. Y-T-D In-Kind / In-Kind asta ahora	367,364.52
B. Contracted In-Kind/ In-kind Contratado	1,547,586.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	23.74%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM  
INCOME CALCULATIONS  
July-2024**

FREE MEALS	245		89
REDUCED	0		0
BASE	0		0
<b>TOTAL</b>	<b>245</b>		<b>89</b>

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	4,086	X	100.0000%	X	\$2.3700	=	\$9,683.82
<b>LUNCH:</b>	2,555	X	100.0000%	X	\$4.4300	=	\$11,318.65
	1,487	X	100.0000%	X	\$4.4300	=	\$6,587.41
<b>SUPPLEMENTS:</b>	1,992	X	100.0000%	X	\$1.2100	=	\$2,410.32
	1,132	X	100.0000%	X	\$1.2100	=	\$1,369.72

	<b>11,252</b>			<b>\$31,369.92</b>
		TOTAL FEDERAL REIMBURSEMENT		
<b>CASH IN LIEU:</b>		LUNCHES X	\$0.3000	<b>\$1,212.60</b>
<b>TOTAL REIMBURSEMENT</b>				<b>\$32,582.52</b>

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC		TOTAL STATE EARNINGS
TOTAL BREAKFAST	4,086	X	\$0.2160	X	100%		\$882.58
TOTAL LUNCHES	4,042	X	\$0.2160	X	100%		\$873.07
<b>TOTAL:</b>							<b>\$1,755.65</b>

**TOTAL OF FEDERAL & STATE REIMBURESMENTS:**

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,487	1,132	2,619
MMHS-MADERA MIGRANT HEAD START	4,086	2,555	1,992	8,633
	<b>4,086</b>	<b>4,042</b>	<b>3,124</b>	<b>11,252</b>
	<b>MMHS</b>	<b>CMIG</b>	<b>Total</b>	
TOTAL FEDERAL REIMBURSEMENT:	\$23,412.79	\$7,957.13	\$31,369.92	
CASH IN LIEU:	\$766.50	\$446.10	\$1,212.60	
TOTAL STATE REIMBURSEMENTS:	<b>\$1,434.46</b>	<b>\$321.19</b>	<b>\$1,755.65</b>	
	<b>\$25,613.75</b>	<b>\$8,724.42</b>	<b>\$34,338.17</b>	

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**June**

**Year**

**2024-25**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	\$ 60,628.00	-	-	-	60,628.00
A. Professional Services/Servicios Profesionales		-	-	-	-
B. Center Volunteers/Voluntarios en el Centro	\$ 58,203.00	-	-	-	58,203.00
C. Other/Policy Council/Otro/Comité de Póliza	\$2,425	-	-	-	2,425.00
Donated Food/Comida Donada		-	-	-	-
Donated Supplies/Materiales Donado		-	-	-	-
Donated Equipment		-	-	-	-
Donated Bus Storage		-	-	-	-
Donated Space/Sitio Donado	\$318,251	-	19,676.55	19,676.55	298,574.45
Transportation/ Transportación		-	-	-	-
<b>TOTAL IN-KIND</b>	<b>\$ 378,879.00</b>	<b>-</b>	<b>19,676.55</b>	<b>19,676.55</b>	<b>359,202.45</b>
<b>State Fund 319</b>	<b>\$ 1,091,317.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,091,317.00</b>
<b>Grand Total</b>	<b>\$ 1,470,196.00</b>	<b>-</b>	<b>19,676.55</b>	<b>19,676.55</b>	<b>1,450,519.45</b>

B. Contracted In-Kind \$ 19,676.55

C. Percent Y-T-D In-Kind 1.34%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM  
INCOME CALCULATIONS  
June-2024**

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

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	0	X	100.0000%	X	\$2.2800	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

<b>LUNCH:</b>	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

<b>SUPPLEMENTS:</b>	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

0  
TOTAL FEDERAL REIMBURSEMENT \$0.00

**CASH IN LIEU:** LUNCHES X \$0.2950 \$0.00

**TOTAL REIMBURSEMENT** **\$0.00**

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

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



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM  
INCOME CALCULATIONS  
July-2024**

FREE MEALS	0		0
REDUCED	0	#DIV/0!	
BASE	0		0
<b>TOTAL</b>	0	#DIV/0!	

**PERCENTAGES:**

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

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	0	X	100.0000%	X	\$2.3700		\$0.00
<b>LUNCH:</b>	0	X	100.0000%	X	\$4.4300		\$0.00
<b>SUPPLEMENTS:</b>	0	X	100.0000%	X	\$1.2100		\$0.00

**0**  
TOTAL FEDERAL REIMBURSEMENT \$0.00

**CASH IN LIEU:** LUNCHES X \$0.3000 \$0.00

**TOTAL REIMBURSEMENT** **\$0.00**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	0	X	\$0.2137	X	100%	\$0.00
TOTAL LUNCHES	0	X	\$0.2137	X	100%	\$0.00
<b>TOTAL:</b>						<b>\$0.00</b>

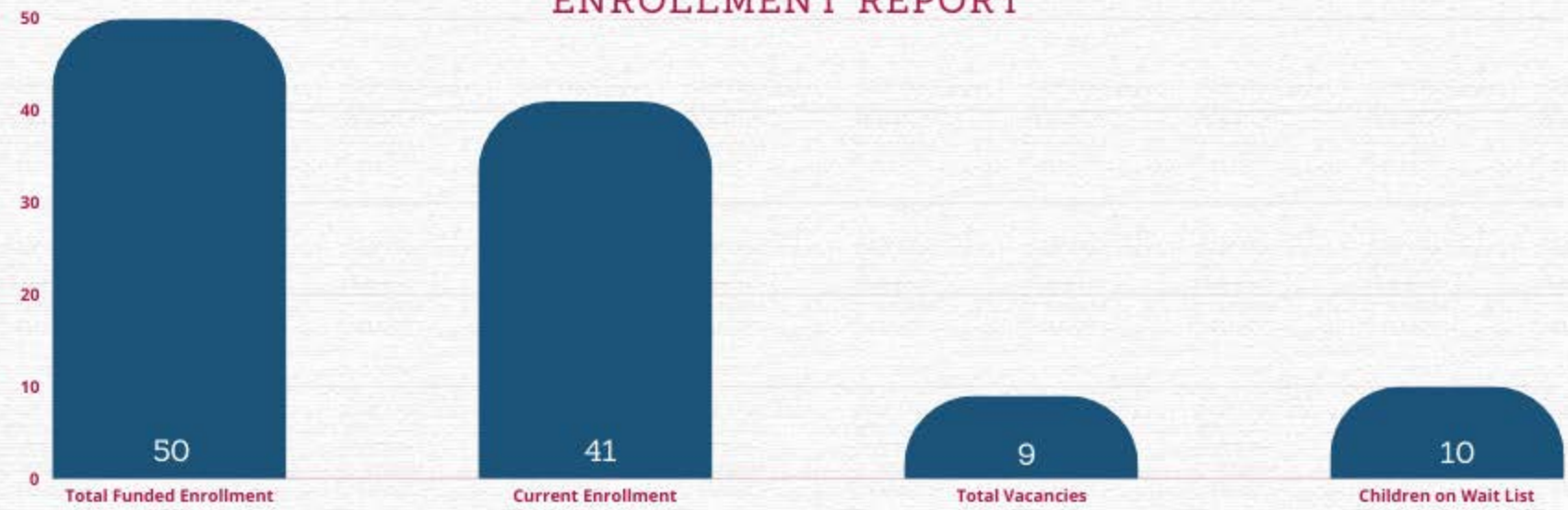
**TOTAL OF FEDERAL & STATE REIMBURESMENTS:** **\$0.00**

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

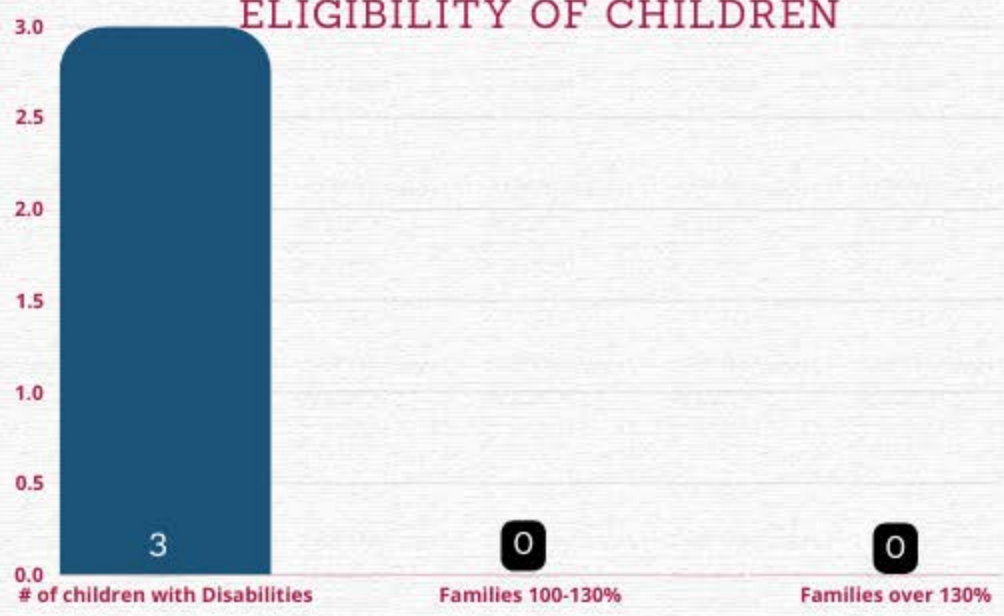
	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$0.00	\$0.00	\$0.00
CASH IN LIEU:	\$0.00	\$0.00	\$0.00
TOTAL STATE REIMBURSEMENTS:	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

# Madera Early Head Start Monthly Enrollment Report July 2024

## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



REGIONAL JULY 2024-JULIO 2024

**2024-2025 CENTER IN-KIND SUMMARY REPORT**

CENTER	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED	Percent
Chowchilla	\$ 10,122.19	\$0.00	\$0.00	\$0.00	\$10,122.19	0%
Cottonwood	\$ 5,212.17	\$0.00	\$0.00	\$0.00	\$5,212.17	0%
Eastside	\$ 3,542.17	\$0.00	\$0.00	\$0.00	\$3,542.17	0%
Fairmead	\$ 3,056.76	\$0.00	\$0.00	\$0.00	\$3,056.76	0%
Mariposa	\$ 5,212.17	\$0.00	\$0.00	\$0.00	\$5,212.17	0%
Mis Tesoros	\$ 4,475.67	\$0.00	\$14.16	\$14.16	\$4,461.51	0%
North Fork	\$ 4,475.67	\$0.00	\$0.00	\$0.00	\$4,475.67	0%
Oakhurst	\$ 3,984.67	\$0.00	\$0.00	\$0.00	\$3,984.67	0%
Ruth Gonzales	\$ 5,212.17	\$0.00	\$14.16	\$14.16	\$5,198.01	0%
Valley West	\$ 7,667.18	\$0.00	\$0.00	\$0.00	\$7,667.18	0%
Verdell McKelvey	\$ 7,667.18	\$0.00	\$0.00	\$0.00	\$7,667.18	0%
Office		\$0.00		\$0.00	\$0.00	0%
Rent	\$ 318,251.00	\$19,676.55	\$19,676.55	\$39,353.10	\$278,897.90	12%
State Collaboration	\$1,091,317.00	\$0.00		\$0.00	\$1,091,317.00	0%
<b>TOTAL IN-KIND</b>	<b>\$ 1,470,196.00</b>	<b>\$19,676.55</b>	<b>\$19,704.87</b>	<b>\$39,381.42</b>	<b>\$ 1,430,814.58</b>	<b>3%</b>

A. YTD In-Kind \$39,381.42

B. Contracted In-Kind \$1,470,196.00

C. Percent YTD In-Kind 2.68%  
 Contract Amount

\*This total (A.) should equal the "YTD Total" of the Regional Summary Sheet for the matching month.

## IN-KIND MONTHLY SUMMARY REPORT

**Month                      July    Year                      2024-25**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	60,628.00	-	28.32	28.32	60,599.68
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	58,203.00	-		-	58,203.00
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	-	28.32	28.32	2,396.68
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	-	-		-	-
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	318,251.00	19,676.55	19,676.55	39,353.10	278,897.90
Transportation/ Transportación	-	-		-	-
<b>TOTAL IN-KIND</b>	<b>378,879.00</b>	<b>19,676.55</b>	<b>19,704.87</b>	<b>39,381.42</b>	<b>339,497.58</b>
		-			
<b>State Fund 319</b>	<b>\$1,091,317</b>	-		-	1,091,317.00
<b>Grand Total</b>	<b>1,470,196.00</b>	<b>19,676.55</b>	<b>19,704.87</b>	<b>39,381.42</b>	<b>1,430,814.58</b>

B. Contracted In-Kind \$ 39,381.42

C. Percent Y-T-D In-Kind 2.68%

**EARLY HEAD START JULY 2024 - JULIO 2024**  
**2024-2025 CENTER IN-KIND SUMMARY REPORT**

CENTER	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING	Percent
					IN-KIND NEEDS	
Early head Start A	\$31,951.80	\$549.61	\$3,049.70	\$3,599.31	\$28,352.49	11%
Early head Start B	\$31,951.80	\$419.81	\$5,392.32	\$5,812.13	\$26,139.67	18%
Early head Start C	\$31,951.80	\$0.00	\$0.00	\$0.00	\$31,951.80	0%
Early head Start D	\$31,951.80	\$0.00	\$4,350.94	\$4,350.94	\$27,600.86	14%
Early head Start E	\$31,951.80	\$0.00	\$1,049.22	\$1,049.22	\$30,902.58	3%
Office	\$0.00	\$0.00		\$0.00	\$0.00	0%
Rent	\$0.00	\$0.00		\$0.00	\$0.00	0%
<b>TOTAL IN-KIND</b>	<b>\$159,759.00</b>	<b>\$969.42</b>	<b>\$13,842.18</b>	<b>\$14,811.60</b>	<b>\$144,947.40</b>	<b>9%</b>

A. YTD In-Kind \$14,811.60

B. Contracted In-Kind \$159,759.00

C. Percent YTD In-Kind 9.27%  
 Contract Amount

\*This total (A.) should equal the "YTD Total" of the Regional Summary Sheet for the matching month.

## IN-KIND MONTHLY SUMMARY REPORT

**Month                                  July    Year    2024**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	<b>158,104.00</b>	<b>969.42</b>	<b>13,842.18</b>	<b>14,811.60</b>	143,292.40
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	<b>155,652.00</b>	<b>969.42</b>	<b>13,842.18</b>	<b>14,811.60</b>	140,840.40
C. Other/Policy Council/Otro/Comité de Póliza	<b>2,452.00</b>	-		-	2,452.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	<b>1,655.00</b>	-		-	1,655.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	-	-		-	-
Transportation/ Transportación	-	-		-	-
<b>TOTAL IN-KIND</b>	<b>159,759.00</b>	<b>969.42</b>	<b>13,842.18</b>	<b>14,811.60</b>	144,947.40
		-			
		-	-	-	-
<b>Grand Total</b>	<b>159,759.00</b>	<b>969.42</b>	<b>13,842.18</b>	<b>14,811.60</b>	<b>144,947.40</b>

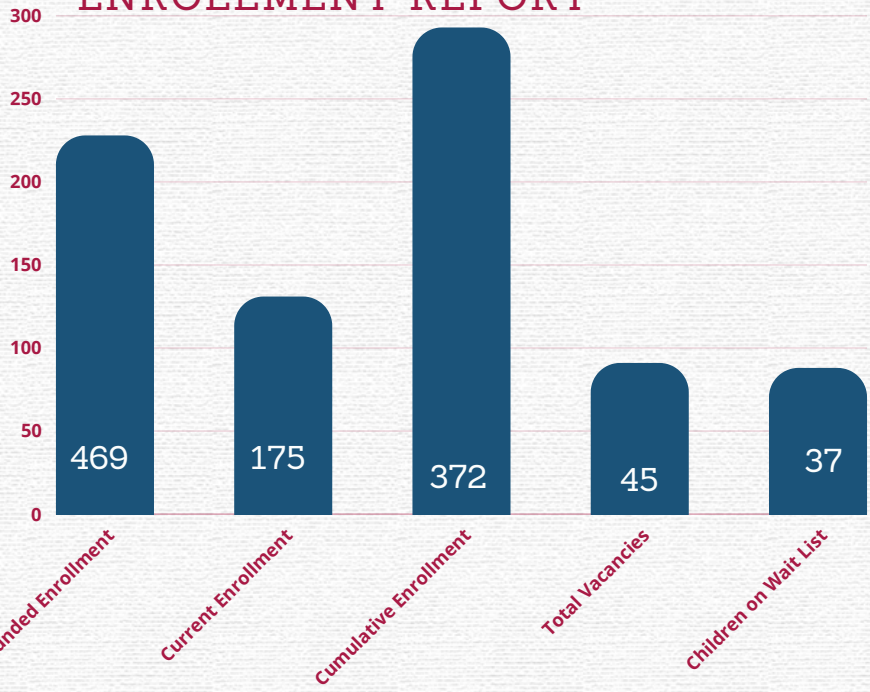
B. Contracted In-Kind **\$ 14,811.60**

C. Percent Y-T-D In-Kind 9.27%

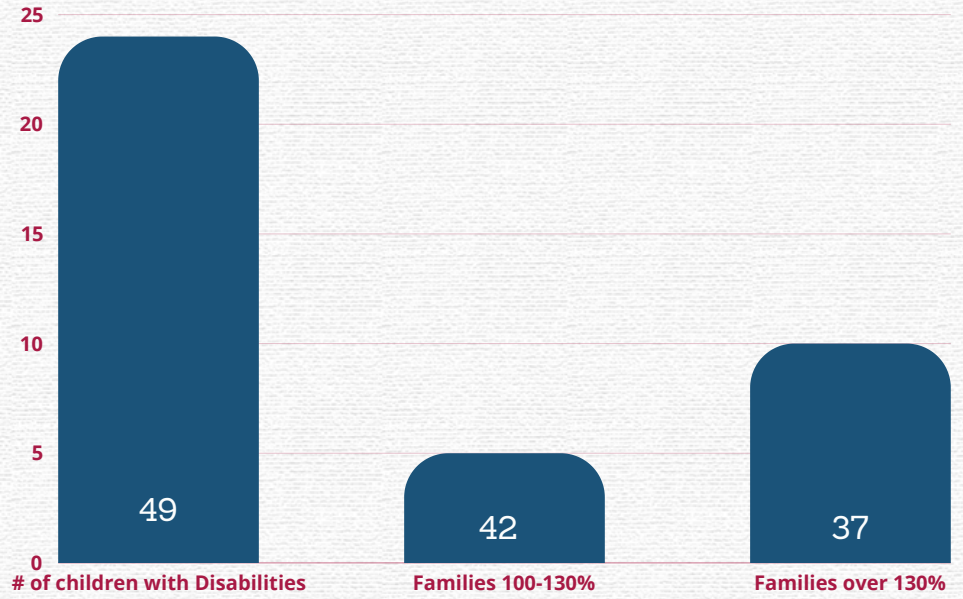


# Fresno Migrant Seasonal Head Start Monthly Enrollment Report August 2024

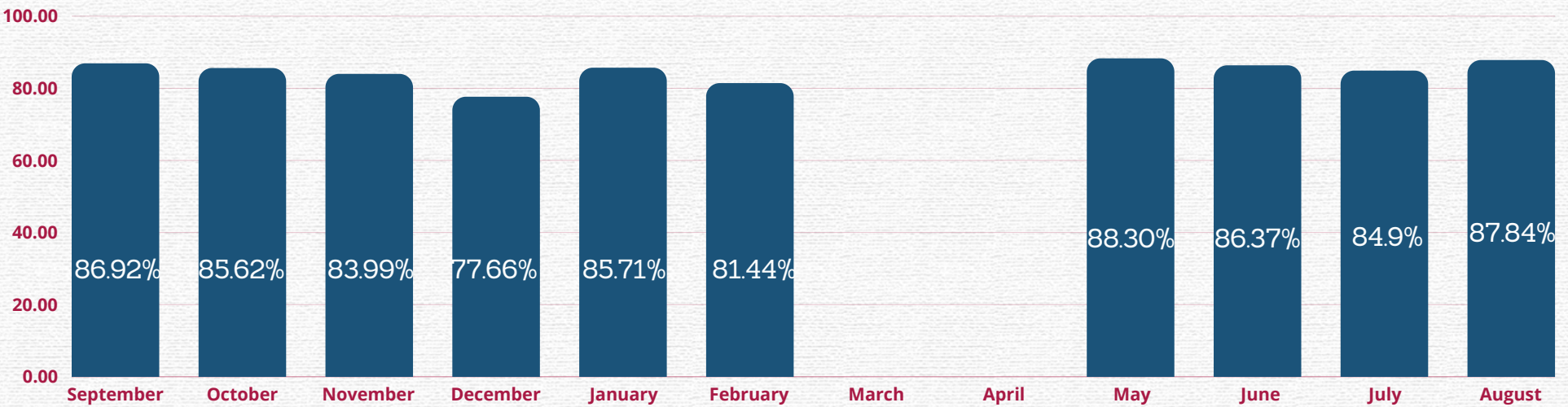
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## ATTENDANCE REPORT



**Fresno Migrant Head Start  
Inkind Monthly Summary Report  
Period Ending Jul-24**

Community Action Partnership of Madera County  
1225 Gill Ave  
Madera, CA 93637  
559-673-9173

**IN-KIND MONTHLY SUMMARY REPORT**

**Month July Year 2024**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	630,885.00	490,642.77	518.75	491,161.52	139,723.48
A. Professional Services	0.00	2,113.75		2,113.75	(2,113.75)
B. Center Volunteers	630,885.00	486,034.02		486,034.02	144,850.98
C. Policy Concl/Committee	0.00	0.00		0.00	0.00
D. Agency Attorney		2,495.00	518.75	3,013.75	(3,013.75)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	2,356.00	0.00		0.00	2,356.00
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	167,503.00	140,534.97		140,534.97	26,968.03
TRANSPORTATION	0.00	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>800,744.00</b>	<b>631,177.74</b>	<b>518.75</b>	<b>631,696.49</b>	<b>169,047.51</b>
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
<b>Grand Total</b>	<b>800,744.00</b>	<b>575,897.93</b>	<b>518.75</b>	<b>631,696.49</b>	<b>169,047.51</b>

A. Y-T-D In-Kind	631,696.49
B. Contracted In-Kind	800,744.00
C. Percent Y-T-D In-Kind	78.89%
D. Residual amount remaining	169,047.51

	331	334	335	Other First5	Total Inkind
<b>Salary</b>	491,161.52			0.00	491,161.52
<b>Rent</b>	140,534.97				140,534.97
<b>Other</b>	0.00				0.00
	631,696.49	0.00	0.00	0.00	631,696.49
		631,696.49		0.00	631,696.49
				0.00	
<b>JV to Book</b>					
	331 G/L YTD	331 Inkind	Var to JV		
<b>Salary</b>	488,147.77	491,161.52	3,013.75		
<b>Rent</b>	140,534.97	140,534.97	0.00		
<b>Other</b>	3,013.75	0.00	(3,013.75)		
	631,696.49	631,696.49	0.00		



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
 FRESNO MIGRANT HEAD START FOOD PROGRAM  
 INCOME CALCULATIONS  
 July-2024**

FREE MEALS	198
REDUCED	-
BASE	-
TOTAL	198

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	2,931	X	100.0000%	X	\$2.3700	=	\$6,946.47
<b>LUNCH:</b>	2,900	X	100.0000%	X	\$4.4300	=	\$12,847.00
<b>SUPPLEMENTS:</b>	2,503	X	100.0000%	X	\$1.2100	=	\$3,028.63

	<b>8,334</b>						
		TOTAL FEDERAL REIMBURSEMENT					\$22,822.10

<b>CASH IN LIEU:</b>		LUNCHES X \$0.3000					\$870.00
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<b>TOTAL REIMBURSEMENT</b>							<b>\$23,692.10</b>
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STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE				
TOTAL BREAKFAST	2,931	X	\$0.2160	X	100%		\$633.10
TOTAL LUNCHES	2,900	X	\$0.2160	X	100%		\$626.40

<b>TOTAL STATE REIMBURSEMENT</b>							<b>\$1,259.50</b>
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<b>TOTAL OF FEDERAL &amp; STATE REIMBURESMENTS:</b>							<b>\$24,951.60</b>
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# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors' Meeting for: September 12, 2024

Author: Sandra Ramirez

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DATE: August 26, 2024

TO: Board of Directors

FROM: Sandra Ramirez, Accountant Program Manager

SUBJECT: Child and Adult Care Food Program (CACFP) 2024-25 program year renewal.

**I. RECOMMENDATION:**

Review and ratify the CACFP 2024-25 Renewal Agreement to continue participation in the CACFP program. Budget attached.

**II. SUMMARY:**

Community Action Partnership of Madera County, Inc. (CAPMC) received notification from California Department of Social Services-Family Engagement & Empowerment Division on August 2, 2024, to submit 2024-25 Child and Adult Care Food Program Renewal Application by August 30, 2024. Program year is October 1, 2024 – September 30, 2025.

**III. DISCUSSION:**

- A. CACFP program reimburses allowable meals served to children enrolled in Head Starts and State center base programs.
- B. Accountant Program Manager and Nutrition Specialists review the renewal application for necessary changes to transmit application through Child Nutrition Information and Payment System (CNIPS) program website.

Renewal responsibilities of Nutrition Specialists include:

- Review 2024-2025 Application to make necessary updates. Updates include staff rosters, mealtimes, kitchen information, and site information from (Madera Regional Head Start, State Base Preschool program (CCSP), Madera Migrant/Seasonal Head Start, State Based Migrant program (CMIG), and Fresno Migrant Head Start.

Renewal responsibilities of Fiscal include:

- Create Budget from projected number of meals per day by number of operating days.
- Verify Program Administrative Costs do not exceed the 15% limitation.
- Submit application online by due date.

**IV. FINANCING: The Child and Adult Care Food Program agreement supplements four CAPMC programs. The Proposed Budget Amount is \$602,510.**

**CHILD AND ADULT CARE FOOD PROGRAM  
2024-2025 ANNUAL BUDGET**

			A	B	
	DESCRIPTIONS	Total Budget	Operating Budget	Admin Budget	
5010	SALARY	15,000	15,000		to cover some salaries & benefits for cooks and food service workers
5020	ACCRUED VAC PAY	898	898		
5112	HEALTH INSURANCE	3,264	3,264		
5114	WORK-COMP.	816	816		
5116	RETIREMENT	1,890	1,890		
5122	FICA	1,046	1,046		
5124	S.U.I	408	408		
5130	ACCRUED VAC FRINGE (fica)	200	200		
6110	OFFICE SUPPLIES	-		-	
6112	DATA PROCESS.	-			
6121	FOOD	434,638	434,638		
6122	KITCHEN SUPPLIES	66,605	66,605		
6130	PROGRAM SUPPLIES	-			
6140	CUSTODIAL SUPP.	-			
6212	EQUIPMENT <500	-			
6180	EQUIPMENT RENTAL	22,539	22,539		rental agreements for dishwashers
6181	EQUIP. REPAIR/MAINT.	1,250	1,250		repairs for kitchen equipment as needed
6310	PUB. & PRINT	-			
6332	BUILDING REPAIRS/ MAINTENANCE	-			
6437	BURGLAR & FIRE ALARM	-			
6524	CONTRACTS	-			
6610	GAS & OIL	1,750	1,750		fuel for food delivery vehicles
6640	VEHICLE REPAIR & MAINTENANCE	1,750	1,750		delivery vehicle repairs & maint.
6612	STAFF TRAVEL-LOCAL	-	-		
6614	STAFF TRAVEL-OUT OF AREA	-	-		
6722	PER DIEM - STAFF	-			
6742	TRAINING - STAFF	-			
6850	FEES & LICENSES	200		200	membership dues for CCFP RoundTable Membership
9010	INDIRECT COST 9.1%	50,256		50,256	Indirect costs
	<b>TOTAL</b>	<b>602,510</b>	<b>552,054</b>	<b>50,456</b>	

Salaries and Taxes	17,552	17,552	
Benefits	5,970	5,970	
admin costs (office supplies, training, dues, Indirect)	50,456		50,456 8.37%
operating costs (equipt rental, repair & maint, fire alarm)	27,289	27,289	
Food costs (food and kitchen supplies)	501,243	501,243	
	<u><b>602,510</b></u>	552,054	50,456
	-	-	-



# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: September 12, 2024

Author: Jennifer Coronado

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DATE: 09/03/2024

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and ratify the grant application to the California Office of Emergency Services (CalOES), to support the Domestic Violence Assistance (DV) Program due September 6, 2024, for the program period October 1, 2024 to September 30, 2025.

**I. RECOMMENDATION:**

Review and consider ratifying the submitted application to the California Office of Emergency Services (CalOES), to support the Domestic Violence Assistance (DV) Program due September 6, 2024, including any extensions and/or amendments during the funding period.

**II. SUMMARY:**

The grant application submitted to the California Office of Emergency Services (CalOES) for the purpose of the DV Program is to operate and maintain Domestic Violence Assistance Program. The goal of the DV Program is to provide local assistance for comprehensive support services to existing domestic violence providers, including emergency shelter to victims/survivors of domestic violence and their children.

**III. DISCUSSION:**

The services provided under the DV Program include, but are not limited to, maintain the 24-hotline, crisis intervention, individual and peer group counseling, emergency shelter for victims and their children, emergency food and clothing, court accompaniment, advocacy, transportation, and household establishment assistance.

**IV. FINANCING:**

The total project costs are \$537,587 comprised of the following:

2020-FVPA: \$3,006  
2022-VOCA: \$132,449  
2024- FVPS: \$97,392  
2024-DVPO: \$201,980  
2024-VC GF: \$102,760

**PERSONNEL COSTS**

Line Item Identifier	Description	FTE	Calculation	2020 FVPA		2022 VOCA		2024 DVPO		2024 FVPS		2024 VCGF		Total
				FS	Match	FS	Match	FS	Match	FS	Match	FS	Match	
Victim Services Program Manager	Oversees operation of all victim services programs; supervises program coordinators and coordinates direct services staff.	0.0625						\$7,571						\$7,571
Victim Services Coordinator	Oversees operation of all shelter activities while taking a direct role in providing services to client occupants.	0.1875						\$18,064						\$18,064
Administrative Assistant	The Admin Assistant serves as an aide to the program manager and as secretarial back up to the administrative staff. Screens correspondence, coordinates scheduling, and tallies data from statistical reports.	0.25						\$16,291						\$16,291
Advocate III	Provides crisis intervention, support, advocacy and counseling to victims of domestic violence.	1		\$2,755		\$63,602								\$66,357
Advocate III	Provides crisis intervention, support, advocacy and counseling to victims of domestic violence.	1				\$57,799		\$6,062						\$63,861
Advocate III	Provides crisis intervention, support, advocacy and counseling to victims of domestic violence.	1						\$61,273						\$61,273
Shelter Support Aide	Assists shelter occupants with daily activities while maintaining shelter and supplies.	1						\$59,355						\$59,355
Shelter Support Aide	Assists shelter occupants with daily activities while maintaining shelter and supplies.	1						\$16,517		\$28,675				\$45,192
Shelter Support Aide	Assists shelter occupants with daily activities while maintaining shelter and supplies.	1								\$24,542				\$24,542
Shelter Support Aide	Assists shelter occupants with daily activities while maintaining shelter and supplies.	1								\$16,506		\$8,036		\$24,542

**RENT COSTS - GRANT SUBAWARD EMPLOYEE OFFICE SPACE**

Line Item Identifier	Description	FTE	Calculation	2024 VCGF		FS	Match	FS	Match	FS	Match	FS	Match	Total	
				FS	Match										
GRANT SUBAWARD EMPLOYEE OFFICE SPACE		7.5												\$7,536	\$7,536

**TRAVEL COSTS**

Line Item Identifier	Description	Out of State	Calculation	2024 VCGF		FS	Match	FS	Match	FS	Match	FS	Match	Total	
				FS	Match										
Conferences	Various conferences for EVAWI, CPEDV, and the FJCA.	N												\$5,000	\$5,000

**FINANCIAL ASSISTANCE FOR CLIENTS COSTS**

**2024 VCGF**

Line Item Identifier	Description	Is this Petty Cash	Calculation	FS	Match	FS	Match	FS	Match	FS	Match	FS	Match	Total
Direct Benefits	Emergency assistance cases, including but not limited to food, document replacement, and transportation.	N										\$1,500		\$1,500

**INDIRECT COSTS**

**2020 FVPA**

**2022 VOCA**

**2024 DVPO**

**2024 FVPS**

**2024 VCGF**

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	FS	Match	FS	Match	FS	Match	Total
Indirect Costs	Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers indirect administrative operating expenses such as telephone, audit, supplies etc. associated with the administrative and indirect staff.		9.1% of direct project costs - based on cognizant agency - Dept. of Health and Human Services, total direct costs excluding equipment and donated services.	\$251		\$11,048		\$16,847		\$8,123		\$8,571		\$44,840

**OTHER OPERATING COSTS**

**2024 FVPS**

**2024 VCGF**

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	FS	Match	FS	Match	FS	Match	Total
Office Supplies	General office supplies (paper, pens, staples, notes, etc.) as necessary.		\$37.50/mo X 12mo									\$450		\$450
Data Processing Supplies	Subscription services for software (firewalls, switches, Microsoft licenses, data virtualization) and purchases/maintenance		\$415.92/mo X 12mo							\$1,546		\$3,445		\$4,991
Program Supplies	Kitchen and general supplies for the shelter units		\$16.67/mo X 12mo									\$200		\$200
Custodial Supplies	Laundry and bathroom supplies for the shelter units.		\$33.33/mo X 12mo									\$400		\$400
Postage and Shipping	Postage as necessary for mailing letters and correspondence.		Based on actual usage of postage machine. \$100/yr									\$100		\$100
Equipment Rental	Copier, postage, and other machines		\$216.67/mo X 12mo									\$2,600		\$2,600
Equipment Maintenance	Repairs of AC units, shelter appliances, and other equipment as needed		\$500/yr									\$500		\$500
Printing and Publications	Newspaper postings and CA law pamphlets		1-time yearly subscription/expense of \$500									\$500		\$500
Advertising & Promotion	Resource fair setups, any outreach activities.		\$58.33/mo X 12mo									\$700		\$700
Telephone & Communications	Landline phones, cell phones, FAX services, internet, answering services.		\$1,312.50/mo X 12mo									\$15,750		\$15,750





# Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: September 12, 2024

Author: Jennifer Coronado

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DATE: 09/03/2024

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider ratifying the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program due September 6, 2024, for the program period October 1, 2024, to September 30, 2025.

**I. RECOMMENDATION:**

Review and consider ratifying the submitted grant application to the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program due September 6, 2024, including any extensions and/or amendments during the funding period.

**II. SUMMARY:**

The grant application submitted to the California Office of Emergency Services (CalOES) for the purpose of the RC Program is to operate and maintain Rape Crisis Program. The goal of the RC Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services.

**III. DISCUSSION:**

The services provided under the RC Program include, but are not limited to, maintaining the 24-hotline, crisis intervention, follow-up services, survivor rights, individual counseling, accompaniment, advocacy, community education, information, and referral.

**IV. FINANCING:**

The total project costs are \$340,538 comprised of the following:

2023-VOCA: \$196,324

2024-RCP5: \$15,216

2024-VCGF: \$128,998





# Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: September 12, 2024

Author: Maritza Gomez-Zaragoza

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DATE: September 3, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera/Mariposa Regional and Early Head Start 2024-2025 Planning Process and Calendar

## I. **RECOMMENDATIONS**

Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

## II. **SUMMARY**

The policy/procedure determines and guides staff and Policy Council in program planning and goal setting which can positively influence organization performance and continuous improvement.

## III. **DISCUSSION**

The planning process includes a review/analysis of:

- The process assists in the completion of the annual refunding application.
- Update on the five-year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
- Review the monitoring system of the program.
- Attached is a planning calendar that provides an overview of the items that will be presented to the Policy Council on a monthly basis.

- The Madera Regional and Early Head Start 2024-2025 Planning Process and Calendar will be presented to the Policy Council for approval on September 5, 2024.

## IV **FINANCING**: Significant

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



**Planning Calendar for Madera Regional and Early Head Start Program Activities  
Governing Bodies  
August 2024 to August 2025**

	August 29, 2024	September 5, 2024	October 3, 2024	November 7, 2024	December 5, 2024	January 2, 2025
<b>Policy Council</b>	<p><b>*Representatives/Alternates</b></p> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Purpose</li> <li>– Brown Act</li> <li>– Structure of Governance</li> <li>– Shared Governance</li> <li>– Proposed Governance</li> <li>– Roberts Rule</li> <li>– Head Start Overview</li> <li>– Regulations/Ethics</li> <li>– PC Code of Conduct</li> <li>– ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance</li> </ul>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>– Seating of 2024- 2025 Policy Council</li> <li>– 2024-2025 Policy Council Executive Committee Elected</li> <li>– Election of Executive Committee Rep..</li> <li>– Appoint Policy Council Rep. to Board of Director</li> <li>– 2024-2025 Reimbursement Policy</li> <li>– Planning Calendar</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Distribute Bylaws 2024-2025</li> </ul> <p><b>First Reading</b></p> <ul style="list-style-type: none"> <li>– Internal Dispute Resolution</li> <li>– Behavior Policy/Suspension and Expulsion Policy</li> <li>– HS/GSPP Parent Handbook</li> <li>– Election of the Community Member</li> <li>– No Fee Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– <b>Conscious Discipline &amp; Teaching Pyramid Model</b></li> </ul>	<p><b>* Action</b></p> <ul style="list-style-type: none"> <li>– 2023-2024 Program Information Report (PIR)</li> <li>– <b>Approve</b> 2024-2025 Bylaws</li> <li>– Self-Assessment Process</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– <b>Classroom Assessment Scoring System (CLASS)</b></li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2024-2025 Community Assessment Update</li> <li>– 2024-2025 Goals &amp; Objectives Update</li> <li>– <b>Distribute</b> approved Bylaws</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– <b>Child Outcomes</b></li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2025-2026 Application/ Budget for Madera/Mariposa Regional &amp; Early Head Start</li> <li>– <b>Training Plan</b></li> <li>– <b>Administrative</b></li> <li>– <b>Non Federal Share</b></li> </ul> <ul style="list-style-type: none"> <li>– Self-Assessment Results and Corrective Plan of Action</li> <li>– 2023-2024 Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– <b>Family Engagement Data</b></li> </ul>
	August 8, 2024	September 12, 2024	October 10, 2024	November 14, 2024	December 12, 2024	January 9, 2025
<b>Board of Directors</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>– 2024-2025 Reimbursement Policy</li> <li>– Planning Calendar</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Internal Dispute Resolution</li> <li>– Behavior Policy/Suspension and Expulsion Policy</li> <li>– HS/GSPP Parent Handbook</li> <li>– No Fee Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul>	<p><b>* Action</b></p> <ul style="list-style-type: none"> <li>– 2023-2024 Program Information Report (PIR)</li> <li>– Self-Assessment Process</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2024-2025 Community Assessment Update</li> <li>– 2024-2025 Goals &amp; Objectives Update</li> <li>– Approved 2024-2025 Bylaws</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2025-2026 Application/ Budget for Madera/Mariposa Regional &amp; Early Head Start</li> <li>– Training Plan</li> <li>– Administrative</li> <li>– Non Federal Share</li> <li>– Self-Assessment Results and Corrective Plan of Action</li> <li>– 2023-2024 Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence</li> </ul>



**Planning Calendar for Madera/Mariposa Regional and Early Head Start Program Activities  
Governing Bodies  
August 2024 to August 2025**

	February 6, 2025	March 6, 2025	April 3, 2025	May 1, 2025	June 5, 2025	July 3, 2025	August 7, 2025
<b>Policy Council</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- CAPMC Audit Reports</li> <li>- Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) 2025-2026</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>
	February 13, 2025	March 13, 2025	April 10, 2025	May 8, 2025	June 12, 2025	July 10, 2025	August 14, 2025
<b>Board of Directors</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- CAPMC Audit Reports</li> <li>- Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) 2025-2026</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>- Staffing Changes</li> <li>- Budget Report</li> <li>- In-Kind</li> <li>- Program Enrollment &amp; Attendance Report</li> <li>- CACFP</li> <li>- Program Information Report (PIR)</li> </ul>



## ***PROGRAM GOVERNANCE POLICIES AND PROCEDURES***

Policy Number:	HSPPS: N/A  Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Council/Committee: 9/7/23	Approved by Board of Directors:	

**Subject:** Planning Process

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

**Operational Procedure:**

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



# Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: September 12, 2024

Author: Maritza Gomez-Zaragoza

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DATE: September 3, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera/Mariposa Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2024-2025

## **I. RECOMMENDATIONS**

Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.

## **II. SUMMARY**

The Policy Council Members representing Madera/Mariposa Regional and Early Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

## **III. DISCUSSION**

The Policy Council will decide whether or not to approve the policy at their regular meeting on September 5, 2024, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30 for local members and \$45 for member traveling from the Mountain area per meeting because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

## **IV. FINANCING:**

Funds are an allowable cost under the Federal Regulations.



# Community Action Partnership of Madera County

1225 Gill Avenue, Madera, CA 93637 559.673.0012

## BENEFICIARY & BOARD REIMBURSEMENT VOUCHER (Complete in Ink)

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

Name: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Street Address: \_\_\_\_\_ Position: Policy Council/Committee Member

City/Zip: \_\_\_\_\_ Activity: Policy Council/Committee Meeting

Telephone: \_\_\_\_\_ Center: \_\_\_\_\_

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

### EXPENSES

### AMOUNT

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

Meeting Allowance (Low Income Committee Members)

**\$30.00 (Local)**    **\$45 (Mountain/Huron)**    \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES:**    \$ \_\_\_\_\_

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

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_

This part is to be completed by CAPMC staff.

Program Account            Mileage:    3\_\_0-7111-\_\_ -\_\_ \$ \_\_\_\_\_

   Allowance:    3\_\_0-7114-\_\_ -\_\_ \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_



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

**BONO DE REMBOLSO**  
(Complete con tinta)

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

Nombre: \_\_\_\_\_ Fecha de la Reunión: \_\_\_\_\_

Domicilio: \_\_\_\_\_ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: \_\_\_\_\_ Actividad: Reunión del Concilio/Comité

Teléfono: \_\_\_\_\_ Centro: \_\_\_\_\_

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

**GASTOS**

**CANTIDAD**

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

Asignación de Reuniones (miembros del Comité de ingresos bajos)

**\$30.00 (Local)    \$45 (Montañas/Huron)    \$ \_\_\_\_\_**

Otro: \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DE GASTOS:    \$ \_\_\_\_\_**

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

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa    Millaje:    3\_\_\_\_.0-7111-\_\_\_\_ - \_\_\_\_ \$ \_\_\_\_\_

Asignación:    3\_\_\_\_.0-7114-\_\_\_\_ - \_\_\_\_ \$ \_\_\_\_\_

**Total: \$ \_\_\_\_\_**

Autorizado por: \_\_\_\_\_

Fecha: \_\_\_\_\_



## ***PROGRAM GOVERNANCE POLICIES AND PROCEDURES***

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

**Subject:** Parent Policy Council/Parent Policy Committee Reimbursement

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

**Operational Procedure:**

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



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

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



# Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: September 12, 2024

Author: Maritza Gomez-Zaragoza

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DATE: September 3, 2024  
TO: Board of Directors  
FROM: Maritza Gomez-Zaragoza, Head Start Director  
SUBJECT: Internal Dispute Resolution

**I. RECOMMENDATIONS**

Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.

**II. SUMMARY**

Head Start Performance Standard 1301.6 requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

**III. DISCUSSION**

The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

**IV FINANCING: None**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
POLICIES AND PROCEDURES  
Program Design & Management**

<b>Policy Number: PG 06</b>	<b>Relate to CFR #: 1301.6</b>	<b>Page #1 of 2</b>
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**COMPONENT:** Program Design and Management

**SUBJECT:** Internal Dispute Resolution

**PERFORMANCE OBJECTIVE:** Policy Council/Policy Committee must establish and agree upon written procedures for resolving internal disputes including impasse procedures between the governing body and Policy Council/Policy Committee.

**OPERATIONAL PROCEDURE:**

Section 642 (d) Program Governance Administration-

(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

1. Either the Board of Directors or the Policy Council/Policy Committee may declare an impasse. The declaring party must notify the other party of the impasse. Upon declaration and notification, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. If a compromise fails, the Board of Directors will submit the matter to binding arbitration.
2. If a compromise is negotiated, the Board of Directors will detail the content of the compromise in writing. The Chairperson of the Board of Directors and the Chairperson of the Policy Council/Policy Committee must both sign the written compromise.
3. If a compromise fails and the matter goes to binding arbitration, the Board of Directors will notify the Chairperson of the Policy Council/Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. A consultant will be selected by the Policy Council/Policy Committee to assist it with needed support services to prepare the data for the hearing.
4. The arbitration panel shall consist of three arbitrators: one to be designated by the Board of Directors, one to be designated by the Policy Council/Policy Committee, and one to serve as Chairperson and to be designated by the other two arbitrators.
5. The duty of the arbitration panel is to resolve the issues in dispute as

expeditiously and fairly as possible at the minimum expense to the parties involved.

6. The arbitration panel does not preclude the parties from reaching a compromise, so long as a final decision has not been issued by the panel.
7. The final decision of the arbitration panel is binding on both parties, and there shall be no appeal.
8. See written Internal Dispute Resolution as it pertains to the appropriate policy group.

Related Regulations: Head Start Performance Standards1301.6

**INTERNAL DISPUTE RESOLUTION  
BINDING ARBITRATION AGREEMENT FOR RESOLUTION OF IMPASSE**

Between Community Action Partnership of Madera County Board of Directors

And

Fresno Migrant/Seasonal Head Start Policy Committee

**I. Clarification of Responsibilities**

- A. It is understood and in accordance with the Head Start Act of 2007, the Community Action Partnership of Madera County (CAPMC) Board of Directors assumes the legal and fiscal responsibilities for administering and overseeing the Head Start program, including the safeguarding of federal funds. CAPMC Board of Directors' duties and responsibilities are outlined by the Head Start Act of 2007 and per the amended CAPMC By-Laws.
  
- B. The Fresno Migrant/Seasonal Head Start Policy Committee (Policy Committee), in accordance with the Head Start Act of 2007, is responsible for the direction of the Head Start program, including program design and operations, and long and short-term planning goals and objectives, taking into the account the annual community-wide strategic planning and needs assessment and self-assessment. The Policy Committee shall approve, and submit to the CAPMC Board of Directors for approval, decisions about each of the following activities:
  - i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
  - ii. Program recruitment, selection, and enrollment priorities.
  - iii. Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.
  - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
  - v. By-laws for the operation of the Policy Committee.

- vi. Approve program personnel policies and procedures and decisions regarding the employment of program staff, consistent with paragraph 647(1)(E)(iv)(IX) of the Head Start Act of 2007 (the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency), including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff.
  - vii. Approving personnel policies and procedures, including policies and procedures regarding the.
  - viii. Developing procedures for how members of the Policy Committee of the Head Start agency will be elected.
  - ix. Recommendations on the selection delegate agencies and the service areas for such agencies.
- C. It is agreed upon that the specific activities described above per the Head Start Act of 2007 are shared responsibilities with the CAPMC Board of Directors and Policy Committee members.

## **II. Definition of Impasse**

- A. Impasse occurs when the CAPMC Board of Directors and Migrant Head Start Policy Committee cannot agree on an issue for which the Head Start Policy Committee has the right to approve as outlined in this Binding Arbitration Agreement. The Migrant Head Start Policy Committee must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval responsibility, according to Head Start Act of 2007, clarification will be sought from the Migrant Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.

## **III. Impasse Procedures**

- A. Either the CAPMC Board of Directors or the Migrant Head Start Policy Committee may declare an impasse. If an impasse is declared, the party declaring the impasse must notify the other party in writing that an impasse has been declared. Upon declaration and notification of impasse, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. Said meeting between the two parties shall be accomplished within a reasonable time. If an attempt at

compromise fails, the CAPMC Board of Directors will, within fourteen (14) calendar days of receipt of written notification of continued impasse, submit the matter to binding arbitration.

- B. If a compromise is negotiated, the CAPMC Board of Directors will develop a written document detailing the content of the compromise. The Chairperson of the Head Start Policy Committee and the Chairperson of the CAPMC Board of Directors will be required to sign the document.
- C. If a compromise cannot be reached within the fourteen (14) calendar day period, then the matter will be submitted to binding arbitration. At the time a determination is made to submit the matter to arbitration, a consultant will be selected by the Migrant Head Start Policy Committee to assist them with translation, typing, and other needed support services. This is to assist the Policy Committee in preparing its data for the hearing. The CAPMC Board of Directors will notify the Chairperson of the Migrant Head Start Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. Such notification shall include, at a minimum, the following:
  - 1. A written statement of the issue or issues which have resulted an impasse.
  - 2. A request that the Migrant Head Start Policy Committee designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors within the fourteen (14) calendar day time period.
  - 3. A statement that a translator will be in attendance at all hearings and will translate verbal comments and written documents as needed.
  - 4. The written statement shall be in English and in Spanish, if needed.

#### **IV. Arbitration Panel Composition**

- A. The panel shall consist of three (3) arbitrators: one (1) to be designated by the CAPMC Board of Directors, one (1) to be designated by the Migrant Head Start Policy Committee, and one (1) to serve as chairperson and to be designated by the other two (2) arbitrators.

B. All three (3) arbitrators shall be individuals of good reputation and standing within their community; shall not be associated with any delegate programs; and shall not be affiliated (either through blood or marriage) with any Migrant Head Start Policy Committee member, delegate staff members of CAPMC, or CAPMC staff members. The third arbitrator shall be person of impartial judgement and good reputation and shall have none of the above affiliations. The third arbitrator shall also have knowledge of federal regulations and the law in general.

C. Failure to Name a Third Arbitrator

1. The two (2) arbitrators chosen shall agree on a third arbitrator. If the two (2) arbitrators are unable to agree on a third arbitrator to serve on the panel with ten (10) calendar days after the designation of the second arbitrator, then the CAPMC Board of Directors will appoint the third arbitrator from a list of potential arbitrators provided by the Madera County Bar Association.

D. Scheduling Arbitration

1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the designation of the third arbitrator. This time frame may be extended by mutual agreement.
2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.

E. The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of :

1. Oral presentation of the Policy Committee's position.
2. Oral presentation of the CAPMC Board of Directors' position.
3. Response by both parties to such questions as the panel wishes to ask.
4. Informal cross-examination of each party by the other within the limits allowed by the panel.



5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.
6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

#### F. Compromise

1. The arbitration procedure does not preclude the parties from compromising their differences and reaching a settlement so long as no final decision has been issued by the panel.

#### G. Standard of Conduct

1. Both parties are obligated to operate in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall result in a default judgement against the party guilty of it.
2. Refusal to comply with directions, or continued use of delaying tactics or other obstructive tactics by any person at the hearings shall constitute grounds for immediate exclusion of such person from the hearing by the Chairperson of the Arbitration Panel.

#### H. Representation of the Parties at the Hearing

1. CAPMC Board of Directors and the Migrant Head Start Policy Committee shall designate only one (1) of its members to represent them at the proceedings and to present their case. To facilitate communication, a translator will be present at all hearings and will be required to translate oral statements and such documents as needed. Either representative may be assisted by translation for clarification purposes.

## I. Post hearing Procedures and Decisions

1. The Arbitration Panel shall issue its decision in writing within fourteen (14) calendar days after the hearings are concluded. The decision shall be in writing in the languages appropriate to the parties involved and shall be forwarded to the Head Start Policy Committee and CAPMC Board of Directors within fourteen (14) calendar days of the conclusion of the hearings.
2. The final decision shall be binding on both parties, and there shall be no appeal.
3. The CAPMC Board of Directors and the Head Start Policy Committee are parties to the arbitration hearings.
4. Costs of travel, per diem for all parties, salary, and payment for the third arbitrator and interpreters shall initially be paid by CAPMC from Migrant Head Start funds.
5. The CAPMC Board of Directors will, within five (5) days of receipt of the ruling, submit the ruling to the Migrant Head Start Grantor Office. If the ruling is found by the Migrant Head Start Grantor Office contrary to federal regulations, then it shall be declared void. In such a case, another arbitration panel shall be consulted, and the process outlined above shall be reenacted.



# Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors Meeting for: September 12, 2024

Author: Maritza Gomez-Zaragoza

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DATE: September 3, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start No Fee Policy

I. **RECOMMENDATIONS:**

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

II. **SUMMARY:**

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

III. **DISCUSSION:**

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

IV. **FINANCING:**

None



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

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

**SUBJECT:** Policy on Fees

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

**OPERATIONAL PROCEDURE:**

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



# Report to the Board of Directors

Agenda Item Number: D-18

Board of Directors Meeting for: September 12, 2024

Author: Maria Garcia

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DATE: September 3, 2024  
TO: Board of Directors  
FROM: Maria Garcia, Disability/Mental Health Specialist  
SUBJECT: Suspension and Expulsion Procedure

## **I. RECOMMENDATIONS**

Approve the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.

## **II. SUMMARY**

Review and consider approving the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

## **III. DISCUSSION**

Suspension may be used as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors, staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classroom's positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultants provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.
- Additional strategies may be recommended by the Mental Health Consultant.

- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child's time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/childcare.

**IV. FINANCING: None**



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

<b>Policy Number 17</b>	<b>Relates to CFR #: 1302.17 (a)-(b)(3)</b>	<b>Page 1 of 3</b>
<b>Notes:</b>		

**SUBJECT:** Suspension and Expulsion

**PERFORMANCE OBJECTIVE:** Head Start programs must severely limit the use of Suspensions and prohibit expulsion

**OPERATIONAL PROCEDURE:**

1. Suspension may only be:
  - a. Temporary in nature
  - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
  - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child's parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. Staff may not call parent/guardian to pick up a child early due to behavior without prior consultation and approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, approval can be obtained from Mattie Mendez, Executive Director or Maria Garcia, Disability/Mental Health Content Specialist in consultation with Maru Sanchez, Deputy Director- Direct Services.
  - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
  - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
  - The reduced scheduled will be based on the child's ability to cope within a social environment and will be assessed through child observations and progress notes to determine periods of successes and challenges.
2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
  - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (reference Policy 45). and provide supportive recommendations
  - b. Have Teachers complete ASQ-SE2 from classroom environment perspective



## COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY FRESNO MIGRANT/SEASONAL HEAD START Policies Procedures

- c. If deemed necessary, schedule a Team management meeting to develop a support plan
  - d. Engage the mental health consultant as determined by the team
  - e. Collaborate with parent/guardian
  - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
  - g. D/MH Specialist will enter in Child Plus for areas of concern and strategies provided
3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
  - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow -up on Student access log.
  - b. If needed, holding a Case Study Team meeting to discuss need for a formal observation by mental health consultant (reference Policy 33A), and provide strategies for classroom and home
  - c. Continuing to use appropriate community resources
  - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
    - o Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook understanding and development of parenting skills.
  - e. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate
4. Our program will not expel or unenroll a child because of a child's behavior.
  - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
    - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
    - Continuing engagement of a mental health consultant
    - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
    - D/MH Specialist will consult with the parent/guardian(s)
    - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
    - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.





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

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS ^ MSHSH) Disabilities and Mental Health Specialist concludes:
- a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
  - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
  - c. The child puts self in unsafe and dangerous situations
    - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
    - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
    - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments.



# Report to the Board of Directors

Agenda Item Number: D-19

Board of Directors Meeting for: September 12, 2024

Author: Julie Doll

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DATE: September 4, 2024

TO: Board of Directors

FROM: Julie Doll, Disability/Mental Health Specialist

SUBJECT: Suspension and Expulsion Procedure

## **I. RECOMMENDATIONS**

Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.

## **II. SUMMARY**

Staff is requesting approval of for the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

## **III. DISCUSSION**

Suspension may be use as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classrooms positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultant provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.

- Additional strategies may be recommended by the Mental Health Consultant.
- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child’s time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/childcare.

- The Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program will be presented for approval to the PC on September 10, 2024.

**IV. FINANCING:** None



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

<b>Policy Number:</b> <b>17</b> <b>Effective Date: 11/7/16</b> <b>Revised: 4/28/2021</b>	<b>HSPPS:</b> <b>1302.17 (a) – (b)(3)</b>	<b>Page: 1 of 3</b>
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**Subject:** Suspension and Expulsion

**Performance Objective:** Head Start programs must severely limit the use of suspensions and prohibit expulsion

**Operational Procedure:**

1. Suspension may only be:
  - a. Temporary in nature
  - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
    - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child’s parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. (Reference Policy 33A) **At any time, staff may not call parent/guardian to pick up a child early due to behavior without prior approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, prior approval can be obtained from Program Director, Mattie Mendez or Disability/Mental Health Content Specialist, Julie Doll in consultation with Maru Sanchez, Deputy Director-Direct Services.**
      - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
      - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
        - The reduced scheduled will be based on the child’s ability to cope within a social environment and will be assessed through child observations and *Incident Charts* to determine periods of successes and challenges.
        - Staff will follow the Challenging Behavior Checklist for children with challenging behaviors.

2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
  - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (Reference Policy 45) and provide supportive recommendations
  - b. Have educator complete ASQ-SE2 from classroom environment perspective
  - c. If deemed necessary, schedule a case management meeting to develop a support plan
  - d. Engage the mental health consultant as determined by the team
  - e. Collaborate with parent/guardian
  - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
  - g. D/MH Specialist will enter a COPA (MHS) or Child Plus (EHS & RHS) Referral for areas of concern and strategies provided.
  
3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
  - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow up on a *Parent Contact Record*
  - b. If needed, holding a CST meeting to discuss need for a formal observation by mental health consultant (Reference Policy 33A) and provide strategies for classroom and home
  - c. Continuing to use appropriate community resources
  - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
    - Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook
  - e. Providing services that include home visits if needed, to help parent/guardian's understanding and development of parenting skills.
  - f. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate
  
4. Our program will not expel or unenroll a child because of a child's behavior.
  - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
    - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
    - Continuing engagement of a mental health consultant
    - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
    - D/MH Specialist will consult with the parent/guardian(s)
    - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
    - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS & RHS) Disabilities Supervisor (MHS) concludes:
- a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
  - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
  - c. The child puts self in unsafe and dangerous situations
    - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
    - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
      - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments
6. When a child has been unenrolled or expelled, per AB 752, a Licensed Program Analyst from Community Care Licensing will review the steps taken by the program in addressing the behavior in addition to their methods to limit and/or prevent future incidents to determine if the program acted appropriately or whether there was a violation of California Code of Regulations, Title 22 or the California Health and Safety Code.

Forms Needed: Challenging Behavior Checklist, Initial Behavior Management Plan, Child Concern Form, Results of Child Success Team Meeting, Positive Behavior Support Plan, Parent Contact Record, Case Conferencing



# Report to the Board of Directors

Agenda Item Number: D-20

Board of Directors Meeting for: September 12, 2024

Author: Maritza Gomez-Zaragoza

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DATE: September 4, 2024  
TO: Board of Directors  
FROM: Maritza Gomez-Zaragoza, Program Director  
SUBJECT: Head Start No Fee Policy

**I. RECOMMENDATIONS:**

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

**II. SUMMARY:**

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

**III. DISCUSSION:**

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

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

- The Head Start No Fee Policy will be presented to the Madera Migrant/Seasonal Head Start Policy Committee on September 10, 2024.

**IV. FINANCING:**

None



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

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

**SUBJECT:** Policy on fees

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

**OPERATIONAL PROCEDURE:**

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

Forms Needed: N/A



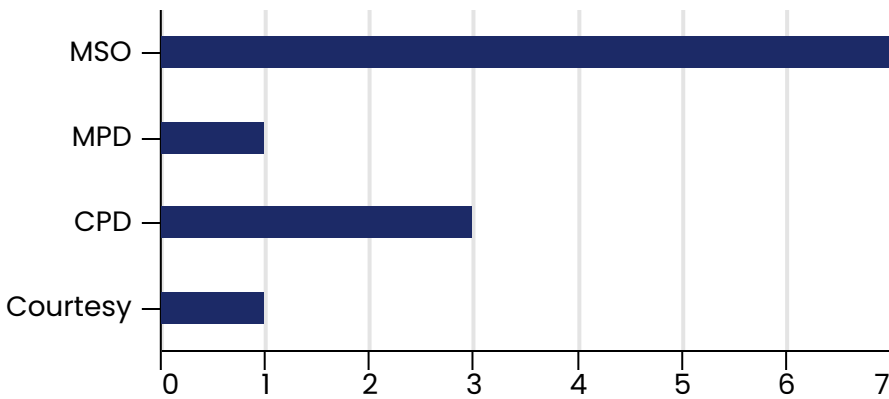


# Madera County Child Advocacy Center (CAC)

August 2024



## Requesting Agency



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

## Mental Health Services

Referrals Made: 0

Onsite Therapy Sessions: 2

## Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2024	7	14	27	41	52	59	72	84				
2023	8	17	27	37	44	53	64	69	75	79	94	97



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM  
MONTHLY REPORTING – [AUGUST 2024](#)**

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

General Contract - CAPP	495
CalWORKs Stage 2 – C2AP	144
CalWORKs Stage 3 – C3AP	137
Bridge Program - BP	32
<b>Total Children Enrolled</b>	<b>808</b>

**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	43
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	47
LICENSE-EXEMPT CHILD CARE PROVIDERS	65
<b>Total Providers Enrolled</b>	<b>155</b>

**RESOURCE & REFERRAL LICENSED CHILD CARE PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	139
CLOSED - LICENSED CHILD CARE PROVIDERS	0

**CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS**

**CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:**

- CCIP Orientation (English): 1 Attendee
- CCIP Orientation (Spanish): 24 Attendees

**Family, Friend, and Neighbor Activity:**

- Workshops will resume in September 2024.

**Trauma Informed Care Workshops:**

- Workshops will resume in September 2024.



## Community Services Monthly Report to the Board of Directors

August 2024

### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
ESLIHEAP 2023 – non-emergency	3	190
ESLIHEAP 2023 – FAST TRACK	8	285
ESLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – non-Emergency	49	382
FAST TRACK 2024 – Emergency	81	451
WPO 2024 – WOOD/PROPANE/OIL	0	19

### LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	0	624

## HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	42	5
Madera Mental Health Services Act	9	3

### Kaiser Permanente Housing for Health Grant Opportunity

#### Spending Period July 1, 2023 through June 30, 2024

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$50,000	\$50,000	\$0	100%
Objective	Goal	YTD Achieved	Balance	% Achieved

### Kaiser Permanente Housing for Health Grant Opportunity

#### Spending Period July 1, 2024 through June 30, 2025

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$25,000	\$1,243.37	\$23,756.63	.049%
Objective	Goal	YTD Achieved	Balance	% Achieved

## HOUSED: 6

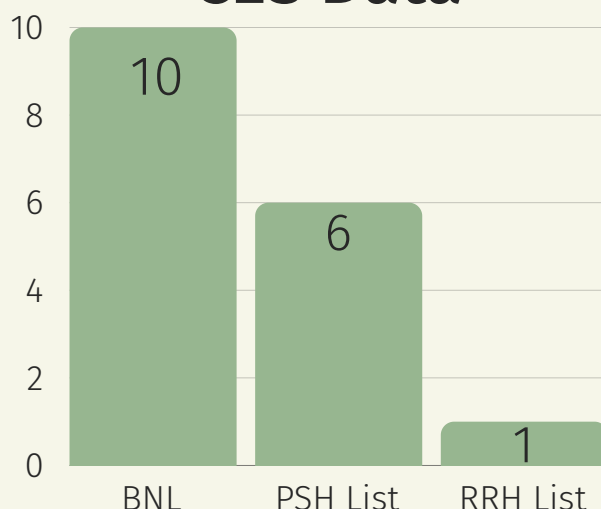


Permanent Supportive Housing: 2



Permanent Housing: 4

## CES Data



### New Clients

#### Engaged Per Area

Chowchilla City

7

Madera City

42

Eastern Madera

3

#### Subgroups



Families

13



DV Victims

2



Individuals

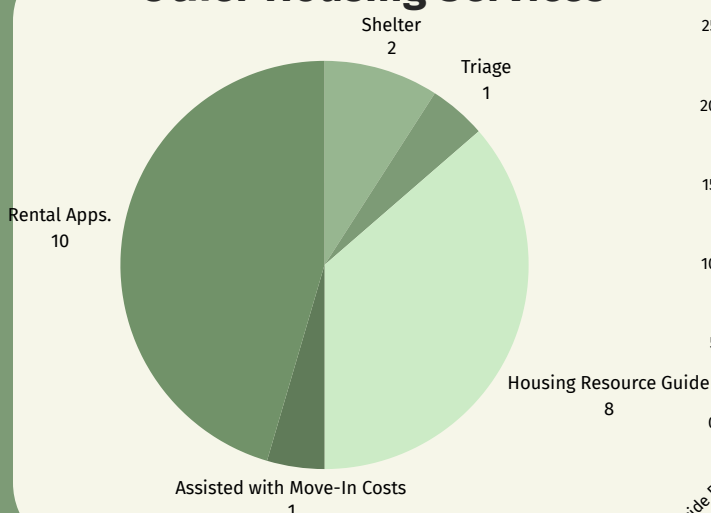
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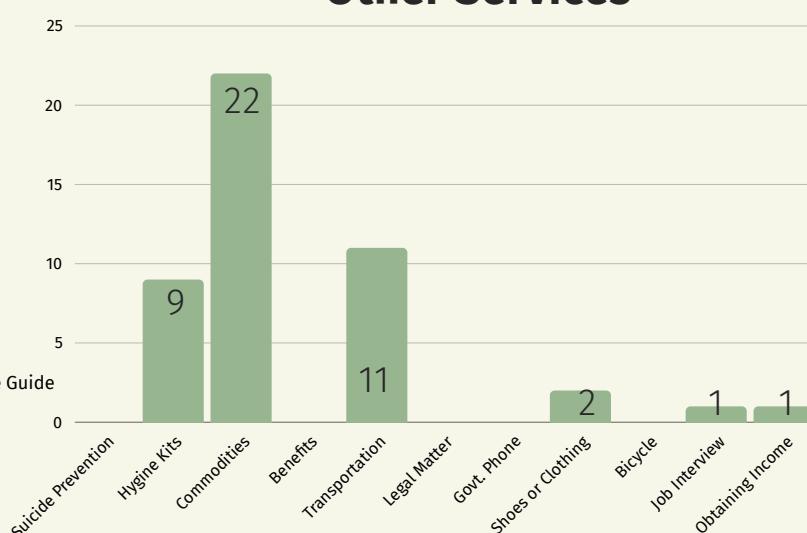
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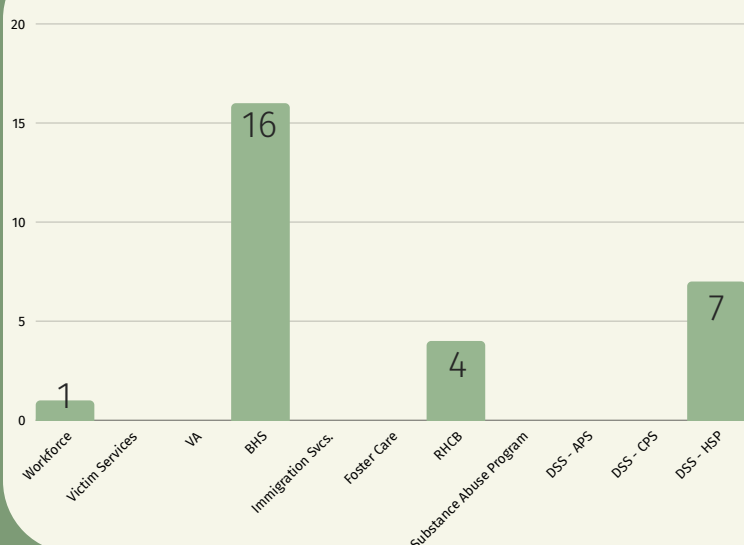
### Other Housing Services



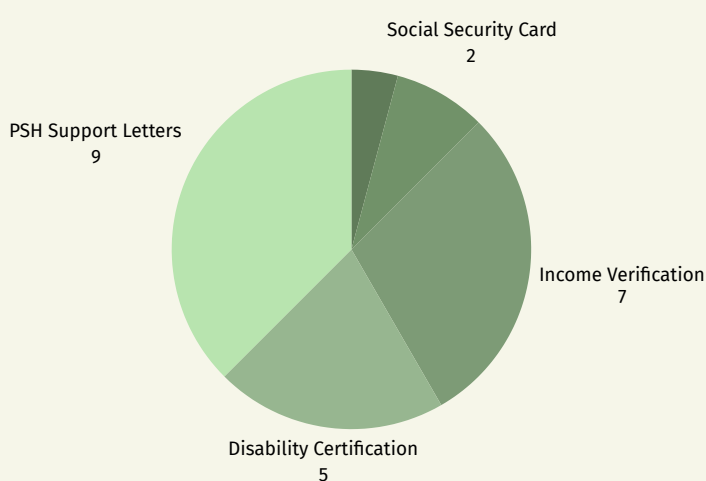
### Other Services



### Referrals



### Document Collection



## Madera County Website Referrals



### August 2024 - Outcomes

- 3: unsuccessful – no contact
- 1: assigned to outreach
- 2: not homeless
- 1: out of state/county

7 Referrals

## Emergency Housing Vouchers



7 applications have been submitted and approved.

Waiting for a last family to submit application.



# Homeless Engagement for Living Program (HELP Center) Services Report - August 2024



Below are the number of services provided and contacts made in Madera County for the period of 08/01/2024 - 08/31/2024.

	Individuals	Families	DV	TAY	Veterans
Madera City	79	19	4	6	1
Chowchilla City	12	5	0	0	0
Eastern Madera	9	0	0	0	0
<b>Total:</b>	<b>100</b>	<b>24</b>	<b>4</b>	<b>6</b>	<b>1</b>

<b>Outcomes-Services Offered</b>		
<b>HOUSING SERVICES</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
SHELTER	2	3
TRIAGE HOUSING	1	2
REUNIFICATION WITH FAMILY	0	0
HOUSING RESOURCE GUIDE	8	12
SUBMITTED RENTAL APPLICATIONS	10	15
PERMANENT HOUSING	4	7
PERMANENT SUPPORTIVE HOUSING	2	3
PROVIDED MOVE-IN COSTS	1	2
RECEIVED EMERGENCY HOUSING VOUCHER	0	0
<b>DOCUMENT COLLECTION</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
DMV VOUCHER FOR ID	1	5
SOCIAL SECURITY CARD	2	2
BIRTH CERTIFICATE	0	0
INCOME VERIFICATION	7	9
DISABILITY CERTIFICATION	5	6
PSH SUPPORT LETTERS	9	11
EMOTIONAL SUPPORT ANIMAL LETTER	0	0
<b>REFERRALS</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
WORKFORCE	1	1
VICTIM SERVICES	0	0
VETERAN AFFAIRS	0	1
BEHAVIORAL HEALTH	16	40
IMMIGRATION SERVICES	0	0
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	4	7
SUBSTANCE ABUSE PROGRAM	0	0
DEPARTMENT OF SOCIAL SERVICES - APS	0	0
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	7	8
<b>OTHER NON-CASH BENEFITS</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
ASSISTED IN OBTAINING MEDICAL APPTS	0	1
ASSISTED IN OBTAINING CASH AID / TANF	0	0
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	0
ASSISTED IN OBTAINING HEALTH INSURANCE	0	0
<b>OTHER SERVICES</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
SUICIDE PREVENTION	0	0
PROVIDED HYGIENE KITS	9	24
DELIVERED COMMODITIES	22	57
ASSISTED WITH SSI BENEFITS	0	0
ARRANGED TRANSPORTATION	11	13
ADVOCACY WITH LEGAL MATTER	0	0
ASSISTED IN OBTAINING A GOVT. PHONE	0	0
PROVIDED SHOES OR CLOTHES TO CLIENT	2	2
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	1	1
ASSISTED IN OBTAINING INCOME	1	1
<b>OTHER COORDINATED ENTRY</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
PLACED ON PSH PRIORITY LIST	6	7
PLACED ON RRH PRIORITY LIST	1	1
PLACED ON BY-NAME LIST	10	14



# Report to the Board of Directors

**Month: September 2024**

**Program Manager: Jennifer Coronado**

## **ACCOMPLISHMENTS:**

- Submitted the Cal OES Domestic Violence application.
- Submitted the Cal OES Rape Crisis application.
- Applied for the HUD Fresno Madera CoC Victim Services Joint Transitional Housing Rapid Rehousing project.

## **UPCOMING EVENTS:**

- Resource Fair on 9/18/24, at Madera Community College.
- Resource Fair 9/27/24, Matilda Torres High School.
- October is Domestic Violence Awareness Month.
- Victim Services Resource Fair, 10/4/24, Head Start Conference Room
- Dream It Be It Career Conference for High School Girls, 10/12/24, Matilda Torres High School.
- The 22<sup>nd</sup> Annual Soup Bowl Event, 10/25/24.

## **STATISTICAL REPORTS:**

To be provided on a quarterly basis.



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: September 12, 2022

Author: Kelly Ryan

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DATE: September 4, 2024  
TO: Board of Directors  
FROM: Mattie Mendez, Executive Director  
SUBJECT: 2024 – 2028 CAPQuest Strategic Plan

I. **RECOMMENDATION:**

Review and consider approving the 2024 – 2028 CAPQuest Strategic Plan Performance Report.

II. **SUMMARY:**

Community Action Partnership of Madera County, Inc. (CAPMC) has established itself as a champion in addressing the needs of Madera County since its inception in 1965. In 2008, becoming an Agency of Excellence became a strategic focus for CAPMC. In December of 2009, the Board of Directors adopted CAPQuest as the agency's first strategic plan. CAPQuest serves as a guide for aligning the daily activities within the Vision, Mission, The Community Action Promise, and Core Values. Since then, CAPMC has successfully implemented the CAPQuest 2010-2020 Strategic Plan with a final score of 93% completed initiatives.

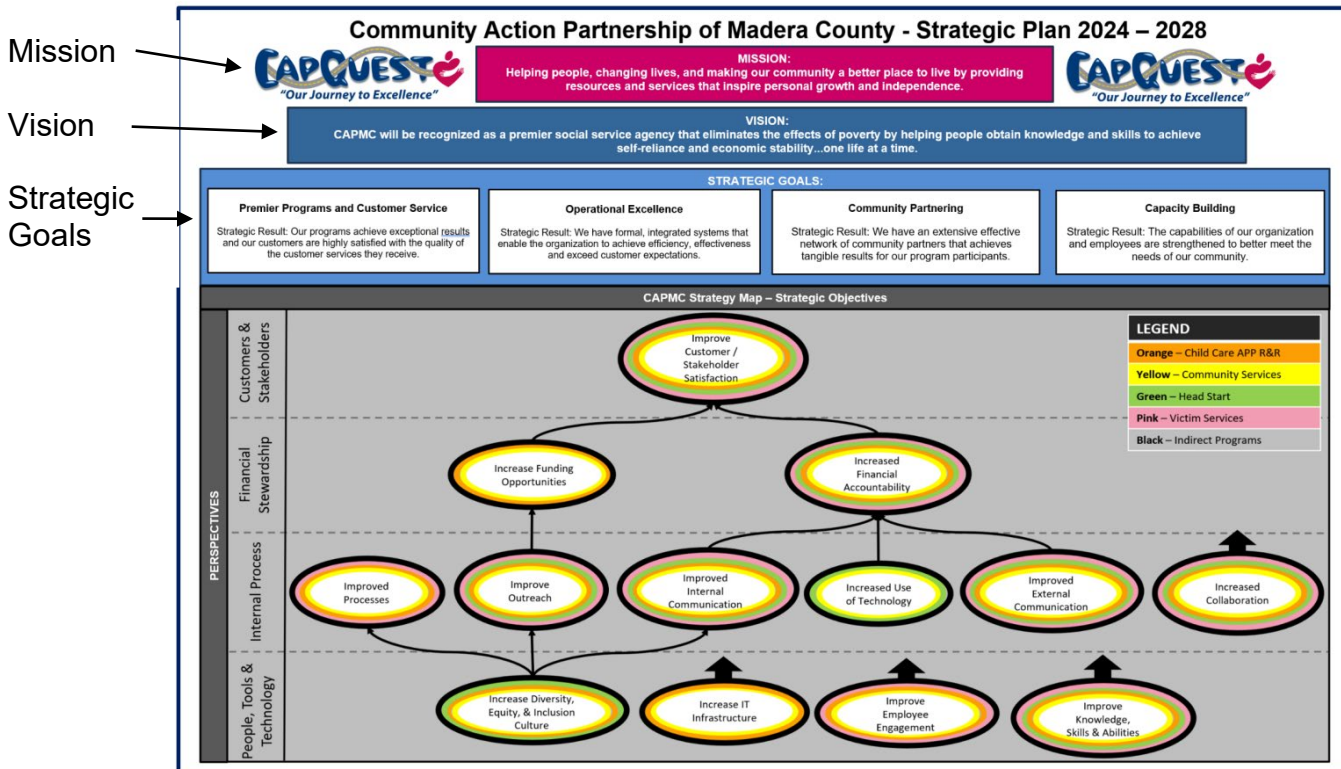
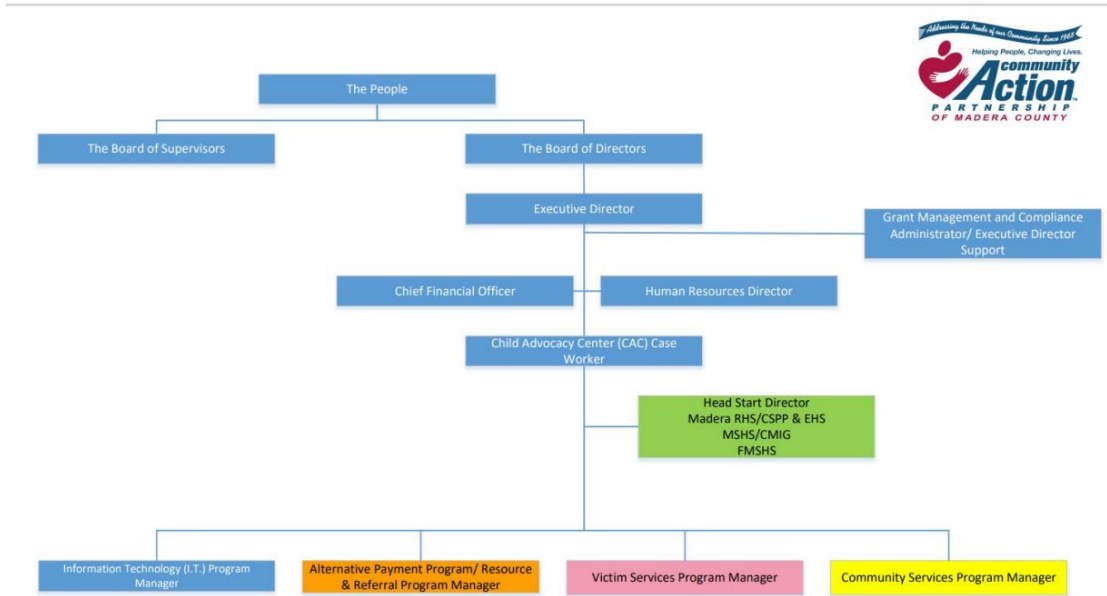
In late 2021, strategic planning for CAPQuest 2023 – 2027 started with the Assessment Phase. Each department reviewed input from various customer satisfaction surveys and conducted a Strengths Weaknesses Opportunities Threats (SWOT) analysis. In the second phase, Strategy Development, strategic goals were developed by answering the question of "What must be continually worked on relative to: People, Tools and Technology (What we have), Internal Processes (How/What we do), Financial Stewardship (How we Manage our Resources) and Customer/Stakeholder (The Value We Provide). CAPMC developed a set of agency wide objectives and parallel objectives at a departmental level. The Board of Directors adopted CAPQuest 2023 – 2027 in January 2023.

In mid-2024, the multi-layer plan concept was updated in 2024 – 2028 CAPQuest Strategic Plan and was implemented within the 2024 Strategic Plan Performance Report. A strategic plan is crucial for all organizations as it creates a map that aids in decision making, allocating resources, and aligning employees to an organization's Mission, Vision, and Core Values. Within CAPMC it is complicated to create an effective agency wide strategic plan due to the differences in each program and department. For staff, it can be difficult to see how their day-to-day activities within their program/department connect to CAPQuest. In response each department developed its own goals, initiatives, and measures that connect to CAPQuest. This allows staff involvement, input, and engagement in the strategic goals.



In mid-2024 each department reviewed, updated, and rated its goals for the 2024 Strategic Plan Performance Report. Staff assigned each goal a light (green, yellow, red, mixed, or no light) to highlight its performance of the long-term target. In developing the 2024 Strategic Plan Performance report the agency structure and CAPMC Agency Strategy Maps were updated to illustrate how staff in each department connect to CAPQuest.

### AGENCY STRUCTURE



### III. DISCUSSION:

- 2023 – 2027 CAPQuest introduced multi-layer plan – one main agency-wide map that can be dissected to reveal the correlation between agency-wide goals, objectives, initiatives, and measures and individual programmatic goals, objectives, initiatives, and measures. Board approved the mission and vision of promise. Board approved strategic goals and objectives on January 12, 2023.
- 2024 – 2028 CAPQuest Strategic Plan implements the multi-layer plan within the 2024 Strategic Plan Performance report to emphasize the uniqueness of each department and the services provided in the community.
  - Staff updated their department’s goals and rated its long-term progress through performance lights.
  - The agency structure and CAPMC agency strategy maps were updated to illustrate how each department is connected to CAPQuest.
  - Each department now has its own individual strategy map that interconnects to the agency strategy map.
  - The emphasis on each department helps staff identify the direct role they play within CAPQuest Strategic Plan.
- What is next?
  - Each department updates its own parts of CAPQuest and presents them in future Board meetings under training.
  - Discussion with Board members to plan a Board retreat to develop Board measures and initiatives.
  - Provide updates to the Board biannually.
  - Add measures and initiatives as needed.
  - Celebrate progress.

**IV. FINANCING: N/A**



# CAPQUEST

*"Our Journey to Excellence"*

## 2024 Strategic Plan Performance Report



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## Message from The Executive Director



Dear staff at CAPMC,

I am so excited to share our 2024-2028 CAPMC – CAPQuest Strategic Plan. This project began years ago and we are finally ready to release the final plan to you and our community. As I reflect on the strategic plan I am overwhelmed with gratitude for the incredible impact we will make together at Community Action Partnership of Madera County, Inc. (CAPMC). Amidst the challenges and uncertainties, your unwavering support and dedication have been the driving force behind our success.

**How will you be a part of  24-28?** By participating and working on the goals, measures and initiatives for your specific department and by assisting Administration to address the needs of individuals and families living in poverty and that our programs and services are in alignment with the mission.

Over the past year, we have witnessed remarkable transformations in the lives of those we serve. Through our programs and services, we have provided essential support to individuals and families facing adversity - offering hope, healing, and the tools needed to thrive. Whether it's providing shelter to those experiencing homelessness, counseling survivors of domestic violence, or offering quality educational opportunities to underserved children, each interaction has been a testament to the power of compassion and dedication.

Our impact will extend far beyond the numbers or performance legend. It will be seen in the smiles of children who now have a safe place to learn, in the empowerment of survivors reclaiming their lives, and in the resilience of individuals overcoming obstacles to achieve their dreams.

The need for our services has never been greater, and there is still much work to be done. But I am confident that with your continued support, we will rise to meet these challenges head-on, ensuring that no one is left behind.

In closing, I want to express my deepest gratitude to each one of you who has contributed to our mission. Let us work together to be recognized as a premier social service agency. Together, we are helping people, changing lives!

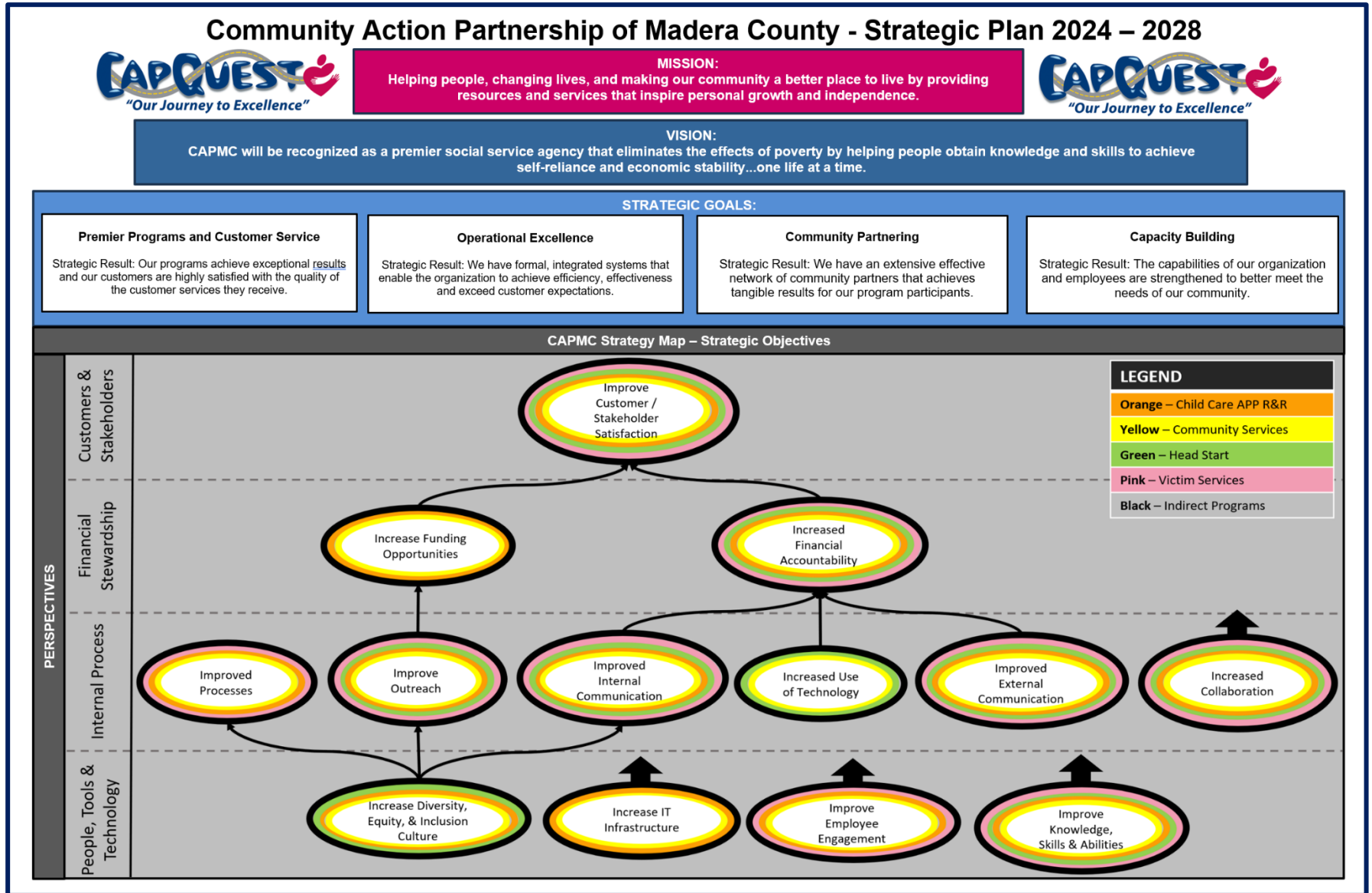
In service,

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Mattie Mendez, Executive Director

# COMMUNITY ACTION PARTNERHSIP OF MADERA COUNTY, INC.

## CAPQuest Strategic Plan 2024-2028



# CAPQuest 2024-2028 Perspectives



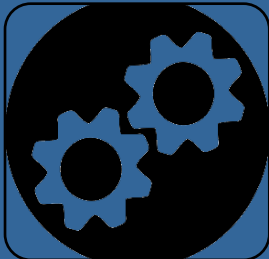
## Customer & Stakeholder

Improved Customer/Stakeholder Satisfaction



## Financial Stewardship

Increase Funding Opportunities  
Increased Financial Accountability



## Internal Processes

Improved Processes  
Improve Outreach  
Improved Internal Communication  
Increased Use of Technology  
Improved External Communication  
Increased Collaboration



## People, Tools, & Technology

Increase Diversity Equity & Inclusion Culture  
Increase IT Infrastructure  
Improve Employee Engagement  
Improve Knowledge, Skills & Abilities

## Performance Legend



A **green light** indicates either the goal has been achieved or performance is at least 95% of the long-term target

---



A **yellow light** indicates performance is between 86% and 94% of the long-term target

---



A **red light** indicates performance is at or below 85% of the long-term target

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A **yellow/red light** indicates mixed results; performance evaluated using statistical analysis and expert knowledge

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**No light** indicates that measurement data are not yet available and/or that targets have not been established

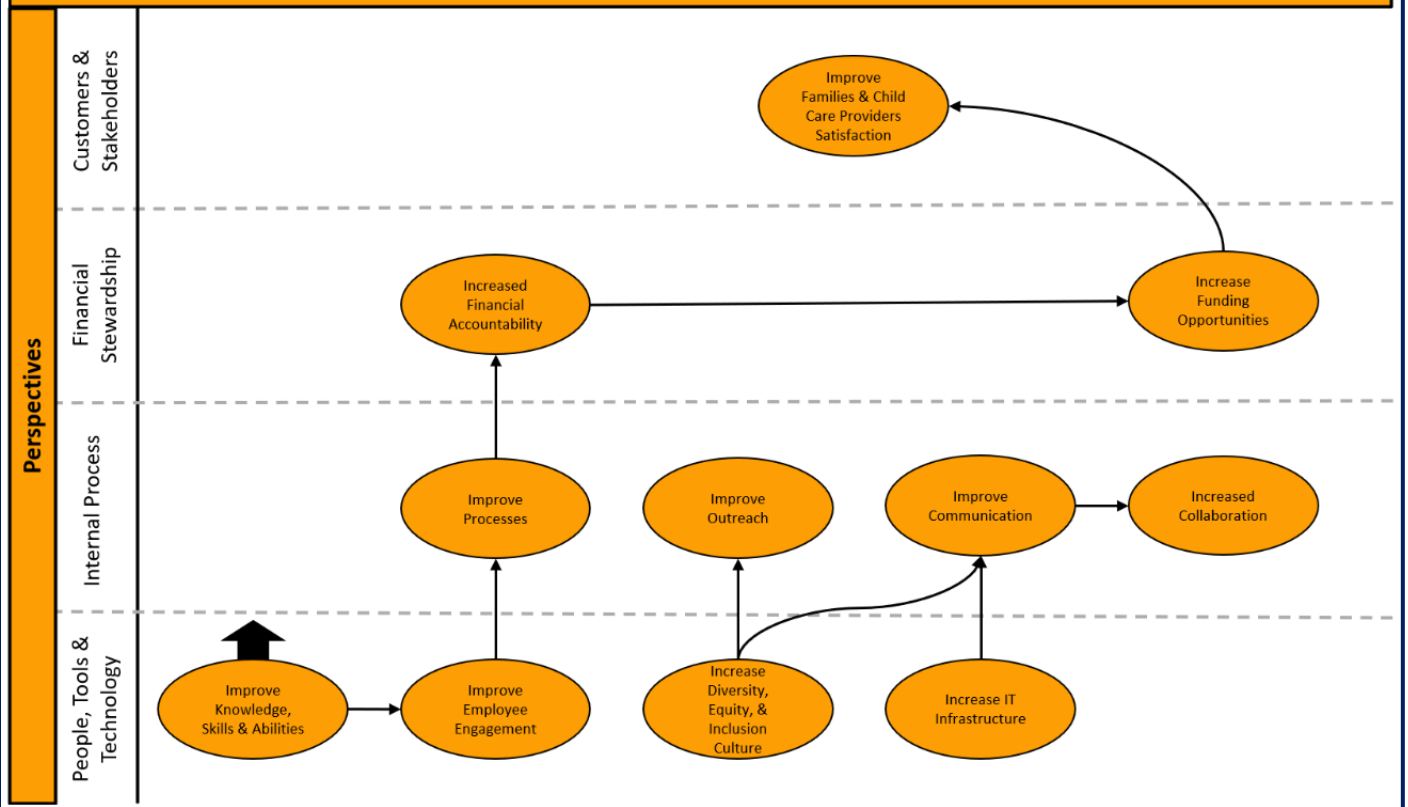
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# Child Care Alternative Payment and Resource & Referral Program Objectives







## Child Care Alternative Payment and Resource & Referral Program



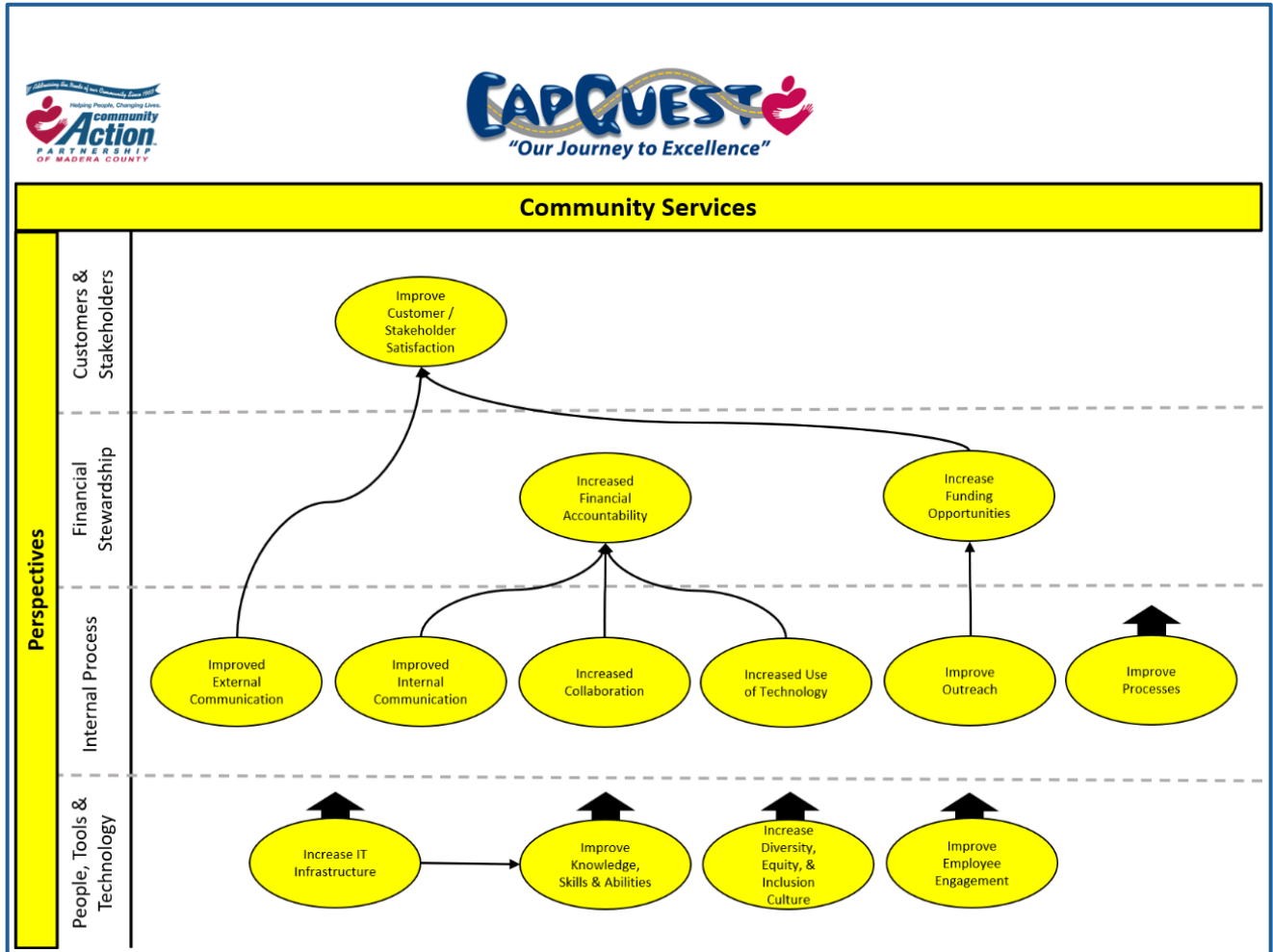
# Child Care Alternative Payment and Resource & Referral Program Goals, Initiatives and Measures

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p><b>Our goal is to address parent/provider issues and concerns in order to provide excellent customer service. In addition, increase parent/provider participation and involvement. Lastly, communicate critical information related to program/policy changes in a timely manner.</b></p>	<p>Alternative Payment and Resource &amp; Referral Program</p>	<p>Conduct yearly parent/provider surveys for customer satisfaction and program improvements.</p> <p>Communicating critical information related to program/policy changes through our parent/provider newsletter and the monthly provider calendar. In addition, update, when necessary, our Parent and Provider Handbook of Written Policies, and distribute to parent and providers in a timely manner.</p> <p>Utilizing social media, electronic communication and text messaging for mass communication.</p> <p>Increased provider participation.</p>	<p>Surveys will be issued roughly around January - February and due by April, latest May. (Done yearly, due dates are subject to change based on Program Self-Evaluation due date to California Department of Social Services (DSS)).</p> <p>Provider surveys will be issued every June 30th at the closing of the fiscal year to plan for the new fiscal year. All surveys are due by the end of July. Suggestions and feedback provided will be used to retain current participation and attract new recruitment. In addition, offer incentives if funding permits it.</p> <p>Ongoing yearly reviews will be conducted to monitor progress.</p>	<p style="text-align: center;">●</p> <p style="text-align: center;">●</p> <p style="text-align: center;">●</p>



OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p><b>The ability to serve a broader community outside of the home base location. In addition, sustain current funding available and take-on new families based on the high demands of child care in our community.</b></p>	<p>Alternative Payment and Resource &amp; Referral Program</p>	<p>Increased agency presence outside of Madera, CA.</p> <p>Increased diversity by focusing on different regions in our community. Marketing our program services by displaying flyers/brochures in English/Spanish, (common language spoken in our community).</p> <p>Demographic Populations, conduct outreach in rural areas, schools and community events.</p> <p>Sustained funding when possible.</p> <p>Funding growth based on the demands of our community.</p> <p>Increased collaboration with other agencies by participating in outreach opportunities and attending meetings.</p>	<p>The number of waitlist applications received and entered in our KinderSystem Eligibility List will demonstrate the demands of subsidized child care services needed in our community. This will be reviewed every six (6) months or when funding permits for enrollment.</p> <p>Collaboration is ongoing. It will be reviewed yearly. Success of such will be determined in number of waitlist applications received and the number of prospective new licensed child care providers registered through Resource &amp; Referral.</p> <p>Ongoing yearly reviews will be conducted to monitor progress. *At the end (June) and beginning of the fiscal year (July) due to funding availability.</p>	<p style="text-align: center;">●</p> <p style="text-align: center;">●</p> <p style="text-align: center;">●</p>




OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p><b>Ensure Alternative Payment Program is in compliance with Child Care Bulletin No. 22-03 - Guidance on Provider Payments, Child Care Bulletin No. 21-07 – Recording and Reporting Attendance and Title-5 Regulations.</b></p>	<p>Alternative Payment and Resource &amp; Referral Program</p>	<p>Provider payments are calculated correctly, reimbursement to provider is determined by the certified need and not by attendance. In addition, provider payments adhere to Title 5 Regulations and the <u>current</u> Child Care Bulletins. Provider payments shall be processed on time and on a monthly basis.</p> <p>State reporting deadlines are met monthly.</p>	<p>Quality assurance on family files and provider payments are conducted monthly to determine if training is needed and to ensure compliance with state regulations.</p> <p>Completed attendance sheets are due to Fiscal on the 3<sup>rd</sup> Monday of every month. *Date is subject to change due to holiday.</p> <p>Reimbursement to providers is issued on the 3<sup>rd</sup> Friday of every month.</p> <p>State reporting is due on the 20<sup>th</sup> of every month, no exception. Unless, submitted sooner due to holiday.</p>	<p></p> <p></p> <p></p> <p></p>





# Community Services Program Objectives



# Community Services Goals, Initiatives and Measures

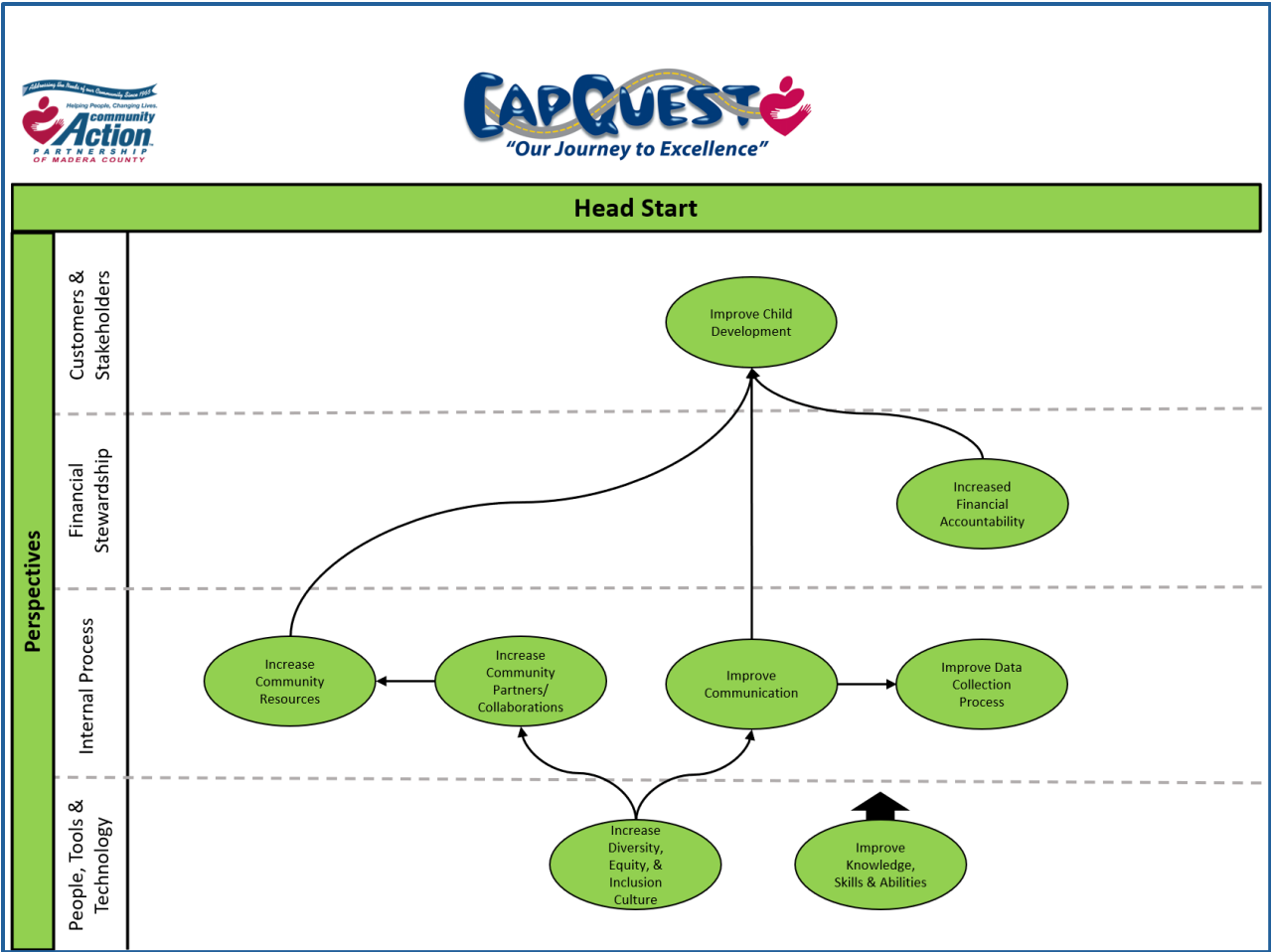
OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Address the sustainability of HELP Center by increasing ongoing funding.</p>	<p>Community Services</p>	<p>Networking</p> <p>Identify funding opportunities</p> <p>Submit new funding applications</p>	<p>Create and maintain a directory of agencies similar to HELP Center by 2026.</p> <p>HELP Center remain operational through the development of departmental procedures, plans, organizational structure, and process improvement.</p> <p><b>Update:</b></p> <p>Access Site flyer Housing Provider Manual Homeless Services Brochure</p> <p>Staff have updated the program guidelines and procedures keeping it up to date as changes occur or are implemented. The last update was done to the document was May 2024, this is an ongoing process.</p> <p>Staff have submitted funding applications such Coordinated Entry System (CES), Food Insecurity Grant, as well as Kaiser, to name a few.</p>	<p></p> <p></p>

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p><b>Improving employee proficiency with HMIS will improve data entry and reporting which will support grant compliance.</b></p>	<p>Community Services – HELP Center</p>	<p>Access to ongoing training</p> <p>Stay updated with system changes and reporting requirements through attending meetings</p> <p>Run report for errors to identify the need for improvement</p>	<p>Error rates have decreased</p> <p>Monthly Progress Report</p> <p>Annual Performance Report</p> <p>By 2025</p> <p><b>Update:</b></p> <p>All HELP Center staff is constantly attending trainings that pertain to their job duties. Staff must complete annual trainings in order to receive their certifications.</p> <p>Housing Coordinator meets with the data analyst quarterly, doing so has significantly improved the data collection. These meetings initiated in October 2023 and since the error rate has decreased by 24%. Some of the errors may be because an individual does not have a social security number and there is not much to do about that due to the individual being undocumented.</p>	<p></p> <p></p> <p></p>




OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p><b>Expand outreach to Native American communities for LIHEAP services by implementing culturally informed engagement strategies, ensuring equitable access to energy assistance, and addressing specific socio-economic challenges within these communities.</b></p>	<p>Community Services</p>	<p>Implement a culturally sensitive Native Outreach Initiative to strengthen relationships, foster collaboration, and address community needs through targeted engagement with Native American leaders, organizations, and individuals.</p>	<p>Run monthly Servtraq and CORE reports to assess demographic information.</p> <p>Prioritize outreach efforts to Tribal Organizations in order to assist more Native American individuals who are in need of LIHEAP assistance.</p> <p>Assist with completing LIHEAP applications.</p> <p>Improve the process of awareness for the Native American community by expanding outreach areas.</p> <p>By 2025</p> <p><b>Update:</b></p> <p>LIHEAP staff have reached out to Tribal Organizations in Eastern Madera County, but because they provide the same or similar services as we do, we do not receive a large number of Native American applicants.</p> <p>The following amount of identified Native American households have been assisted with the last four contracts:</p> <p>2024 LIHEAP – 24HH  2023 LIHEAP – 23HH  2023 ESLIHEAP – 18HH  2023 SLIHEAP – 1HH</p>	<p></p> <p></p> <p></p> <p></p>






# Head Start / Early Head Start Program Objectives









# Head Start Goals, Initiatives, and Measures

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p><b>Strengthen employee engagement by providing professional development, recognition, and wellness opportunities.</b></p>	<p>Head Start</p>	<p>Utilizing the Coaching Corner Newsletter to provide recognition to staff and professional opportunities.</p> <p>Plan a yearly event to provide an opportunity to recognize/acknowledge staff's accomplishments.</p> <p>Utilize the Training Needs Assessment data to develop annual trainings for all Head Start staff that include cultural awareness, diversity, equity, inclusion, family services data (family assessments, goals, and parent curriculum), ACES, child outcome data, curriculum, leadership, and time management,</p>	<p>Collect information regarding outstanding work from staff/center to recognize monthly.</p> <p>End of the season event will be planned to celebrate accomplishments with staff. Events will be yearly RHS – May Madera MHS – February Fresno MHS - November Each program will have a Training plan developed at the start of each program year (March, June, and September) based on results from Trainings Needs Assessment.</p> <p>At least 85% of staff will participate on all trainings by the end of each program year (February, May, August).</p> <p><b>Update:</b> <u>Coaching Corner:</u> A monthly issue is developed and deployed the first week of every month, topics include staff recognition, training opportunities, and highlights from center activities. Monthly issues will be posted on CAPMC's Viva Engage</p> <p><u>Yearly Event:</u> Events are taking place at the end of each program year's season.</p>	<p></p> <p></p> <p></p>

			<p><u>Training Plan:</u> A variety of training topics have been provided to staff via pre-service at the start of each season and throughout the year based on staff and program needs. Topics include, Active Supervision, Teaching Pyramid Model, ACES, Wellness, Leadership, CLASS, and DRDP.</p>	
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<b>OBJECTIVE COMMENTARY</b>	<b>OWNER</b>	<b>INITIATIVES</b>	<b>MEASURES</b>	<b>2024 STATUS</b>
<p><b>Provide quality child development services to meet the needs of children and families enrolled in the Head Start Program</b></p>	<p>Head Start</p>	<p>Program will intentionally use its data plan at all levels for program activities, planning, and service delivery to increase the quality of service to children and families.</p> <p>Utilize program data, develop a comprehensive professional development and resource plan to provide knowledge and skills to teachers, Advocates, and families.</p>	<p>Data will be reviewed with site supervisor after each child assessment collection at least two times per program year.</p> <p>School readiness goals and center level plans are reviewed and developed with program staff 3 times per program year.</p> <p>Based on staff and parent/family needs identify training topics, resources, and strategies to address the social emotional needs of children in the classroom and home.</p> <p><b>Update:</b> Data is reviewed with center staff at least two times per program year in order to analyze data and make necessary changes to program services.</p>	<p></p> <p></p> <p></p>



OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p><b>Provide community resources to all Head Start participating families.</b></p>	<p>Head Start</p>	<p>Community resource book will be reviewed and updated annually.</p> <p>Locate resource list from Mariposa, North fork, Oakhurst and Chowchilla to create individual handbooks for each of the area.</p> <p>Training on how to identify resources in the community for parents based in their interest or need will be provided to Advocates during pre-service and/or monthly Advocate meetings.</p> <p>Advocates will be trained on how to identify opportunities to provide resources to parents and document at least one referral/resource and per parent/family.</p>	<p>Continue to seek new agencies and update resource book annually to ensure information is current.</p> <p>Four center will have a new parent handbook specifically to their location by August 2024.</p> <p>At least 80% of staff will participate by the start of each program year and/or during monthly Advocate meetings.</p> <p>At least 85% of parents will received at least one resource and/or referral.</p> <p>Collected data on documented referrals will be included during Advocate meetings for discussion and identify effectiveness and possible challenges.</p> <p>PIR Report C.44 will indicate an increase of 2% each year for each of the Head Start programs.</p> <p><b>Update:</b> Resource book has been updates as new resources are identified and/or updated when agencies contact or services change.</p> <p>Resource book for mountain sites have been made available for parents/families. 100%</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>





			<p>of families have been provided with resource book.</p> <p>PIR Report C.44 indicates the following growth in parent family referrals: 2021-2022 – 91% 2022-2023 – 95% With a increase of 4% of referrals for participating parents/families.</p>	
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






# Victim Services Goals, Initiatives and Measures




OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Enhance effectiveness through targeted capacity-building initiatives, fostering resilience, and expanding support networks to empower survivors and address the evolving needs of those affected by trauma.</p>	<p>Victim Services</p>	<p>Identify and secure a larger, more private, and secure location that meets the specific needs of survivors and provides a conducive environment for trauma recovery.</p> <p>Develop a detailed budget that allocates funds for site acquisition, facility upgrades, and ongoing maintenance.</p> <p>Identify, apply for, and secure additional funding if necessary.</p> <p>Invest in facility upgrades, including enhanced safety measures, private counseling spaces, and improved accessibility.</p>	<p>Identify a potential location for relocation.</p> <p>Discuss building costs and or modification costs with developers.</p> <p>Receive approval from the funding source to enter into a lease agreement for the new location.</p> <p>Enter into a lease agreement with the landlord.</p> <p><b>Update:</b></p>	<p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p>



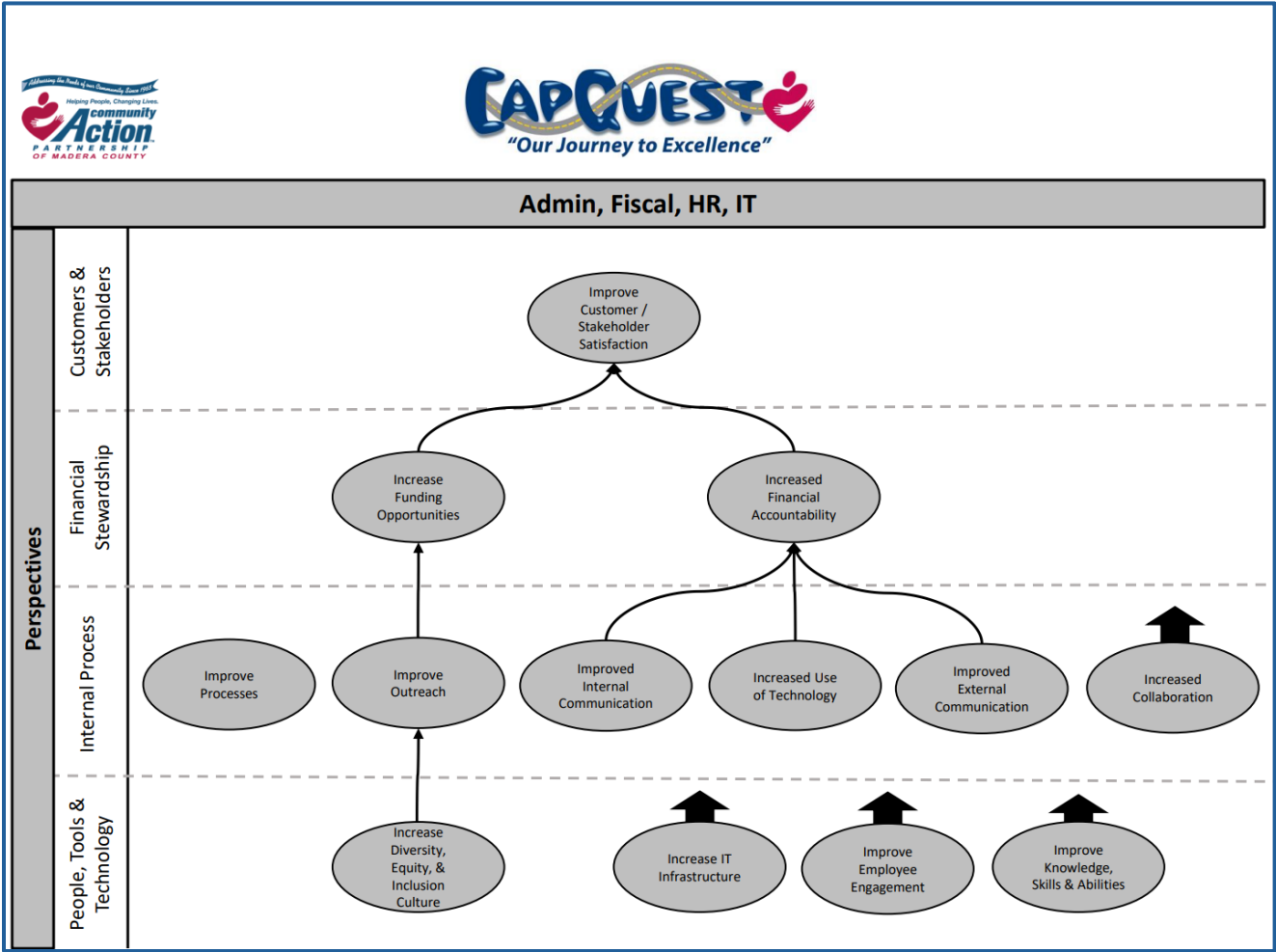
OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
Amplify support for individuals navigating traumatic experiences by developing partnerships with community stakeholders and leveraging digital platforms to enhance awareness and accessibility to vital resources.	Victim Services Staff	<p>Victim Services will convene a community resource fair to foster engagement and collaboration.</p> <p>Victim Services will actively engage in five outreach events annually.</p>	<p>Develop a plan to host a resource event by 2024.</p> <p>Attend 5 outreach events by December 2024.</p> <p><b>Update:</b></p> <p>Host resource fair 2024.</p> <p>VS has attended 8 resource fairs from January to May 2024.</p>	   

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Augment community partners' awareness of our services, fostering stronger collaborations and support networks.</p> <p>Cultivate robust relationships between employees and community stakeholders, enhancing communication channels and mutual understanding.</p>	Specialty Advocate	<p>Specialty Advocates will deliver presentations to community partners, enhancing awareness and collaboration.</p> <p>Develop and implement pre- and post-presentation surveys to evaluate the efficacy of information dissemination and refine outreach strategies accordingly.</p>	<p>Specialty Advocates to conduct 5 presentations of our services to community partners.</p> <p>Develop and deploy a pre- and post-presentation survey to assess the effectiveness of information delivery.</p> <p><b>Update:</b></p>	 

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>By leveraging dedicated personnel, we aim to enhance engagement, amplify awareness, and foster meaningful partnerships within our community.</p>	<p>Administration/Victim Services</p>	<p>Create a part-time Outreach Worker to aid outreach and community education goals.</p>	<p>Develop the job description by 2027.</p> <p>Obtain approval from the Personnel Committee and HR.</p> <p>Obtain approval from the Board of Directors.</p> <p><b>Update:</b></p> <p>Delayed due to funding cuts for 2024-2025.</p>	<p></p> <p></p> <p></p>

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>To address the social and emotional needs of clients, design or identify a tailored curriculum that can be provided in-house.</p> <p>By customizing the curriculum to meet specific needs, we aim to equip individuals with the necessary tools and resources to navigate challenges, fostering resilience and promoting healing within our community.</p>	<p>Victim Services</p>	<p>Develop a comprehensive curriculum tailored to address emotional and social needs, ensuring holistic support for individuals navigating traumatic experiences.</p>	<p>Identify or develop a curriculum by 2025.</p> <p>Train staff to become curriculum facilitators by 2025.</p> <p>Implement the curriculum by the end of 2026.</p> <p><b>Update:</b></p> <p>Pending funding for 2025-2026.</p>	<p></p> <p></p> <p></p>




# Indirect Program Objectives




# Administration Goals, Initiatives and Measures



OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>The goal is to address salary and compensation disparities among employees with similar job functions and higher education. Shift the narrative from encroachment to promoting diversity, equity, and inclusion culture. To increase salaries for those positions filled with employees with higher degrees. Develop a system to support higher education attainment for those employees without degrees.</p>	<p>Administration</p>	<p>Conduct a review of</p> <ul style="list-style-type: none"> <li>• job descriptions</li> <li>• salary &amp; compensation schedule</li> <li>• organizational charts</li> </ul> <p>Develop a section on job descriptions to identify DEI (<i>How to ID classifications on the current EE compensation schedule</i>)</p> <p>Conduct agency/classification salary study</p> <p>Amend/expand vacation payout policy</p> <p>Review and obtain approval for the above initiatives by the CAPMC Board of Directors. Review approved initiatives with employees.</p> <p>Update the PPP to include a system to support higher education attainment.</p>	<p>All job descriptions, the salary &amp; compensation schedule, and organizational charts will be updated by July 2024.</p> <p>DEI section will be added to job descriptions by 2025.</p> <p>Agency/classification study will be conducted by 2025.</p> <p>Vacation payout policy to be extended to 2 X per year (April, November) by 2023.</p> <p>Obtain BOD approval by 2024.</p> <p>Update PPP by 2026 or as needed.</p> <p>Develop report on increased ranges by % each year.</p> <p><b>Update:</b></p> <p>For 2024 1<sup>st</sup> vacation pay out April 2024 – 20 employees applied.</p>	<p style="text-align: center;">●</p> <p style="text-align: center;">●</p> <p style="text-align: center;">●</p> <p style="text-align: center;">●</p> <p style="text-align: center;">●</p> <p style="text-align: center;">●</p> <p style="text-align: center;">●</p>


OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Increase employee recognition by creating various electronic methods of recognizing employees on a regular basis to strengthen and attain operational excellence.</p>	<p>Administration</p>	<p>Develop a survey for types of <i>allowable</i> recognition</p> <p>Create an electronic method to recognize employees</p> <p>Create an electronic nomination-based method to recognize employees based on CAPMC values, Standards to Live By, mission and performance</p> <p>Create a system to recognize years of service</p> <p>Host <i>meet and greets</i> with the CAPMC Executive Team to strengthen employee employer relationships</p>	<p>Survey will be developed and administered to staff. Results will influence future recognition practices by 2025.</p> <p>An electronic method (Viva Engage) will be created to</p> <ol style="list-style-type: none"> <li>1. to recognize employees on an ongoing basis</li> <li>2. recognize employees based on values, standards, mission, and performance annually or bi-annually by 2025.</li> </ol> <p>A system to recognize years of services will be created by 2025.</p> <p>Host annual <i>meet and greets</i> for each CAPMC worksite by 2025.</p> <p>All staff and BOD event where recognition for Values, Sgt. Shriver, Employee of Excellence Award will be held at CAPMC's 60<sup>th</sup> anniversary scheduled for Nov. 2025.</p> <p><b>Update:</b></p> <p>2023 Viva Engage launched. Depts. are sharing activities with internal staff.</p>	<p style="text-align: center;">○</p> <p style="text-align: center;">●</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p>




OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>For all contracts provide services directly. For contracts with subcontracts identify methods to develop the staffing and services required to provide directly to the community of Madera. Addressing environmental impact in regards to climate change. Pursue additional funding to support climate change efforts in Madera County (DOE contract or solar).</p>	<p>Administration Fiscal Community Services</p>	<p>Review all current contracts to ensure direct services are being provided</p> <p>Contracts with subcontractors – develop timeline to provide service directly to Madera County Residents</p> <p>Apply for funding that addresses climate change and environmental impact such as the Department of Energy Contract or Solar</p>	<p>By 2024 – 95% of CAPMC state and federal contracts will provide services directly to the customer by CAPMC staff</p> <p>By 2028 – weatherization services for Madera County will be provided directly by CAPMC staff</p> <p>By 2027 – CAPMC will have successfully submit an application to DOE to serve Madera County Residents</p> <p><b>Update:</b> Still in development.</p>	<p></p> <p></p> <p></p>

# Information Technology Goals, Initiatives and Measures

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
The Information Technology Department is understaffed with just 2 employees. There is vacancy in IT Communication Specialist & IT Network Specialist positions.	IT Dept.	<ul style="list-style-type: none"> <li>Develop networking connections with other Agencies/Schools</li> <li>Expand recruitment process at colleges/job fairs.</li> <li>Develop IT Internship program.</li> </ul>	<ul style="list-style-type: none"> <li>Hire new staff to fill vacant positions.</li> <li>Proj. Completion June 2026</li> </ul> <p><b>Update:</b></p> <p>IT Communication Specialist position has been filled April 2024. IT Network Specialist position is currently not being recruited for due to the position being contracted.</p>	




OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
Build upon the skills and knowledge of current IT staff. Technology continues to change and reshape our way of performing duties, keeping up with these new changes to ensure CAPMC's network is safe.	IT Dept.	<ul style="list-style-type: none"> <li>Discuss with staff on IT strategic goals and IT areas of improvements.</li> <li>Determine training needs on those areas.</li> </ul>	<ul style="list-style-type: none"> <li>Enroll and complete training courses</li> <li>Achieve certifications were necessary for trainings</li> <li>Proj. completion June 2026</li> </ul> <p><b>Update:</b></p> <p>A new IT Strategic Plan was released in December 2023 and was provided to IT staff. Had meeting to discuss the goals and the Strategic Plan in January 2024.</p> <p>On going discussion with staff about any training needed for them.</p>	 





OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Being able to collaborate and distribute information in a more universal way for all employees so, upgrading CAPMC's intranet (CAPnet) system to new M365 platform which will allow work flows in M365 to facilitate job duties.</p>	<p>IT Dept.</p>	<ul style="list-style-type: none"> <li>• Survey staff of use for existing Sharepoint</li> <li>• Deploy M365 Sharepoint with updated contents</li> <li>• Redesign Sharepoint site for Agency.</li> <li>• Recreate IT Service request system</li> <li>• Recreate Maintenance request system</li> </ul>	<ul style="list-style-type: none"> <li>• Compare usage of old Sharepoint site from last 90 days for old Sharepoint and first 90 days of new Sharepoint</li> <li>• Proj. completion December 2024</li> </ul> <p><b>Update:</b> New CAPnet (Sharepoint) site has been released in 9/2023. Feedback from staff has been very positive on the new CAPnet site. The new IT Service Request was also released. Planning to update the Maintenance request system by August 2024</p>	


OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>CAPMC utilizes a Watchguard network firewall that is over 4 years old and it does not have the new capabilities of detecting threats and suspicious traffic like some of the newer "Next-Gen (NG) Firewall" appliances so updating the current firewall to a NG firewall will provide more range of security to CAPMC's network infrastructure.</p>	<p>Xai Vang</p>	<ul style="list-style-type: none"> <li>• Begin researching for different firewalls that will integrate with CAPMC's backend network and devices.</li> <li>• Gather quotes for cost of new firewall system.</li> </ul>	<ul style="list-style-type: none"> <li>• Review security logs of existing network firewall</li> <li>• Compare previous firewall logs to new firewall logs after it has been installed.</li> <li>• Proj. completion Sept 30 2023.</li> </ul> <p><b>Update:</b> A new Barracuda Network firewall has been installed upgrading the previous WatchGuard firewall on June 2023.</p>	  





# Fiscal Goals, Initiatives and Measures



OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
It is important to have established relationships with relevant personnel at funding agencies in order to obtain clarifications on standards, to get authorizations, to facilitate reporting, and to gain consideration for potential funding opportunities.	All Fiscal employees	<ul style="list-style-type: none"> <li>- Identify and contact useful representatives at funding sources; create a directory and organize by potential technical, authorization, and fundraising assistance</li> <li>-Develop relationships; check-in quarterly with representatives, semi-annually in-person meets with local funding sources</li> <li>-Attend yearly classes where government agencies send management and senior representatives</li> </ul>	<ul style="list-style-type: none"> <li>-Directory creation and maintenance</li> <li>-Create tracking sheet for meetings</li> <li>-Create tracking sheet for class attendance</li> </ul> <p>Within 6 months</p> <p><b>Update:</b></p> <p>Directory and tracking sheet templates created</p>	  

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
Implementing an automated payroll system would create efficiencies processing bi-weekly payroll and improve CAPMC's overall capacity. It would also improve tracking over employee held assets, onboarding, changes to various employee statuses, and pulling information.	Daniel Seeto	<ul style="list-style-type: none"> <li>-Ensure sufficient funding</li> <li>-Obtain bids and technical specifications</li> <li>-Setup account, coding, and access for departments and employee levels</li> <li>-Coordination and implementation with selected vendor</li> </ul>	<ul style="list-style-type: none"> <li>-Determine financial viability</li> <li>-Begin obtaining bids within 9 months</li> <li>-Develop general structure within 15 months</li> <li>-Begin implementation after 15 months</li> </ul> <p><b>Update:</b></p> <p>On hold</p>	   

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
Timely budget updates would improve decision making for departments.	All Fiscal employees	<ul style="list-style-type: none"> <li>-Monthly budget communications for all departments</li> <li>-Develop single-sheet budget updates for HELP center and other homeless funding</li> <li>-Review each process for potential automation possibilities</li> </ul>	<ul style="list-style-type: none"> <li>-Create tracking sheet for budget meetings and updates within 6 months.</li> </ul> <p><b>Update:</b></p> <p>Monthly budgets: Partial  HELP Center tracking: complete  Review: Partial</p>	


OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
Interdepartmental communication is limited for many within the agency. Having routine meetings would both humanize the relationships and provide opportunities for personnel to understand the work involved from all sides.	Fiscal	<ul style="list-style-type: none"> <li>-Monthly or bi-monthly rotations matching up departments</li> <li>- Fiscal to meet with various departments for scheduled sit-downs or lunches to discuss various facets of the agency or to improve interpersonal relationships.</li> </ul>	<ul style="list-style-type: none"> <li>-Create tracking sheet for department meet-ups within 6 months.</li> </ul> <p><b>Update:</b></p> <p>Not implemented</p>	


OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Improving employee proficiency with Microsoft Excel will save time and allow for better optionality when developing performance metrics or other reports.</p>	<p>Fiscal</p>	<p>-Improve understanding of different functions in excel</p> <p>-Improve application of different functions for different datasets</p> <p>-Fiscal to review existing spreadsheets and processes, then pick relevant examples for discussion. CFO will break down all functions contained within sheets and determine potential efficiency gains or presentation differences</p>	<p>-Create tracking sheet for quarterly demonstrations within 6 months.</p> <p><b>Update:</b></p> <p>One class was held covering sorting, using filters, conditional cell selection and formula copying, utilizing macros, and pivot tables</p>	

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Many employees at the agency struggle with “creative” or open-ended writing prompts that are part of most grant applications. A grant writing course would improve CAPMC’s chances at being awarded grants.</p>	<p>Fiscal</p>	<p>-More focused understanding of grant writing</p> <p>-Improved verbiage and linkage for fiscal to programmatic narratives</p>	<p>-Attend trainings; Enroll participants in Fresno State continuing and global education courses for grant writing and management.</p> <p>-Record when employees enroll in courses.</p> <p>- Within 6 months</p> <p><b>Update:</b></p> <p>One employee enrolled in CSUF CGE for grant-writing</p>	  

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Fiscal staff should be able to confidently answer questions and refer potential clients to various programs within CAPMC. Many clients of the agency qualify for more than one of the programs offered.</p>	<p>Fiscal</p>	<ul style="list-style-type: none"> <li>-Accounting Program Managers should have a clear understanding of program requirements</li> <li>-Employees should have an understanding of what services CAPMC offers and direct reference points in each department.</li> </ul>	<ul style="list-style-type: none"> <li>-Cross training sessions</li> <li>-Fiscal staff will learn programmatic concepts and eligibility levels for their programs then cross-train within fiscal.</li> <li>-Create tracking sheet for internal training sessions.</li> <li>- Within 12 months</li> </ul> <p><b>Update:</b> Not implemented</p>	<p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p>

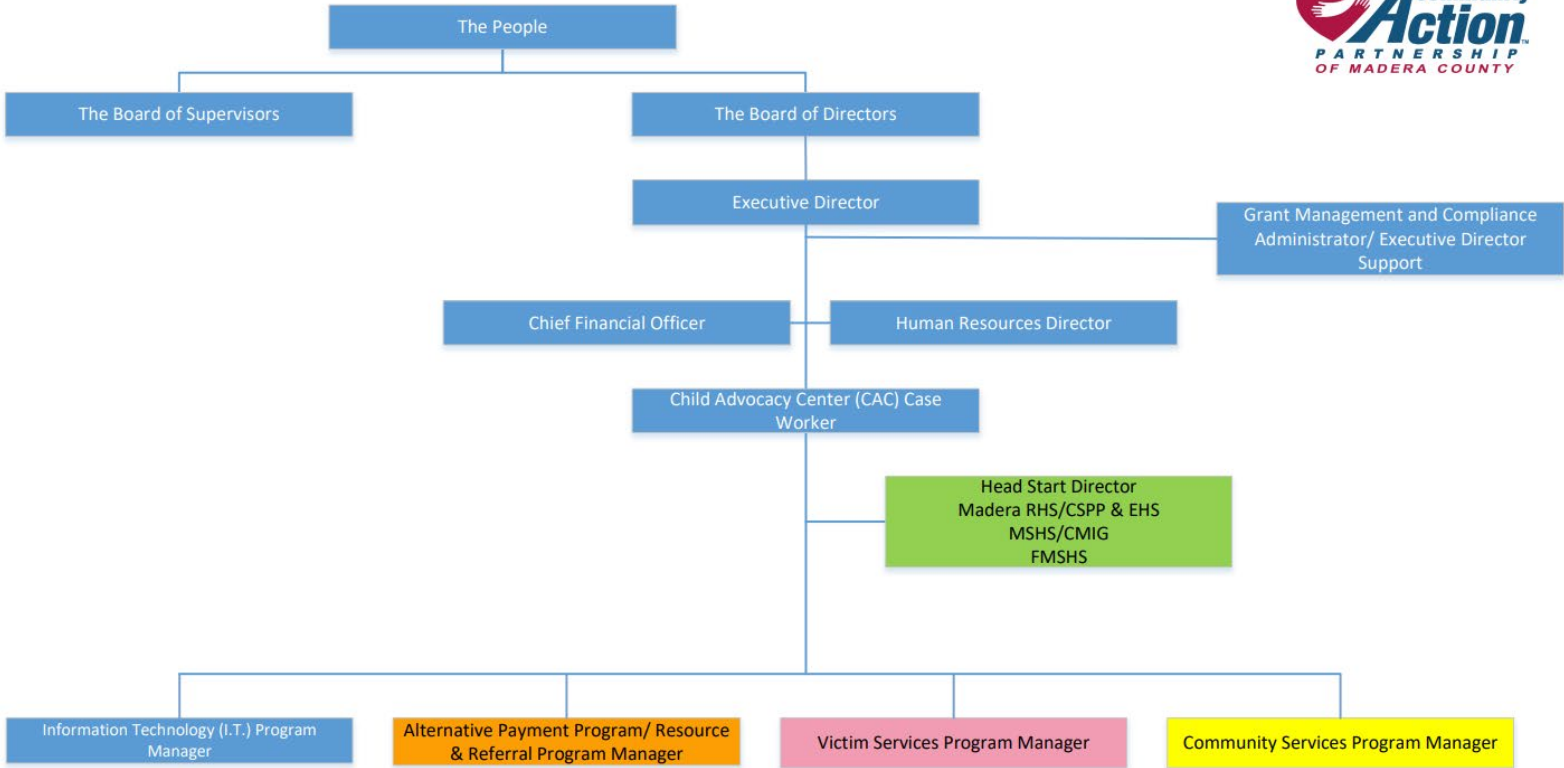


OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Provide new hired the retirement 403(b) plans information on the sign up instructions and encourage them to enroll maximizing employment benefits</p>	<p>HR Dept. staff  CFO</p>	<ul style="list-style-type: none"> <li>• CFO/Accountant Program Manager will provide the 403(b) sign up instruction by Aug./Sep. 2024</li> <li>• HR Dept. staff will provide the retirement documents to new hired upon receiving</li> <li>• A tracking system (in the form of Excel spreadsheet) will be developed between HR and Fiscal</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly communication between HR and Fiscal on the tracking system submission and sharing</li> </ul> <p>2024 &amp; on-going</p> <p><b>Update:</b></p>	

OBJECTIVE COMMENTARY	OWNER	INITIATIVES	MEASURES	2024 STATUS
<p>Obtain training from departments to have relevant information on each individual program's services and requirements in order to share during recruitment activities, outreaching at job fairs, and onboarding information with new hired.</p>	<p>HR Dept. staff</p>	<ul style="list-style-type: none"> <li>• Approach Department Heads to explain the purpose of needed training</li> <li>• Attend provided training sessions and obtain applicable program services information</li> <li>• Explain provided services during the recruitment, outreaching and onboarding / orientation activities</li> </ul>	<ul style="list-style-type: none"> <li>• Create a tracking system (Excel spreadsheet) on training and frequencies on how the trained information are shared or presented.</li> </ul> <p>2024 and on-going</p> <p><b>Update:</b></p>	

# Agency Organizational Chart

## AGENCY STRUCTURE





# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: September 12, 2024

Author: Donna Tooley

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DATE: September 4, 2024

TO: Board of Directors

FROM: Donna Tooley, Interim Chief Financial Officer

SUBJECT: Accept and Approve the Submission of the CAPMC Welfare Benefit 2023 Form 5500 Tax Return

**I. RECOMMENDATION:**

Accept and approve the submission of the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer.

**II. SUMMARY:**

CAPMC must file an annual return for its Welfare Benefit plan each calendar year. Heffernan Insurance Brokers have prepared the Form 5500 for the CAPMC Welfare Benefit Plan.

**III. DISCUSSION:**

- A. This information was presented at the July 11, 2024 Board of Directors meeting, but the Form 5500 was not available at the time. The item was placed on hold. The CFO has reviewed the tax return prior to the submission to the Board of Directors and it is attached for your review. The Summary Annual Plan Information is also attached.
- B. The information for the Welfare Benefit Plan Form 5500 was prepared from records from the health insurance providers and CAPMC's vendor payment records.
- C. CAPMC is subject to the filing requirement because its plan has more than 100 participants.
- D. An extension of time to file the return was approved until October 15, 2024. The return is filed electronically.
- E. The Welfare Benefit Plan Form 5500 does not require an outside audit like the CAPMC 403(b) Retirement Plan.

**IV. FINANCING:**

The Welfare Benefit Plan is less complicated than the audit 403(b) Form 5500 and was completed by Heffernan Insurance Brokers for no additional fee.



**SUMMARY ANNUAL REPORT FOR  
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. WELFARE  
BENEFIT PLAN**

This is a summary of the annual report of the Community Action Partnership of Madera County, Inc. Welfare Benefit Plan (Employer Identification Number 94-1612823, Plan Number 501) for the plan year 01/01/2023 through 12/31/2023. The annual report has been filed with the Employee Benefits Security Administration, as required under the Employee Retirement Income Security Act of 1974 (ERISA).

Community Action Partnership of Madera County, Inc. has committed itself to pay certain medical, dental and vision claims incurred under the terms of the plan.

**Insurance Information**

The plan has insurance contracts with EyeMed Vision Care, Kaiser Foundation Health Plan Inc and Unum Life Insurance Company of America to pay certain life, accidental death and dismemberment, medical and vision claims incurred under the terms of the plan. The total premiums paid for the plan year ending 12/31/2023 were \$1,789,142.

**Your Rights to Additional Information**

You have the right to receive a copy of the full annual report, or any part thereof, on request. The items listed below are included in that report:

1. Insurance information, including sales commissions paid by insurance carriers.

To obtain a copy of the full annual report, or any part thereof, write or call the office of Community Action Partnership of Madera County, Inc, who is a representative of the plan administrator, at 1225 Gill Avenue, Madera, CA 93637 and phone number, 415-526-7510.

You also have the legally protected right to examine the annual report at the main office of the plan: 1225 Gill Avenue, Madera, CA 93637, and at the U.S. Department of Labor in Washington, D.C., or to obtain a copy from the U.S. Department of Labor upon payment of copying costs. Requests to the Department should be addressed to: Public Disclosure Room, Room N-1513, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210. The annual report is also available online at the Department of Labor website [www.efast.dol.gov](http://www.efast.dol.gov).

**Form 5500**

Department of the Treasury  
Internal Revenue Service

Department of Labor  
Employee Benefits Security  
Administration

Pension Benefit Guaranty Corporation

**Annual Return/Report of Employee Benefit Plan**

This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

▶ **Complete all entries in accordance with the instructions to the Form 5500.**

OMB Nos. 1210-0110  
1210-0089

**2023**

**This Form is Open to Public Inspection**

**Part I Annual Report Identification Information**

For calendar plan year 2023 or fiscal plan year beginning 01/01/2023 and ending 12/31/2023

- A** This return/report is for:
  - a multiemployer plan
  - a multiple-employer plan (Filers checking this box must provide participating employer information in accordance with the form instructions.)
  - a single-employer plan
  - a DFE (specify) \_\_\_\_\_
- B** This return/report is:
  - the first return/report
  - the final return/report
  - an amended return/report
  - a short plan year return/report (less than 12 months)
- C** If the plan is a collectively-bargained plan, check here. . . . . ▶
- D** Check box if filing under:
  - Form 5558
  - automatic extension
  - the DFVC program
  - special extension (enter description)
- E** If this is a retroactively adopted plan permitted by SECURE Act section 201, check here. . . . . ▶

**Part II Basic Plan Information—enter all requested information**

<b>1a</b> Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan	<b>1b</b> Three-digit plan number (PN) ▶ 501
<b>2a</b> Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street, or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions)  Community Action Partnership of Madera County, Inc.  1225 Gill Avenue  Madera CA 93637	<b>1c</b> Effective date of plan 01/01/2017  <b>2b</b> Employer Identification Number (EIN) 94-1612823  <b>2c</b> Plan Sponsor's telephone number 415-526-7510  <b>2d</b> Business code (see instructions) 813000

**Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.**

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

<b>SIGN HERE</b>			
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
<b>SIGN HERE</b>			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
<b>SIGN HERE</b>			
	Signature of DFE	Date	Enter name of individual signing as DFE

For Paperwork Reduction Act Notice, see the Instructions for Form 5500.

Form 5500 (2023)  
v. & \$\$\$&

<b>3a</b> Plan administrator's name and address <input checked="" type="checkbox"/> Same as Plan Sponsor	<b>3b</b> Administrator's EIN  <b>3c</b> Administrator's telephone number  <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>																																	
<b>4</b> If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report: <b>a</b> Sponsor's name <b>c</b> Plan Name	<b>4b</b> EIN  <b>4d</b> PN																																	
<b>5</b> Total number of participants at the beginning of the plan year	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;"><b>5</b></td> <td style="text-align: right;">234</td> </tr> </table>	<b>5</b>	234																															
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<b>6</b> Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines <b>6a(1)</b> , <b>6a(2)</b> , <b>6b</b> , <b>6c</b> , and <b>6d</b> ). <b>a(1)</b> Total number of active participants at the beginning of the plan year ..... <b>a(2)</b> Total number of active participants at the end of the plan year ..... <b>b</b> Retired or separated participants receiving benefits ..... <b>c</b> Other retired or separated participants entitled to future benefits ..... <b>d</b> Subtotal. Add lines <b>6a(2)</b> , <b>6b</b> , and <b>6c</b> ..... <b>e</b> Deceased participants whose beneficiaries are receiving or are entitled to receive benefits ..... <b>f</b> Total. Add lines <b>6d</b> and <b>6e</b> ..... <b>g(1)</b> Number of participants with account balances as of the beginning of the plan year (only defined contribution plans complete this item)..... <b>g(2)</b> Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)..... <b>h</b> Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested.....	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:80%;"></td> </tr> <tr> <td style="text-align: center;"><b>6a(1)</b></td> <td style="text-align: center;"></td> <td style="text-align: right;">233</td> </tr> <tr> <td style="text-align: center;"><b>6a(2)</b></td> <td style="text-align: center;"></td> <td style="text-align: right;">247</td> </tr> <tr> <td style="text-align: center;"><b>6b</b></td> <td style="text-align: center;"></td> <td style="text-align: right;">1</td> </tr> <tr> <td style="text-align: center;"><b>6c</b></td> <td style="text-align: center;"></td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;"><b>6d</b></td> <td style="text-align: center;"></td> <td style="text-align: right;">248</td> </tr> <tr> <td style="text-align: center;"><b>6e</b></td> <td style="text-align: center;"></td> <td style="text-align: right;"></td> </tr> <tr> <td style="text-align: center;"><b>6f</b></td> <td style="text-align: center;"></td> <td style="text-align: right;"></td> </tr> <tr> <td style="text-align: center;"><b>6g(1)</b></td> <td style="text-align: center;"></td> <td style="text-align: right;"></td> </tr> <tr> <td style="text-align: center;"><b>6g(2)</b></td> <td style="text-align: center;"></td> <td style="text-align: right;"></td> </tr> <tr> <td style="text-align: center;"><b>6h</b></td> <td style="text-align: center;"></td> <td style="text-align: right;"></td> </tr> </table>				<b>6a(1)</b>		233	<b>6a(2)</b>		247	<b>6b</b>		1	<b>6c</b>		0	<b>6d</b>		248	<b>6e</b>			<b>6f</b>			<b>6g(1)</b>			<b>6g(2)</b>			<b>6h</b>		
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<b>7</b> Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item) .....	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;"><b>7</b></td> <td style="width:90%;"></td> </tr> </table>	<b>7</b>																																
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**8a** If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:

**b** If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:  
 4A 4B 4D 4E

<b>9a</b> Plan funding arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input type="checkbox"/> Trust (4) <input checked="" type="checkbox"/> General assets of the sponsor	<b>9b</b> Plan benefit arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input type="checkbox"/> Trust (4) <input checked="" type="checkbox"/> General assets of the sponsor
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**10** Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)

<b>a Pension Schedules</b> (1) <input type="checkbox"/> <b>R</b> (Retirement Plan Information) (2) <input type="checkbox"/> <b>MB</b> (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary (3) <input type="checkbox"/> <b>SB</b> (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary (4) <input type="checkbox"/> <b>DCG</b> (Individual Plan Information) – Number Attached _____ (5) <input type="checkbox"/> <b>MEP</b> (Multiple-Employer Retirement Plan Information)	<b>b General Schedules</b> (1) <input type="checkbox"/> <b>H</b> (Financial Information) (2) <input type="checkbox"/> <b>I</b> (Financial Information – Small Plan) (3) <input checked="" type="checkbox"/> <b>A</b> (Insurance Information) – Number Attached <u>  3  </u> (4) <input type="checkbox"/> <b>C</b> (Service Provider Information) (5) <input type="checkbox"/> <b>D</b> (DFE/Participating Plan Information) (6) <input type="checkbox"/> <b>G</b> (Financial Transaction Schedules)
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**Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)**

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**11a** If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) .....  Yes  No

If "Yes" is checked, complete lines 11b and 11c.

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**11b** Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) .....  Yes  No

**11c** Enter the Receipt Confirmation Code for the 2023 Form M-1 annual report. If the plan was not required to file the 2023 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code \_\_\_\_\_

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<p style="text-align: center;"><b>SCHEDULE A</b> <b>(Form 5500)</b></p> <p style="text-align: center; font-size: small;">Department of the Treasury Internal Revenue Service</p> <hr/> <p style="text-align: center; font-size: x-small;">Department of Labor Employee Benefits Security Administration</p> <hr/> <p style="text-align: center; font-size: x-small;">Pension Benefit Guaranty Corporation</p>	<p><b>Insurance Information</b></p> <p>This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).</p> <p>▶ <b>File as an attachment to Form 5500.</b></p> <p>▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).</p>	<p>OMB No. 1210-0110</p> <hr/> <p style="font-size: large;"><b>2023</b></p> <hr/> <p style="text-align: center;"><b>This Form is Open to Public Inspection</b></p>
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For calendar plan year 2023 or fiscal plan year beginning 01/01/2023 and ending 12/31/2023

<p><b>A</b> Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan</p>	<p><b>B</b> Three-digit plan number (PN) ▶</p>	<p>501</p>
<p><b>C</b> Plan sponsor's name as shown on line 2a of Form 5500  Community Action Partnership of Madera County, Inc.</p>	<p><b>D</b> Employer Identification Number (EIN)  94-1612823</p>	

**Part I Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

**1 Coverage Information:**

(a) Name of insurance carrier  
EyeMed Vision Care

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
43-0949844	71870	1009516/1009879	662	01/01/2023	12/31/2023

**2 Insurance fee and commission information.** Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
3,685	0

**3 Persons receiving commissions and fees.** (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid  
 Heffernan Insurance Brokers  
 1350 Carlback Ave., Suite 200  
 Walnut Creek CA 94596

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
3,685			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

<b>Part II</b>	<b>Investment and Annuity Contract Information</b> Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.
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<b>4</b> Current value of plan's interest under this contract in the general account at year end.....	<b>4</b>	
<b>5</b> Current value of plan's interest under this contract in separate accounts at year end.....	<b>5</b>	

**6** Contracts With Allocated Funds:

<b>a</b> State the basis of premium rates ▶		
<b>b</b> Premiums paid to carrier .....	<b>6b</b>	
<b>c</b> Premiums due but unpaid at the end of the year .....	<b>6c</b>	
<b>d</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount..... Specify nature of costs ▶	<b>6d</b>	
<b>e</b> Type of contract: (1) <input type="checkbox"/> individual policies                      (2) <input type="checkbox"/> group deferred annuity (3) <input type="checkbox"/> other (specify) ▶		
<b>f</b> If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ <input type="checkbox"/>		

**7** Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

<b>a</b> Type of contract: (1) <input type="checkbox"/> deposit administration                      (2) <input type="checkbox"/> immediate participation guarantee (3) <input type="checkbox"/> guaranteed investment                      (4) <input type="checkbox"/> other ▶		
<b>b</b> Balance at the end of the previous year .....	<b>7b</b>	0
<b>c</b> Additions: (1) Contributions deposited during the year .....	<b>7c(1)</b>	
	<b>7c(2)</b>	
	<b>7c(3)</b>	
	<b>7c(4)</b>	
	<b>7c(5)</b>	
(2) Dividends and credits.....		
(3) Interest credited during the year.....		
(4) Transferred from separate account.....		
(5) Other (specify below) .....		
▶		
(6) Total additions.....	<b>7c(6)</b>	0
<b>d</b> Total of balance and additions (add lines <b>7b</b> and <b>7c(6)</b> ) .....	<b>7d</b>	0
<b>e</b> Deductions:		
(1) Disbursed from fund to pay benefits or purchase annuities during year	<b>7e(1)</b>	
(2) Administration charge made by carrier.....	<b>7e(2)</b>	
(3) Transferred to separate account.....	<b>7e(3)</b>	
(4) Other (specify below) .....	<b>7e(4)</b>	
▶		
(5) Total deductions.....	<b>7e(5)</b>	0
<b>f</b> Balance at the end of the current year (subtract line <b>7e(5)</b> from line <b>7d</b> ).....	<b>7f</b>	0

**Part III Welfare Benefit Contract Information**  
 If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

**8** Benefit and contract type (check all applicable boxes)

- a**  Health (other than dental or vision)     
 **b**  Dental     
 **c**  Vision     
 **d**  Life insurance  
**e**  Temporary disability (accident and sickness)     
 **f**  Long-term disability     
 **g**  Supplemental unemployment     
 **h**  Prescription drug  
**i**  Stop loss (large deductible)     
 **j**  HMO contract     
 **k**  PPO contract     
 **l**  Indemnity contract  
**m**  Other (specify) ▶

**9** Experience-rated contracts:

<b>a</b> Premiums: (1) Amount received .....		<b>9a(1)</b>	
(2) Increase (decrease) in amount due but unpaid .....		<b>9a(2)</b>	
(3) Increase (decrease) in unearned premium reserve .....		<b>9a(3)</b>	
(4) Earned ((1) + (2) - (3)).....		<b>9a(4)</b>	0
<b>b</b> Benefit charges (1) Claims paid.....		<b>9b(1)</b>	
(2) Increase (decrease) in claim reserves .....		<b>9b(2)</b>	
(3) Incurred claims (add (1) and (2)).....		<b>9b(3)</b>	0
(4) Claims charged.....		<b>9b(4)</b>	
<b>c</b> Remainder of premium: (1) Retention charges (on an accrual basis) --			
(A) Commissions .....	<b>9c(1)(A)</b>		
(B) Administrative service or other fees .....	<b>9c(1)(B)</b>		
(C) Other specific acquisition costs.....	<b>9c(1)(C)</b>		
(D) Other expenses .....	<b>9c(1)(D)</b>		
(E) Taxes .....	<b>9c(1)(E)</b>		
(F) Charges for risks or other contingencies .....	<b>9c(1)(F)</b>		
(G) Other retention charges.....	<b>9c(1)(G)</b>		
(H) Total retention.....	<b>9c(1)(H)</b>		0
(2) Dividends or retroactive rate refunds. (These amounts were <input type="checkbox"/> paid in cash, or <input type="checkbox"/> credited.) .....		<b>9c(2)</b>	
<b>d</b> Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement.....		<b>9d(1)</b>	
(2) Claim reserves .....		<b>9d(2)</b>	
(3) Other reserves .....		<b>9d(3)</b>	
<b>e</b> Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).).....		<b>9e</b>	

**10** Nonexperience-rated contracts:

<b>a</b> Total premiums or subscription charges paid to carrier .....	<b>10a</b>	31,509
<b>b</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount .....	<b>10b</b>	

Specify nature of costs.

**Part IV Provision of Information**

**11** Did the insurance company fail to provide any information necessary to complete Schedule A? .....  Yes  No

**12** If the answer to line 11 is "Yes," specify the information not provided. ▶



<p><b>SCHEDULE A</b> <b>(Form 5500)</b></p> <p>Department of the Treasury Internal Revenue Service</p> <hr/> <p>Department of Labor Employee Benefits Security Administration</p> <hr/> <p>Pension Benefit Guaranty Corporation</p>	<p><b>Insurance Information</b></p> <p>This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).</p> <p>▶ <b>File as an attachment to Form 5500.</b></p> <p>▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).</p>	<p>OMB No. 1210-0110</p> <hr/> <p><b>2023</b></p> <hr/> <p><b>This Form is Open to Public Inspection</b></p>
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For calendar plan year 2023 or fiscal plan year beginning 01/01/2023 and ending 12/31/2023

<p><b>A</b> Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan</p>	<p><b>B</b> Three-digit plan number (PN) ▶</p>	<p>501</p>
<p><b>C</b> Plan sponsor's name as shown on line 2a of Form 5500  Community Action Partnership of Madera County, Inc.</p>	<p><b>D</b> Employer Identification Number (EIN)  94-1612823</p>	

**Part I Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

**1 Coverage Information:**

(a) Name of insurance carrier  
Kaiser Foundation Health Plan Inc

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
94-1340523	00000	34950	184	01/01/2023	12/31/2023

**2 Insurance fee and commission information.** Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
64,739	0

**3 Persons receiving commissions and fees.** (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

Heffernan Insurance Brokers  
1350 Carlback Ave., Suite 200  
  
Walnut Creek CA 94596

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
64,739			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

<b>Part II</b>	<b>Investment and Annuity Contract Information</b> Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.
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<b>4</b> Current value of plan's interest under this contract in the general account at year end.....	<b>4</b>	
<b>5</b> Current value of plan's interest under this contract in separate accounts at year end.....	<b>5</b>	

**6** Contracts With Allocated Funds:

<b>a</b> State the basis of premium rates ▶		
<b>b</b> Premiums paid to carrier .....	<b>6b</b>	
<b>c</b> Premiums due but unpaid at the end of the year .....	<b>6c</b>	
<b>d</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount..... Specify nature of costs ▶	<b>6d</b>	
<b>e</b> Type of contract: (1) <input type="checkbox"/> individual policies      (2) <input type="checkbox"/> group deferred annuity (3) <input type="checkbox"/> other (specify) ▶		
<b>f</b> If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ <input type="checkbox"/>		

**7** Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

<b>a</b> Type of contract: (1) <input type="checkbox"/> deposit administration      (2) <input type="checkbox"/> immediate participation guarantee (3) <input type="checkbox"/> guaranteed investment      (4) <input type="checkbox"/> other ▶		
<b>b</b> Balance at the end of the previous year .....	<b>7b</b>	0
<b>c</b> Additions: (1) Contributions deposited during the year .....	<b>7c(1)</b>	
	<b>7c(2)</b>	
	<b>7c(3)</b>	
	<b>7c(4)</b>	
	<b>7c(5)</b>	
(6) Total additions.....	<b>7c(6)</b>	0
<b>d</b> Total of balance and additions (add lines <b>7b</b> and <b>7c(6)</b> ) .....	<b>7d</b>	0
<b>e</b> Deductions: (1) Disbursed from fund to pay benefits or purchase annuities during year .....	<b>7e(1)</b>	
	<b>7e(2)</b>	
	<b>7e(3)</b>	
	<b>7e(4)</b>	
	<b>7e(5)</b>	
(5) Total deductions.....	<b>7e(5)</b>	0
<b>f</b> Balance at the end of the current year (subtract line <b>7e(5)</b> from line <b>7d</b> ).....	<b>7f</b>	0

**Part III Welfare Benefit Contract Information**  
 If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

**8** Benefit and contract type (check all applicable boxes)

- a**  Health (other than dental or vision)     
 **b**  Dental     
 **c**  Vision     
 **d**  Life insurance  
**e**  Temporary disability (accident and sickness)     
 **f**  Long-term disability     
 **g**  Supplemental unemployment     
 **h**  Prescription drug  
**i**  Stop loss (large deductible)     
 **j**  HMO contract     
 **k**  PPO contract     
 **l**  Indemnity contract  
**m**  Other (specify) ▶

**9** Experience-rated contracts:

<b>a</b> Premiums: (1) Amount received .....		<b>9a(1)</b>	
(2) Increase (decrease) in amount due but unpaid .....		<b>9a(2)</b>	
(3) Increase (decrease) in unearned premium reserve .....		<b>9a(3)</b>	
(4) Earned ((1) + (2) - (3)).....		<b>9a(4)</b>	0
<b>b</b> Benefit charges (1) Claims paid.....		<b>9b(1)</b>	
(2) Increase (decrease) in claim reserves .....		<b>9b(2)</b>	
(3) Incurred claims (add (1) and (2)).....		<b>9b(3)</b>	0
(4) Claims charged.....		<b>9b(4)</b>	
<b>c</b> Remainder of premium: (1) Retention charges (on an accrual basis) --			
(A) Commissions .....	<b>9c(1)(A)</b>		
(B) Administrative service or other fees .....	<b>9c(1)(B)</b>		
(C) Other specific acquisition costs.....	<b>9c(1)(C)</b>		
(D) Other expenses .....	<b>9c(1)(D)</b>		
(E) Taxes .....	<b>9c(1)(E)</b>		
(F) Charges for risks or other contingencies .....	<b>9c(1)(F)</b>		
(G) Other retention charges.....	<b>9c(1)(G)</b>		
(H) Total retention.....	<b>9c(1)(H)</b>		0
(2) Dividends or retroactive rate refunds. (These amounts were <input type="checkbox"/> paid in cash, or <input type="checkbox"/> credited.) .....		<b>9c(2)</b>	
<b>d</b> Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement.....		<b>9d(1)</b>	
(2) Claim reserves .....		<b>9d(2)</b>	
(3) Other reserves .....		<b>9d(3)</b>	
<b>e</b> Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).).....		<b>9e</b>	

**10** Nonexperience-rated contracts:

<b>a</b> Total premiums or subscription charges paid to carrier .....	<b>10a</b>	1,741,422
<b>b</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount .....	<b>10b</b>	

Specify nature of costs.

**Part IV Provision of Information**

**11** Did the insurance company fail to provide any information necessary to complete Schedule A? .....  Yes  No

**12** If the answer to line 11 is "Yes," specify the information not provided. ▶

<p style="text-align: center;"><b>SCHEDULE A</b> <b>(Form 5500)</b></p> <p style="text-align: center; font-size: small;">Department of the Treasury Internal Revenue Service</p> <hr/> <p style="text-align: center; font-size: x-small;">Department of Labor Employee Benefits Security Administration</p> <hr/> <p style="text-align: center; font-size: x-small;">Pension Benefit Guaranty Corporation</p>	<p><b>Insurance Information</b></p> <p>This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).</p> <p>▶ <b>File as an attachment to Form 5500.</b></p> <p>▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).</p>	<p>OMB No. 1210-0110</p> <hr/> <p style="font-size: large;"><b>2023</b></p> <hr/> <p style="text-align: center;"><b>This Form is Open to Public Inspection</b></p>
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For calendar plan year 2023 or fiscal plan year beginning 01/01/2023 and ending 12/31/2023

<p><b>A</b> Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan</p>	<p><b>B</b> Three-digit plan number (PN) ▶</p>	<p>501</p>
<p><b>C</b> Plan sponsor's name as shown on line 2a of Form 5500  Community Action Partnership of Madera County, Inc.</p>	<p><b>D</b> Employer Identification Number (EIN)  94-1612823</p>	

**Part I Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

**1 Coverage Information:**

(a) Name of insurance carrier  
Unum Life Insurance Company of America

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year	
				(f) From	(g) To
01-0278678	62235	877488	290	01/01/2023	12/31/2023

**2 Insurance fee and commission information.** Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
1,558	0

**3 Persons receiving commissions and fees.** (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid  
 Heffernan Insurance Brokers  
 1350 Carlback Ave., Suite 200  
 Walnut Creek CA 94596

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1,558			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	

<b>Part II</b>	<b>Investment and Annuity Contract Information</b> Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.
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<b>4</b> Current value of plan's interest under this contract in the general account at year end.....	<b>4</b>	
<b>5</b> Current value of plan's interest under this contract in separate accounts at year end.....	<b>5</b>	

**6** Contracts With Allocated Funds:

<b>a</b> State the basis of premium rates ▶		
<b>b</b> Premiums paid to carrier .....	<b>6b</b>	
<b>c</b> Premiums due but unpaid at the end of the year .....	<b>6c</b>	
<b>d</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount..... Specify nature of costs ▶	<b>6d</b>	
<b>e</b> Type of contract: (1) <input type="checkbox"/> individual policies      (2) <input type="checkbox"/> group deferred annuity (3) <input type="checkbox"/> other (specify) ▶		
<b>f</b> If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ <input type="checkbox"/>		

**7** Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

<b>a</b> Type of contract: (1) <input type="checkbox"/> deposit administration      (2) <input type="checkbox"/> immediate participation guarantee (3) <input type="checkbox"/> guaranteed investment      (4) <input type="checkbox"/> other ▶		
<b>b</b> Balance at the end of the previous year .....	<b>7b</b>	0
<b>c</b> Additions: (1) Contributions deposited during the year .....	<b>7c(1)</b>	
	<b>7c(2)</b>	
	<b>7c(3)</b>	
	<b>7c(4)</b>	
	<b>7c(5)</b>	
(6) Total additions.....	<b>7c(6)</b>	0
<b>d</b> Total of balance and additions (add lines <b>7b</b> and <b>7c(6)</b> ) .....	<b>7d</b>	0
<b>e</b> Deductions: (1) Disbursed from fund to pay benefits or purchase annuities during year .....	<b>7e(1)</b>	
	<b>7e(2)</b>	
	<b>7e(3)</b>	
	<b>7e(4)</b>	
	(5) Total deductions.....	<b>7e(5)</b>
<b>f</b> Balance at the end of the current year (subtract line <b>7e(5)</b> from line <b>7d</b> ).....	<b>7f</b>	0

**Part III Welfare Benefit Contract Information**  
 If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

- 8** Benefit and contract type (check all applicable boxes)
- |   |  |   |   |
|---|--|---|---|
| <b>a</b> <input type="checkbox"/> Health (other than dental or vision)                          | <b>b</b> <input type="checkbox"/> Dental               | <b>c</b> <input type="checkbox"/> Vision                    | <b>d</b> <input checked="" type="checkbox"/> Life insurance |
| <b>e</b> <input type="checkbox"/> Temporary disability (accident and sickness)                  | <b>f</b> <input type="checkbox"/> Long-term disability | <b>g</b> <input type="checkbox"/> Supplemental unemployment | <b>h</b> <input type="checkbox"/> Prescription drug         |
| <b>i</b> <input type="checkbox"/> Stop loss (large deductible)                                  | <b>j</b> <input type="checkbox"/> HMO contract         | <b>k</b> <input type="checkbox"/> PPO contract              | <b>l</b> <input type="checkbox"/> Indemnity contract        |
| <b>m</b> <input checked="" type="checkbox"/> Other (specify) ▶ Accidental Death & Dismemberment |  |   |   |

**9** Experience-rated contracts:

<b>a</b> Premiums: (1) Amount received .....		<b>9a(1)</b>	
(2) Increase (decrease) in amount due but unpaid .....		<b>9a(2)</b>	
(3) Increase (decrease) in unearned premium reserve .....		<b>9a(3)</b>	
(4) Earned ((1) + (2) - (3)) .....		<b>9a(4)</b>	0
<b>b</b> Benefit charges (1) Claims paid .....		<b>9b(1)</b>	
(2) Increase (decrease) in claim reserves .....		<b>9b(2)</b>	
(3) Incurred claims (add (1) and (2)) .....		<b>9b(3)</b>	0
(4) Claims charged .....		<b>9b(4)</b>	
<b>c</b> Remainder of premium: (1) Retention charges (on an accrual basis) --			
(A) Commissions .....	<b>9c(1)(A)</b>		
(B) Administrative service or other fees .....	<b>9c(1)(B)</b>		
(C) Other specific acquisition costs .....	<b>9c(1)(C)</b>		
(D) Other expenses .....	<b>9c(1)(D)</b>		
(E) Taxes .....	<b>9c(1)(E)</b>		
(F) Charges for risks or other contingencies .....	<b>9c(1)(F)</b>		
(G) Other retention charges .....	<b>9c(1)(G)</b>		
(H) Total retention .....	<b>9c(1)(H)</b>		0
(2) Dividends or retroactive rate refunds. (These amounts were <input type="checkbox"/> paid in cash, or <input type="checkbox"/> credited.) .....		<b>9c(2)</b>	
<b>d</b> Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement .....		<b>9d(1)</b>	
(2) Claim reserves .....		<b>9d(2)</b>	
(3) Other reserves .....		<b>9d(3)</b>	
<b>e</b> Dividends or retroactive rate refunds due. (Do not include amount entered in line 9c(2).) .....		<b>9e</b>	
<b>10</b> Nonexperience-rated contracts:			
<b>a</b> Total premiums or subscription charges paid to carrier .....		<b>10a</b>	16,211
<b>b</b> If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount .....		<b>10b</b>	

Specify nature of costs.

**Part IV Provision of Information**

**11** Did the insurance company fail to provide any information necessary to complete Schedule A? .....  Yes  No

**12** If the answer to line 11 is "Yes," specify the information not provided. ▶





# Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: September 12, 2024

Author: Leticia Lujan-Rojas

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DATE: 09/03/2024

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Victim Witness Assistance (VW) Program

**I. RECOMMENDATION:**

Consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Victim Witness Assistance Program from October 1, 2024, through September 30, 2025, including any extensions and/or amendments during the funding period.

**II. SUMMARY:**

The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers) and provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties.

**III. DISCUSSION:**

The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, community outreach and public presentations.

**IV. FINANCING:**

The budget for this item is still under development and will be presented to the Board of Directors at the September 12, 2024, regular meeting.

The total project costs are \$442,782, comprised of the following:

2024 VOCA: \$220,254

2024 VCGF: \$181,829

2024 VWAO: \$40,699



# Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: September 12, 2024

Author: Leticia Lujan-Rojas

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DATE: 09/03/2024

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Fresno Madera Continuum of Care Domestic Violence Joint Transitional Housing and Rapid Rehousing Program

## **I. RECOMMENDATION:**

Ratify and approve the submission of the Fresno Madera Continuum of Care Domestic Violence Joint Transitional Housing and Rapid Rehousing (DV Jt TH RR) Program to the Department of Housing and Urban Development (HUD). The JD Jt TH RR Program will work with survivors of domestic violence needing housing to escape abusive relationships.

## **II. SUMMARY:**

The DV Jt TH RR Program will provide 6 survivors of domestic violence and their children assistance with housing search, establishing a new lease/rental agreement, and paying for housing for a maximum of 24 months. This initial application is for 12 months from November 1, 2025 – October 31, 2026, using HUD's Domestic Violence Bonus funds.

## **III. DISCUSSION:**

### 1. Target Population

- a. This grant will serve victims of domestic violence who have become homeless due to abuse. Survivors for the program will be screened from emergency shelter clients and current domestic violence cases.

### 2. Services Provided

- a. The program will assist survivors with housing search, including completing applications, understanding requirements, and submitting any necessary documentation needed for application.
- b. The program will have two types of assistance:
  - i. Transitional Housing – the program will master lease housing units and work with property managers/landlords and survivors to eventually establish the lease/rental agreement in the survivor's name. Assistance under transitional housing should not exceed 12 months.
  - ii. Rapid Rehousing – the program will assist survivors with up to 18 months of rental assistance.
  - iii. The grant requires that Rapid Rehousing clients are twice the number of Transition Housing clients at any given point.
- c. The survivor will receive supportive services while receiving housing assistance including, but not limited to, restraining orders, peer counseling, transportation, basic living skills workshops, employment assistance, and referrals to other services needed to obtain and maintain housing.

3. Staff

- a. This program will pay for a percentage of the Transitional Housing Caseworker, an Advocate and Administrative costs.

**IV. FINANCING:**

The initial grant application is for \$345,870.00 for a term of 12 months. This grant requires a match of 20%. CalOES's Transitional Housing Grant in the amount of \$75,764 will be used for this purpose.

## 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](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2024 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto: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](mailto: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) 2024 Continuum of Care (CoC) Program Competition. For more information see FY 2024 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2024 CoC Program NOFO and the FY 2024 General Section NOFO.
- Detailed instructions and e-snaps navigation guides can be found on the hud.gov website [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition). The Detailed Instructions contain more comprehensive instructions and so should be used in tandem with the navigational guides.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus, DV Bonus or DV Reallocation. 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. Please review the NOFO for eligibility standards.
- YHDP projects that are eligible for renewal under the CoC program may only use the YHDP Renewal or YHDP Replacement and Reallocation funding opportunities. Please review the NOFO for eligibility standards.
- 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 2024 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: 08/27/2024

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: Ms.

First Name: Jennifer

Middle Name:

Last Name: Coronado

Suffix:

Title: Victim Services Program Manager

Organizational Affiliation: Community Action Partnership of Madera County, Inc.

**Telephone Number:** (559) 675-5706

**Extension:** 5706

**Fax Number:** (559) 661-8389

**Email:** jcoronado@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-6800-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, Inc. - DV Jt. TH RRH

16. Congressional District(s):

16a. Applicant: CA-020, CA-005, CA-021, CA-013

16b. Project: CA-005, CA-013  
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 11/01/2025

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: 08/30/2024

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: 08/27/2024

# 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - form HUD-2880**  
U.S. Department of Housing and Urban Development  
OMB Number: 2501-0017 Expiration Date: 01/31/2026

## 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: \$345,870.00**

(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
Community Action Partnership of Madera County, Inc. 1225 Gill Avenue, Madera, CA 93637	CalOES Transitional Housing Victims of Crime	\$75,764.00	Supportive Services, Rent,
Community Action Partnership of Madera County, Inc. 1225 Gill Avenue, Madera, CA 93637	Grant - Community Services Block Grant	\$5,000.00	Personnel Costs & Operating Costs
Community Action Partnership of Madera County, Inc. 1225 Gill Avenue, Madera, CA 93637	Grant - Homeless Housing, Assistance, & Prevention	\$19,607.00	Personnel & Operating Costs
Community Action Partnership of Madera County, Inc. 1225 Gill Avenue, Madera, CA 93637	Grant - CCP AB109	\$156,070.00	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**

**Do you need to disclose interested parties for this grant according to the criteria below?** Yes

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.

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	UNIQUE Entity ID	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
Chosen Valley Wide Asset Management Co., Inc., 2750 G Street, Ste A, Merced, CA 95340	46-2770343	Landlord	\$189,240.00	15%
NA		NA	\$0.00	0%
NA		NA	\$0.00	0%
NA		NA	\$0.00	0%
NA		NA	\$0.00	0%

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)	City of Residence	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%
NA	NA	NA	\$0.00	0%

**Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.**

**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 non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate. Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil 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.

X
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**Name / Title of Authorized Official:** Mattie Mendez, Executive Director

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 08/27/2024

# 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:** 08/27/2024

# **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:** 08/27/2024

# 1J. SF-LLL

## DISCLOSURE OF LOBBYING ACTIVITIES Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 Approved by OMB: 4040-0013 (exp. 02/28/2025)

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:** 08/27/2024

# IK. SF-424B

## (SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007  
Expiration Date: 02/28/2025

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:** 08/27/2024



## 1L. SF-424D

Are you requesting CoC Program funds for No  
construction costs in this application?

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 \$35.8 million. For the fiscal year ended 6/30/23, these consisted of federal and state grant income of \$26.6M and \$5.7M, respectively. CAPMC directs Head Start and Migrant Head Start, Childcare Education, Emergency Housing, HUD Permanent Supportive Housing (PSH), HUD CES Help Center, Childcare Alternative Payment Assistance and various Victims of Crime Programs, including Domestic Violence, Rape/Sexual Assault, and Transitional Housing. CAPMC has consistently drawn down 100% of its HUD PSH funds, including \$604,468 for the contract year ended 10/31/23 and effectively utilizes all of its other federal funding.

CAPMC-Victim Services Center (VSC) is the sole provider of services to victims of crime in Madera County and the implementing agency for the Victim Witness Assistance Program, Rape Crisis, and Domestic Violence Assistance Program. Madera County's population as of 2023 was 160,256. CAPMC-VSC has operated a transitional housing program for survivors of domestic violence and sexual assault since July 1, 2016. The program staff assist victims of domestic violence and sexual assault fleeing from abuse that are in emergency shelters, temporary placement, displaced, or homeless due to abuse. Staff are available 24 hours a day, seven days a week to provide services. CAPMC, will provide new and expanded housing assistance to domestic violence and sexual assault survivors from all socioeconomic backgrounds, diverse cultures, disabilities, and services offered in the proposed Jt. Transitional Housing Rapid Rehousing Program. These services will be offered no matter their gender or identity.

Community Services, another department at CAPMC, has provided rapid rehousing through a non-CoC funding source, the CA Department of Housing and Community Development HHAP and HHIP grant programs over the last three years. The Community Services staff will be available to assist the Victim Services Department with any necessary training and assistance needed to expand the current Victim Services housing options with the rapid rehousing component.

**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 five Program Managers that oversee and direct various Agency departments, such as IT, 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 four Accountant Program Managers and one Accountant 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 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:** Community Action Partnership of Madera County, Inc. - DV Jt. TH RRH

**4. Project Status:** Standard

**5. Component Type:** Joint TH & PH-RRH

**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

**9. Will this project include replacement reserves in the Operating budget?** No

**10. Is this project applying for Rural costs on screen 6A?** No

## **3B. Project Description**

**1. Provide a description that addresses the entire scope of the proposed project.**



Survivors need housing assistance to escape abusive relationships. Emergency shelters are available for immediate assistance but are limited to 30-180 days. During this time, a survivor must find housing. Given Madera County's lack of available housing, many survivors choose to rent substandard dwellings, or worse, return to their abuser. In 2023, CAPMC assisted 48 individuals with emergency shelter; of those, more than half returned to their abuser because of housing/financial conditions.

This project would offer 20 families who are survivors the following housing options, depending on client choice. CAPMC would use transitional housing for survivors that are not financially stable enough to qualify for renting/leasing. This would allow survivors the opportunity to work on barriers keeping them from establishing their own housing while receiving supportive services. CAPMC will hold a master lease on two 3-bedroom furnished apartments using scattered sites for the TH program option. RRH would assist for the remainder of the program term, not to exceed 24 months. CAPMC would use PH-RRH to assist the survivor in paying up to 24 months of rent. Rental assistance is provided when the survivors can secure their own lease/rental agreement. Assistance under this program is tiered based on the length of time in the program.

CAPMC-Victim Services has been the sole provider of services to crime victims in Madera County since 1982. The Victim Services Department oversees the Victim Witness Assistance Program, Domestic Violence Assistance Program, Rape Crisis Program, Transitional Housing, and Unserved/Underserved Victim Advocacy and Outreach Program. In 1999, CAPMC opened the first and only safe house for domestic violence victims in Madera County and in 2016 began offering Transitional Housing services. All Victim Services staff members are required and trained to provide crisis intervention, follow-up, case management, accompaniment, individual counseling, criminal, and personal advocacy. Trauma can overwhelm a person's ability to cope. By training staff to recognize the impact of trauma, they can assist survivors to overcome personal barriers preventing them from seeking assistance. CAPMC-Victim Services takes a victim-centered approach to keep the victim in mind in terms of rights, safety, and well-being, empowering survivors to take control of their lives and create independence from their abuser.

Supportive services are offered with all options. The Housing Caseworker and Specialty Advocate will provide supportive services to all survivors such as assistance with temporary restraining orders, peer counseling, social services advocacy, transportation, basic living skills workshops, employment assistance, vocational training, and referrals to substance abuse treatment programs. When a client exits the emergency shelter, the Housing Caseworker coordinates with the local Housing Authority and CAPMC's leased apartments to move that family into the transitional housing program. This provides the family time to save money or connect with other agencies to access resources such as SNAP, WIC, and cash aid assistance with the Department of Social Services. The Housing Caseworker will assist with referrals to local agencies for child-care assistance and connect clients with the Workforce Assistance Center for job placement. This will assist clients to sustain permanent housing once CAPMC services are complete.

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	30			
Begin program participant enrollment	30			
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	30			
Leased or rental assistance units or structure, and supportive services near 100% capacity	180			
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"/>	Survivors	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Use Disorders	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements? Yes

**5. Housing First**

**5a. Will the project quickly move participants into permanent housing?** Yes

**5b. Will 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"/>

**5c. 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"/>

**5d. Will the project follow a "Housing First" approach?** Yes  
 (Click 'Save' to update)

**6 Will program participants be required to live in a specific structure, unit, or locality at any time while in the program?** Yes

**6a. Explain how and why the project will implement this requirement.**

CAPMC will have master leases on scattered site apartment units. The participants in the program will need to select an apartment unit based on availability. For the PH-RRH program, clients can live wherever they choose based on the landlord approval, credit and rental history, and affordability.

**7. Will more than 16 persons live in a single structure? No**

### 3C. Project Expansion Information

1. Is this a "Project Expansion" of an eligible No  
renewal project?

## **4A. Supportive Services for Participants**

### **1. Describe how program participants will be assisted to obtain and remain in permanent housing.**

Note: If applying for DV Bonus or DV Reallocation, you must describe how the project will include trauma-informed, victim-centered approaches in their strategies to assist participants to obtain or remain in permanent housing.

The Housing Caseworker will work with survivors one-on-one to overcome barriers to obtaining a lease/rental agreement in their own name. This may include working with the landlords to take the project's rental payment as income, working with survivors to assess their eligibility for other sources of income including cash aid, food stamps, SSI/SSA, etc. and working with the survivor to improve job skills and employability.

Rental assistance within the Jt. TH-RRH program will be tiered based on the length of time in the program; 100% paid during the first 6 months, 75% is paid during months 7-12, 50% is paid during months 13-18, 25% is paid during months 19-24, and services are terminated after 24 months. This provides the survivor with the opportunity to adjust their spending and budgets to accommodate the increased rent over the course of the supportive services. Adjustments will be made on an individual basis to avoid placing a financial hardship on survivors that need more financial support for a longer time. The Housing Caseworker will maintain close communication with the survivors to maximize supportive services for employment stability and financial literacy to budget accurately for housing costs. The Housing Caseworker will work with the clients to ensure that they find a place within their means and budget to sustain permanent housing after they exit the program. The number of months of assistance and the supportive services will be developed in the case plan established by the survivor and the Housing Caseworker or Advocate. This will identify support services needed to empower the victims to be self-reliant.

As a Victim Services Provider, CAPMC must meet certain training requirements. CAPMC-Victim Services requires all staff, interns, and volunteers to complete a 65-hour domestic violence and sexual assault crisis counselor training. The training provides an introduction to domestic violence and sexual assault, crisis counseling skills and techniques, laws and the investigation process, the medical process following a sexual assault, resources available to survivors, and trauma-informed care and victim-centered approaches. Trauma can overwhelm a person's ability to cope. By training staff and others to recognize the impact of trauma, they can assist survivors on how they can learn to overcome personal barriers preventing them from seeking assistance.

The Housing Caseworker will guide the clients through the program ensuring that their voice is heard and acknowledged. The survivors have complete autonomy over their decisions on services and housing. The Housing Caseworker will assist the victims in locating housing by teaching them how to search online or by providing accompaniment to victims when they are meeting with lessors in person. This empowers the survivors to take control of their life and creates independence from their abuser. CAPMC-Victim Services takes a victim-centered approach to keep the survivors in mind in terms of rights, safety, and well-being.

**2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.**

The Housing Caseworker and Advocate provide supportive services to all survivors including, but not limited to assistance with temporary restraining orders, peer counseling, social services advocacy, transportation, basic living skills workshops, employment assistance, vocational training, and referrals to substance abuse treatment options and health care programs.

When a client exits emergency shelter, the Housing Caseworker coordinates with the Housing Authority and/or CAPMC's planned two three-bedroom master leased apartments to move that family into the transitional housing program. This provides the family time to save money or connect with other agencies to access resources such as SNAP, WIC, and cash aide assistance with Madera County Department of Social Services. The Housing Caseworker will assist with referrals to local agencies for child-care assistance, connect clients with the Workforce Assistance Center for job training and placement assistance, and health insurance and access to health care programs. There are a myriad of other Madera County Departments, businesses, faith-based organizations, and other non-profits with whom CAPMC has Memorandums of Understanding (MOU's) that will work with and assist the clients. Supportive services are outlined and detailed in the case plan established by the survivor and the Housing Caseworker or Advocate. This connects the client to other mainstream health, social services, childcare assistance, and employment programs that will benefit the client and for which the client may be eligible. These services will equip the clients with resources needed to successfully maintain permanent housing once they leave the program.

**3. 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	As needed
Assistance with Moving Costs	Applicant	As needed
Case Management	Applicant	Monthly
Child Care	Non-Partner	As needed
Education Services	Partner	Quarterly
Employment Assistance and Job Training	Partner	As needed
Food	Partner	As needed
Housing Search and Counseling Services	Applicant	As needed
Legal Services	Non-Partner	As needed
Life Skills Training	Applicant	As needed
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	Applicant	As needed



**Identify whether the project will include the following activities:**



**4. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Yes

**5. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed?** Yes

**6. Will program participants have access to SSI/SSDI technical assistance provided by the project applicant, subrecipient, or partner agency?** Yes

**6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months.** Yes

## 4B. Housing Type and Location

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.

**List all CoC-funded and Non CoC-funded units and beds for this project**

	TH	RRH	Total
<b>Total Units:</b>	3	4	7
<b>Total Beds:</b>	11	12	23
Housing Type	Housing Type (JOINT)	Units	Beds
---	Scattered-site ap...	2	6
---	Scattered-site ap...	4	12
---	Scattered-site ap...	1	5

## 4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and must list all CoC funded and Non CoC-funded units and beds being provided under this project.

1. Is this housing type and location for the TH portion or the RRH portion of the project? TH

1a. Does this TH portion of the project have private rooms per household? Yes

2. Housing Type: Scattered-site apartments (including efficiencies)

3. What is the funding source for these units and beds? CoC  
(If multiple sources, select "Mixed" from the dropdown menu)

4. Indicate the maximum number of units and beds available for program participants at the selected housing site.

a. Units: 2

b. Beds: 6

### 5. 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 survivors, including victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking, may use a PO Box, organizational address, or other anonymous address as necessary to ensure the safety of participants.

Street 1: 812 W. Yosemite

Street 2:

**City:** Madera

**State:** California

**ZIP Code:** 93637

**6. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)**

062166 Madera, 069039 Madera County

## 4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and must list all CoC funded and Non CoC-funded units and beds being provided under this project.

**1. Is this housing type and location for the TH RRH portion or the RRH portion of the project?**

**2. Housing Type:** Scattered-site apartments (including efficiencies)

**3. What is the funding source for these units and beds?** CoC  
(If multiple sources, select "Mixed" from the dropdown menu)

**4. Indicate the maximum number of units and beds available for program participants at the selected housing site.**

**a. Units:** 4

**b. Beds:** 12

**5. 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 survivors, including victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking, may use a PO Box, organizational address, or other anonymous address as necessary to ensure the safety of participants.

**Street 1:** 812 W. Yosemite

**Street 2:**

**City:** Madera

**State:** California

**ZIP Code:** 93637

**6. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)**

062166 Madera, 069039 Madera County

## 4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and must list all CoC funded and Non CoC-funded units and beds being provided under this project.

1. Is this housing type and location for the TH portion or the RRH portion of the project? TH

1a. Does this TH portion of the project have private rooms per household? Yes

2. Housing Type: Scattered-site apartments (including efficiencies)

3. What is the funding source for these units and beds? Other  
(If multiple sources, select "Mixed" from the dropdown menu)

**Please enter "Other" or "Mixed Funding" source:** CalOES Transitional Housing

**4. Indicate the maximum number of units and beds available for program participants at the selected housing site.**

**a. Units:** 1

**b. Beds:** 5

**5. 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 survivors, including victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking, may use a PO Box, organizational address, or other anonymous address as necessary to ensure the safety of participants.

**Street 1:** 812 W. Yosemite

**Street 2:**

**City:** Madera

**State:** California

**ZIP Code:** 93637

**6. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)**

062166 Madera, 069039 Madera County

## 5A. Project Participants - Households

**Note: These fields should reflect full capacity on one night. For additional guidance, please refer to the Detailed Instructions.**

**Households Table**

	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Number of Households	5	1		6

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	4	1		5
Persons ages 18-24	1	0		1
Accompanied Children under age 18	12			12
Unaccompanied Children under age 18				0
<b>Total Persons</b>	<b>17</b>	<b>1</b>	<b>0</b>	<b>18</b>

**Click Save to automatically calculate totals**

## 5B. Project Participants - Subpopulations

**Note: These fields should reflect full capacity on one night. For additional guidance, please refer to the Detailed Instructions.**

### Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Substance Use Disorders	HIV/AIDS	Mental Illness	Survivors	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	0	0	0	0	0	0	4	0	0	0
Persons ages 18-24	0	0	0	0	0	0	1	0	0	0
Children under age 18	0			0		0	12	0	0	0
<b>Total Persons</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Click Save to automatically calculate totals**

### Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Substance Use Disorders	HIV/AIDS	Mental Illness	Survivors	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	0	0	0	0	0	0	1	0	0	0
Persons ages 18-24	0	0	0	0	0	0	0	0	0	0
<b>Total Persons</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Click Save to automatically calculate totals**

### Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Substance Use Disorders	HIV/AIDS	Mental Illness	Survivors	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18										
Unaccompanied Children under age 18										
<b>Total Persons</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Data on this screen should be based on Maximum Occupancy at a single point in time. It should not be based on the estimated amount of participants that will be served throughout the grant term.**

# 6A. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 15, 2026? Yes

2. What type of CoC funding is this project applying for in this CoC Program Competition? DV Bonus

2a. Will the project serve exclusively households who are eligible to be served with DV Bonus funding (survivors of domestic violence, dating violence, sexual assault, and/or stalking)? Yes – will exclusively serve DV Bonus eligible population  
(Projects that are focused on other populations, including survivors of human trafficking, should select “No” unless the project will be limited specifically to survivors of domestic violence, dating violence, sexual assault, and/or stalking.)

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 15% de minimis rate
Health and Human Services	9%		

The applicant must complete the row in the indirect cost rate schedule.

4. Select a grant term: 1 Year

\* 5. Select the costs for which funding is requested:

<b>Leased Units</b>	<input checked="" type="checkbox"/>
<b>Leased Structures</b>	<input type="checkbox"/>
<b>Rental Assistance</b>	<input checked="" type="checkbox"/>
<b>Supportive Services</b>	<input checked="" type="checkbox"/>
<b>Operating</b>	<input checked="" type="checkbox"/>
<b>HMIS</b>	<input checked="" type="checkbox"/>
<b>VAWA</b>	<input checked="" type="checkbox"/>
<b>Rural</b>	<input type="checkbox"/>

The VAWA BLI is permanently checked. This allows any project to shift funds up to a 10% shift from another BLI if VAWA emergency transfer costs are needed.

6. If conditionally awarded, is this project requesting an initial grant term greater than 12 months?  
(13 to 18 months) No

### 6C. Leased Units

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:	\$42,816
Grant Term:	1 Year
Total Request for Grant Term:	\$42,816
Total Units:	2

The number of beds for which funding has been requested in the Leased Units budget is 6.

FMR Area	Total Units Requested	Total Annual Assistance Requested	Total Budget Requested
CA - Madera, CA M...	2	\$42,816	\$42,816

# Leased Units Budget Detail

## Instructions:

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rent for each unit in the FMR Area column in the chart below. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

Size of Units: Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

# of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMRs based on the FMR area selected by the applicant. They serve as a reference and upper limit for the amounts entered in the HUD Paid Rents column.

HUD Paid Rents: This is a required field. For each unit size, enter the rent to be paid by the CoC program grant. This rent can be equal to or below the FMR amount in the previous column. Once funds are awarded recipients must document compliance with the rent reasonable requirement in 24 CFR 578.49.

12 Months: These fields are populated with the value 12 to calculate the annual rent request. The total request for this budget will calculate based on the grant term selected on Screen "6A. Funding Request."

Total Request: This column populates with the total calculated amount from each row.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field is populated with the grant term selected on the "Funding Request" screen and will be read only.

Total Request for Grant Term: This field is calculated based on the total annual assistance requested 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>

**In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.**

**Metropolitan or non-metropolitan fair market rent area:** CA - Madera, CA MSA (0603999999)

**Leased Units Annual Budget**

Size of Units	Number of units (Applicant)		FMR (Applicant)	HUD Paid Rent (Applicant)		12 months		Total request (Applicant)
SRO		x	\$725		x	12	=	\$0
0 Bedroom		x	\$967		x	12	=	\$0
1 Bedroom		x	\$973		x	12	=	\$0
2 Bedroom		x	\$1,258		x	12	=	\$0
3 Bedroom	2	x	\$1,784	\$1,784	x	12	=	\$42,816
4 Bedroom		x	\$1,971		x	12	=	\$0
5 Bedroom		x	\$2,267		x	12	=	\$0
6 Bedroom		x	\$2,562		x	12	=	\$0
7 Bedroom		x	\$2,858		x	12	=	\$0
8 Bedroom		x	\$3,154		x	12	=	\$0
9 Bedroom		x	\$3,449		x	12	=	\$0
<b>Total units and annual assistance requested:</b>	2							\$42,816
<b>Grant term:</b>								1 Year
<b>Total request for grant term:</b>								\$42,816

Click the 'Save' button to automatically calculate totals.

## 6E. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Request:	\$85,632
Grant Term:	1 Year
Total Request for Grant Term:	\$85,632
Total Units:	4

The number of beds for which funding has been requested in the Rental Assistance budget is 12.

Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
TRA	CA - Madera, CA MSA (0603999999)	4	\$85,632

# Rental Assistance Budget Detail

## Instructions:

Type of Rental Assistance: Select the applicable type of rental assistance from the dropdown menu. Options include tenant-based (TRA), sponsor-based (SRA), and project-based assistance (PRA). Each type has unique requirements and applicants should refer to the 24 CFR 578.51 before making a selection.

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the chart below.

Size of Units: These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

# of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMR amounts based on the FMR area selected by the applicant. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

12 Months: These fields are populated with the value 12 to calculate the annual rent request.

Total Request: This column populates with the total calculated amount from each row based on the number of units multiplied by the corresponding FMR and by 12 months.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

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 annual assistance requested 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>

**Type of Rental Assistance: TRA**

**The RRH component of a Joint TH-RRH project can only use TRA. The TH component of a Joint TH-RRH project part of the component can only use PRA and SRA or the Leased Units budget.**

**Metropolitan or non-metropolitan fair market rent area: CA - Madera, CA MSA (0603999999)**



Size of Units	# of Units (Applicant)		FMR Area (Applicant)		12 Months		Total Request (Applicant)
SRO		x	\$725	x	12	=	\$0
0 Bedroom		x	\$967	x	12	=	\$0
1 Bedroom		x	\$973	x	12	=	\$0
2 Bedrooms		x	\$1,258	x	12	=	\$0
3 Bedrooms	4	x	\$1,784	x	12	=	\$85,632
4 Bedrooms		x	\$1,971	x	12	=	\$0
5 Bedrooms		x	\$2,267	x	12	=	\$0
6 Bedrooms		x	\$2,562	x	12	=	\$0
7 Bedrooms		x	\$2,858	x	12	=	\$0
8 Bedrooms		x	\$3,154	x	12	=	\$0
9 Bedrooms		x	\$3,449	x	12	=	\$0
<b>Total Units and Annual Assistance Requested</b>	4						\$85,632
<b>Grant Term</b>							1 Year
<b>Total Request for Grant Term</b>							\$85,632

Click the 'Save' button to automatically calculate totals.

## 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	Advocate wages & ben FTE 9% \$5,559; TH Case Worker wages & ben FTE 9% \$7,074; indirect @ 9.10% \$1,149	\$13,782
2. Assistance with Moving Costs		
3. Case Management	Advocate wages & ben FTE 18% \$11,118; TH Case Worker wages & ben FTE 21% \$16,507; indirect @ 9.10% \$2,514	\$30,139
4. Child Care		
5. Education Services	Advocate wages & ben FTE 4.50% \$2,779; TH Case Worker wages & ben FTE 4.50% \$3,537; indirect @ 9.10% \$575	\$6,891
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services	Advocate wages & ben FTE 13.50% \$8,338; TH Case Worker wages & ben FTE 13.50% \$10,610; Fees & Licenses \$360; indirect @ 9.10% \$1,757	\$21,065
9. Legal Services		
10. Life Skills	Advocate wages & ben FTE 9% \$5,559; TH Case Worker wages & ben FTE 10.50% \$8,252; indirect @ 9.10% \$1,256	\$15,067
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services	Advocate wages & ben FTE 27% \$16,677; TH Case Worker wages & ben FTE 19.50% \$15,329; Program supplies \$500; indirect @ 9.10% \$2,958	\$35,464
14. Substance Abuse Treatment Services		
15. Transportation	Advocate wages & ben FTE 9% \$5,560; TH Case Worker wages & ben FTE 12% \$9,432; Gas & Oil \$1,200; Vehicle Insurance \$1,200; Vehicle Repair & Maintenance \$360; Staff mileage reimbursement \$540; indirect @ 9.10% \$1,665	\$19,957
16. Utility Deposits	Utility deposit assistance for clients (\$120/unit x 2 = \$720); indirect @ 9.10% \$66	\$786
17. Operating Costs	Office supplies \$125; data processing supplies \$100; Program supplies \$5,500; postage & shipping \$25; equipment rental & maintenance \$125; Telephone \$1,080; Rent \$5,984; Utilities \$1,485; indirect @ 9.10% \$1,312	\$15,736
<b>Total Annual Assistance Requested</b>		<b>\$158,887</b>
<b>Grant Term</b>		<b>1 Year</b>
<b>Total Request for Grant Term</b>		<b>\$158,887</b>

Click the 'Save' button to automatically calculate totals.

## 6G. Operating

**Instructions:**

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operations activity.

Eligible Costs: The system populates a list of eligible operating costs for which funds can be requested. The costs listed are the only costs allowed under 24 CFR 578.55.

Quantity AND Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (e.g. .75 FTE hours and benefits for staff, utility types, monthly allowance for supplies) for each operating 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 of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to operating the housing or supportive services facility.

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. Maintenance/Repair	Maintenance & repair for client units \$2,400; indirect @ 9.10% \$218	\$2,618
2. Property Taxes and Insurance	Property insurance for client units and office staff location \$480; indirect @ 9.10% \$44	\$524
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water	Utility costs for client units \$4,368; indirect @ 9.10% \$397	\$4,765
6. Furniture	Furniture for clients \$10,000; indirect @ 9.10% \$911	\$10,911
7. Equipment (lease, buy)		
<b>Total Annual Assistance Requested</b>		<b>\$18,818</b>
<b>Grant Term</b>		<b>1 Year</b>
<b>Total Request for Grant Term</b>		<b>\$18,818</b>

**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
<b>1. Equipment</b>	Data processing supplies - computer/equipment purchase for new staff \$1,500; indirect @ 9.10% \$137	\$1,637
<b>2. Software</b>	Cost of software license for tracking victim services client data \$1,000; indirect @ 9.10% \$91	\$1,091
<b>3. Services</b>		
<b>4. Personnel</b>	Advocate wages & ben FTE 10% \$6,177; TH Case Worker wages & ben FTE 10% \$7,859; indirect @ 9.10% \$1,277	\$15,313
<b>5. Space &amp; Operations</b>	Telephone \$120; Rent \$665; Utilities \$148; indirect @ 9.10% \$85	\$1,018
<b>Total Annual Assistance Requested:</b>		\$19,059
<b>Grant Term:</b>		1 Year
<b>Total Request for Grant Term:</b>		\$19,059

**Click the 'Save' button to automatically calculate totals.**

# VAWA Budget

## VAWA Budget

In FY2024, the Violence Against Women Act (VAWA) has clarified the use of CoC Program funds for VAWA eligible cost categories. These VAWA cost categories can be added to a new project application to create a CoC VAWA Budget Line Item (BLI) in e-snaps and eLOCCS. The BLI will be added to grant agreements and utilized the same as other CoC Program BLIs in e-snaps and eLOCCS. Eligible CoC VAWA costs can be identified in one or both of the following CoC VAWA categories. Examples of eligible costs in these cost categories are identified as follows:

- A. VAWA Emergency Transfer Facilitation. Examples of eligible costs include the costs of assessing, coordinating, approving, denying, and implementing a survivor’s emergency transfer(s). Additional details of eligible costs include:
  - Moving Costs. Assistance with reasonable moving costs to move survivors for an emergency transfer(s).
  - Travel Costs. Assistance with reasonable travel costs for survivors and their families to travel for an emergency transfer(s). This may include travel costs to locations outside of your CoC’s geography.
  - Security Deposits. Grant funds can be used to pay for security deposits of the safe unit the survivor is transferring to via an emergency transfer(s).
  - Utilities. Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.
  - Housing Fees. Grant funds can be used to pay fees associated with getting survivors into a safe unit via emergency transfer(s), including but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
  - Case Management. Grant funds can be used to pay staff time necessary to assess, coordinate, and implement emergency transfer(s).
  - Housing Navigation. Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfer(s).
  - Technology to make an available unit safe. Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone, and internet service when necessary to support security systems for the unit, etc.
- B. VAWA Confidentiality Requirements. Examples of eligible costs for ensuring compliance with VAWA confidentiality requirements include:
  - Monitoring and evaluating compliance.
  - Developing and implementing strategies for corrective actions and remedies to ensure compliance.
  - Program evaluation of confidentiality policies, practices, and procedures.
  - Training on compliance with VAWA confidentiality requirements.
  - Reporting to CoC Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements.
  - Costs for establishing methodology to protect survivor information.
  - Staff time associated with maintaining adherence to VAWA confidentiality requirements.

Enter the estimated amount(s) you are requesting for this project’s Emergency Transfer Facilitation costs and VAWA Confidentiality Requirements costs for one or both of these eligible CoC VAWA cost categories. The CoC VAWA BLI Total amount can be expended for any eligible CoC VAWA cost identified above.

Eligible Costs	Annual Assistance Requested
Estimated budget amount for VAWA Emergency Transfer Facilitation:	
Estimated budget amount for VAWA Confidentiality Requirements:	

**Applicant:** Community Action Partnership of Madera County, Inc.

034241133 - V9D5YUNVFNA4

**Project:** Community Action Partnership of Madera County, Inc. - DV Jt. TH RRH

217677

CoC VAWA BLI Total:	\$0
Grant Term	1 Year
Total Request for Grant Term	\$0

**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:	\$75,764
Total Amount of In-Kind Commitments:	\$0
Total Amount of All Commitments:	\$75,764

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	Cal OES	\$75,764



## Sources of Match Detail

1. Type of Match commitment: Cash

2. Source: Government

3. Name of Source: Cal OES

(Be as specific as possible and include the office  
or grant program as applicable)

4. Amount of Written Commitment: \$75,764

## 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 (Light gray fields are available for entry of the previous grant agreement, GIW, approved GIW Change Form, or reduced by reallocation)	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Applicant CoC Program Costs Requested
1a. Acquisition (Screen 6B)			\$0
1b. Rehabilitation (Screen 6B)			\$0
1c. New Construction (Screen 6B)			\$0
2a. Leased Units (Screen 6C)	\$42,816	1 Year	\$42,816
2b. Leased Structures (Screen 6D)	\$0	1 Year	\$0
3. Rental Assistance (Screen 6E)	\$85,632	1 Year	\$85,632
4. Supportive Services (Screen 6F)	\$158,887	1 Year	\$158,887
5. Operating (Screen 6G)	\$18,818	1 Year	\$18,818
6. HMIS (Screen 6H)	\$19,059	1 Year	\$19,059
&nbsp;7. VAWA	\$0	1 Year	\$0
8. Rural (Only for HUD CoC Program approved rural areas)	\$0	1 Year	\$0
9. Sub-total of CoC Program Costs Requested			\$325,212
10. Admin (Up to 10% of Sub-total in #9)			\$20,658
11. HUD funded Sub-total + Admin. Requested			\$345,870
12. Cash Match (From Screen 6I)			\$75,764
13. In-Kind Match (From Screen 6I)			\$0
14. Total Match (From Screen 6I)			\$75,764
15. Total Project Budget for this grant, including Match			\$421,634

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	In-Kind Cash Matc...	08/23/2024
3) Other Attachment(s)	No		

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:** In-Kind Cash Match - Government Source

## Attachment Details

**Document Description:**

## 7D. Certification

**Applicant and Recipient Assurances and Certifications - form HUD-424B (Title)  
U.S. Department of Housing and Urban Development OMB Approval No.  
2501-0017  
(expires 01/31/2026)**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual must provide the following assurances and certifications. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39. By submitting this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

**Name of Authorized Certifying Official:** Mattie Mendez

**Date:** 08/27/2024

**Title:** Executive Director

**Applicant Organization:** Community Action Partnership of Madera County, Inc.

**PHA Number (For PHA Applicants Only):**

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties.(18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).**

X

## 8B. Submission Summary

**Applicant must click the submit button once all forms have a status of Complete.**

<b>Page</b>	<b>Last Updated</b>
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	08/22/2024
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/27/2024
1E. SF-424 Compliance	08/27/2024
1F. SF-424 Declaration	08/23/2024
1G. HUD 2880	08/23/2024
1H. HUD 50070	08/23/2024
1I. Cert. Lobbying	08/23/2024
1J. SF-LLL	08/23/2024
IK. SF-424B	08/23/2024
1L. SF-424D	08/23/2024
2A. Subrecipients	No Input Required
2B. Experience	08/27/2024
3A. Project Detail	08/23/2024
3B. Description	08/27/2024
3C. Expansion	08/23/2024
4A. Services	08/27/2024
4B. Housing Type	08/27/2024
5A. Households	08/27/2024
5B. Subpopulations	No Input Required
6A. Funding Request	08/27/2024
6C. Leased Units	08/23/2024
6E. Rental Assistance	08/23/2024
6F. Supp Srvcs Budget	08/26/2024
6G. Operating	08/26/2024



<b>6H. HMIS Budget</b>	08/26/2024
<b>VAWA Budget</b>	No Input Required
<b>6I. Match</b>	08/23/2024
<b>6J. Summary Budget</b>	No Input Required
<b>7A. Attachment(s)</b>	08/23/2024
<b>7D. Certification</b>	08/27/2024



**DOCUMENTATION OF LEVERAGED RESOURCE OR CASH MATCH**

In the chart below is information regarding the leveraged resource or cash match being provided by the tenants to this agency.

Name of organization or individuals providing the leveraged resource of cash match	Community Action Partnership of Madera Co, Inc.
Type of contribution	Cash – Government Source
Value of contribution	\$75,764
Name of project	DV Joint Transitional Housing & Rapid Rehousing – New Project
Name of sponsor	Community Action Partnership of Madera County, Inc.
Date the contribution will be available	November 1, 2025 through October 31, 2026
Name of person authorized to commit these resources	Mattie Mendez
Title of person authorized to commit these resources	Executive Director
Signature of person authorized to commit these resources	<i>Mattie Mendez</i>
Date	8/21/2024

**1225 Gill Avenue • Madera, CA 93637 • [www.maderacap.org](http://www.maderacap.org)**

Administration / Community Services (559) 673-9173 • Fax (559) 673-3223

Child Care Alternative Payment and Resource & Referral Program (559) 661-0779 • Fax (559) 661-0764

Head Start Child Development Services (559) 673-0012 • Fax (559) 661-8459

Fresno Migrant Head Start • 4610 W. Jacquelyn Ave • Fresno, CA 93722 • (559) 277-8641 • Fax (559) 277-2640

Victim Services Center • 812 W. Yosemite Avenue, Suite 101 • Madera, CA 93637 • (559) 661-1000 / (800) 355-8989 • Fax (559) 661-8389

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED AUGUST 31, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2024 - 12/31/2024 218	318,202.00	93,297.78	66.67%	29.32%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 06/15/2024 - 12/31/2024 217	26,000.00	0.00	66.67%	0.00%	Provide social service programs and administrative expenses
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL 06/1/24 - 05/31/25 311/380	4,499,507.00	758,402.59	25.00%	16.86%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/24 - 05/31/25 310	46,025.00	11,417.02	25.00%	24.81%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/24 - 05/31/25 312	823,578.00	199,246.09	25.00%	24.19%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/24 - 05/31/25 309	13,373.00	13,373.00	25.00%	100.00%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/24 - 06/30/25 319	1,091,317.00	0.00	16.67%	0.00%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/23 - 09/30/24 390	589,855.00	414,324.82	91.67%	70.24%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/24 - 02/28/25 321/362	6,158,497.00	2,757,629.79	50.00%	44.78%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/24 - 02/28/25 320	31,845.00	20,475.99	50.00%	64.30%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/24 - 06/30/25 322/324	970,788.00	90,932.25	16.67%	9.37%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/23 - 06/30/24 325	137,096.00	22,620.70	16.67%	16.50%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2024 - 05/31/2025 356	150,862.00	0.00	25.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED AUGUST 31, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/23 - 08/31/24 331	5,789,431.00	5,805,652.61	100.00%	100.28%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/23 - 08/31/24 330	82,690.00	64,479.81	100.00%	77.98%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2023 - 08/31/2024 351	425,745.25	0.00	100.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2024 - 06/30/2025 371	277,136.00	41,061.24	16.67%	14.82%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
 FISCAL EXPENDITURE REPORT  
 FOR THE PERIOD ENDED AUGUST 31, 2024

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY 07/01/24 - 06/30/25 411	7,997.00	0.00	16.67%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/24 - 06/30/25 401	294,215.00	39,008.81	16.67%	13.26%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/24 - 06/30/25 407	307,121.00	29,929.62	16.67%	9.75%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/24 - 06/30/25 424	55,064.00	7,328.41	16.67%	13.31%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/23 - 06/30/25 429	8,144,824.00	465,991.58	58.33%	5.72%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/24 - 06/30/25 427	1,785,876.00	146,685.07	16.67%	8.21%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/24 - 06/30/25 428	1,245,481.00	128,850.23	16.67%	10.35%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED AUGUST 31, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/23 - 09/30/24) 500	358,165.00	291,132.41	91.67%	81.28%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/23 - 09/30/24) 501	418,989.00	357,496.71	91.67%	85.32%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/23 - 09/30/24) 533	537,587.00	484,383.87	91.67%	90.10%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/24 - 06/30/25) 502	22,000.00	0.00	16.67%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/24 - 06/30/25) 504	4,000.00	0.00	16.67%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/24 - 06/30/25) DONATIONS ONLY 507/525	2,000.00	0.00	16.67%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/24 - 06/30/25) DONATIONS ONLY 510	2,500.00	0.00	16.67%	0.00%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/24 - 12/31/24) 508	163,177.00	119,064.98	66.67%	72.97%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/24 - 12/31/24) 531	126,807.00	85,852.26	66.67%	67.70%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
CHILD ADVOCACY CENTER (07/01/24 - 06/30/25) 516	1,000.00	382.50	16.67%	38.25%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES (04/01/2024 -03/31/2025) 535	200,000.00	62,672.31	41.67%	31.34%	Provide funding to operate child advocacy center and provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
 FISCAL EXPENDITURE REPORT  
 FOR THE PERIOD ENDED AUGUST 31, 2024

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
FEMA 10/01/23 - 12/31/24 205	2,000.00	1,008.10	73.33%	50.41%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/23 - 06/30/25) 207	560,963.00	544,308.48	50.00%	97.03%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/24 - 06/30/25) 216	50,000.00	9,334.57	16.67%	18.67%	Provides property management services for the County of Madera Behavioral Health
EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (ESLIHEAP) (04/15/23 - 05/31/25) 282	797,174.00	212,800.45	64.00%	26.69%	Assistance for low income clients for energy bills and weatherization services

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED AUGUST 31, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
HEFFERNAN FOUNDATION (07/01/24 - 06/30/25) 221	465.34	0.00	16.67%	0.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/23 - 10/31/24) 224	604,468.00	498,748.45	83.33%	82.51%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/25) 226	24,418.00	5,310.84	58.33%	21.75%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/24 - 06/30/25) 231	20,000.00	778.89	16.67%	3.89%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.26	411,434.26	83.61%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH (01/01/24 - 6/30/27) 246	346,709.12	30,165.16	19.05%	8.70%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	360,754.91	38.89%	85.63%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 06/30/25) 281	250,000.00	187,612.97	62.96%	75.05%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/23 - 10/31/24) 284	208,820.00	157,838.32	83.33%	75.59%	Provides coordinated entry supportive housing for homeless people within the FMCoC area



**Community Action Partnership of Madera County, Inc.**  
**Consolidated Statement of Financial Position by Object**  
**July 31, 2024**

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	2,634.81
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.76
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	17,692.23
1122- SAVINGS - WESTAMERICA	6,504,553.73
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	2,790,906.96
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	0.00
1323- A/R IGNITE MY CITY CHURCH	500.15
1328- EMPLOYEE & TRAVEL ADVANCES	1,304.00
1329- ADVANCE CLEARING	8,354.11
1410- PREPAID EXPENSES	139,394.05
1420- SECURITY DEPOSITS	48,616.04
1421- WORKERS' COMP DEPOSIT	130,404.25
1450- INVENTORY	26,207.90
1512- EQUIPMENT	1,789,438.11
1513- VEHICLES	1,456,116.88
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,261,781.01)
1523- ACC DEPR - VEHICLES	(979,676.53)
1524- ACC DEPR - BUILDINGS	(3,453,889.91)
1525- ACC DEPR - LAND IMPROVE.	(171,194.44)
1526- ACC DEPR - BUILDING IMPROVE.	(158,846.74)
1590- ROU ASSETS - OPERATING LEASES	4,265,259.00
<b>Total Assets</b>	<b>15,858,668.05</b>
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,180,824.79
2111- ACCOUNTS PAYABLE - MANUAL	51,701.38
2112- ACCOUNTS PAY-FUNDING SOURCE	715,598.24
2115- A/P OTHERS	4,049.62
2121- ACCRUED PAYROLL	0.00
2122- ACCRUED VACATION	1,170,813.62
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	228.81

2212- FICA-MED PAYABLE	53.52
2213- FIT PAYABLE	204.00
2215- SIT PAYABLE	84.21
2216- SDI PAYABLE	43.71
2218- GARNISHMENTS PAYABLE	(105.69)
2220- WORKER'S COMP PAYABLE	67,726.58
2231- RETIREMENT PAYABLE-ER CONTRIB	943,258.39
2232- W/H RETIREMENT	(50.00)
2244- KAISER MID20	(228.81)
2245- KAISER HIGH15	(12,825.58)
2248- KAISER LOW30	(2,108.27)
2249- KAISER DHMO40	520.55
2252- SELF INSURANCE - LIFE & ADD	(1,449.47)
2253- VISION INSURANCE PAYABLE	(1,947.32)
2254- SELF INSURANCE - DENTAL	65,675.17
2258- TELEMEDICINE	76.00
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	3,486.17
2410- DEFERRED GRANT REVENUE	4,676,098.96
2415- RESERVE ACCOUNT	61,438.00
2420- OTHER DEFERRED REVENUE	(70,072.87)
2690- OPERATING LEASE LIABILITY	4,265,259.00
	<hr/>
Total Liabilities	13,123,802.93
3000- NET ASSETS W/O DONOR RESTRICTIONS	743,777.53
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,806,675.82
Change in Net Assets	(375,588.23)
	<hr/>
Total Net Assets	2,734,865.12
	<hr/>
Total Liabilities and Net Assets	15,858,668.05
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**Community Action Partnership of Madera County, Inc.**  
**Consolidated Revenue and Expense**  
**July 31, 2024**

F-4B

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	1,378,106.42
4120- GRANT INCOME-STATE	633,463.12
4130- GRANT INCOME-AREA	17,029.75
4210- DONATIONS	150.00
4220- IN KIND CONTRIBUTIONS	108,534.94
4315- CHILD CRE REVENUE-STATE	355.00
4320- INTEREST INCOME	110.76
4350- RENTAL INCOME	5,062.55
4390- MISCELLANEOUS INCOME	218.13
4900- INDIRECT COST REIMBURSEMENT	165,704.82
	165,704.82
Total Revenues	2,308,735.49
<u>Expenses</u>	
5010- SALARIES & WAGES	870,678.52
5012- DIRECTOR'S SALARY	15,312.93
5020- ACCRUED VACATION PAY	52,731.97
5112- HEALTH INSURANCE	120,419.72
5114- WORKER'S COMPENSATION	22,712.88
5116- PENSION	52,426.06
5122- FICA	68,708.12
5124- SUI	3,061.13
5125- DIRECTOR'S FRINGE	7,757.79
5130- ACCRUED VACATION FICA	2,719.80
6110- OFFICE SUPPLIES	5,942.73
6112- DATA PROCESSING SUPPLIES	47,046.88
6121- FOOD	55,946.31
6122- KITCHEN SUPPLIES	7,831.42
6130- PROGRAM SUPPLIES	22,295.52
6132- MEDICAL & DENTAL SUPPLIES	3,053.44
6134- INSTRUCTIONAL SUPPLIES	598.81
6140- CUSTODIAL SUPPLIES	1,206.41
6143- FURNISHINGS	2,044.02
6170- POSTAGE & SHIPPING	157.22
6180- EQUIPMENT RENTAL	11,130.06
6181- EQUIPMENT MAINTENANCE	6,321.58
6310- PRINTING & PUBLICATIONS	801.92
6312- ADVERTISING & PROMOTION	288.00
6320- TELEPHONE	38,869.71
6410- RENT	135,582.00

6420- UTILITIES/ DISPOSAL	27,929.51
6432- BUILDING REPAIRS/ MAINTENANCE	11,756.02
6433- GROUNDS MAINTENANCE	6,039.54
6436- PEST CONTROL	2,403.69
6437- BURGLAR & FIRE ALARM	3,060.96
6440- PROPERTY INSURANCE	10,010.27
6520- CONSULTANTS	11,806.07
6522- CONSULTANT EXPENSES	204.79
6524- CONTRACTS	0.00
6530- LEGAL	5,212.00
6540- CUSTODIAL SERVICES	14,338.00
6555- MEDICAL SCREENING/DEAT/STAFF	0.00
6610- GAS & OIL	5,299.78
6620- VEHICLE INSURANCE	9,565.88
6640- VEHICLE REPAIR & MAINTENANCE	3,303.15
6712- STAFF TRAVEL-LOCAL	3,358.56
6714- STAFF TRAVEL-OUT OF AREA	10,239.94
6722- PER DIEM - STAFF	141.00
6742- TRAINING - STAFF	7,200.39
6750- FIELD TRIPS	0.00
6810- BANK CHARGES	461.37
6832- LIABILITY INSURANCE	0.00
6834- STUDENT ACTIVITY INSURANCE	0.00
6840- PROPERTY TAXES	5,539.85
6850- FEES & LICENSES	16,727.90
6851- CPR FEES	0.00
6852- FINGERPRINT	0.00
6875- EMPLOYEE HEALTH & WELFARE	617.58
7110- PARENT ACTIVITIES	156.70
7111- PARENT MILEAGE	881.98
7112- PARENT INVOLVEMENT	250.79
7114- PC ALLOWANCE	810.00
7116- POLICY COUNCIL FOOD ALLOWANCE	11.98
7224- CLIENT RENT	6,281.00
7226- CLIENT LODGING/SHELTER	3,052.00
7230- CLIENT FOOD	13.85
7240- DIRECT BENEFITS	687,409.46
7245- DIRECT BENEFITS - STATE	355.00
8110- IN KIND SALARIES	78,241.14
8120- IN KIND RENT	28,927.55
8130- IN KIND - OTHER	1,366.25
9010- INDIRECT COST ALLOCATION	165,704.82

Total Expenses	<u>2,684,323.72</u>
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Excess Revenue Over (Under) Expenditures	<u><u>(375,588.23)</u></u>
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**Fiscal Year July 24 - June 25  
July 31, 2024**

<b>427 0 ALT. PYMT. PROG. C2AP</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual July 31, 2024</b>	<b>YTD Budget July 31, 2024</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	289,485.00	0.00	0.00	0.00	0.00	0.00	0.00	289,485.00
4120- GRANT INCOME-STATE	1,496,391.00	129,620.74	129,620.74	0.00	(0.09)	0.00	129,620.74	1,366,770.26
Total Revenues	1,785,876.00	129,620.74	129,620.74	0.00	(0.07)	0.00	129,620.74	1,656,255.26
<b>Expenses</b>								
5010- SALARIES & WAGES	99,207.00	5,770.69	5,770.69	0.00	0.06	0.00	5,770.69	93,436.31
5020- ACCRUED VACATION PAY	4,500.00	304.58	304.58	0.00	0.07	0.00	304.58	4,195.42
Total Salaries	103,707.00	6,075.27	6,075.27	0.00	0.06	0.00	6,075.27	97,631.73
5112- HEALTH INSURANCE	8,512.00	463.70	463.70	0.00	0.05	0.00	463.70	8,048.30
5114- WORKER'S COMPENSATION	400.00	25.58	25.58	0.00	0.06	0.00	25.58	374.42
5116- PENSION	4,627.00	422.43	422.43	0.00	0.09	0.00	422.43	4,204.57
5122- FICA	7,392.00	480.82	480.82	0.00	0.07	0.00	480.82	6,911.18
5124- SUI	824.00	31.92	31.92	0.00	0.04	0.00	31.92	792.08
5130- ACCRUED VACATION FICA	205.00	17.88	17.88	0.00	0.09	0.00	17.88	182.12
Total Fringe Benefits	21,955.00	1,442.33	1,442.33	0.00	0.07	0.00	1,442.33	20,512.67
6110- OFFICE SUPPLIES	525.00	5.45	5.45	0.00	0.01	0.00	5.45	519.55
6112- DATA PROCESSING	1,386.00	130.69	130.69	0.00	0.09	0.00	130.69	1,255.31
6170- POSTAGE & SHIPPING	1,890.00	0.00	0.00	0.00	0.00	0.00	0.00	1,890.00
Total Supplies	3,801.00	136.14	136.14	0.00	0.04	0.00	136.14	3,664.86
6180- EQUIPMENT RENTAL	1,680.00	67.88	67.88	0.00	0.04	0.00	67.88	1,612.12
6181- EQUIPMENT	924.00	41.91	41.91	0.00	0.05	0.00	41.91	882.09
6310- PRINTING & PUBLICATIONS	126.00	0.00	0.00	0.00	0.00	0.00	0.00	126.00
6312- ADVERTISING & PROMOTION	735.00	0.00	0.00	0.00	0.00	0.00	0.00	735.00
6320- TELEPHONE	630.00	51.34	51.34	0.00	0.08	0.00	51.34	578.66
6410- RENT	17,796.00	1,022.13	1,022.13	0.00	0.06	0.00	1,022.13	16,773.87
6420- UTILITIES/ DISPOSAL	3,717.00	200.43	200.43	0.00	0.05	0.00	200.43	3,516.57
6432- BUILDING REPAIRS/	84.00	0.00	0.00	0.00	0.00	0.00	0.00	84.00
6440- PROPERTY INSURANCE	567.00	34.15	34.15	0.00	0.06	0.00	34.15	532.85
6530- LEGAL	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
6555- MEDICAL	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	21.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00
6620- VEHICLE INSURANCE	116.00	22.61	22.61	0.00	0.19	0.00	22.61	93.39
6640- VEHICLE REPAIR &	29.00	15.11	15.11	0.00	0.52	0.00	15.11	13.89
6742- TRAINING - STAFF	630.00	0.00	0.00	0.00	0.00	0.00	0.00	630.00
6850- FEES & LICENSES	5,460.00	1,394.67	1,394.67	0.00	0.26	0.00	1,394.67	4,065.33
6875- EMPLOYEE HEALTH &	289.00	2.27	2.27	0.00	0.01	4.75	7.02	281.98
Total Other & Services	34,106.00	2,852.50	2,852.50	0.00	0.08	4.75	2,857.25	31,248.75
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Out of Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,473,348.00	108,302.87	108,302.87	0.00	0.07	0.00	108,302.87	1,365,045.13
Total Direct Benefits	1,473,348.00	108,302.87	108,302.87	0.00	0.07	0.00	108,302.87	1,365,045.13
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST	148,959.00	10,811.63	10,811.63	0.00	0.07	0.00	10,811.63	138,147.37
<b>Total Expenses</b>	<b>1,785,876.00</b>	<b>129,620.74</b>	<b>129,620.74</b>	<b>0.00</b>	<b>0.07</b>	<b>4.75</b>	<b>129,625.49</b>	<b>1,656,250.51</b>
Excess Revenue Over (Under)	0.00	0.00	0.00	0.00	0.00	(4.75)	(4.75)	4.75

**Fiscal Year July 24- June 25  
July 31, 2024**

<b>428 0 ALT. PYMT. PROG. C3AP</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual July 31, 2024</u>	<u>YTD Budget July 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	802,130.00	73,313.19	73,313.19	0.00	(0.09)	0.00	73,313.19	728,816.81
4120- GRANT INCOME-STATE	443,351.00	41,238.67	41,238.67	0.00	(0.09)	0.00	41,238.67	402,112.33
4315- CHILD CRE REVENUE-STATE	0.00	58.10	58.10	0.00	0.00	0.00	58.10	(58.10)
<b>Total Revenues</b>	<b>1,245,481.00</b>	<b>114,609.96</b>	<b>114,609.96</b>	<b>0.00</b>	<b>(0.09)</b>	<b>0.00</b>	<b>114,609.96</b>	<b>1,130,871.04</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	67,657.00	5,005.72	5,005.72	0.00	0.07	0.00	5,005.72	62,651.28
5020- ACCRUED VACATION PAY	4,000.00	282.78	282.78	0.00	0.07	0.00	282.78	3,717.22
<b>Total Salaries</b>	<b>71,657.00</b>	<b>5,288.50</b>	<b>5,288.50</b>	<b>0.00</b>	<b>0.07</b>	<b>0.00</b>	<b>5,288.50</b>	<b>66,368.50</b>
5112- HEALTH INSURANCE	5,532.00	468.94	468.94	0.00	0.08	0.00	468.94	5,063.06
5114- WORKER'S COMPENSATION	371.00	21.37	21.37	0.00	0.06	0.00	21.37	349.63
5116- PENSION	3,460.00	269.00	269.00	0.00	0.08	0.00	269.00	3,191.00
5122- FICA	5,263.00	402.45	402.45	0.00	0.08	0.00	402.45	4,860.55
5124- SUI	564.00	31.05	31.05	0.00	0.06	0.00	31.05	532.95
5130- ACCRUED VACATION FICA	150.00	17.06	17.06	0.00	0.11	0.00	17.06	132.94
<b>Total Fringe Benefits</b>	<b>15,340.00</b>	<b>1,209.87</b>	<b>1,209.87</b>	<b>0.00</b>	<b>0.08</b>	<b>0.00</b>	<b>1,209.87</b>	<b>14,130.13</b>
6110- OFFICE SUPPLIES	375.00	3.89	3.89	0.00	0.01	0.00	3.89	371.11
6112- DATA PROCESSING SUPPLIES	990.00	70.29	70.29	0.00	0.07	0.00	70.29	919.71
6170- POSTAGE & SHIPPING	1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	1,350.00
<b>Total Supplies</b>	<b>2,715.00</b>	<b>74.18</b>	<b>74.18</b>	<b>0.00</b>	<b>0.03</b>	<b>0.00</b>	<b>74.18</b>	<b>2,640.82</b>
6180- EQUIPMENT RENTAL	1,200.00	72.74	72.74	0.00	0.06	0.00	72.74	1,127.26
6181- EQUIPMENT MAINTENANCE	660.00	29.94	29.94	0.00	0.05	0.00	29.94	630.06
6310- PRINTING & PUBLICATIONS	90.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6312- ADVERTISING & PROMOTION	525.00	0.00	0.00	0.00	0.00	0.00	0.00	525.00
6320- TELEPHONE	450.00	41.54	41.54	0.00	0.09	0.00	41.54	408.46
6410- RENT	12,712.00	1,022.13	1,022.13	0.00	0.08	0.00	1,022.13	11,689.87
6420- UTILITIES/ DISPOSAL	2,655.00	200.44	200.44	0.00	0.08	0.00	200.44	2,454.56
6432- BUILDING REPAIRS/	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
6440- PROPERTY INSURANCE	405.00	34.15	34.15	0.00	0.08	0.00	34.15	370.85
6510- LEGAL	900.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
6555- MEDICAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6610- GAS & OIL	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6620- VEHICLE INSURANCE	83.00	0.00	0.00	0.00	0.00	0.00	0.00	83.00
6640- VEHICLE REPAIR &	21.00	10.57	10.57	0.00	0.50	0.00	10.57	10.43
6742- TRAINING - STAFF	450.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
6850- FEES & LICENSES	3,900.00	976.26	976.26	0.00	0.25	0.00	976.26	2,923.74
6875- EMPLOYEE HEALTH &	206.00	2.34	2.34	0.00	0.01	4.91	7.25	198.75
<b>Total Other &amp; Services</b>	<b>24,362.00</b>	<b>2,390.11</b>	<b>2,390.11</b>	<b>0.00</b>	<b>0.10</b>	<b>4.91</b>	<b>2,395.02</b>	<b>21,966.98</b>
<b>Equipment &amp; Bldg Improvements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Travel-Out of Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,027,522.00	96,034.46	96,034.46	0.00	0.09	0.00	96,034.46	931,487.54
7245- DIRECT BENEFITS - STATE	0.00	58.10	58.10	0.00	0.00	0.00	58.10	(58.10)
<b>Total Direct Benefits</b>	<b>1,027,522.00</b>	<b>96,092.56</b>	<b>96,092.56</b>	<b>0.00</b>	<b>0.09</b>	<b>0.00</b>	<b>96,092.56</b>	<b>931,429.44</b>
<b>Total In-kind</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
9010- INDIRECT COST	103,885.00	9,554.74	9,554.74	0.00	0.09	0.00	9,554.74	94,330.26
<b>Total Expenses</b>	<b>1,245,481.00</b>	<b>114,609.96</b>	<b>114,609.96</b>	<b>0.00</b>	<b>0.09</b>	<b>4.91</b>	<b>114,614.87</b>	<b>1,130,866.13</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(4.91)</b>	<b>(4.91)</b>	<b>4.91</b>



Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending July-24

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	Budget Balance
		Period	YTD	YTD	YTD	Budget			Encumbered	
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL	5,789,431.00	1,245,413.82	4,926,654.91	3,681,241.09	105,437.41	4,821,217.50	85.10%	75,943.41	5,002,598.32	786,832.68
4130 GRANT INCOME-AREA	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
4220 IN KIND CONTRIBUTIONS	800,744.00	57,162.31	631,696.49	574,534.18	(35,132.51)	666,829.00	78.89%	0.00	631,696.49	169,047.51
4330- SALE OF ASSETS	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
<b>TOTAL REVENUES</b>	<b>6,590,175.00</b>	<b>1,302,576.13</b>	<b>5,558,351.40</b>	<b>4,255,775.27</b>	<b>70,304.90</b>	<b>5,488,046.50</b>	<b>84.34%</b>	<b>75,943.41</b>	<b>5,634,294.81</b>	<b>955,880.19</b>
5010 SALARIES & WAGES	3,254,598.00	676,680.71	2,772,864.90	2,096,184.19	132,851.40	2,640,013.50	85.20%	0.00	2,772,864.90	481,733.10
5012- DIRECTOR'S SALARY	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
5020 ACCRUED VACATION PAY	205,049.00	42,008.62	176,094.11	134,085.49	9,933.11	166,161.00	85.88%	0.00	176,094.11	28,954.89
5112 HEALTH INSURANCE	241,714.00	53,575.43	181,669.21	128,093.78	(27,124.79)	208,794.00	75.16%	0.00	181,669.21	60,044.79
5114 WORKER'S COMPENSATION	86,472.00	23,124.16	98,157.78	75,033.62	28,014.78	70,143.00	113.51%	0.00	98,157.78	(11,685.78)
5115- Worker's Compensation C19	0.00	0.00			-		0.00%	0.00	0.00	0.00
5116 PENSION	203,235.00	50,375.54	188,051.16	137,675.62	24,081.16	163,970.00	92.53%	0.00	188,051.16	15,183.84
5117- Pension C19	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
5122 FICA	205,841.00	52,980.40	228,959.37	175,978.97	61,986.37	166,973.00	111.23%	0.00	228,959.37	(23,118.37)
5124 SUI	41,590.00	10,574.76	38,180.92	27,606.16	5,079.92	33,101.00	91.80%	0.00	38,180.92	3,409.08
5125- DIRECTOR'S FRINGE	0.00	0.00			-		0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	13,139.00	3,213.65	13,427.49	10,213.84	2,781.49	10,646.00	102.20%	0.00	13,427.49	(288.49)
6714 STAFF TRAVEL-OUT OF AREA	0.00	(1,893.01)	0.00	1,893.01	-	0.00	0.00%	0.00	0.00	0.00
6722 PER DIEM - STAFF	0.00	0.00			-		0.00%	0.00	0.00	0.00
6221 EQUIPMENT OVER > \$5000	64,771.00	0.00	34,407.80	34,407.80	(13,592.20)	48,000.00	53.12%	16,771.32	51,179.12	13,591.88
6110 OFFICE SUPPLIES	14,500.00	7,238.29	14,121.74	6,883.45	1,281.74	12,840.00	97.39%	286.60	14,408.34	91.66
6112 DATA PROCESSING SUPPLIES	100,000.00	12,157.24	99,004.55	86,847.31	35,328.55	63,676.00	99.00%	127.50	99,132.05	867.95
6121 FOOD	10,500.00	6,659.00	14,061.40	7,402.40	5,313.40	8,748.00	133.92%	0.00	14,061.40	(3,561.40)
6122 KITCHEN SUPPLIES	1,000.00	739.73	6,407.28	5,667.55	5,407.28	1,000.00	640.73%	0.00	6,407.28	(5,407.28)
6130 PROGRAM SUPPLIES	116,696.00	49,796.80	110,260.46	60,463.66	45,219.46	65,041.00	94.49%	12,096.00	122,356.46	(5,660.46)
6134 INSTRUCTIONAL SUPPLIES	5,000.00	4,908.19	4,908.19	0.00	742.19	4,166.00	98.16%	1,002.40	5,910.59	(910.59)
6140 CUSTODIAL SUPPLIES	15,000.00	13,830.23	21,763.00	7,932.77	9,138.00	12,625.00	145.09%	0.00	21,763.00	(6,763.00)
6142 LINEN/LAUNDRY	0.00	0.00			-	0.00	0.00%	0.00	0.00	0.00
6143 FURNISHINGS		2,051.39	2,227.19	175.80	2,227.19	0.00	0.00%	0.00	2,227.19	(2,227.19)
6170 POSTAGE & SHIPPING	750.00	26.40	533.67	507.27	(153.33)	687.00	71.16%	0.00	533.67	216.33
6132 MEDICAL & DENTAL SUPPLIES	12,500.00	6,799.84	11,620.91	4,821.07	3,292.91	8,328.00	92.97%	3,521.40	15,142.31	(2,642.31)
6150 UNIFORM RENTAL/PURCHASE	0.00	0.00	300.00	300.00	300.00	0.00	0.00%	0.00	300.00	(300.00)
6180 EQUIPMENT RENTAL	36,000.00	5,403.99	38,105.24	32,701.25	5,108.24	32,997.00	105.85%	0.00	38,105.24	(2,105.24)
6181 EQUIPMENT MAINTENANCE	25,000.00	9,206.29	32,153.76	22,947.47	9,236.76	22,917.00	128.62%	0.00	32,153.76	(7,153.76)
6212 EQUIPMENT PURCHASES < \$500	0.00	0.00			-		0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	0.00	0.00			-		0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	0.00	0.00			-		0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	0.00	0.00			-		0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	0.00	0.00			-		0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	5,000.00	4,766.89	17,395.20	12,628.31	13,260.20	4,135.00	347.90%	1,551.59	18,946.79	(13,946.79)
6312 ADVERTISING & PROMOTION	0.00	0.00	161.64	161.64	161.64	0.00	0.00%	300.00	461.64	(461.64)
6320 TELEPHONE	61,685.00	6,928.83	(29,927.82)	(36,856.65)	(167,438.82)	137,511.00	-48.52%	0.00	(29,927.82)	91,612.82
6410 RENT	83,202.00	31,141.10	126,161.21	95,020.11	49,893.21	76,268.00	151.63%	0.00	126,161.21	(42,959.21)
6420 UTILITIES/ DISPOSAL	75,000.00	14,285.01	64,074.06	49,789.05	(4,675.94)	68,750.00	85.43%	0.00	64,074.06	10,925.94
6432 BUILDING REPAIRS/ MAINT	200,000.00	12,119.03	51,839.81	39,720.78	(131,508.19)	183,348.00	25.92%	4,500.00	56,339.81	143,660.19
6433 GROUNDS MAINTENANCE	42,000.00	6,507.77	31,200.08	24,692.31	(7,299.92)	38,500.00	74.29%	0.00	31,200.08	10,799.92
6436 PEST CONTROL	7,500.00	1,335.96	7,568.79	6,232.83	693.79	6,875.00	100.92%	0.00	7,568.79	(68.79)
6437 BURGLAR & FIRE ALARM	6,500.00	4,328.38	7,299.09	2,970.71	1,007.09	6,292.00	112.29%	0.00	7,299.09	(799.09)
6440 PROPERTY INSURANCE	13,795.00	4,360.76	22,958.00	18,597.24	10,268.00	12,690.00	166.42%	0.00	22,958.00	(9,163.00)
6520 CONSULTANTS	10,000.00	2,636.91	14,411.48	11,774.57	6,081.48	8,330.00	144.11%	29,452.18	43,863.66	(33,863.66)
6522 CONSULTANT EXPENSES	1,500.00	0.00	97.82	97.82	(1,148.18)	1,246.00	6.52%	0.00	97.82	1,402.18
6524 CONTRACTS	15,000.00	0.00	0.00	0.00	(12,500.00)	12,500.00	0.00%	0.00	0.00	15,000.00





**Fresno Migrant Head Start  
Budget to Actual (Combined)  
Period Ending July-24**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL		5,872,121.00	1,259,318.32	4,988,504.67	3,729,186.35	4,821,217.50	84.95%	77,451.28	5,065,955.95	806,165.05
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		800,744.00	57,162.31	631,696.49	574,534.18	666,829.00	78.89%	0.00	631,696.49	169,047.51
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
<b>TOTAL REVENUES</b>		<b>6,672,865.00</b>	<b>1,316,480.63</b>	<b>5,620,201.16</b>	<b>4,303,720.53</b>	<b>5,488,046.50</b>	<b>84.22%</b>	<b>77,451.28</b>	<b>5,697,652.44</b>	<b>975,212.56</b>
5010 SALARIES & WAGES	<b>6A</b>	3,254,598.00	676,680.71	2,772,864.90	2,096,184.19	2,640,013.50	85.20%	0.00	2,772,864.90	481,733.10
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	<b>6A</b>	205,049.00	42,008.62	176,094.11	134,085.49	166,161.00	85.88%	0.00	176,094.11	28,954.89
5112 HEALTH INSURANCE	<b>6B</b>	241,714.00	53,575.43	181,669.21	128,093.78	208,794.00	75.16%	0.00	181,669.21	60,044.79
5114 WORKER'S COMPENSATION	<b>6B</b>	86,472.00	23,124.16	98,157.78	75,033.62	70,143.00	113.51%	0.00	98,157.78	(11,685.78)
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	<b>6B</b>	203,235.00	50,375.54	188,051.16	137,675.62	163,970.00	92.53%	0.00	188,051.16	15,183.84
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	<b>6B</b>	205,841.00	52,980.40	228,959.37	175,978.97	166,973.00	111.23%	0.00	228,959.37	(23,118.37)
5124 SUI	<b>6B</b>	41,590.00	10,574.76	38,180.92	27,606.16	33,101.00	91.80%	0.00	38,180.92	3,409.08
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	<b>6B</b>	13,139.00	3,213.65	13,427.49	10,213.84	10,646.00	102.20%	0.00	13,427.49	(288.49)
6714 STAFF TRAVEL-OUT OF AREA	<b>6C</b>	9,540.00	144.00	11,858.15	11,714.15	0.00	124.30%	0.00	11,858.15	(2,318.15)
6722 PER DIEM - STAFF	<b>6C</b>	3,492.00	0.00	0.00	3,492.00	0.00	0.00%	0.00	0.00	3,492.00
6221 EQUIPMENT OVER > \$5000	<b>6D</b>	64,771.00	0.00	34,407.80	34,407.80	48,000.00	0.53	16,771.32	51,179.12	13,591.88
6110 OFFICE SUPPLIES	<b>6E</b>	19,306.00	7,238.29	14,121.74	6,883.45	12,840.00	73.15%	286.60	14,408.34	4,897.66
6112 DATA PROCESSING SUPPLIES	<b>6E</b>	100,000.00	12,157.24	99,004.55	86,847.31	63,676.00	99.00%	127.50	99,132.05	867.95
6121 FOOD	<b>6E</b>	10,500.00	6,903.13	23,361.96	16,458.83	8,748.00	222.49%	0.00	23,361.96	(12,861.96)
6122 KITCHEN SUPPLIES	<b>6E</b>	1,000.00	739.73	6,407.28	5,667.55	1,000.00	640.73%	0.00	6,407.28	(5,407.28)
6130 PROGRAM SUPPLIES	<b>6E</b>	116,696.00	50,113.80	110,577.46	60,463.66	65,041.00	94.76%	12,096.00	122,673.46	(5,977.46)
6134 INSTRUCTIONAL SUPPLIES	<b>6E</b>	5,000.00	4,908.19	4,908.19	0.00	4,166.00	98.16%	1,002.40	5,910.59	(910.59)
6140 CUSTODIAL SUPPLIES	<b>6E</b>	15,000.00	13,830.23	21,763.00	7,932.77	12,625.00	145.09%	0.00	21,763.00	(6,763.00)
6142 LINEN/LAUNDRY	<b>6E</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6143 FURNISHINGS			2,051.39	2,227.19	175.80	0.00	0.00%	0.00	2,227.19	(2,227.19)
6170 POSTAGE & SHIPPING	<b>6E</b>	750.00	26.40	533.67	507.27	687.00	71.16%	0.00	533.67	216.33
6132 MEDICAL & DENTAL SUPPLIES	<b>6H</b>	12,500.00	6,799.84	11,620.91	4,821.07	8,328.00	92.97%	3,521.40	15,142.31	(2,642.31)
6150 UNIFORM RENTAL/PURCHASE	<b>6H</b>	0.00	0.00	300.00	300.00	0.00	0.00%	0.00	300.00	(300.00)
6180 EQUIPMENT RENTAL	<b>6H</b>	36,000.00	5,403.99	38,105.24	32,701.25	32,997.00	105.85%	0.00	38,105.24	(2,105.24)
6181 EQUIPMENT MAINTENANCE	<b>6H</b>	25,000.00	9,206.29	32,153.76	22,947.47	22,917.00	128.62%	0.00	32,153.76	(7,153.76)
6212 EQUIPMENT PURCHASES < \$500	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	<b>6H</b>	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	<b>6H</b>	5,000.00	4,766.89	17,395.20	12,628.31	4,135.00	347.90%	1,551.59	18,946.79	(13,946.79)
6312 ADVERTISING & PROMOTION	<b>6H</b>	0.00	0.00	161.64	161.64	0.00	0.00%	300.00	461.64	(461.64)
6320 TELEPHONE	<b>6H</b>	61,685.00	6,928.83	(29,927.82)	(36,856.65)	137,511.00	-48.52%	0.00	(29,927.82)	91,612.82
6410 RENT	<b>6H</b>	83,202.00	31,141.10	126,161.21	95,020.11	76,268.00	151.63%	0.00	126,161.21	(42,959.21)
6420 UTILITIES/ DISPOSAL	<b>6H</b>	75,000.00	14,285.01	64,074.06	49,789.05	68,750.00	85.43%	0.00	64,074.06	10,925.94
6432 BUILDING REPAIRS/ MAINT	<b>6H</b>	200,000.00	12,119.03	51,839.81	39,720.78	183,348.00	25.92%	4,500.00	56,339.81	143,660.19
6433 GROUNDS MAINTENANCE	<b>6H</b>	42,000.00	6,507.77	31,200.08	24,692.31	38,500.00	74.29%	0.00	31,200.08	10,799.92
6436 PEST CONTROL	<b>6H</b>	7,500.00	1,335.96	7,568.79	6,232.83	6,875.00	100.92%	0.00	7,568.79	(68.79)
6437 BURGLAR & FIRE ALARM	<b>6H</b>	6,500.00	4,328.38	7,299.09	2,970.71	6,292.00	112.29%	0.00	7,299.09	(799.09)
6440 PROPERTY INSURANCE	<b>6H</b>	13,795.00	4,360.76	22,958.00	18,597.24	12,690.00	166.42%	0.00	22,958.00	(9,163.00)

**Fresno Migrant Head Start  
Budget to Actual (Combined)  
Period Ending July-24**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6520 CONSULTANTS	6H	10,000.00	2,636.91	14,411.48	11,774.57	8,330.00	144.11%	29,452.18	43,863.66	(33,863.66)
6522 CONSULTANT EXPENSES	6H	1,500.00	0.00	97.82	97.82	1,246.00	6.52%	0.00	97.82	1,402.18
6524 CONTRACTS	6H	15,000.00	0.00	0.00	0.00	12,500.00	0.00%	0.00	0.00	15,000.00
6530 LEGAL	6H	1,500.00	4,565.50	9,221.75	4,656.25	1,500.00	614.78%	0.00	9,221.75	(7,721.75)
6540 CUSTODIAL SERVICES	6H	4,776.00	1,905.00	6,777.00	4,872.00	4,378.00	141.90%	0.00	6,777.00	(2,001.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	225.00	1,190.00	965.00	800.00	119.00%	0.00	1,190.00	(190.00)
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	15,000.00	3,261.78	11,637.36	8,375.58	13,400.00	77.58%	0.00	11,637.36	3,362.64
6620 VEHICLE INSURANCE	6H	20,000.00	4,375.64	24,744.60	20,368.96	20,625.00	123.72%	0.00	24,744.60	(4,744.60)
6630 VEHICLE LICENSE AND FEES	6H	2,500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	2,500.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	25,000.00	2,564.27	11,939.55	9,375.28	22,500.00	47.76%	0.00	11,939.55	13,060.45
6712 STAFF TRAVEL-LOCAL	6H	15,000.00	3,762.78	13,901.96	10,139.18	12,502.00	92.68%	0.00	13,901.96	1,098.04
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	57,955.00	1,751.89	24,262.58	22,510.69	0.00	41.86%	0.00	24,262.58	33,692.42
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	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	39.28	392.80	353.52	462.00	77.94%	0.00	392.80	111.20
6834 STUDENT ACTIVITY INSURAN	6H	1,074.00	179.25	1,031.17	851.92	895.00	96.01%	0.00	1,031.17	42.83
6840 PROPERTY TAXES	6H	5,800.00	5,539.85	7,574.31	2,034.46	5,800.00	130.59%	0.00	7,574.31	(1,774.31)
6850 FEES & LICENSES	6H	22,000.00	3,575.00	26,798.14	23,223.14	20,217.00	121.81%	0.00	26,798.14	(4,798.14)
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	3,800.00	149.50	300.50	151.00	3,800.00	7.91%	0.00	300.50	3,499.50
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	6,375.00	174.89	10,854.60	10,679.71	6,375.00	170.27%	1,382.10	12,236.70	(5,861.70)
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	1,450.00	306.53	471.38	164.85	1,160.00	32.51%	0.00	471.38	978.62
7111- PARENT MILEAGE	6H	0.00	854.37	854.37	0.00	0.00	0.00%	0.00	854.37	(854.37)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	335.61	335.61	0.00	0.00%	0.00	335.61	(335.61)
7114 PC ALLOWANCE	6H	1,680.00	570.00	990.00	420.00	1,400.00	58.93%	0.00	990.00	690.00
7116 PC FOOD	6H	0.00	11.98	11.98	0.00	0.00	0.00%	0.00	11.98	(11.98)
<b>8110 INKIND SALARIES</b>		581,122.00	39,759.56	488,666.52	448,906.96	525,374.00	84.09%	0.00	488,666.52	92,455.48
<b>8120 INKIND RENT</b>		217,266.00	14,907.75	140,534.97	125,627.22	139,492.00	64.68%	0.00	140,534.97	76,731.03
<b>8130 INKIND OTHER</b>		2,356.00	2,495.00	2,495.00	0.00	1,963.00	105.90%	0.00	2,495.00	(139.00)
9010 INDIRECT EXPENSE	6J	484,332.00	105,039.38	413,219.81	308,180.43	398,132.00	85.32%	6,460.19	419,680.00	64,652.00
<b>TOTAL EXPENSES</b>		<b>6,672,865.00</b>	<b>1,316,480.63</b>	<b>5,620,201.16</b>	<b>4,303,720.53</b>	<b>5,488,046.50</b>	<b>84.22%</b>	<b>77,451.28</b>	<b>5,697,652.44</b>	<b>975,212.56</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract 85%**

Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending July-24

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	Budget Balance
		Period	YTD	YTD	YTD	Budget			Encumbered	
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL	5,789,431.00	1,245,413.82	4,926,654.91	3,681,241.09	105,437.41	4,821,217.50	85.10%	75,943.41	5,002,598.32	786,832.68
4130 GRANT INCOME-AREA	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
4220 IN KIND CONTRIBUTIONS	800,744.00	57,162.31	631,696.49	574,534.18	(35,132.51)	666,829.00	78.89%	0.00	631,696.49	169,047.51
4330- SALE OF ASSETS	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
<b>TOTAL REVENUES</b>	<b>6,590,175.00</b>	<b>1,302,576.13</b>	<b>5,558,351.40</b>	<b>4,255,775.27</b>	<b>70,304.90</b>	<b>5,488,046.50</b>	<b>84.34%</b>	<b>75,943.41</b>	<b>5,634,294.81</b>	<b>955,880.19</b>
5010 SALARIES & WAGES	3,254,598.00	676,680.71	2,772,864.90	2,096,184.19	132,851.40	2,640,013.50	85.20%	0.00	2,772,864.90	481,733.10
5012- DIRECTOR'S SALARY	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
5020 ACCRUED VACATION PAY	205,049.00	42,008.62	176,094.11	134,085.49	9,933.11	166,161.00	85.88%	0.00	176,094.11	28,954.89
5112 HEALTH INSURANCE	241,714.00	53,575.43	181,669.21	128,093.78	(27,124.79)	208,794.00	75.16%	0.00	181,669.21	60,044.79
5114 WORKER'S COMPENSATION	86,472.00	23,124.16	98,157.78	75,033.62	28,014.78	70,143.00	113.51%	0.00	98,157.78	(11,685.78)
5115- Worker's Compensation C19	0.00	0.00			-		0.00%	0.00	0.00	0.00
5116 PENSION	203,235.00	50,375.54	188,051.16	137,675.62	24,081.16	163,970.00	92.53%	0.00	188,051.16	15,183.84
5117- Pension C19	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
5122 FICA	205,841.00	52,980.40	228,959.37	175,978.97	61,986.37	166,973.00	111.23%	0.00	228,959.37	(23,118.37)
5124 SUI	41,590.00	10,574.76	38,180.92	27,606.16	5,079.92	33,101.00	91.80%	0.00	38,180.92	3,409.08
5125- DIRECTOR'S FRINGE	0.00	0.00			-		0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	13,139.00	3,213.65	13,427.49	10,213.84	2,781.49	10,646.00	102.20%	0.00	13,427.49	(288.49)
6714 STAFF TRAVEL-OUT OF AREA	0.00	(1,893.01)	0.00	1,893.01	-	0.00	0.00%	0.00	0.00	0.00
6722 PER DIEM - STAFF	0.00	0.00			-		0.00%	0.00	0.00	0.00
6221 EQUIPMENT OVER > \$5000	64,771.00	0.00	34,407.80	34,407.80	(13,592.20)	48,000.00	53.12%	16,771.32	51,179.12	13,591.88
6110 OFFICE SUPPLIES	14,500.00	7,238.29	14,121.74	6,883.45	1,281.74	12,840.00	97.39%	286.60	14,408.34	91.66
6112 DATA PROCESSING SUPPLIES	100,000.00	12,157.24	99,004.55	86,847.31	35,328.55	63,676.00	99.00%	127.50	99,132.05	867.95
6121 FOOD	10,500.00	6,659.00	14,061.40	7,402.40	5,313.40	8,748.00	133.92%	0.00	14,061.40	(3,561.40)
6122 KITCHEN SUPPLIES	1,000.00	739.73	6,407.28	5,667.55	5,407.28	1,000.00	640.73%	0.00	6,407.28	(5,407.28)
6130 PROGRAM SUPPLIES	116,696.00	49,796.80	110,260.46	60,463.66	45,219.46	65,041.00	94.49%	12,096.00	122,356.46	(5,660.46)
6134 INSTRUCTIONAL SUPPLIES	5,000.00	4,908.19	4,908.19	0.00	742.19	4,166.00	98.16%	1,002.40	5,910.59	(910.59)
6140 CUSTODIAL SUPPLIES	15,000.00	13,830.23	21,763.00	7,932.77	9,138.00	12,625.00	145.09%	0.00	21,763.00	(6,763.00)
6142 LINEN/LAUNDRY	0.00	0.00			-	0.00	0.00%	0.00	0.00	0.00
6143 FURNISHINGS		2,051.39	2,227.19	175.80	2,227.19	0.00	0.00%	0.00	2,227.19	(2,227.19)
6170 POSTAGE & SHIPPING	750.00	26.40	533.67	507.27	(153.33)	687.00	71.16%	0.00	533.67	216.33
6132 MEDICAL & DENTAL SUPPLIES	12,500.00	6,799.84	11,620.91	4,821.07	3,292.91	8,328.00	92.97%	3,521.40	15,142.31	(2,642.31)
6150 UNIFORM RENTAL/PURCHASE	0.00	0.00	300.00	300.00	300.00	0.00	0.00%	0.00	300.00	(300.00)
6180 EQUIPMENT RENTAL	36,000.00	5,403.99	38,105.24	32,701.25	5,108.24	32,997.00	105.85%	0.00	38,105.24	(2,105.24)
6181 EQUIPMENT MAINTENANCE	25,000.00	9,206.29	32,153.76	22,947.47	9,236.76	22,917.00	128.62%	0.00	32,153.76	(7,153.76)
6212 EQUIPMENT PURCHASES < \$500	0.00	0.00			-		0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	0.00	0.00			-		0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	0.00	0.00			-		0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	0.00	0.00			-		0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	0.00	0.00			-		0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	5,000.00	4,766.89	17,395.20	12,628.31	13,260.20	4,135.00	347.90%	1,551.59	18,946.79	(13,946.79)
6312 ADVERTISING & PROMOTION	0.00	0.00	161.64	161.64	161.64	0.00	0.00%	300.00	461.64	(461.64)
6320 TELEPHONE	61,685.00	6,928.83	(29,927.82)	(36,856.65)	(167,438.82)	137,511.00	-48.52%	0.00	(29,927.82)	91,612.82
6410 RENT	83,202.00	31,141.10	126,161.21	95,020.11	49,893.21	76,268.00	151.63%	0.00	126,161.21	(42,959.21)
6420 UTILITIES/ DISPOSAL	75,000.00	14,285.01	64,074.06	49,789.05	(4,675.94)	68,750.00	85.43%	0.00	64,074.06	10,925.94
6432 BUILDING REPAIRS/ MAINT	200,000.00	12,119.03	51,839.81	39,720.78	(131,508.19)	183,348.00	25.92%	4,500.00	56,339.81	143,660.19
6433 GROUNDS MAINTENANCE	42,000.00	6,507.77	31,200.08	24,692.31	(7,299.92)	38,500.00	74.29%	0.00	31,200.08	10,799.92
6436 PEST CONTROL	7,500.00	1,335.96	7,568.79	6,232.83	693.79	6,875.00	100.92%	0.00	7,568.79	(68.79)
6437 BURGLAR & FIRE ALARM	6,500.00	4,328.38	7,299.09	2,970.71	1,007.09	6,292.00	112.29%	0.00	7,299.09	(799.09)
6440 PROPERTY INSURANCE	13,795.00	4,360.76	22,958.00	18,597.24	10,268.00	12,690.00	166.42%	0.00	22,958.00	(9,163.00)
6520 CONSULTANTS	10,000.00	2,636.91	14,411.48	11,774.57	6,081.48	8,330.00	144.11%	29,452.18	43,863.66	(33,863.66)
6522 CONSULTANT EXPENSES	1,500.00	0.00	97.82	97.82	(1,148.18)	1,246.00	6.52%	0.00	97.82	1,402.18

Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending July-24

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	
		Period	YTD	YTD	YTD	Budget			Encumbered	Budget Balance
6524 CONTRACTS	15,000.00	0.00	0.00	0.00	(12,500.00)	12,500.00	0.00%	0.00	0.00	15,000.00
6530 LEGAL	1,500.00	4,565.50	9,221.75	4,656.25	7,721.75	1,500.00	614.78%	0.00	9,221.75	(7,721.75)
6540 CUSTODIAL SERVICES	4,776.00	1,905.00	6,777.00	4,872.00	2,399.00	4,378.00	141.90%	0.00	6,777.00	(2,001.00)
6555 MEDICAL SCREENING/DEAT/S	1,000.00	225.00	1,190.00	965.00	390.00	800.00	119.00%	0.00	1,190.00	(190.00)
6562 MEDICAL EXAM	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6610 GAS & OIL	15,000.00	3,261.78	11,637.36	8,375.58	(1,762.64)	13,400.00	77.58%	0.00	11,637.36	3,362.64
6620 VEHICLE INSURANCE	20,000.00	4,375.64	24,744.60	20,368.96	4,119.60	20,625.00	123.72%	0.00	24,744.60	(4,744.60)
6630 VEHICLE LICENSE AND FEES	2,500.00	0.00	-	-	-	-	0.00%	0.00	0.00	2,500.00
6640 VEHICLE REPAIR & MAINTENANCE	25,000.00	2,564.27	11,939.55	9,375.28	(10,560.45)	22,500.00	47.76%	0.00	11,939.55	13,060.45
6712 STAFF TRAVEL-LOCAL	15,000.00	3,762.78	13,803.96	10,041.18	1,301.96	12,502.00	92.03%	0.00	13,803.96	1,198.04
6724 PER DIEM - PARENT	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	0.00	(3,140.57)	0.00	3,140.57	-	0.00	0.00%	0.00	0.00	0.00
6744 TRAINING - VOLUNTEER	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	10,000.00	0.00	0.00	0.00	(10,000.00)	10,000.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	504.00	39.28	392.80	353.52	(69.20)	462.00	77.94%	0.00	392.80	111.20
6834 STUDENT ACTIVITY INSURAN	1,074.00	179.25	1,031.17	851.92	136.17	895.00	96.01%	0.00	1,031.17	42.83
6840 PROPERTY TAXES	5,800.00	5,539.85	7,574.31	2,034.46	1,774.31	5,800.00	130.59%	0.00	7,574.31	(1,774.31)
6850 FEES & LICENSES	22,000.00	3,575.00	26,798.14	23,223.14	6,581.14	20,217.00	121.81%	0.00	26,798.14	(4,798.14)
6851 CPR FEES	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	3,800.00	149.50	300.50	151.00	(3,499.50)	3,800.00	7.91%	0.00	300.50	3,499.50
6860 DEPRECIATION EXPENSE	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6,375.00	(5,079.24)	0.00	5,079.24	(6,375.00)	6,375.00	0.00%	0.00	0.00	6,375.00
6892 CASH SHORT/OVER	0.00	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	1,450.00	306.53	471.38	164.85	(688.62)	1,160.00	32.51%	0.00	471.38	978.62
7111- PARENT MILEAGE	0.00	854.37	854.37	-	854.37	-	0.00%	0.00	854.37	(854.37)
7112 PARENT INVOLVEMENT	0.00	0.00	335.61	335.61	335.61	0.00	0.00%	0.00	335.61	(335.61)
7114 PC ALLOWANCE	1,680.00	570.00	990.00	420.00	(410.00)	1,400.00	58.93%	0.00	990.00	690.00
7116 PC FOOD	0.00	11.98	11.98	-	11.98	-	0.00%	0.00	11.98	(11.98)
8110 INKIND SALARIES	581,122.00	39,759.56	488,666.52	448,906.96	(36,707.48)	525,374.00	84.09%	0.00	488,666.52	92,455.48
8120 INKIND RENT	217,266.00	14,907.75	140,534.97	125,627.22	1,042.97	139,492.00	64.68%	0.00	140,534.97	76,731.03
8130 INKIND OTHER	2,356.00	2,495.00	2,495.00	-	532.00	1,963.00	105.90%	0.00	2,495.00	(139.00)
9010 INDIRECT EXPENSE	477,435.00	103,879.61	408,060.94	304,181.33	9,928.94	398,132.00	85.47%	6,334.42	414,395.36	63,039.64
<b>TOTAL EXPENSES</b>	<b>6,590,175.00</b>	<b>1,302,576.13</b>	<b>5,558,351.40</b>	<b>4,255,775.27</b>	<b>70,304.90</b>	<b>5,488,046.50</b>	<b>84.34%</b>	<b>75,943.41</b>	<b>5,634,294.81</b>	<b>955,880.19</b>

<b>CHANGE IN NET ASSETS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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5,789,431.00	Prior Mth	3,342,651.96	9.1%	0.00
800,744.00	Curr Mth	4,484,186.17		0.00
6,590,175.00				

Administrative	
YTD Expense	4,988,504.67
YTD Inkind	631,696.49
	<u>5,620,201.16</u>
YTD Admin	496,994.00
YTD %	8.84%

**Fresno Migrant Head Start  
Budget to Actual (330 T&TA)  
Period Ending July-24**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL		82,690.00	13,904.50	61,849.76	47,945.26	0.00	74.80%	1,507.87	63,357.63	19,332.37
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		0.00	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
<b>TOTAL REVENUES</b>		<b>82,690.00</b>	<b>13,904.50</b>	<b>61,849.76</b>	<b>47,945.26</b>	<b>0.00</b>	<b>74.80%</b>	<b>1,507.87</b>	<b>63,357.63</b>	<b>19,332.37</b>
5010 SALARIES & WAGES	6A	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5112 HEALTH INSURANCE	6B	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5114 WORKER'S COMPENSATION	6B	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	6B	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6714 STAFF TRAVEL-OUT OF AREA	6C	9,540.00	2,037.01	11,858.15	9,821.14	0.00	124.30%	0.00	11,858.15	(2,318.15)
6722 PER DIEM - STAFF	6C	3,492.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	3,492.00
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	4,806.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	4,806.00
6112 DATA PROCESSING SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6121 FOOD	6E	0.00	244.13	9,300.56	9,056.43	0.00	0.00%	0.00	9,300.56	(9,300.56)
6122 KITCHEN SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6130 PROGRAM SUPPLIES	6E	0.00	317.00	317.00	0.00	0.00	0.00%	0.00	317.00	(317.00)
6134 INSTRUCTIONAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6140 CUSTODIAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6143 FURNISHINGS	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6132 MEDICAL & DENTAL SUPPLIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6181 EQUIPMENT MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6312 ADVERTISING & PROMOTION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6320 TELEPHONE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6410 RENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6420 UTILITIES/ DISPOSAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6432 BUILDING REPAIRS/ MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6433 GROUNDS MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6437 BURGLAR & FIRE ALARM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6440 PROPERTY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6520 CONSULTANTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6522 CONSULTANT EXPENSES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6524 CONTRACTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6530 LEGAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00

**Fresno Migrant Head Start  
Budget to Actual (330 T&TA)  
Period Ending July-24**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance	
6540 CUSTODIAL SERVICES	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6555 MEDICAL SCREENING/DEAT/S	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6562 MEDICAL EXAM	6H	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	
6566 DENTAL EXAM	6H	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	
6610 GAS & OIL	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6620 VEHICLE INSURANCE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6640 VEHICLE REPAIR & MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6712 STAFF TRAVEL-LOCAL	6H	0.00	0.00	98.00	98.00	0.00%	0.00	98.00	(98.00)	
6724 PER DIEM - PARENT	6H	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	
6742 TRAINING - STAFF	6H	57,955.00	4,892.46	24,262.58	19,370.12	0.00	41.86%	0.00	24,262.58	33,692.42
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	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6834 STUDENT ACTIVITY INSURAN	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6840 PROPERTY TAXES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6850 FEES & LICENSES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	0.00	5,254.13	10,854.60	5,600.47	0.00	0.00%	1,382.10	12,236.70	(12,236.70)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111- PARENT MILEAGE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7116 PC FOOD	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 INKIND SALARIES		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8120 INKIND RENT		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8130 INKIND OTHER		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
9010 INDIRECT EXPENSE	6J	6,897.00	1,159.77	5,158.87	3,999.10	0.00	74.80%	125.77	5,284.64	1,612.36
<b>TOTAL EXPENSES</b>		<b>82,690.00</b>	<b>13,904.50</b>	<b>61,849.76</b>	<b>47,945.26</b>	<b>0.00</b>	<b>74.80%</b>	<b>1,507.87</b>	<b>63,357.63</b>	<b>19,332.37</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract 76.62%**

## Madera Regional Early Head Start

Budget to Actual  
For the period ending June 30, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
<b>Revenues</b>										
4110- GRANT INCOME-FEDERAL	807,635.00	75,309.74	75,309.74	-	8,006.82	67,302.92	10%	6,394.13	81,703.87	725,931.13
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	205,252.00	969.42	969.42	-	(16,134.91)	17,104.33	0%	-	969.42	204,282.58
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-
Total Revenues	<b>1,012,887.00</b>	<b>76,279.16</b>	<b>76,279.16</b>	<b>-</b>	<b>(8,128.09)</b>	<b>84,407.25</b>	<b>8%</b>	<b>6,394.13</b>	<b>82,673.29</b>	<b>930,213.71</b>
<b>Expenditures</b>										
5010 SALARIES & WAGES	438,724.00	39,012.76	39,012.76	-	2,452.43	36,560.33	9%	-	39,012.76	399,711.24
5019- SALARIES & WAGES C19	-	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	23,827.00	2,295.81	2,295.81	-	310.23	1,985.58	10%	-	2,295.81	21,531.19
5112 HEALTH INSURANCE	51,461.00	4,002.74	4,002.74	-	(285.68)	4,288.42	8%	-	4,002.74	47,458.26
5114 WORKER'S COMPENSATION	4,484.00	408.62	408.62	-	34.95	373.67	9%	-	408.62	4,075.38
5115- Worker's Compensation C19	-	-	-	-	-	-	0%	-	-	-
5116 PENSION	25,545.00	2,281.36	2,281.36	-	152.61	2,128.75	9%	-	2,281.36	23,263.64
5117- Pension C19	-	-	-	-	-	-	0%	-	-	-
5121- FICA C19	-	-	-	-	-	-	0%	-	-	-
5122 FICA	35,569.00	2,973.53	2,973.53	-	9.45	2,964.08	8%	-	2,973.53	32,595.47
5124 SUI	3,226.00	-	-	-	(268.83)	268.83	0%	-	-	3,226.00
5130 ACCRUED VACATION FRINGE	-	175.63	175.63	-	175.63	-	0%	-	175.63	(175.63)
6110 OFFICE SUPPLIES	4,800.00	724.76	724.76	-	324.76	400.00	15%	-	724.76	4,075.24
6112 DATA PROCESSING	4,020.00	365.46	365.46	-	30.46	335.00	9%	-	365.46	3,654.54
6121 FOOD	1,080.00	70.66	70.66	-	(19.34)	90.00	7%	-	70.66	1,009.34
6122 KITCHEN SUPPLIES	-	-	-	-	-	-	0.00%	-	-	-
6130 PROGRAM SUPPLIES	5,384.00	486.01	486.01	-	37.34	448.67	9%	-	486.01	4,897.99
6132 MEDICAL & DENTAL SUPPLIES	500.00	-	-	-	(41.67)	41.67	0%	-	-	500.00
6134 INSTRUCTIONAL SUPPLIES	504.00	-	-	-	(42.00)	42.00	0%	-	-	504.00
6140 CUSTODIAL SUPPLIES	300.00	36.23	36.23	-	11.23	25.00	12%	-	36.23	263.77
6142 LINEN/LAUNDRY	-	-	-	-	-	-	0%	-	-	-
6150 UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	0%	-	-	-
6170 POSTAGE & SHIPPING	60.00	40.31	40.31	-	35.31	5.00	67%	-	40.31	19.69
6180 EQUIPMENT RENTAL	7,296.00	530.01	530.01	-	(77.99)	608.00	7%	-	530.01	6,765.99
6181 EQUIPMENT MAINTENANCE	180.00	198.88	198.88	-	183.88	15.00	110%	-	198.88	(18.88)
6221 EQUIPMENT OVER >\$5000	-	-	-	-	-	-	0%	-	-	-
6231- BUILDING RENOVATION	-	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	2,000.00	-	-	-	(166.67)	166.67	0%	-	-	2,000.00
6312 ADVERTISING & PROMOTION	-	-	-	-	-	-	0%	-	-	-
6320 TELEPHONE	19,800.00	913.06	913.06	-	(736.94)	1,650.00	5%	-	913.06	18,886.94
6410 RENT	74,306.00	9,388.59	9,388.59	-	3,196.42	6,192.17	13%	-	9,388.59	64,917.41
6420 UTILITIES/ DISPOSAL	13,992.00	1,050.27	1,050.27	-	(115.73)	1,166.00	8%	-	1,050.27	12,941.73
6432 BUILDING REPAIRS/ MAINTEN	600.00	23.46	23.46	-	(26.54)	50.00	981%	5,860.80	5,884.26	(5,284.26)
6433 GROUNDS MAINTENANCE	-	-	-	-	-	-	0%	-	-	-
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	948.00	53.19	53.19	-	(25.81)	79.00	6%	-	53.19	894.81
6437 BURGLAR & FIRE ALARM	4,800.00	6.92	6.92	-	(393.08)	400.00	0%	-	6.92	4,793.08
6440 PROPERTY INSURANCE	3,000.00	238.69	238.69	-	(11.31)	250.00	8%	-	238.69	2,761.31
6520 CONSULTANTS	-	13.00	13.00	-	13.00	-	0%	-	13.00	(13.00)
6522 CONSULTANT EXPENSES	-	-	-	-	-	-	0%	-	-	-
6524 CONTRACTS	-	-	-	-	-	-	0%	-	-	-
6530 LEGAL	1,500.00	-	-	-	(125.00)	125.00	0%	-	-	1,500.00
6540 CUSTODIAL SERVICES	-	100.00	100.00	-	100.00	-	0%	-	100.00	(100.00)
6555 MEDICAL SCREENING/DEAT/ST	-	-	-	-	-	-	0%	-	-	-
6562 MEDICAL EXAM	-	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	-	0%	-	-	-





**FUND #309 T & TA**  
**Madera Regional Early Head Start Training**  
**Budget to Actual**  
**For the period ending June 30, 2024**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
<b>REVENUES</b>									
4110- GRANT INCOME-FEDERAL	13,373.00	13,373.00	13,373.00	0.00	1,114.42	100.00%	-	13,373.00	0.00
4220- IN KIND CONTRIBUTIONS	0.00	-	-	-	-	-	-	0.00	0.00
4330- SALE OF ASSETS	0.00	-	-	-	-	-	-	0.00	0.00
4350- RENTAL INCOME	0.00	-	-	-	-	-	-	0.00	0.00
<b>TOTAL REVENUES</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>0.00</b>	<b>1,114.42</b>	<b>100.00%</b>	<b>0.00</b>	<b>13,373.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>									
1 6110 OFFICE SUPPLIES	350.00	-	-	-	29.17	0.00%	-	-	350.00
2 6121 FOOD	-	-	-	-	-	0.00%	-	-	-
3 6122 KITCHEN SUPPLIES	-	-	-	-	-	0.00%	-	-	-
4 6130 PROGRAM SUPPLIES	-	-	-	-	-	0.00%	-	-	-
5 6134 INSTRUCTIONAL SUPPLIES	-	-	-	-	-	0.00%	-	-	-
6 6180 EQUIPMENT RENTAL	-	-	-	-	-	0.00%	-	-	-
7 6310 PRINTING & PUBLICATIONS	-	-	-	-	-	0.00%	-	-	-
8 6320 TELEPHONE	-	-	-	-	-	0.00%	-	-	-
9 6410 RENT	-	-	-	-	-	0.00%	-	-	-
10 6520 CONSULTANTS	-	-	-	-	0.00	0.00%	-	-	-
11 6522 CONSULTANT EXPENSES	-	-	-	-	-	0.00%	-	-	-
12 6712 STAFF TRAVEL-LOCAL	-	-	-	-	-	0.00%	-	-	-
13 6714 STAFF TRAVEL-OUT OF AREA	8,070.00	9,834.64	9,834.64	-	672.50	121.87%	-	9,834.64	(1,764.64)
14 6722 PER DIEM - STAFF	-	-	-	-	0.00	0.00%	-	-	-
15 6724 PER DIEM - PARENT	-	-	-	-	-	0.00%	-	-	-
16 6730 TRAVEL - VOLUNTEER	-	-	-	-	-	0.00%	-	-	-
17 6742 TRAINING - STAFF	3,838.00	2,422.92	2,422.92	-	319.83	63.13%	-	2,422.92	1,415.08
18 6744 TRAINING - VOLUNTEER	-	-	-	-	-	0.00%	-	-	-
19 6746 TRAINING - PARENT	-	-	-	-	-	0.00%	-	-	-
20 6748 EDUCATION REIMBURSEMENT	-	-	-	-	-	0.00%	-	-	-
21 6850 FEES & LICENSES	-	-	-	-	-	0.00%	-	-	-
22 6851 CPR FEES	-	-	-	-	-	0.00%	-	-	-
23 6870 EMPLOYEE RECOGNITION	-	-	-	-	-	0.00%	-	-	-
24 7114 PPC ALLOWANCE	-	-	-	-	-	0.00%	-	-	-
25 9010 INDIRECT COST ALLOCATION	1,115.00	1,115.44	1,115.44	-	92.92	100.04%	-	1,115.44	(0.44)
<b>TOTAL EXPENSES</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>-</b>	<b>1,114.42</b>	<b>100.00%</b>	<b>0.00</b>	<b>13,373.00</b>	<b>0.00</b>
<b>Excess Revenue Over (Under)</b>									
<b>Expenditures</b>	-	-	-	-	-	-	-	-	-
		12,257.56	12,257.56	0.00					
Indirect		1,115.44	1,115.44	-	9.10%		<b>YTD Contract %</b>		<b>100.00%</b>
							<b>Residual</b>	<b>\$</b>	<b>-</b>

**FUND 312 & 309 Combined**  
**Madera Regional Early Head Start**  
**Budget to Actual**  
**For the period ending June 30, 2024**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
Revenues									
4110- GRANT INCOME-FEDERAL	821,008.00	88,682.74	88,682.74	0.00	68,417.34	10.80%	6,394.13	95,076.87	725,931.13
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	205,252.00	969.42	969.42	0.00	17,104.33	0.47%	-	969.42	204,282.58
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	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
<b>Total Revenues</b>	<b>1,026,260.00</b>	<b>89,652.16</b>	<b>89,652.16</b>	<b>0.00</b>	<b>85,521.67</b>	<b>9%</b>	<b>6,394.13</b>	<b>96,046.29</b>	<b>930,213.71</b>
5010 SALARIES & WAGES	438,724.00	39,012.76	39,012.76	0.00	36,560.33	8.89%	0.00	39,012.76	399,711.24
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	23,827.00	2,295.81	2,295.81	0.00	1,985.58	9.64%	0.00	2,295.81	21,531.19
5112 HEALTH INSURANCE	51,461.00	4,002.74	4,002.74	0.00	4,288.42	7.78%	0.00	4,002.74	47,458.26
5114 WORKER'S COMPENSATION	4,484.00	408.62	408.62	0.00	373.67	9.11%	0.00	408.62	4,075.38
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	25,545.00	2,281.36	2,281.36	0.00	2,128.75	8.93%	0.00	2,281.36	23,263.64
5117- Pension C19	0.00	0.00	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	0.00	0.00
5122 FICA	35,569.00	2,973.53	2,973.53	0.00	2,964.08	8.36%	0.00	2,973.53	32,595.47
5124 SUI	3,226.00	0.00	0.00	0.00	268.83	0.00%	0.00	0.00	3,226.00
5130 ACCRUED VACATION FRINGE	0.00	175.63	175.63	0.00	0.00	0.00%	0.00	175.63	(175.63)
6110 OFFICE SUPPLIES	5,150.00	724.76	724.76	0.00	429.17	14.07%	0.00	724.76	4,425.24
6112 DATA PROCESSING SUPPLIES	4,020.00	365.46	365.46	0.00	335.00	9.09%	0.00	365.46	3,654.54
6121 FOOD	1,080.00	70.66	70.66	0.00	90.00	6.54%	0.00	70.66	1,009.34
6122 KITCHEN SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6130 PROGRAM SUPPLIES	5,384.00	486.01	486.01	0.00	448.67	9.03%	0.00	486.01	4,897.99
6132 MEDICAL & DENTAL SUPPLIES	500.00	0.00	0.00	0.00	41.67	0.00%	0.00	0.00	500.00
6134 INSTRUCTIONAL SUPPLIES	504.00	0.00	0.00	0.00	42.00	0.00%	0.00	0.00	504.00
6140 CUSTODIAL SUPPLIES	300.00	36.23	36.23	0.00	25.00	12.08%	0.00	36.23	263.77
6142 LINEN/LAUNDRY	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	60.00	40.31	40.31	0.00	5.00	67.18%	0.00	40.31	19.69
6180 EQUIPMENT RENTAL	7,296.00	530.01	530.01	0.00	608.00	7.26%	0.00	530.01	6,765.99
6181 EQUIPMENT MAINTENANCE	180.00	198.88	198.88	0.00	15.00	110.49%	0.00	198.88	(18.88)
6221 EQUIPMENT OVER >\$5000	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	2,000.00	0.00	0.00	0.00	166.67	0.00%	0.00	0.00	2,000.00
6312 ADVERTISING AND PROMOTION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6320 TELEPHONE	19,800.00	913.06	913.06	0.00	1,650.00	4.61%	0.00	913.06	18,886.94
6410 RENT	74,306.00	9,388.59	9,388.59	0.00	6,192.17	12.64%	0.00	9,388.59	64,917.41
6420 UTILITIES/ DISPOSAL	13,992.00	1,050.27	1,050.27	0.00	1,166.00	7.51%	0.00	1,050.27	12,941.73
6432 BUILDING REPAIRS/ MAINTEN	600.00	23.46	23.46	0.00	50.00	3.91%	5,860.80	5,884.26	(5,284.26)
6433 GROUNDS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	948.00	53.19	53.19	0.00	79.00	5.61%	0.00	53.19	894.81
6437 BURGLAR & FIRE ALARM	4,800.00	6.92	6.92	0.00	400.00	0.14%	0.00	6.92	4,793.08
6440 PROPERTY INSURANCE	3,000.00	238.69	238.69	0.00	250.00	7.96%	0.00	238.69	2,761.31
6520 CONSULTANTS	0.00	13.00	13.00	0.00	0.00	0.00%	0.00	13.00	(13.00)
6522 CONSULTANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6524 CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6530 LEGAL	1,500.00	0.00	0.00	0.00	125.00	0.00%	0.00	0.00	1,500.00
6540 CUSTODIAL SERVICES	0.00	100.00	100.00	0.00	0.00	0.00%	0.00	100.00	(100.00)

**Madera Regional Early Head Start  
Budget to Actual  
For the period ending June 30, 2024**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	600.00	98.95	98.95	0.00	50.00	16.49%	0.00	98.95	501.05
6620 VEHICLE INSURANCE	2,400.00	226.14	226.14	0.00	200.00	9.42%	0.00	226.14	2,173.86
6640 VEHICLE REPAIR & MAINTENA	3,900.00	23.00	23.00	0.00	325.00	0.59%	0.00	23.00	3,877.00
6712 STAFF TRAVEL-LOCAL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6714 STAFF TRAVEL-OUT OF AREA	8,070.00	9,834.64	9,834.64	0.00	672.50	121.87%	0.00	9,834.64	(1,764.64)
6722 PER DIEM - STAFF	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	3,838.00	5,617.52	5,617.52	0.00	319.83	146.37%	0.00	5,617.52	(1,779.52)
6744 VOLUNTEER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6834 STUDENT ACTIVITY INSURANC	600.00	40.48	40.48	0.00	50.00	6.75%	0.00	40.48	559.52
6840 PROPERTY TAX	40.00	0.00	0.00	0.00	3.33	0.00%	0.00	0.00	40.00
6850 FEES & LICENSES	3,500.00	1.00	1.00	0.00	291.67	0.03%	0.00	1.00	3,499.00
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE C	340.00	18.97	18.97	0.00	28.33	5.58%	0.00	18.97	321.03
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	504.00	0.00	0.00	0.00	42.00	0.00%	0.00	0.00	504.00
7111 PARENT MILEAGE	0.00	5.09	5.09	0.00	0.00	0.00%	0.00	5.09	(5.09)
7112 PARENT INVOLVEMENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PPC ALLOWANCE	480.00	30.00	30.00	0.00	40.00	6.25%	0.00	30.00	450.00
7116 PARENT COMM. FOOD ALLOWAN	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 IN KIND SALARIES	204,100.00	969.42	969.42	0.00	17,008.33	0.47%	0.00	969.42	203,130.58
8120 IN KIND RENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8130 IN KIND - OTHER	1,152.00	0.00	0.00	0.00	96.00	0.00%	0.00	0.00	1,152.00
9010 INDIRECT COST ALLOCATION	68,480.00	7,397.00	7,397.00	0.00	5,706.67	10.80%	533.33	7,930.33	60,549.67
<b>Total Expenses</b>	<b>1,026,260.00</b>	<b>89,652.16</b>	<b>89,652.16</b>	<b>0.00</b>	<b>85,521.67</b>	<b>8.74%</b>	<b>6,394.13</b>	<b>96,046.29</b>	<b>930,213.71</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract %      11.58%**

TOTAL FEDERAL FUNDING	821,008.00
PLUS IN-KIND	205,252.00
TOTAL CONTRACT	1,026,260.00

## Madera Regional Early Head Start

Budget to Actual  
For the period ending July 31, 2024

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	807,635.00	49,149.59	124,459.33	75,309.74	(10,146.50)	134,605.83	17%	10,439.45	134,898.78	672,736.22
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	205,252.00	13,842.18	14,811.60	969.42	(19,397.07)	34,208.67	7%	-	14,811.60	190,440.40
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-
Total Revenues	<b>1,012,887.00</b>	<b>62,991.77</b>	<b>139,270.93</b>	<b>76,279.16</b>	<b>(29,543.57)</b>	<b>168,814.50</b>	<b>14%</b>	<b>10,439.45</b>	<b>149,710.38</b>	<b>863,176.62</b>
Expenditures										
5010 SALARIES & WAGES	438,724.00	22,717.42	61,730.18	39,012.76	(11,390.49)	73,120.67	14%	-	61,730.18	376,993.82
5019- SALARIES & WAGES C19	-	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	23,827.00	1,655.65	3,951.46	2,295.81	(19.71)	3,971.17	17%	-	3,951.46	19,875.54
5112 HEALTH INSURANCE	51,461.00	3,877.59	7,880.33	4,002.74	(696.50)	8,576.83	15%	-	7,880.33	43,580.67
5114 WORKER'S COMPENSATION	4,484.00	210.39	619.01	408.62	(128.32)	747.33	14%	-	619.01	3,864.99
5115- Worker's Compensation C19	-	-	-	-	-	-	0%	-	-	-
5116 PENSION	25,545.00	1,452.43	3,733.79	2,281.36	(523.71)	4,257.50	15%	-	3,733.79	21,811.21
5117- Pension C19	-	-	-	-	-	-	0%	-	-	-
5121- FICA C19	-	-	-	-	-	-	0%	-	-	-
5122 FICA	35,569.00	1,825.85	4,799.38	2,973.53	(1,128.79)	5,928.17	13%	-	4,799.38	30,769.62
5124 SUI	3,226.00	-	-	-	(537.67)	537.67	0%	-	-	3,226.00
5130 ACCRUED VACATION FRINGE	-	126.66	302.29	175.63	302.29	-	0%	-	302.29	(302.29)
6110 OFFICE SUPPLIES	4,800.00	63.88	788.64	724.76	(11.36)	800.00	16%	-	788.64	4,011.36
6112 DATA PROCESSING	4,020.00	175.61	541.07	365.46	(128.93)	670.00	14%	21.25	562.32	3,457.68
6121 FOOD	1,080.00	35.39	106.05	70.66	(73.95)	180.00	10%	-	106.05	973.95
6122 KITCHEN SUPPLIES	-	-	-	-	-	-	0%	-	-	-
6130 PROGRAM SUPPLIES	5,384.00	26.52	512.53	486.01	(384.80)	897.33	10%	-	512.53	4,871.47
6132 MEDICAL & DENTAL SUPPLIES	500.00	-	-	-	(83.33)	83.33	0%	-	-	500.00
6134 INSTRUCTIONAL SUPPLIES	504.00	-	-	-	(84.00)	84.00	0%	-	-	504.00
6140 CUSTODIAL SUPPLIES	300.00	-	36.23	36.23	(13.77)	50.00	12%	-	36.23	263.77
6142 LINEN/LAUNDRY	-	-	-	-	-	-	0%	-	-	-
6150 UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	0%	-	-	-
6170 POSTAGE & SHIPPING	60.00	-	40.31	40.31	30.31	10.00	67%	-	40.31	19.69
6180 EQUIPMENT RENTAL	7,296.00	1,408.60	1,938.61	530.01	722.61	1,216.00	27%	-	1,938.61	5,357.39
6181 EQUIPMENT MAINTENANCE	180.00	5.27	204.15	198.88	174.15	30.00	113%	-	204.15	(24.15)
6221 EQUIPMENT OVER >\$5000	-	-	-	-	-	-	0%	-	-	-
6231- BUILDING RENOVATION	-	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	2,000.00	-	-	-	(333.33)	333.33	0%	-	-	2,000.00
6312 ADVERTISING & PROMOTION	-	-	-	-	-	-	0%	-	-	-
6320 TELEPHONE	19,800.00	339.96	1,253.02	913.06	(2,046.98)	3,300.00	6%	-	1,253.02	18,546.98
6410 RENT	74,306.00	9,388.59	18,777.18	9,388.59	6,392.85	12,384.33	25%	-	18,777.18	55,528.82
6420 UTILITIES/ DISPOSAL	13,992.00	105.82	1,156.09	1,050.27	(1,175.91)	2,332.00	8%	-	1,156.09	12,835.91
6432 BUILDING REPAIRS/ MAINTEN	600.00	32.85	56.31	23.46	(43.69)	100.00	986%	5,860.80	5,917.11	(5,317.11)
6433 GROUNDS MAINTENANCE	-	-	-	-	-	-	0%	-	-	-
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	948.00	53.19	106.38	53.19	(51.62)	158.00	11%	-	106.38	841.62
6437 BURGLAR & FIRE ALARM	4,800.00	7.52	14.44	6.92	(785.56)	800.00	0%	-	14.44	4,785.56
6440 PROPERTY INSURANCE	3,000.00	238.69	477.38	238.69	(22.62)	500.00	16%	-	477.38	2,522.62
6520 CONSULTANTS	-	583.35	596.35	13.00	596.35	-	0%	2,000.00	2,596.35	(2,596.35)
6522 CONSULTANT EXPENSES	-	58.94	58.94	-	58.94	-	0%	-	58.94	(58.94)
6524 CONTRACTS	-	-	-	-	-	-	0%	-	-	-
6530 LEGAL	1,500.00	-	-	-	(250.00)	250.00	0%	-	-	1,500.00
6540 CUSTODIAL SERVICES	-	-	100.00	100.00	100.00	-	0%	-	100.00	(100.00)
6555 MEDICAL SCREENING/DEAT/ST	-	-	-	-	-	-	0%	-	-	-
6562 MEDICAL EXAM	-	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	-	0%	-	-	-

### Madera Regional Early Head Start

Budget to Actual  
For the period ending July 31, 2024

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	600.00	219.59	318.54	98.95	218.54	100.00	53%	-	318.54	281.46	-
6620 VEHICLE INSURANCE	2,400.00	226.14	452.28	226.14	52.28	400.00	19%	-	452.28	1,947.72	-
6640 VEHICLE REPAIR & MAINTENA	3,900.00	115.00	138.00	23.00	(512.00)	650.00	4%	-	138.00	3,762.00	-
6712 STAFF TRAVEL-LOCAL	-	-	-	-	-	-	0%	-	-	-	-
6714 STAFF TRAVEL-OUT OF AREA	-	88.20	88.20	-	88.20	-	0%	-	88.20	(88.20)	-
6722 PER DIEM - STAFF	-	-	-	-	-	-	0%	-	-	-	-
6724 PER DIEM - PARENT	-	-	-	-	-	-	0%	-	-	-	-
6730 VOLUNTEER TRAVEL	-	-	-	-	-	-	0%	-	-	-	-
6742 TRAINING - STAFF	-	-	3,194.60	3,194.60	3,194.60	-	0%	-	3,194.60	(3,194.60)	-
6744 TRAINING VOLUNTEERS	-	-	-	-	-	-	0%	-	-	-	-
6746 TRAINING PARENTS	-	-	-	-	-	-	0%	-	-	-	-
6748 EDUCATION REIMBURSEMENT	-	-	-	-	-	-	0%	-	-	-	-
6750 FIELD TRIPS	-	-	-	-	-	-	0%	-	-	-	-
6810 BANK CHARGES	-	-	-	-	-	-	0%	-	-	-	-
<b>6820 INTEREST CHARGES</b>	-	-	-	-	-	-	0%	-	-	-	-
6832 LIABILITY INSURANCE	-	-	-	-	-	-	0%	-	-	-	-
6834 STUDENT ACTIVITY INSURANC	600.00	-	40.48	40.48	(59.52)	100.00	7%	-	40.48	559.52	-
6840 PROPERTY TAXES	40.00	-	-	-	(6.67)	6.67	0%	-	-	40.00	-
6850 FEES & LICENSES	3,500.00	-	1.00	1.00	(582.33)	583.33	48%	1,667.12	1,668.12	1,831.88	-
6851 CPR FEES	-	-	-	-	-	-	0%	-	-	-	-
6852 FINGER PRINTING	-	-	-	-	-	-	0%	-	-	-	-
<b>6860 DEPRECIATION EXPENSE</b>	-	-	-	-	-	-	0%	-	-	-	-
6870 EMPLOYEE RECOGNITION	-	-	-	-	-	-	0%	-	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COS	340.00	10.93	29.90	18.97	(26.77)	56.67	15%	19.53	49.43	290.57	-
6880 VOLUNTEER RECONGNITION	-	-	-	-	-	-	0%	-	-	-	-
6892 CASH SHORT / OVER	-	-	-	-	-	-	0%	-	-	-	-
7110 PARENT ACTIVITIES	504.00	-	-	-	(84.00)	84.00	0%	-	-	504.00	-
7111 PARENT MILEAGE	-	-	5.09	5.09	5.09	-	0%	-	5.09	(5.09)	-
7112 PARENT INVOLVEMENT	-	-	-	-	-	-	0%	-	-	-	-
7114 PC ALLOWANCE	480.00	-	30.00	30.00	(50.00)	80.00	6%	-	30.00	450.00	-
7116 POLICY COUN. FOOD ALLOWAN	-	-	-	-	-	-	0%	-	-	-	-
<b>8110 IN KIND SALARIES</b>	\$204,100.00	13,842.18	14,811.60	969.42	(19,205.07)	34,016.67	7%	-	14,811.60	189,288.40	-
<b>8120 IN KIND RENT</b>	-	-	-	-	-	-	0%	-	-	-	-
<b>8130 IN KIND - OTHER</b>	1,152.00	-	-	-	(192.00)	192.00	0%	-	-	1,152.00	-
<b>9010 INDIRECT COST ALLOCATION</b>	67,365.00	4,099.56	10,381.12	6,281.56	(846.38)	11,227.50	17%	870.75	11,251.87	56,113.13	-
<b>Total Expenses</b>	<b>1,012,887.00</b>	<b>62,991.77</b>	<b>139,270.93</b>	<b>76,279.16</b>	<b>(29,543.57)</b>	<b>168,814.50</b>	<b>15%</b>	<b>10,439.45</b>	<b>149,710.38</b>	<b>863,176.62</b>	<b>-</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

45,050.03	114,078.21	69,028.18
4,099.55	10,381.12	6,281.56

ADMINISTRATIVE EXPENSES	\$12,614.08
PERCENT ADMINISTRATIVE	8.26%
LIMIT IS 15%	

9.10%

**YTD Contract %                      14.78%**

**FUND #309 T & TA**  
**Madera Regional Early Head Start Training**  
**Budget to Actual**  
**For the period ending July 31, 2024**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
<b>REVENUES</b>									
4110- GRANT INCOME-FEDERAL	13,373.00	13,373.00	13,373.00	0.00	2,228.83	100.00%	-	13,373.00	0.00
4220- IN KIND CONTRIBUTIONS	0.00	-	-	-	-	-	-	0.00	0.00
4330- SALE OF ASSETS	0.00	-	-	-	-	-	-	0.00	0.00
4350- RENTAL INCOME	0.00	-	-	-	-	-	-	0.00	0.00
<b>TOTAL REVENUES</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>0.00</b>	<b>2,228.83</b>	<b>100.00%</b>	<b>0.00</b>	<b>13,373.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>									
1 6110 OFFICE SUPPLIES	350.00	-	-	-	58.33	0.00%	-	-	350.00
2 6121 FOOD	-	-	-	-	-	0.00%	-	-	-
3 6122 KITCHEN SUPPLIES	-	-	-	-	-	0.00%	-	-	-
4 6130 PROGRAM SUPPLIES	-	-	-	-	-	0.00%	-	-	-
5 6134 INSTRUCTIONAL SUPPLIES	-	-	-	-	-	0.00%	-	-	-
6 6180 EQUIPMENT RENTAL	-	-	-	-	-	0.00%	-	-	-
7 6310 PRINTING & PUBLICATIONS	-	-	-	-	-	0.00%	-	-	-
8 6320 TELEPHONE	-	-	-	-	-	0.00%	-	-	-
9 6410 RENT	-	-	-	-	-	0.00%	-	-	-
10 6520 CONSULTANTS	-	-	-	-	0.00	0.00%	-	-	-
11 6522 CONSULTANT EXPENSES	-	-	-	-	-	0.00%	-	-	-
12 6712 STAFF TRAVEL-LOCAL	-	-	-	-	-	0.00%	-	-	-
13 6714 STAFF TRAVEL-OUT OF AREA	8,070.00	9,834.64	9,834.64	-	1,345.00	121.87%	-	9,834.64	(1,764.64)
14 6722 PER DIEM - STAFF	-	-	-	-	0.00	0.00%	-	-	-
15 6724 PER DIEM - PARENT	-	-	-	-	-	0.00%	-	-	-
16 6730 TRAVEL - VOLUNTEER	-	-	-	-	-	0.00%	-	-	-
17 6742 TRAINING - STAFF	3,838.00	2,422.92	2,422.92	-	639.67	63.13%	-	2,422.92	1,415.08
18 6744 TRAINING - VOLUNTEER	-	-	-	-	-	0.00%	-	-	-
19 6746 TRAINING - PARENT	-	-	-	-	-	0.00%	-	-	-
20 6748 EDUCATION REIMBURSEMENT	-	-	-	-	-	0.00%	-	-	-
21 6850 FEES & LICENSES	-	-	-	-	-	0.00%	-	-	-
22 6851 CPR FEES	-	-	-	-	-	0.00%	-	-	-
23 6870 EMPLOYEE RECOGNITION	-	-	-	-	-	0.00%	-	-	-
24 7114 PPC ALLOWANCE	-	-	-	-	-	0.00%	-	-	-
25 9010 INDIRECT COST ALLOCATION	1,115.00	1,115.44	1,115.44	-	185.83	100.04%	-	1,115.44	(0.44)
<b>TOTAL EXPENSES</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>13,373.00</b>	<b>-</b>	<b>2,228.83</b>	<b>100.00%</b>	<b>0.00</b>	<b>13,373.00</b>	<b>0.00</b>
<b>Excess Revenue Over (Under)</b>									
<b>Expenditures</b>	-	-	-	-	-	-	-	-	-
		12,257.56	12,257.56	0.00					
Indirect		1,115.44	1,115.44	-	9.10%		<b>YTD Contract %</b>		<b>100.00%</b>
							<b>Residual</b>	<b>\$</b>	<b>-</b>





**FUND 312 & 309 Combined**  
**Madera Regional Early Head Start**  
**Budget to Actual**  
**For the period ending July 31, 2024**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
<b>Revenues</b>									
4110- GRANT INCOME-FEDERAL	821,008.00	62,522.59	137,832.33	75,309.74	136,834.66	16.79%	10,439.45	148,271.78	672,736.22
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	205,252.00	13,842.18	14,811.60	969.42	34,208.67	7.22%	-	14,811.60	190,440.40
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	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
<b>Total Revenues</b>	<b>1,026,260.00</b>	<b>76,364.77</b>	<b>152,643.93</b>	<b>76,279.16</b>	<b>171,043.33</b>	<b>15%</b>	<b>10,439.45</b>	<b>163,083.38</b>	<b>863,176.62</b>
5010 SALARIES & WAGES	438,724.00	22,717.42	61,730.18	39,012.76	73,120.67	14.07%	0.00	61,730.18	376,993.82
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	23,827.00	1,655.65	3,951.46	2,295.81	3,971.17	16.58%	0.00	3,951.46	19,875.54
5112 HEALTH INSURANCE	51,461.00	3,877.59	7,880.33	4,002.74	8,576.83	15.31%	0.00	7,880.33	43,580.67
5114 WORKER'S COMPENSATION	4,484.00	210.39	619.01	408.62	747.33	13.80%	0.00	619.01	3,864.99
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	25,545.00	1,452.43	3,733.79	2,281.36	4,257.50	14.62%	0.00	3,733.79	21,811.21
5117- Pension C19	0.00	0.00	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	0.00	0.00
5122 FICA	35,569.00	1,825.85	4,799.38	2,973.53	5,928.17	13.49%	0.00	4,799.38	30,769.62
5124 SUI	3,226.00	0.00	0.00	0.00	537.67	0.00%	0.00	0.00	3,226.00
5130 ACCRUED VACATION FRINGE	0.00	126.66	302.29	175.63	0.00	0.00%	0.00	302.29	(302.29)
6110 OFFICE SUPPLIES	5,150.00	63.88	788.64	724.76	858.33	15.31%	0.00	788.64	4,361.36
6112 DATA PROCESSING SUPPLIES	4,020.00	175.61	541.07	365.46	670.00	13.46%	21.25	562.32	3,457.68
6121 FOOD	1,080.00	35.39	106.05	70.66	180.00	9.82%	0.00	106.05	973.95
6122 KITCHEN SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6130 PROGRAM SUPPLIES	5,384.00	26.52	512.53	486.01	897.33	9.52%	0.00	512.53	4,871.47
6132 MEDICAL & DENTAL SUPPLIES	500.00	0.00	0.00	0.00	83.33	0.00%	0.00	0.00	500.00
6134 INSTRUCTIONAL SUPPLIES	504.00	0.00	0.00	0.00	84.00	0.00%	0.00	0.00	504.00
6140 CUSTODIAL SUPPLIES	300.00	0.00	36.23	36.23	50.00	12.08%	0.00	36.23	263.77
6142 LINEN/LAUNDRY	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	60.00	0.00	40.31	40.31	10.00	67.18%	0.00	40.31	19.69
6180 EQUIPMENT RENTAL	7,296.00	1,408.60	1,938.61	530.01	1,216.00	26.57%	0.00	1,938.61	5,357.39
6181 EQUIPMENT MAINTENANCE	180.00	5.27	204.15	198.88	30.00	113.42%	0.00	204.15	(24.15)
6221 EQUIPMENT OVER >\$5000	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	2,000.00	0.00	0.00	0.00	333.33	0.00%	0.00	0.00	2,000.00
6312 ADVERTISING AND PROMOTION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6320 TELEPHONE	19,800.00	339.96	1,253.02	913.06	3,300.00	6.33%	0.00	1,253.02	18,546.98
6410 RENT	74,306.00	9,388.59	18,777.18	9,388.59	12,384.33	25.27%	0.00	18,777.18	55,528.82
6420 UTILITIES/ DISPOSAL	13,992.00	105.82	1,156.09	1,050.27	2,332.00	8.26%	0.00	1,156.09	12,835.91
6432 BUILDING REPAIRS/ MAINTEN	600.00	32.85	56.31	23.46	100.00	9.39%	5,860.80	5,917.11	(5,317.11)
6433 GROUNDS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	948.00	53.19	106.38	53.19	158.00	11.22%	0.00	106.38	841.62
6437 BURGLAR & FIRE ALARM	4,800.00	7.52	14.44	6.92	800.00	0.30%	0.00	14.44	4,785.56
6440 PROPERTY INSURANCE	3,000.00	238.69	477.38	238.69	500.00	15.91%	0.00	477.38	2,522.62
6520 CONSULTANTS	0.00	583.35	596.35	13.00	0.00	0.00%	2,000.00	2,596.35	(2,596.35)
6522 CONSULTANT EXPENSES	0.00	58.94	58.94	0.00	0.00	0.00%	0.00	58.94	(58.94)
6524 CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6530 LEGAL	1,500.00	0.00	0.00	0.00	250.00	0.00%	0.00	0.00	1,500.00
6540 CUSTODIAL SERVICES	0.00	0.00	100.00	100.00	0.00	0.00%	0.00	100.00	(100.00)

**Madera Regional Head Start**  
**Budget to Actual**  
**June 30, 2024**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,393,229	130,487.60	130,487.60	-	(235,614.82)	366,102.42	3%	-	130,487.60	4,262,741.40
4210- DONATIONS		-					0%	-	-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,109,813	19,676.55	19,676.55	-	(72,807.87)	92,484.42	2%	-	19,676.55	1,090,136.45
4330- SALE OF ASSETS		-					0%	-	-	-
4350- RENTAL INCOME		-					0%	-	-	-
4390- MISC INCOME		-					0%	-	-	-
Total Revenues	<b>\$ 5,503,042</b>	<b>150,164.15</b>	<b>150,164.15</b>	<b>-</b>	<b>(308,422.69)</b>	<b>458,586.84</b>	<b>3%</b>	<b>-</b>	<b>150,164.15</b>	<b>5,352,877.85</b>
5010 SALARIES & WAGES	\$ 1,924,887	47,012.86	47,012.86	-	(113,394.39)	160,407.25	2%	-	47,012.86	1,877,874.14
5019- SALARIES & WAGES C19	\$ -	-					0%	-	-	-
5020 ACCRUED VACATION PAY	\$ 150,791	2,878.38	2,878.38	-	(9,687.54)	12,565.92	2%	-	2,878.38	147,912.62
5112 HEALTH INSURANCE	\$ 333,462	5,620.47	5,620.47	-	(22,168.03)	27,788.50	2%	-	5,620.47	327,841.53
5114 WORKER'S COMPENSATION	\$ 64,344	1,976.39	1,976.39	-	(3,385.61)	5,362.00	3%	-	1,976.39	62,367.61
5115- Worker's Compensation C19	\$ -	-					0%	-	-	-
5116 PENSION	\$ 107,869	2,352.67	2,352.67	-	(6,636.41)	8,989.08	2%	-	2,352.67	105,516.33
5117- Pension C19	\$ -	-					0%	-	-	-
5121- FICA C19	\$ -	-					0%	-	-	-
5122 FICA	\$ 165,629	3,719.86	3,719.86	-	(10,082.56)	13,802.42	2%	-	3,719.86	161,909.14
5123- SUI C19	\$ -	-					0%	-	-	-
5124 SUI	\$ 34,778	196.64	196.64	-	(2,701.53)	2,898.17	1%	-	196.64	34,581.36
5130 ACCRUED VACATION FRINGE	\$ -	220.25	220.25	-	220.25	-	0%	-	220.25	(220.25)
6110 OFFICE SUPPLIES	\$ 18,900	1.37	1.37	-	(1,573.63)	1,575.00	0%	-	1.37	18,898.63
6112 DATA PROCESSING	\$ 61,800	3,577.14	3,577.14	-	(1,572.86)	5,150.00	6%	-	3,577.14	58,222.86
6121 FOOD	\$ 5,000	-			(416.67)	416.67	0%	-	-	5,000.00
6122 KITCHEN SUPPLIES	\$ 5,000	-			(416.67)	416.67	0%	-	-	5,000.00
6130 PROGRAM SUPPLIES	\$ 74,000	567.91	567.91	-	(5,598.76)	6,166.67	1%	-	567.91	73,432.09
6132 MEDICAL & DENTAL SUPPLIES	\$ 500	-			(41.67)	41.67	0%	-	-	500.00
6134 INSTRUCTIONAL SUPPLIES	\$ 19,500	-			(1,625.00)	1,625.00	0%	-	-	19,500.00
6140 CUSTODIAL SUPPLIES	\$ 24,000	699.94	699.94	-	(1,300.06)	2,000.00	3%	-	699.94	23,300.06
6142 LINEN/LAUNDRY	\$ 140	-			(11.67)	11.67	0%	-	-	140.00
6150 UNIFORM RENTAL/PURCHASE	\$ 450	-			(37.50)	37.50	0%	-	-	450.00
6170 POSTAGE & SHIPPING	\$ 600	38.37	38.37	-	(11.63)	50.00	6%	-	38.37	561.63
6180 EQUIPMENT RENTAL	\$ 25,956	2,107.61	2,107.61	-	(55.39)	2,163.00	8%	-	2,107.61	23,848.39
6181 EQUIPMENT MAINTENANCE	\$ 20,580	946.37	946.37	-	(768.63)	1,715.00	5%	-	946.37	19,633.63
6221 EQUIPMENT OVER >\$5000	\$ 185,000	-			(15,416.67)	15,416.67	0%	-	-	185,000.00
6231- BUILDING RENOVATION	\$ -	-					0%	-	-	-
6310 PRINTING & PUBLICATIONS	\$ 15,000	-			(1,250.00)	1,250.00	0%	-	-	15,000.00
6312 ADVERTISING & PROMOTION	\$ 200	-			(16.67)	16.67	0%	-	-	200.00
6320 TELEPHONE	\$ 165,828	6,293.58	6,293.58	-	(7,525.42)	13,819.00	4%	-	6,293.58	159,534.42
6410 RENT	\$ 190,633	17,217.01	17,217.01	-	1,330.93	15,886.08	9%	-	17,217.01	173,415.99
6420 UTILITIES/ DISPOSAL	\$ 107,436	6,811.44	6,811.44	-	(2,141.56)	8,953.00	6%	-	6,811.44	100,624.56
6432 BUILDING REPAIRS/ MAINTEN	\$ 38,880	535.16	535.16	-	(2,704.84)	3,240.00	1%	-	535.16	38,344.84
6433 GROUNDS MAINTENANCE	\$ 31,212	1,641.94	1,641.94	-	(959.06)	2,601.00	5%	-	1,641.94	29,570.06
6435 BUILDING IMPROVEMENTS	\$ -	-					0%	-	-	-
6436 PEST CONTROL	\$ 7,188	919.73	919.73	-	320.73	599.00	13%	-	919.73	6,268.27
6437 BURGLAR & FIRE ALARM	\$ 3,915	112.07	112.07	-	(214.18)	326.25	3%	-	112.07	3,802.93
6440 PROPERTY INSURANCE	\$ 32,915	1,192.84	1,192.84	-	(1,550.08)	2,742.92	4%	-	1,192.84	31,722.16
6520 CONSULTANTS	\$ -	78.00	78.00	-	78.00	-	0%	-	78.00	(78.00)
6522 CONSULTANT EXPENSES	\$ -	-					0%	-	-	-
6524 CONTRACTS	\$ 49,000	-			(4,083.33)	4,083.33	0%	-	-	49,000.00
6530 LEGAL	\$ 5,000	-			(416.67)	416.67	0%	-	-	5,000.00
6540 CUSTODIAL SERVICES	\$ 10,836	600.00	600.00	-	(303.00)	903.00	6%	-	600.00	10,236.00
6555 MEDICAL SCREENING/DEAT/ST	\$ 2,400	-			(200.00)	200.00	0%	-	-	2,400.00
6562 MEDICAL EXAM	\$ -	-					0%	-	-	-
6564 MEDICAL FOLLOW-UP	\$ -	-					0%	-	-	-
6566 DENTAL EXAM	\$ -	-					0%	-	-	-
6568 DENTAL FOLLOW-UP	\$ -	-					0%	-	-	-
6610 GAS & OIL	\$ 12,000	915.79	915.79	-	(84.21)	1,000.00	8%	-	915.79	11,084.21

**Madera Regional Head Start**  
**Budget to Actual**  
**June 30, 2024**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD					
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
6620 VEHICLE INSURANCE	\$ 27,000	1,782.35	1,782.35	-	(467.65)	2,250.00	7%	-	1,782.35	25,217.65	
6640 VEHICLE REPAIR & MAINTENA	\$ 9,000	1,767.03	1,767.03	-	1,017.03	750.00	20%	-	1,767.03	7,232.97	
6712 STAFF TRAVEL-LOCAL	\$ 6,500	-	-	-	(541.67)	541.67	0%	-	-	6,500.00	
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	-	-	-	(1,381.67)	1,381.67	0%	-	-	16,580.00	
6722 PER DIEM - STAFF	\$ -	-	-	-	-	-	0%	-	-	-	
6724 PER DIEM - PARENT	\$ -	-	-	-	-	-	0%	-	-	-	
6730 VOLUNTEER TRAVEL	\$ -	-	-	-	-	-	0%	-	-	-	
6742 TRAINING - STAFF	\$ 12,000	3,112.00	3,112.00	-	2,112.00	1,000.00	26%	-	3,112.00	8,888.00	
6744 TRAINING VOLUNTEERS	\$ 5,000	-	-	-	(416.67)	416.67	0%	-	-	5,000.00	
6746 TRAINING PARENTS	\$ -	-	-	-	-	-	0%	-	-	-	
6748 EDUCATION REIMBURSEMENT	\$ 10,500	-	-	-	(875.00)	875.00	0%	-	-	10,500.00	
6750 FIELD TRIPS	\$ -	-	-	-	-	-	0%	-	-	-	
6810 BANK CHARGES	\$ -	-	-	-	-	-	0%	-	-	-	
<b>6820 INTEREST CHARGES</b>	\$ -	-	-	-	-	-	0%	-	-	-	
6832 LIABILITY INSURANCE	\$ 336	28.06	28.06	-	0.06	28.00	8%	-	28.06	307.94	
6834 STUDENT ACTIVITY INSURANC	\$ 2,084	237.05	237.05	-	63.38	173.67	11%	-	237.05	1,846.95	
6840 PROPERTY TAXES	\$ 293	-	-	-	(24.42)	24.42	0%	-	-	293.00	
6850 FEES & LICENSES	\$ 31,000	3,861.00	3,861.00	-	1,277.67	2,583.33	12%	-	3,861.00	27,139.00	
6851 CPR FEES	\$ -	-	-	-	-	-	0%	-	-	-	
6852 FINGER PRINTING	\$ 3,200	0.75	0.75	-	(265.92)	266.67	0%	-	0.75	3,199.25	
<b>6860 DEPRECIATION EXPENSE</b>	\$ -	-	-	-	-	-	0%	-	-	-	
6870 EMPLOYEE RECOGNITION	\$ -	-	-	-	-	-	0%	-	-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 20,000	208.67	208.67	-	(1,458.00)	1,666.67	1%	-	208.67	19,791.33	
6880 VOLUNTEER RECONGNITION	\$ -	-	-	-	-	-	0%	-	-	-	
6892 CASH SHORT / OVER	\$ -	-	-	-	-	-	0%	-	-	-	
7110 PARENT ACTIVITIES	\$ -	-	-	-	-	-	0%	-	-	-	
7111 PARENT MILEAGE	\$ 500	59.77	59.77	-	18.10	41.67	12%	-	59.77	440.23	
7112 PARENT INVOLVEMENT	\$ 1,400	-	-	-	(116.67)	116.67	0%	-	-	1,400.00	
7114 PPC ALLOWANCE	\$ 1,200	180.00	180.00	-	80.00	100.00	15%	-	180.00	1,020.00	
7115 PPC FOOD ALLOWANCE	\$ -	133.20	133.20	-	133.20	-	0%	-	133.20	(133.20)	
7116 POLICY COUN. FOOD ALLOWAN	\$ -	-	-	-	-	-	0%	-	-	-	
<b>8110 IN KIND SALARIES</b>	\$ 34,542	-	-	-	(2,878.50)	2,878.50	0%	-	-	34,542.00	
<b>8120 IN KIND RENT</b>	\$ 318,251	19,676.55	19,676.55	-	(6,844.37)	26,520.92	6%	-	19,676.55	298,574.45	
<b>8130 IN KIND - STATE</b>	\$ 757,020	-	-	-	(63,085.00)	63,085.00	0%	-	-	757,020.00	
<b>9010 INDIRECT COST ALLOCATION</b>	\$ 351,007	10,883.93	10,883.93	-	(18,366.65)	29,250.58	3%	-	10,883.93	340,123.07	
<b>Total Expenses</b>	<b>\$ 5,503,042</b>	<b>150,164.15</b>	<b>150,164.15</b>	<b>-</b>	<b>(308,422.74)</b>	<b>458,586.89</b>	<b>3%</b>	<b>-</b>	<b>150,164.15</b>	<b>5,352,877.85</b>	
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	0.05	-	-	-	-	-	

119,603.67	119,603.67	0.00				ADMINISTRATIVE EXPENSES	\$22,891.61
10,883.93	10,883.93	-			9.10%	PERCENT ADMINISTRATIVE	14.99%
						LIMIT IS 15%	

**YTD Contract % 2.97%**

**FUND #310 T & TA**  
**Madera Regional Head Start Training**  
**Budget to Actual**  
**June 30, 2024**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
<b>REVENUES</b>									
4110- GRANT INCOME-FEDERAL	46,025.00	2,587.74	2,587.74	0.00	3,835.42	5.62%	-	2,587.74	43,437.26
4210- DONATIONS	0.00	-				0.00%	-	-	0.00
4220- IN KIND CONTRIBUTIONS	0.00	-				0.00%	-	-	0.00
4330- SALE OF ASSETS	0.00	-				0.00%	-	-	0.00
4350- RENTAL INCOME	0.00	-				0.00%	-	-	0.00
4390- MISC INCOME	0.00	-				0.00%	-	-	0.00
<b>TOTAL REVENUES</b>	<b>46,025.00</b>	<b>2,587.74</b>	<b>2,587.74</b>	<b>0.00</b>	<b>3,835.42</b>	<b>5.62%</b>	<b>-</b>	<b>2,587.74</b>	<b>43,437.26</b>
<b>EXPENDITURES</b>									
6110 OFFICE SUPPLIES	1,660.00	-		-	138.33	0.00%	-	-	1,660.00
6121 FOOD	0.00	-		-		0.00%	-	-	0.00
6122 KITCHEN SUPPLIES	0.00	-				0.00%	-	-	0.00
6130 PROGRAM SUPPLIES	1,500.00	-		-	125.00	0.00%	-	-	1,500.00
6134 INSTRUCTIONAL SUPPLIES	0.00	-				0.00%	-	-	0.00
6180 EQUIPMENT RENTAL	0.00	-				0.00%	-	-	0.00
6310 PRINTING & PUBLICATIONS	0.00	-				0.00%	-	-	0.00
6320 TELEPHONE	0.00	-				0.00%	-	-	0.00
6410 RENT	0.00	-				0.00%	-	-	0.00
6520 CONSULTANTS	1,500.00	-			125.00	0.00%	-	-	1,500.00
6522 CONSULTANT EXPENSES	0.00	-				0.00%	-	-	0.00
6712 STAFF TRAVEL-LOCAL	0.00	-				0.00%	-	-	0.00
6714 STAFF TRAVEL-OUT OF AREA	11,375.00	-		-	947.92	0.00%	-	-	11,375.00
6722 PER DIEM - STAFF	2,202.00	-			183.50	0.00%	-	-	2,202.00
6724 PER DIEM - PARENT	0.00	-				0.00%	-	-	0.00
6730 TRAVEL - VOLUNTEER	0.00	-				0.00%	-	-	0.00
6742 TRAINING - STAFF	23,949.00	2,371.90	2,371.90	-	1,995.75	9.90%	-	2,371.90	21,577.10
6744 TRAINING - VOLUNTEER	0.00	-				0.00%	-	-	0.00
6746 TRAINING - PARENT	0.00	-				0.00%	-	-	0.00
6748 EDUCATION REIMBURSEMENT	0.00	-				0.00%	-	-	0.00
6850 FEES & LICENSES	0.00	-				0.00%	-	-	0.00
6851 CPR FEES	0.00	-				0.00%	-	-	0.00
6875 EMPLOYEE HEALTH AND WELFARE	0.00	-				0.00%	-	-	0.00
7114 PPC ALLOWANCE	0.00	-				0.00%	-	-	0.00
9010 INDIRECT COST ALLOCATION	3,839.00	215.84	215.84	-	319.92	5.62%	-	215.84	3,623.16
<b>TOTAL EXPENSES</b>	<b>46,025.00</b>	<b>2,587.74</b>	<b>2,587.74</b>	<b>-</b>	<b>3,835.42</b>	<b>5.62%</b>	<b>0.00</b>	<b>2,587.74</b>	<b>43,437.26</b>
<b>Excess Revenue Over (Under)</b>									
<b>Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Indirect	2,371.90	2,371.90	-
Current	215.84	215.84	-

9.10%      **YTD Contract %**      **5.62%**

**Madera Regional Head Start**  
**Budget to Actual**  
**June 30, 2024**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,439,254.00	133,075.34	133,075.34	0.00	369,937.84	3.00%	-	133,075.34	4,306,178.66
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	1,109,813.00	19,676.55	19,676.55	0.00	92,484.42	1.77%	-	19,676.55	1,090,136.45
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	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
<b>Total Revenues</b>	<b>5,549,067.00</b>	<b>152,751.89</b>	<b>152,751.89</b>	<b>0.00</b>	<b>462,422.26</b>	<b>3%</b>	<b>0.00</b>	<b>152,751.89</b>	<b>5,396,315.11</b>
5010 SALARIES & WAGES	1,924,887.00	47,012.86	47,012.86	0.00	160,407.25	2.44%	0.00	47,012.86	1,877,874.14
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	150,791.00	2,878.38	2,878.38	0.00	12,565.92	1.91%	0.00	2,878.38	147,912.62
5112 HEALTH INSURANCE	333,462.00	5,620.47	5,620.47	0.00	27,788.50	1.69%	0.00	5,620.47	327,841.53
5114 WORKER'S COMPENSATION	64,344.00	1,976.39	1,976.39	0.00	5,362.00	3.07%	0.00	1,976.39	62,367.61
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	107,869.00	2,352.67	2,352.67	0.00	8,989.08	2.18%	0.00	2,352.67	105,516.33
5117- Pension C19	0.00	0.00	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	0.00	0.00
5122 FICA	165,629.00	3,719.86	3,719.86	0.00	13,802.42	2.25%	0.00	3,719.86	161,909.14
5123- SUI C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	34,778.00	196.64	196.64	0.00	2,898.17	0.57%	0.00	196.64	34,581.36
5130 ACCRUED VACATION FRINGE	0.00	220.25	220.25	0.00	0.00	0.00%	0.00	220.25	(220.25)
6110 OFFICE SUPPLIES	20,560.00	1.37	1.37	0.00	1,713.33	0.01%	0.00	1.37	20,558.63
6112 DATA PROCESSING SUPPLIES	61,800.00	3,577.14	3,577.14	0.00	5,150.00	5.79%	0.00	3,577.14	58,222.86
6121 FOOD	5,000.00	0.00	0.00	0.00	416.67	0.00%	0.00	0.00	5,000.00
6122 KITCHEN SUPPLIES	5,000.00	0.00	0.00	0.00	416.67	0.00%	0.00	0.00	5,000.00
6130 PROGRAM SUPPLIES	75,500.00	567.91	567.91	0.00	6,291.67	0.75%	0.00	567.91	74,932.09
6132 MEDICAL & DENTAL SUPPLIES	500.00	0.00	0.00	0.00	41.67	0.00%	0.00	0.00	500.00
6134 INSTRUCTIONAL SUPPLIES	19,500.00	0.00	0.00	0.00	1,625.00	0.00%	0.00	0.00	19,500.00
6140 CUSTODIAL SUPPLIES	24,000.00	699.94	699.94	0.00	2,000.00	2.92%	0.00	699.94	23,300.06
6142 LINEN/LAUNDRY	140.00	0.00	0.00	0.00	11.67	0.00%	0.00	0.00	140.00
6150 UNIFORM RENTAL/PURCHASE	450.00	0.00	0.00	0.00	37.50	0.00%	0.00	0.00	450.00
6170 POSTAGE & SHIPPING	600.00	38.37	38.37	0.00	50.00	6.40%	0.00	38.37	561.63
6180 EQUIPMENT RENTAL	25,956.00	2,107.61	2,107.61	0.00	2,163.00	8.12%	0.00	2,107.61	23,848.39
6181 EQUIPMENT MAINTENANCE	20,580.00	946.37	946.37	0.00	1,715.00	4.60%	0.00	946.37	19,633.63
6221 EQUIPMENT OVER >\$5000	185,000.00	0.00	0.00	0.00	15,416.67	0.00%	0.00	0.00	185,000.00
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	15,000.00	0.00	0.00	0.00	1,250.00	0.00%	0.00	0.00	15,000.00
6312 ADVERTISING AND PROMOTION	200.00	0.00	0.00	0.00	16.67	0.00%	0.00	0.00	200.00
6320 TELEPHONE	165,828.00	6,293.58	6,293.58	0.00	13,819.00	3.80%	0.00	6,293.58	159,534.42
6410 RENT	190,633.00	17,217.01	17,217.01	0.00	15,886.08	9.03%	0.00	17,217.01	173,415.99
6420 UTILITIES/ DISPOSAL	107,436.00	6,811.44	6,811.44	0.00	8,953.00	6.34%	0.00	6,811.44	100,624.56
6432 BUILDING REPAIRS/ MAINTEN	38,880.00	535.16	535.16	0.00	3,240.00	1.38%	0.00	535.16	38,344.84
6433 GROUNDS MAINTENANCE	31,212.00	1,641.94	1,641.94	0.00	2,601.00	5.26%	0.00	1,641.94	29,570.06
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	7,188.00	919.73	919.73	0.00	599.00	12.80%	0.00	919.73	6,268.27
6437 BURGLAR & FIRE ALARM	3,915.00	112.07	112.07	0.00	326.25	2.86%	0.00	112.07	3,802.93
6440 PROPERTY INSURANCE	32,915.00	1,192.84	1,192.84	0.00	2,742.92	3.62%	0.00	1,192.84	31,722.16
6520 CONSULTANTS	1,500.00	78.00	78.00	0.00	125.00	5.20%	0.00	78.00	1,422.00
6522 CONSULTANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6524 CONTRACTS	49,000.00	0.00	0.00	0.00	4,083.33	0.00%	0.00	0.00	49,000.00
6530 LEGAL	5,000.00	0.00	0.00	0.00	416.67	0.00%	0.00	0.00	5,000.00
6540 CUSTODIAL SERVICES	10,836.00	600.00	600.00	0.00	903.00	5.54%	0.00	600.00	10,236.00

**Madera Regional Head Start  
Budget to Actual  
June 30, 2024**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	2,400.00	0.00	0.00	0.00	200.00	0.00%	0.00	0.00	2,400.00
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	12,000.00	915.79	915.79	0.00	1,000.00	7.63%	0.00	915.79	11,084.21
6620 VEHICLE INSURANCE	27,000.00	1,782.35	1,782.35	0.00	2,250.00	6.60%	0.00	1,782.35	25,217.65
6640 VEHICLE REPAIR & MAINTENA	9,000.00	1,767.03	1,767.03	0.00	750.00	19.63%	0.00	1,767.03	7,232.97
6712 STAFF TRAVEL-LOCAL	6,500.00	0.00	0.00	0.00	541.67	0.00%	0.00	0.00	6,500.00
6714 STAFF TRAVEL-OUT OF AREA	27,955.00	0.00	0.00	0.00	2,329.59	0.00%	0.00	0.00	27,955.00
6722 PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	183.50	0.00%	0.00	0.00	2,202.00
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	35,949.00	5,483.90	5,483.90	0.00	2,995.75	15.25%	0.00	5,483.90	30,465.10
6744 VOLUNTEER TRAINING	5,000.00	0.00	0.00	0.00	416.67	0.00%	0.00	0.00	5,000.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	10,500.00	0.00	0.00	0.00	875.00	0.00%	0.00	0.00	10,500.00
6750 FIELD TRIPS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	336.00	28.06	28.06	0.00	28.00	8.35%	0.00	28.06	307.94
6834 STUDENT ACTIVITY INSURANC	2,084.00	237.05	237.05	0.00	173.67	11.37%	0.00	237.05	1,846.95
6840 PROPERTY TAX	293.00	0.00	0.00	0.00	24.42	0.00%	0.00	0.00	293.00
6850 FEES & LICENSES	31,000.00	3,861.00	3,861.00	0.00	2,583.33	12.45%	0.00	3,861.00	27,139.00
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	3,200.00	0.75	0.75	0.00	266.67	0.02%	0.00	0.75	3,199.25
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE COST	20,000.00	208.67	208.67	0.00	1,666.67	1.04%	0.00	208.67	19,791.33
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111 PARENT MILEAGE	500.00	59.77	59.77	0.00	41.67	11.95%	0.00	59.77	440.23
7112 PARENT INVOLVEMENT	1,400.00	0.00	0.00	0.00	116.67	0.00%	0.00	0.00	1,400.00
7114 PPC ALLOWANCE	1,200.00	180.00	180.00	0.00	100.00	15.00%	0.00	180.00	1,020.00
7115 PPC FOOD ALLOWANCE	0.00	133.20	133.20	0.00	0.00	0.00%	0.00	133.20	(133.20)
7116 PARENT COMM. FOOD ALLOWAN	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 IN KIND SALARIES	34,542.00	0.00	0.00	0.00	2,878.50	0.00%	0.00	0.00	34,542.00
8120 IN KIND RENT	318,251.00	19,676.55	19,676.55	0.00	26,520.92	6.18%	0.00	19,676.55	298,574.45
8130 IN KIND - OTHER	757,020.00	0.00	0.00	0.00	63,085.00	0.00%	0.00	0.00	757,020.00
9010 INDIRECT COST ALLOCATION	354,846.00	11,099.77	11,099.77	0.00	29,570.50	3.13%	0.00	11,099.77	343,746.23
<b>Total Expenses</b>	<b>5,549,067.00</b>	<b>152,751.89</b>	<b>152,751.89</b>	<b>0.00</b>	<b>462,422.31</b>	<b>2.75%</b>	<b>0.00</b>	<b>152,751.89</b>	<b>5,396,315.11</b>
<b>Excess Revenue Over (Under)</b>									
<b>Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.05)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract %                      3.00%**

**Madera Regional Head Start**  
**Budget to Actual**  
**As of July 31, 2024**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,393,229	123,701.35	254,188.95	130,487.60	(478,015.88)	732,204.83	6%	21,161.36	275,350.31	4,117,878.69
4210- DONATIONS		-					0%		-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,109,813	19,704.87	39,381.42	19,676.55	(145,587.41)	184,968.83	4%	-	39,381.42	1,070,431.58
4330- SALE OF ASSETS		-					0%	-	-	-
4350- RENTAL INCOME		-					0%	-	-	-
4390- MISC INCOME		-					0%	-	-	-
<b>Total Revenues</b>	<b>\$ 5,503,042</b>	<b>143,406.22</b>	<b>293,570.37</b>	<b>150,164.15</b>	<b>(623,603.29)</b>	<b>917,173.66</b>	<b>5%</b>	<b>21,161.36</b>	<b>314,731.73</b>	<b>5,188,310.27</b>
5010 SALARIES & WAGES	\$ 1,924,887	46,059.03	93,071.89	47,012.86	(227,742.61)	320,814.50	5%	-	93,071.89	1,831,815.11
5019- SALARIES & WAGES C19	\$ -	-					0%		-	-
5020 ACCRUED VACATION PAY	\$ 150,791	2,563.73	5,442.11	2,878.38	(19,689.72)	25,131.83	4%	-	5,442.11	145,348.89
5112 HEALTH INSURANCE	\$ 333,462	6,533.26	12,153.73	5,620.47	(43,423.27)	55,577.00	4%	-	12,153.73	321,308.27
5114 WORKER'S COMPENSATION	\$ 64,344	773.86	2,750.25	1,976.39	(7,973.75)	10,724.00	4%	-	2,750.25	61,593.75
5115- Worker's Compensation C19	\$ -	-					0%		-	-
5116 PENSION	\$ 107,869	2,060.39	4,413.06	2,352.67	(13,565.11)	17,978.17	4%	-	4,413.06	103,455.94
5117- Pension C19	\$ -	-					0%		-	-
5121- FICA C19	\$ -	-					0%		-	-
5122 FICA	\$ 165,629	3,631.50	7,351.36	3,719.86	(20,253.47)	27,604.83	4%	-	7,351.36	158,277.64
5123- SUI C19	\$ -	-					0%		-	-
5124 SUI	\$ 34,778	173.50	370.14	196.64	(5,426.19)	5,796.33	1%	-	370.14	34,407.86
5130 ACCRUED VACATION FRINGE	\$ -	196.07	416.32	220.25	416.32	-	0%	-	416.32	(416.32)
6110 OFFICE SUPPLIES	\$ 18,900	970.37	971.74	1.37	(2,178.26)	3,150.00	6%	132.34	1,104.08	17,795.92
6112 DATA PROCESSING	\$ 61,800	2,424.65	6,001.79	3,577.14	(4,298.21)	10,300.00	11%	835.28	6,837.07	54,962.93
6121 FOOD	\$ 5,000	-			(833.33)	833.33	0%	-	-	5,000.00
6122 KITCHEN SUPPLIES	\$ 5,000	-			(833.33)	833.33	0%	-	-	5,000.00
6130 PROGRAM SUPPLIES	\$ 74,000	2,515.01	3,082.92	567.91	(9,250.41)	12,333.33	4%	-	3,082.92	70,917.08
6132 MEDICAL & DENTAL SUPPLIES	\$ 500	-			(83.33)	83.33	179%	894.15	894.15	(394.15)
6134 INSTRUCTIONAL SUPPLIES	\$ 19,500	-			(3,250.00)	3,250.00	0%	-	-	19,500.00
6140 CUSTODIAL SUPPLIES	\$ 24,000	-	699.94	699.94	(3,300.06)	4,000.00	3%	-	699.94	23,300.06
6142 LINEN/LAUNDRY	\$ 140	-			(23.33)	23.33	0%	-	-	140.00
6150 UNIFORM RENTAL/PURCHASE	\$ 450	-			(75.00)	75.00	0%	-	-	450.00
6170 POSTAGE & SHIPPING	\$ 600	-	38.37	38.37	(61.63)	100.00	6%	-	38.37	561.63
6180 EQUIPMENT RENTAL	\$ 25,956	400.89	2,508.50	2,107.61	(1,817.50)	4,326.00	10%	-	2,508.50	23,447.50
6181 EQUIPMENT MAINTENANCE	\$ 20,580	996.89	1,943.26	946.37	(1,486.74)	3,430.00	9%	-	1,943.26	18,636.74
6221 EQUIPMENT OVER >\$5000	\$ 185,000	-			(30,833.33)	30,833.33	0%	-	-	185,000.00
6231- BUILDING RENOVATION	\$ -	-			-	-	0%		-	-
6310 PRINTING & PUBLICATIONS	\$ 15,000	-			(2,500.00)	2,500.00	45%	6,728.87	6,728.87	8,271.13
6312 ADVERTISING & PROMOTION	\$ 200	-			(33.33)	33.33	175%	350.00	350.00	(150.00)
6320 TELEPHONE	\$ 165,828	14,828.45	21,122.03	6,293.58	(6,515.97)	27,638.00	13%	-	21,122.03	144,705.97
6410 RENT	\$ 190,633	17,217.01	34,434.02	17,217.01	2,661.85	31,772.17	18%	-	34,434.02	156,198.98
6420 UTILITIES/ DISPOSAL	\$ 107,436	2,526.10	9,337.54	6,811.44	(8,568.46)	17,906.00	9%	-	9,337.54	98,098.46
6432 BUILDING REPAIRS/ MAINTEN	\$ 38,880	1,636.11	2,171.27	535.16	(4,308.73)	6,480.00	6%	-	2,171.27	36,708.73
6433 GROUNDS MAINTENANCE	\$ 31,212	1,619.54	3,261.48	1,641.94	(1,940.52)	5,202.00	10%	-	3,261.48	27,950.52
6435 BUILDING IMPROVEMENTS	\$ -	-			-	-	0%		-	-
6436 PEST CONTROL	\$ 7,188	587.74	1,507.47	919.73	309.47	1,198.00	21%	-	1,507.47	5,680.53
6437 BURGLAR & FIRE ALARM	\$ 3,915	104.86	216.93	112.07	(435.57)	652.50	6%	-	216.93	3,698.07
6440 PROPERTY INSURANCE	\$ 32,915	1,192.84	2,385.68	1,192.84	(3,100.15)	5,485.83	7%	-	2,385.68	30,529.32
6520 CONSULTANTS	\$ -	58.50	136.50	78.00	136.50	-	0%	-	136.50	(136.50)
6522 CONSULTANT EXPENSES	\$ -	-			-	-	0%		-	-
6524 CONTRACTS	\$ 49,000	-			(8,166.67)	8,166.67	0%	-	-	49,000.00
6530 LEGAL	\$ 5,000	-			(833.33)	833.33	0%	-	-	5,000.00
6540 CUSTODIAL SERVICES	\$ 10,836	-	600.00	600.00	(1,206.00)	1,806.00	6%	-	600.00	10,236.00
6555 MEDICAL SCREENING/DEAT/ST	\$ 2,400	-			(400.00)	400.00	0%	-	-	2,400.00
6562 MEDICAL EXAM	\$ -	-			-	-	0%		-	-
6564 MEDICAL FOLLOW-UP	\$ -	-			-	-	0%		-	-
6566 DENTAL EXAM	\$ -	-			-	-	0%		-	-
6568 DENTAL FOLLOW-UP	\$ -	-			-	-	0%		-	-
6610 GAS & OIL	\$ 12,000	872.16	1,787.95	915.79	(212.05)	2,000.00	15%	-	1,787.95	10,212.05

**Madera Regional Head Start**  
**Budget to Actual**  
**As of July 31, 2024**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
6620 VEHICLE INSURANCE	\$ 27,000	1,782.35	3,564.70	1,782.35	(935.30)	4,500.00	13%	-	3,564.70	23,435.30
6640 VEHICLE REPAIR & MAINTENA	\$ 9,000	990.64	2,757.67	1,767.03	1,257.67	1,500.00	31%	-	2,757.67	6,242.33
6712 STAFF TRAVEL-LOCAL	\$ 6,500	443.60	443.60		(639.73)	1,083.33	7%	-	443.60	6,056.40
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	-			(2,763.33)	2,763.33	0%	-	-	16,580.00
6722 PER DIEM - STAFF	\$ -	-			-	-	0%	-	-	-
6724 PER DIEM - PARENT	\$ -	-			-	-	0%	-	-	-
6730 VOLUNTEER TRAVEL	\$ -	-			-	-	0%	-	-	-
6742 TRAINING - STAFF	\$ 12,000	-	3,112.00	3,112.00	1,112.00	2,000.00	26%	-	3,112.00	8,888.00
6744 TRAINING VOLUNTEERS	\$ 5,000	-			(833.33)	833.33	0%	-	-	5,000.00
6746 TRAINING PARENTS	\$ -	-			-	-	0%	-	-	-
6748 EDUCATION REIMBURSEMENT	\$ 10,500	-			(1,750.00)	1,750.00	0%	-	-	10,500.00
6750 FIELD TRIPS	\$ -	-			-	-	0%	-	-	-
6810 BANK CHARGES	\$ -	-			-	-	0%	-	-	-
6820 INTEREST CHARGES	\$ -	-			-	-	0%	-	-	-
6832 LIABILITY INSURANCE	\$ 336	-	28.06	28.06	(27.94)	56.00	8%	-	28.06	307.94
6834 STUDENT ACTIVITY INSURANC	\$ 2,084	-	237.05	237.05	(110.28)	347.33	11%	-	237.05	1,846.95
6840 PROPERTY TAXES	\$ 293	-			(48.83)	48.83	0%	-	-	293.00
6850 FEES & LICENSES	\$ 31,000	104.17	3,965.17	3,861.00	(1,201.50)	5,166.67	46%	10,240.88	14,206.05	16,793.95
6851 CPR FEES	\$ -	-			-	-	0%	-	-	-
6852 FINGER PRINTING	\$ 3,200	-	0.75	0.75	(532.58)	533.33	0%	-	0.75	3,199.25
6860 DEPRECIATION EXPENSE	\$ -	-			-	-	0%	-	-	-
6870 EMPLOYEE RECOGNITION	\$ -	-			-	-	0%	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 20,000	120.23	328.90	208.67	(3,004.43)	3,333.33	3%	214.78	543.68	19,456.32
6880 VOLUNTEER RECONGNITION	\$ -	-			-	-	0%	-	-	-
6892 CASH SHORT / OVER	\$ -	-			-	-	0%	-	-	-
7110 PARENT ACTIVITIES	\$ -	-			-	-	0%	-	-	-
7111 PARENT MILEAGE	\$ 500	-	59.77	59.77	(23.56)	83.33	12%	-	59.77	440.23
7112 PARENT INVOLVEMENT	\$ 1,400	-			(233.33)	233.33	0%	-	-	1,400.00
7114 PPC ALLOWANCE	\$ 1,200	-	180.00	180.00	(20.00)	200.00	15%	-	180.00	1,020.00
7115 PPC FOOD ALLOWANCE	\$ -	-	133.20	133.20	133.20	-	0%	-	133.20	(133.20)
7116 POLICY COUN. FOOD ALLOWAN	\$ -	-			-	-	0%	-	-	-
8110 IN KIND SALARIES	\$ 34,542	28.32	28.32		(5,728.68)	5,757.00	0%	-	28.32	34,513.68
8120 IN KIND RENT	\$ 318,251	19,676.55	39,353.10	19,676.55	(13,688.73)	53,041.83	12%	-	39,353.10	278,897.90
8130 IN KIND - STATE	\$ 757,020	-			(126,170.00)	126,170.00	0%	-	-	757,020.00
9010 INDIRECT COST ALLOCATION	\$ 351,007	10,317.90	21,201.83	10,883.93	(37,299.34)	58,501.17	7%	1,765.06	22,966.89	328,040.11
<b>Total Expenses</b>	<b>\$ 5,503,042</b>	<b>143,406.22</b>	<b>293,570.37</b>	<b>150,164.15</b>	<b>(623,603.24)</b>	<b>917,173.61</b>	<b>6%</b>	<b>21,161.36</b>	<b>314,731.73</b>	<b>5,188,310.27</b>
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	(0.05)	-	-	-	-	-

	113,383.45	232,987.12	119,603.67
	10,317.89	21,201.83	10,883.93

9.10%

ADMINISTRATIVE EXPENSES	\$41,315.63
PERCENT ADMINISTRATIVE	13.79%
LIMIT IS 15%	

YTD Contract %

6.27%



**FUND #310 T & TA**  
**Madera Regional Head Start Training**  
**Budget to Actual**  
**As of July 31, 2024**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
<b>REVENUES</b>									
4110- GRANT INCOME-FEDERAL	46,025.00	3,465.67	6,053.41	2,587.74	7,670.83	27.70%	6,695.71	12,749.12	33,275.88
4210- DONATIONS	0.00	-				0.00%	-	-	0.00
4220- IN KIND CONTRIBUTIONS	0.00	-				0.00%	-	-	0.00
4330- SALE OF ASSETS	0.00	-				0.00%	-	-	0.00
4350- RENTAL INCOME	0.00	-				0.00%	-	-	0.00
4390- MISC INCOME	0.00	-				0.00%	-	-	0.00
<b>TOTAL REVENUES</b>	<b>46,025.00</b>	<b>3,465.67</b>	<b>6,053.41</b>	<b>2,587.74</b>	<b>7,670.83</b>	<b>27.70%</b>	<b>6,695.71</b>	<b>12,749.12</b>	<b>33,275.88</b>
<b>EXPENDITURES</b>									
6110 OFFICE SUPPLIES	1,660.00	633.36	633.36		276.67	38.15%	-	633.36	1,026.64
6121 FOOD	0.00	892.47	892.47			0.00%	1,200.00	2,092.47	(2,092.47)
6122 KITCHEN SUPPLIES	0.00	220.77	220.77			0.00%	-	220.77	(220.77)
6130 PROGRAM SUPPLIES	1,500.00	-			250.00	43.77%	656.54	656.54	843.46
6134 INSTRUCTIONAL SUPPLIES	0.00	-				0.00%	-	-	0.00
6180 EQUIPMENT RENTAL	0.00	-				0.00%	-	-	0.00
6310 PRINTING & PUBLICATIONS	0.00	-				0.00%	-	-	0.00
6320 TELEPHONE	0.00	-				0.00%	-	-	0.00
6410 RENT	0.00	-				0.00%	-	-	0.00
6520 CONSULTANTS	1,500.00	-			250.00	0.00%	-	-	1,500.00
6522 CONSULTANT EXPENSES	0.00	-				0.00%	-	-	0.00
6712 STAFF TRAVEL-LOCAL	0.00	-				0.00%	-	-	0.00
6714 STAFF TRAVEL-OUT OF AREA	11,375.00	-			1,895.83	14.78%	1,681.28	1,681.28	9,693.72
6722 PER DIEM - STAFF	2,202.00	-			367.00	0.00%	-	-	2,202.00
6724 PER DIEM - PARENT	0.00	-				0.00%	-	-	0.00
6730 TRAVEL - VOLUNTEER	0.00	-				0.00%	-	-	0.00
6742 TRAINING - STAFF	23,949.00	1,430.00	3,801.90	2,371.90	3,991.50	26.73%	2,599.40	6,401.30	17,547.70
6744 TRAINING - VOLUNTEER	0.00	-				0.00%	-	-	0.00
6746 TRAINING - PARENT	0.00	-				0.00%	-	-	0.00
6748 EDUCATION REIMBURSEMENT	0.00	-				0.00%	-	-	0.00
6850 FEES & LICENSES	0.00	-				0.00%	-	-	0.00
6851 CPR FEES	0.00	-				0.00%	-	-	0.00
6875 EMPLOYEE HEALTH AND WELFARE	0.00	-				0.00%	-	-	0.00
7114 PPC ALLOWANCE	0.00	-				0.00%	-	-	0.00
9010 INDIRECT COST ALLOCATION	3,839.00	289.07	504.91	215.84	639.83	27.70%	558.49	1,063.40	2,775.60
<b>TOTAL EXPENSES</b>	<b>46,025.00</b>	<b>3,465.67</b>	<b>6,053.41</b>	<b>2,587.74</b>	<b>7,670.83</b>	<b>27.70%</b>	<b>6,695.71</b>	<b>12,749.12</b>	<b>33,275.88</b>
<b>Excess Revenue Over (Under)</b>									
<b>Expenditures</b>	-	-	-	-	-	-	-	-	-

Indirect					
Current	3,176.60	5,548.50	2,371.90		
	289.07	504.91	215.84		

9.10%      **YTD Contract %**      **27.70%**

**Madera Regional Head Start**  
**Budget to Actual**  
**As of July 31, 2024**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,439,254.00	127,167.02	260,242.36	133,075.34	739,875.66	5.86%	27,857.07	288,099.43	4,151,154.57
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	1,109,813.00	19,704.87	39,381.42	19,676.55	184,968.83	3.55%	-	39,381.42	1,070,431.58
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	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
<b>Total Revenues</b>	<b>5,549,067.00</b>	<b>146,871.89</b>	<b>299,623.78</b>	<b>152,751.89</b>	<b>924,844.49</b>	<b>5%</b>	<b>27,857.07</b>	<b>327,480.85</b>	<b>5,221,586.15</b>
5010 SALARIES & WAGES	1,924,887.00	46,059.03	93,071.89	47,012.86	320,814.50	4.84%	0.00	93,071.89	1,831,815.11
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	150,791.00	2,563.73	5,442.11	2,878.38	25,131.83	3.61%	0.00	5,442.11	145,348.89
5112 HEALTH INSURANCE	333,462.00	6,533.26	12,153.73	5,620.47	55,577.00	3.64%	0.00	12,153.73	321,308.27
5114 WORKER'S COMPENSATION	64,344.00	773.86	2,750.25	1,976.39	10,724.00	4.27%	0.00	2,750.25	61,593.75
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	107,869.00	2,060.39	4,413.06	2,352.67	17,978.17	4.09%	0.00	4,413.06	103,455.94
5117- Pension C19	0.00	0.00	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	0.00	0.00
5122 FICA	165,629.00	3,631.50	7,351.36	3,719.86	27,604.83	4.44%	0.00	7,351.36	158,277.64
5123- SUI C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	34,778.00	173.50	370.14	196.64	5,796.33	1.06%	0.00	370.14	34,407.86
5130 ACCRUED VACATION FRINGE	0.00	196.07	416.32	220.25	0.00	0.00%	0.00	416.32	(416.32)
6110 OFFICE SUPPLIES	20,560.00	1,603.73	1,605.10	1.37	3,426.67	7.81%	132.34	1,737.44	18,822.56
6112 DATA PROCESSING SUPPLIES	61,800.00	2,424.65	6,001.79	3,577.14	10,300.00	9.71%	835.28	6,837.07	54,962.93
6121 FOOD	5,000.00	892.47	892.47	0.00	833.33	17.85%	1,200.00	2,092.47	2,907.53
6122 KITCHEN SUPPLIES	5,000.00	220.77	220.77	0.00	833.33	4.42%	0.00	220.77	4,779.23
6130 PROGRAM SUPPLIES	75,500.00	2,515.01	3,082.92	567.91	12,583.33	4.08%	656.54	3,739.46	71,760.54
6132 MEDICAL & DENTAL SUPPLIES	500.00	0.00	0.00	0.00	83.33	0.00%	894.15	894.15	(394.15)
6134 INSTRUCTIONAL SUPPLIES	19,500.00	0.00	0.00	0.00	3,250.00	0.00%	0.00	0.00	19,500.00
6140 CUSTODIAL SUPPLIES	24,000.00	0.00	699.94	699.94	4,000.00	2.92%	0.00	699.94	23,300.06
6142 LINEN/LAUNDRY	140.00	0.00	0.00	0.00	23.33	0.00%	0.00	0.00	140.00
6150 UNIFORM RENTAL/PURCHASE	450.00	0.00	0.00	0.00	75.00	0.00%	0.00	0.00	450.00
6170 POSTAGE & SHIPPING	600.00	0.00	38.37	38.37	100.00	6.40%	0.00	38.37	561.63
6180 EQUIPMENT RENTAL	25,956.00	400.89	2,508.50	2,107.61	4,326.00	9.66%	0.00	2,508.50	23,447.50
6181 EQUIPMENT MAINTENANCE	20,580.00	996.89	1,943.26	946.37	3,430.00	9.44%	0.00	1,943.26	18,636.74
6221 EQUIPMENT OVER >\$5000	185,000.00	0.00	0.00	0.00	30,833.33	0.00%	0.00	0.00	185,000.00
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	15,000.00	0.00	0.00	0.00	2,500.00	0.00%	6,728.87	6,728.87	8,271.13
6312 ADVERTISING AND PROMOTION	200.00	0.00	0.00	0.00	33.33	0.00%	350.00	350.00	(150.00)
6320 TELEPHONE	165,828.00	14,828.45	21,122.03	6,293.58	27,638.00	12.74%	0.00	21,122.03	144,705.97
6410 RENT	190,633.00	17,217.01	34,434.02	17,217.01	31,772.17	18.06%	0.00	34,434.02	156,198.98
6420 UTILITIES/ DISPOSAL	107,436.00	2,526.10	9,337.54	6,811.44	17,906.00	8.69%	0.00	9,337.54	98,098.46
6432 BUILDING REPAIRS/ MAINTEN	38,880.00	1,636.11	2,171.27	535.16	6,480.00	5.58%	0.00	2,171.27	36,708.73
6433 GROUNDS MAINTENANCE	31,212.00	1,619.54	3,261.48	1,641.94	5,202.00	10.45%	0.00	3,261.48	27,950.52
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	7,188.00	587.74	1,507.47	919.73	1,198.00	20.97%	0.00	1,507.47	5,680.53
6437 BURGLAR & FIRE ALARM	3,915.00	104.86	216.93	112.07	652.50	5.54%	0.00	216.93	3,698.07
6440 PROPERTY INSURANCE	32,915.00	1,192.84	2,385.68	1,192.84	5,485.83	7.25%	0.00	2,385.68	30,529.32
6520 CONSULTANTS	1,500.00	58.50	136.50	78.00	250.00	9.10%	0.00	136.50	1,363.50
6522 CONSULTANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6524 CONTRACTS	49,000.00	0.00	0.00	0.00	8,166.67	0.00%	0.00	0.00	49,000.00
6530 LEGAL	5,000.00	0.00	0.00	0.00	833.33	0.00%	0.00	0.00	5,000.00
6540 CUSTODIAL SERVICES	10,836.00	0.00	600.00	600.00	1,806.00	5.54%	0.00	600.00	10,236.00

**Madera Regional Head Start  
Budget to Actual  
As of July 31, 2024**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	2,400.00	0.00	0.00	0.00	400.00	0.00%	0.00	0.00	2,400.00
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	12,000.00	872.16	1,787.95	915.79	2,000.00	14.90%	0.00	1,787.95	10,212.05
6620 VEHICLE INSURANCE	27,000.00	1,782.35	3,564.70	1,782.35	4,500.00	13.20%	0.00	3,564.70	23,435.30
6640 VEHICLE REPAIR & MAINTENA	9,000.00	990.64	2,757.67	1,767.03	1,500.00	30.64%	0.00	2,757.67	6,242.33
6712 STAFF TRAVEL-LOCAL	6,500.00	443.60	443.60	0.00	1,083.33	6.82%	0.00	443.60	6,056.40
6714 STAFF TRAVEL-OUT OF AREA	27,955.00	0.00	0.00	0.00	4,659.16	0.00%	1,681.28	1,681.28	26,273.72
6722 PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	367.00	0.00%	0.00	0.00	2,202.00
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	35,949.00	1,430.00	6,913.90	5,483.90	5,991.50	19.23%	2,599.40	9,513.30	26,435.70
6744 VOLUNTEER TRAINING	5,000.00	0.00	0.00	0.00	833.33	0.00%	0.00	0.00	5,000.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	10,500.00	0.00	0.00	0.00	1,750.00	0.00%	0.00	0.00	10,500.00
6750 FIELD TRIPS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	336.00	0.00	28.06	28.06	56.00	8.35%	0.00	28.06	307.94
6834 STUDENT ACTIVITY INSURANC	2,084.00	0.00	237.05	237.05	347.33	11.37%	0.00	237.05	1,846.95
6840 PROPERTY TAX	293.00	0.00	0.00	0.00	48.83	0.00%	0.00	0.00	293.00
6850 FEES & LICENSES	31,000.00	104.17	3,965.17	3,861.00	5,166.67	12.79%	10,240.88	14,206.05	16,793.95
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	3,200.00	0.00	0.75	0.75	533.33	0.02%	0.00	0.75	3,199.25
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE COST	20,000.00	120.23	328.90	208.67	3,333.33	1.64%	214.78	543.68	19,456.32
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111 PARENT MILEAGE	500.00	0.00	59.77	59.77	83.33	11.95%	0.00	59.77	440.23
7112 PARENT INVOLVEMENT	1,400.00	0.00	0.00	0.00	233.33	0.00%	0.00	0.00	1,400.00
7114 PPC ALLOWANCE	1,200.00	0.00	180.00	180.00	200.00	15.00%	0.00	180.00	1,020.00
7115 PPC FOOD ALLOWANCE	0.00	0.00	133.20	133.20	0.00	0.00%	0.00	133.20	(133.20)
7116 PARENT COMM. FOOD ALLOWAN	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 IN KIND SALARIES	34,542.00	28.32	28.32	0.00	5,757.00	0.08%	0.00	28.32	34,513.68
8120 IN KIND RENT	318,251.00	19,676.55	39,353.10	19,676.55	53,041.83	12.37%	0.00	39,353.10	278,897.90
8130 IN KIND - OTHER	757,020.00	0.00	0.00	0.00	126,170.00	0.00%	0.00	0.00	757,020.00
9010 INDIRECT COST ALLOCATION	354,846.00	10,606.97	21,706.74	11,099.77	59,141.00	6.12%	2,323.55	24,030.29	330,815.71
<b>Total Expenses</b>	<b>5,549,067.00</b>	<b>146,871.89</b>	<b>299,623.78</b>	<b>152,751.89</b>	<b>924,844.44</b>	<b>5.40%</b>	<b>27,857.07</b>	<b>327,480.85</b>	<b>5,221,586.15</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract %                      6.49%**

State Migrant Full-Day Program - 322 CMIG Program  
Budget to Actual

		For the Period Ending				7/31/2024			Start Date	7/1/2024
				Current	Previous			Current Mnth	1	
Account	Description	Budget	MTD	Actual YTD	Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	838,279	90,932.25	90,932.25		69,857	10.85%	-	90,932.25	747,346.75
4220	IN KIND CONTRIBUTIONS	-	-					-	-	-
4315	CHILD CRE REVENUE-STATE	-	-					-	-	-
4350	RENTAL INCOME	-	-					-	-	-
<b>TOTAL REVENUES</b>		<b>838,279</b>	<b>90,932.25</b>	<b>90,932.25</b>	<b>-</b>	<b>69,857</b>	<b>10.85%</b>	<b>-</b>	<b>90,932.25</b>	<b>747,346.75</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	554,122	60,822.99	60,822.99		46,177	10.98%	-	60,822.99	493,299.01
5020	ACCRUED VACATION PAY	34,000	3,590.61	3,590.61		2,833	10.56%	-	3,590.61	30,409.39
5112	HEALTH INSURANCE	69,200	9,030.31	9,030.31		5,767	13.05%	-	9,030.31	60,169.69
5114	WORKER'S COMPENSATION	22,870	2,215.76	2,215.76		1,906	9.69%	-	2,215.76	20,654.24
5116	PENSION	27,364	2,523.39	2,523.39		2,280	9.22%	-	2,523.39	24,840.61
5122	FICA	45,197	4,563.85	4,563.85		3,766	10.10%	-	4,563.85	40,633.15
5124	SUI	5,590	326.07	326.07		466	5.83%	-	326.07	5,263.93
5130	ACCRUED VACATION FRINGE	2,500	274.64	274.64		208	10.99%	-	274.64	2,225.36
6110	OFFICE SUPPLIES	1,568	-	0.00		131	0.00%	-	-	1,568.00
6112	DATA PROCESSING SUPPLIES	-	-			-		-	-	-
6121	FOOD	-	-			-		-	-	-
6122	KITCHEN SUPPLIES	-	-			-		-	-	-
6130	PROGRAM SUPPLIES	-	-			-		-	-	-
6132	MEDICAL & DENTAL SUPPLIES	-	-			-		-	-	-
6134	INSTRUCTIONAL SUPPLIES	-	-			-		-	-	-
6140	CUSTODIAL SUPPLIES	5,947	-	0.00		496	0.00%	-	-	5,947.00
6170	POSTAGE & SHIPPING	-	-			-		-	-	-
6320	TELEPHONE	-	-			-		-	-	-
6410	RENT	-	-			-		-	-	-
6420	UTILITIES/ DISPOSAL	-	-			-		-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-			-		-	-	-
6436	PEST CONTROL	-	-			-		-	-	-
6437	BURGLAR & FIRE ALARM	-	-			-		-	-	-
6520	CONSULTANTS	-	-			-		-	-	-
6522	CONSULTANT EXPENSES	-	-			-		-	-	-
6524	CONTRACTS	-	-			-		-	-	-
6540	CUSTODIAL SERVICES	-	-			-		-	-	-
9010	INDIRECT COST ALLOCATION	69,921	7,584.63	7,584.63		5,827	10.85%	-	7,584.63	62,336.37
Total Expenses		<b>838,279</b>	<b>90,932.25</b>	<b>90,932.25</b>	<b>0.00</b>	<b>69,857</b>	<b>10.85%</b>	<b>-</b>	<b>90,932.25</b>	<b>747,346.75</b>
									10.85%	

In Direct Calc. @ 9.1%	
7,584.63	
7,584.63	Total

Madera Migrant Head Start  
Budget to Actual

For the Period Ending 7/31/2024

Start Date 3/1/2024  
Current Mnth 5.00  
40%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	6,158,497	473,276.48	1,968,622.99	1,495,346.51	12,316,994	32%	22,981.62	1,991,604.61	4,166,892.39
4220	IN KIND CONTRIBUTIONS	531,106	72,914.60	205,498.77	132,584.17	1,062,212	39%	-	205,498.77	325,607.23
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>6,689,603</b>	<b>546,191.08</b>	<b>2,174,121.76</b>	<b>1,627,930.68</b>	<b>13,379,206</b>	<b>33%</b>	<b>22,981.62</b>	<b>2,197,103.38</b>	<b>4,492,499.62</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,372,929	226,072.50	1,005,249.77	779,177.27	6,745,858	30%	-	1,005,249.77	2,367,679.23
5020	Accrued Vacation Pay	215,500	13,883.84	61,294.07	47,410.23	431,000	28%	-	61,294.07	154,205.93
5112	Health Insurance	378,391	39,020.14	131,572.93	92,552.79	756,782	35%	-	131,572.93	246,818.07
5114	Worker's Compensation	107,476	6,937.53	30,966.52	24,028.99	214,952	29%	-	30,966.52	76,509.48
5116	Pension	169,286	11,170.76	48,885.96	37,715.20	338,572	29%	-	48,885.96	120,400.04
5122	FICA	256,714	17,157.97	76,702.52	59,544.55	513,428	30%	-	76,702.52	180,011.48
5124	SUI	34,693	521.46	2,425.36	1,903.90	69,386	7%	-	2,425.36	32,267.64
5130	Accrued Vacation Fringe	16,300	1,061.73	4,680.37	3,618.64	32,600	29%	-	4,680.37	11,619.63
6110	Office supplies	16,838	151.14	5,357.60	5,206.46	33,676	32%	476.61	5,834.21	11,003.79
6112	Data Processing Supplies	86,400	12,155.53	42,393.78	30,238.25	172,800	49%	5,134.34	47,528.12	38,871.88
6121	Food	5,700	12,050.11	12,050.11	-	11,400	211%	-	12,050.11	(6,350.11)
6122	Kitchen Supplies	2,751	-	155.21	155.21	5,502	6%	-	155.21	2,595.79
6130	Program Supplies	84,695	3,639.51	14,615.40	10,975.89	169,390	17%	3,206.49	17,821.89	66,873.11
6132	Medical & Dental Supplies	25,000	6,253.20	10,056.67	3,803.47	50,000	40%	1,104.42	11,161.09	13,838.91
6134	Instructional Supplies	23,492	-	190.00	190.00	46,984	1%	-	190.00	23,302.00
6140	Custodial Supplies	32,073	972.76	6,602.37	5,629.61	64,146	21%	-	6,602.37	25,470.63
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	7,500	3,529.34	7,490.65	3,961.31	15,000	100%	-	7,490.65	9.35
6150	Uniform Rental / Purchases	387	-	-	-	774	0%	-	-	387.00
6170	Postage & Shipping	750	-	163.97	163.97	1,500	22%	-	163.97	586.03
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	21,800	2,693.42	9,884.53	7,191.11	43,600	45%	-	9,884.53	11,915.47
6181	Equipment Maintenance	15,080	2,598.14	9,956.32	7,358.18	30,160	66%	-	9,956.32	5,123.68
6310	Printing & Publications	3,000	-	5,004.79	5,004.79	6,000	167%	480.46	5,485.25	(2,485.25)
6312	Advertising & Promotion	-	-	161.65	161.65	-	-	350.00	511.65	(511.65)
6320	Telephone	105,217	9,176.57	26,510.94	17,334.37	210,434	25%	-	26,510.94	78,706.06
6410	Rent	208,192	19,782.79	95,141.77	75,358.98	416,384	46%	-	95,141.77	113,050.23
6420	Utilities / Disposal	144,216	5,439.89	48,142.63	42,702.74	288,432	33%	-	48,142.63	96,073.37
6432	Building Repairs / Maintenanc	40,675	2,017.94	13,821.63	11,803.69	81,350	34%	-	13,821.63	26,853.37
6433	Grounds Maintenance	20,400	2,525.00	13,789.88	11,264.88	40,800	68%	-	13,789.88	6,610.12
6436	Pest Control	5,764	557.84	2,438.26	1,880.42	11,528	42%	-	2,438.26	3,325.74
6437	Burglar & Fire Alarm	1,784	873.51	3,350.93	2,477.42	3,568	188%	-	3,350.93	(1,566.93)
6440	Property Insurance	32,716	2,977.91	14,889.55	11,911.64	65,432	46%	-	14,889.55	17,826.45
6520	Consultants	18,511	2,994.35	3,211.45	217.10	37,022	17%	10,000.00	13,211.45	5,299.55
6522	Consultants Expense	251	145.85	145.85	-	502	58%	-	145.85	105.15
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	3,332	740.00	2,072.00	1,332.00	6,664	62%	-	2,072.00	1,260.00
6540	Custodial Services	92,591	14,753.00	35,357.00	20,604.00	185,182	38%	-	35,357.00	57,234.00
6555	Medical Screening / DEAT / Staff	4,575	-	2,920.00	2,920.00	9,150	64%	-	2,920.00	1,655.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	12,200	1,058.62	5,019.84	3,961.22	24,400	41%	-	5,019.84	7,180.16
6620	Vehicle Insurance	27,100	2,235.83	12,450.91	10,215.08	54,200	46%	-	12,450.91	14,649.09
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	6,000	1,037.69	3,298.97	2,261.28	12,000	55%	-	3,298.97	2,701.03
6712	Staff Travel-Local	783	1,346.96	1,398.08	51.12	1,566	179%	-	1,398.08	(615.08)
6714	Staff Travel-Out of Area	-	-	11,653.05	11,653.05	-	-	-	11,653.05	(11,653.05)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	8,135	(1,925.00)	9,396.15	11,321.15	16,270	116%	-	9,396.15	(1,261.15)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	575	-	162.65	162.65	1,150	28%	-	162.65	412.35
6834	Student Activity Insurance	2,308	-	466.41	466.41	4,616	20%	-	466.41	1,841.59
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	11,000	7,342.17	7,571.00	228.83	22,000	69%	-	7,571.00	3,429.00
6852	Finger Printing	2,600	-	971.75	971.75	5,200	37%	-	971.75	1,628.25
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,024	174.89	2,215.55	2,040.66	20,048	22%	312.41	2,527.96	7,496.04
7110	Parent Activities	350	-	-	-	700	0%	-	-	350.00
7111	Parent Mileage	416	27.61	133.88	106.27	832	32%	-	133.88	282.12
7112	Parent Involvement	3,350	250.79	466.18	215.39	6,700	14%	-	466.18	2,883.82
7114	PPC Allowance	2,900	240.00	1,020.00	780.00	5,800	35%	-	1,020.00	1,880.00
7116	PPC Food Allowance	2,099	157.34	543.85	386.51	4,198	26%	-	543.85	1,555.15
8110	In-Kind Salaries	420,096	63,513.60	159,093.77	95,580.17	840,192	38%	-	159,093.77	261,002.23
8120	In-Kind Rent	111,010	9,251.00	46,255.00	37,004.00	222,020	42%	-	46,255.00	64,755.00
8130	In-Kind Other	-	150.00	150.00	-	-	-	-	150.00	(150.00)
9010	In-Direct Cost Allocation	513,678	39,475.85	164,202.28	124,726.43	1,027,356	32%	1,916.89	166,119.17	347,558.83
<b>Total Expenses</b>		<b>6,689,603</b>	<b>546,191.08</b>	<b>2,174,121.76</b>	<b>1,627,930.68</b>	<b>13,379,206</b>	<b>33%</b>	<b>22,981.62</b>	<b>2,197,103.38</b>	<b>4,492,499.62</b>
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Expenses		6,689,603	546,191.08	2,174,121.76						
In-Kind		(531,106)	(72,914.60)	(205,498.77)						
<b>Total Expenses w/o In Kind</b>		<b>6,158,497</b>	<b>473,276.48</b>	<b>1,968,622.99</b>	<b>1,495,346.51</b>				<b>1,991,604.61</b>	<b>4,166,892.39</b>

32.34%

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$735,103</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$249,117</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>3.22%</b>
<b>ADMINISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	
164,202.28	
<b>164,202.28</b>	

**Madera Regional Head Start**  
**Budget to Actual**  
**As of July 31, 2024**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,393,229	123,701.35	254,188.95	130,487.60	(478,015.88)	732,204.83	6%	21,161.36	275,350.31	4,117,878.69
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,109,813	19,704.87	39,381.42	19,676.55	(145,587.41)	184,968.83	4%	-	39,381.42	1,070,431.58
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-
Total Revenues	\$ 5,503,042	143,406.22	293,570.37	150,164.15	(623,603.29)	917,173.66	5%	21,161.36	314,731.73	5,188,310.27
5010 SALARIES & WAGES	\$ 1,924,887	46,059.03	93,071.89	47,012.86	(227,742.61)	320,814.50	5%	-	93,071.89	1,831,815.11
5019- SALARIES & WAGES C19	\$ -	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	\$ 150,791	2,563.73	5,442.11	2,878.38	(19,689.72)	25,131.83	4%	-	5,442.11	145,348.89
5112 HEALTH INSURANCE	\$ 333,462	6,533.26	12,153.73	5,620.47	(43,423.27)	55,577.00	4%	-	12,153.73	321,308.27
5114 WORKER'S COMPENSATION	\$ 64,344	773.86	2,750.25	1,976.39	(7,973.75)	10,724.00	4%	-	2,750.25	61,593.75
5115- Worker's Compensation C19	\$ -	-	-	-	-	-	0%	-	-	-
5116 PENSION	\$ 107,869	2,060.39	4,413.06	2,352.67	(13,565.11)	17,978.17	4%	-	4,413.06	103,455.94
5117- Pension C19	\$ -	-	-	-	-	-	0%	-	-	-
5121- FICA C19	\$ -	-	-	-	-	-	0%	-	-	-
5122 FICA	\$ 165,629	3,631.50	7,351.36	3,719.86	(20,253.47)	27,604.83	4%	-	7,351.36	158,277.64
5123- SUI C19	\$ -	-	-	-	-	-	0%	-	-	-
5124 SUI	\$ 34,778	173.50	370.14	196.64	(5,426.19)	5,796.33	1%	-	370.14	34,407.86
5130 ACCRUED VACATION FRINGE	\$ -	196.07	416.32	220.25	416.32	-	0%	-	416.32	(416.32)
6110 OFFICE SUPPLIES	\$ 18,900	970.37	971.74	1.37	(2,178.26)	3,150.00	6%	132.34	1,104.08	17,795.92
6112 DATA PROCESSING	\$ 61,800	2,424.65	6,001.79	3,577.14	(4,298.21)	10,300.00	11%	835.28	6,837.07	54,962.93
6121 FOOD	\$ 5,000	-	-	-	(833.33)	833.33	0%	-	-	5,000.00
6122 KITCHEN SUPPLIES	\$ 5,000	-	-	-	(833.33)	833.33	0%	-	-	5,000.00
6130 PROGRAM SUPPLIES	\$ 74,000	2,515.01	3,082.92	567.91	(9,250.41)	12,333.33	4%	-	3,082.92	70,917.08
6132 MEDICAL & DENTAL SUPPLIES	\$ 500	-	-	-	(83.33)	83.33	179%	894.15	894.15	(394.15)
6134 INSTRUCTIONAL SUPPLIES	\$ 19,500	-	-	-	(3,250.00)	3,250.00	0%	-	-	19,500.00
6140 CUSTODIAL SUPPLIES	\$ 24,000	-	699.94	699.94	(3,300.06)	4,000.00	3%	-	699.94	23,300.06
6142 LINEN/LAUNDRY	\$ 140	-	-	-	(23.33)	23.33	0%	-	-	140.00
6150 UNIFORM RENTAL/PURCHASE	\$ 450	-	-	-	(75.00)	75.00	0%	-	-	450.00
6170 POSTAGE & SHIPPING	\$ 600	-	38.37	38.37	(61.63)	100.00	6%	-	38.37	561.63
6180 EQUIPMENT RENTAL	\$ 25,956	400.89	2,508.50	2,107.61	(1,817.50)	4,326.00	10%	-	2,508.50	23,447.50
6181 EQUIPMENT MAINTENANCE	\$ 20,580	996.89	1,943.26	946.37	(1,486.74)	3,430.00	9%	-	1,943.26	18,636.74
6221 EQUIPMENT OVER >\$5000	\$ 185,000	-	-	-	(30,833.33)	30,833.33	0%	-	-	185,000.00
6231- BUILDING RENOVATION	\$ -	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	\$ 15,000	-	-	-	(2,500.00)	2,500.00	45%	6,728.87	6,728.87	8,271.13
6312 ADVERTISING & PROMOTION	\$ 200	-	-	-	(33.33)	33.33	175%	350.00	350.00	(150.00)
6320 TELEPHONE	\$ 165,828	14,828.45	21,122.03	6,293.58	(6,515.97)	27,638.00	13%	-	21,122.03	144,705.97
6410 RENT	\$ 190,633	17,217.01	34,434.02	17,217.01	2,661.85	31,772.17	18%	-	34,434.02	156,198.98
6420 UTILITIES/ DISPOSAL	\$ 107,436	2,526.10	9,337.54	6,811.44	(8,568.46)	17,906.00	9%	-	9,337.54	98,098.46
6432 BUILDING REPAIRS/ MAINTEN	\$ 38,880	1,636.11	2,171.27	535.16	(4,308.73)	6,480.00	6%	-	2,171.27	36,708.73
6433 GROUNDS MAINTENANCE	\$ 31,212	1,619.54	3,261.48	1,641.94	(1,940.52)	5,202.00	10%	-	3,261.48	27,950.52
6435 BUILDING IMPROVEMENTS	\$ -	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	\$ 7,188	587.74	1,507.47	919.73	309.47	1,198.00	21%	-	1,507.47	5,680.53
6437 BURGLAR & FIRE ALARM	\$ 3,915	104.86	216.93	112.07	(435.57)	652.50	6%	-	216.93	3,698.07
6440 PROPERTY INSURANCE	\$ 32,915	1,192.84	2,385.68	1,192.84	(3,100.15)	5,485.83	7%	-	2,385.68	30,529.32
6520 CONSULTANTS	\$ -	58.50	136.50	78.00	136.50	-	0%	-	136.50	(136.50)
6522 CONSULTANT EXPENSES	\$ -	-	-	-	-	-	0%	-	-	-
6524 CONTRACTS	\$ 49,000	-	-	-	(8,166.67)	8,166.67	0%	-	-	49,000.00
6530 LEGAL	\$ 5,000	-	-	-	(833.33)	833.33	0%	-	-	5,000.00
6540 CUSTODIAL SERVICES	\$ 10,836	-	600.00	600.00	(1,206.00)	1,806.00	6%	-	600.00	10,236.00
6555 MEDICAL SCREENING/DEAT/ST	\$ 2,400	-	-	-	(400.00)	400.00	0%	-	-	2,400.00
6562 MEDICAL EXAM	\$ -	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	\$ -	-	-	-	-	-	0%	-	-	-





**CAPMC**  
**Work Related Injuries Report - August 2024**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
<b>Medcor: Self Treat First Aid</b>							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Instructional Aide III	Mis Angelitos	Contusion	8/1/2024	11:05 AM	EE was on the playground with children and when EE was falling a child that was running away, EE hit her forehead on a hanging decoration. EE felt dizziness, blurred vision, and a slight headache.	0	8/1/24: Called Medcor; self-care/first aid.
Head Start Professional Development Coach	Pine Street	Fall	8/5/2024	8:30 AM	EE was in a training and when she went to sit down on a rolling chair the chair rolled from underneath EE, causing her to fall on her left shoulder.	0	8/5/24: Called Medcor - self-care/first aid.
Instructional Aide III	Mis Angelitos	Insect Sting	8/9/2024	10:35 AM	EE was supervising children outdoors, when EE was stung by a bee on the left middle finger of her left hand. EE experienced redness and pain	0	8/9/24: Called Medcor - self-care/first aid.
Victim Services Program Manager	Yosemite Ave.	Laceration	8/30/2024	10:47 AM	EE was in agency and placed her bag onto the passenger seat, when her finger got caught on the mileage clipboard causing a laceration to the pinky finger on left hand.	0	8/30/24: Called Medcor - self-care/first aid.

**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Instructional Aide III	Eastin Arcola	Strain	8/14/2024	3:00 PM	EE grabbed a child who was about to fall off the steps of a slide and EE felt pain in lower back/waist areas.	5	8/19/24: Called Medcor; referred to seek treatment. EE went to Concentra on 8/20/24

**Up To Date Injuries: January 2024 to December 2024**

(5) Hand Injuries	(1) Feet Injuries	(2) Chest Injuries		
(2) Back Injuries	( ) Eye Injuries	( ) Neck Injuries	( ) Bottom	
(2) Knee Injuries	(1) Leg Injuries	(2) Head Injuries	(3) Hip	
( ) Arm Injuries	(2) Wrist Injuries	( ) Ankle Injuries		
( ) Elbow Injuries	( ) Burn Injuries	(3) Respiratory Injuries		
(4) Shoulder Injuries	(2) Abdomen Injuries	(4) Face Injuries		
		DOI: DATE OF INJURY		
		TOI: TIME OF INJURY		



# BOARD OF DIRECTORS 2024 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez A: Vivian Garcia	Department of Social Services	X	P	-	X	A	A	A	A				
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	P	-	P	P	P	P	P				
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	-	P	P	P	X	A				
Steve Montes A: Anita Evans	Madera City Council	P	P	-	X	P	P	X	A				
Jeff Troost	Chowchilla City Council	P	X	-	X	P	P	X	A				
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	P	-	P	P	P	P	P				
Otilia Vasquez	Head Start Policy Council	P	P	-	X	X	P	X	A				
Donald Holley	Community Affairs	P	P	-	P	P	X	P	P				
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P	-	X	P	P	P	P				
Molly Hernandez	Early Childhood Education & Development	P	X	-	P	P	P	P	P				
<b>Low-Income Target Area Officials</b>													
Martha Garcia	Central Madera/Alpha	X	X	-	P	P	P	X	A				
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	X	P	X	P	P				
Richard Gutierrez	Eastside/Parksdale	P	P	-	P	P	P	P	P				
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P	X	P	P	P				
Aurora Flores	Monroe/Washington	X	X	-	X	X	X	P	P				
<i>Total Directors</i>		11/14	11/15	-	8/15	12/15	12/15	10/15	10/15				

**STAFFING CHANGES**  
**July 30, 2024 - September 3, 2024**  
**BOARD OF DIRECTORS**

<b>NON-HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61269	Quality Assurance Associate I	Alternative Payment Program / Resource & Referral - Gill	8/5/2024	80	Open Position
61470	Program Assistant / Clerk Typist II	Alternative Payment Program / Resource & Referral - Gill	8/6/2024	80	Open Position
61471	Provider Services Associate	Alternative Payment Program / Resource & Referral - Gill	8/12/2024	80	Open Position
61476	Housing Case Worker	Community Services - Gill	8/27/2024	80	Open Position
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61383	Housing Case Worker	Community Services - Gill	8/30/2024	80	Open Position
60098	Accounting Supervisor	Fiscal - Gill	8/26/2024	80	Open Position
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61472	Program Technician	Madera Head Start - Gill	8/12/2024	80	Open Position
61473	Program Technician - Human Resources	Madera Head Start - Gill	8/20/2024	80	Open Position
61474	Instructional Aide I / Janitor	Madera Regional Head Start - Fairemead	8/20/2024	80	Open Position
61475	Instructional Aide III	Fresno Migrant Head Start - Firebaugh	8/20/2024	80	Open Position
60523	Early Head Start Family Facilitator	Madera Early Head Start - Gill	8/27/2024	80	Open Position
61148	Health Services Technician	Madera Head Start - Gill	8/27/2024	80	Open Position
61477	Instructional Aide III	Madera Migrant Head Start - Sierra Vista	8/27/2024	80	Open Position
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61159	Teacher II	Madera Migrant Head Start - Sierra Vista	8/2/2024	80	Resignation
61317	Area Manager	Madera Migrant Head Start - Gill	8/2/2024	80	Resignation
61306	Area Manager	Madera Regional Head Start - Gill	8/13/2024	80	Resignation
<b>TERMINATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification



JASON WIMBLEY  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



GAVIN NEWSOM  
GOVERNOR

August 1, 2024

Ms. Mattie Mendez, Executive Director  
Community Action Partnership of Madera County, Inc.  
1225 Gill Avenue  
Madera, CA 93637

Dear Ms. Mendez,

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for Community Action Partnership of Madera County, Inc.'s (CAPMC) 2023 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 23Q-5568. This letter serves as CAPMC's 2023 SLIHEAP Final Close-Out Letter.

CSD's Energy Services Field Operations Unit has assessed CAPMC's contract performance against CAPMC's projections. Thus, according to the final Expenditure Activity Reporting System's (EARS) report, CAPMC has met its goals; below is a breakdown of CAPMC's overall performance with respect to the 2023 SLIHEAP Contract:

<u>Contract Component</u>	<u>Amount Budgeted</u>	<u>Actual Expenditures</u>	<u>Projected Clients Served</u>	<u>Actual Clients Served</u>
EHA 16	\$9,389.00	\$9,389.00		
HEAP Gas & Electric	\$3,478.00	\$3,478.00	54	6
ECIP Fast Track	\$38,578.00	\$38,578.00		22
<b>Total Contract Allocation: \$51,445.00</b>				
<b>Total Contract Expended: \$51,445.00</b>				

Per Close-Out Requirements, the Energy Services Field Operations Unit has reviewed and evaluated CAPMC's response to the aforementioned Expenditure and Production analysis. Based on CAPMC's response, your agency stated the following:

CAPMC successfully utilized 100% of the allocated 2023 SLIHEAP funds. The primary challenge has been maximizing the impact of these funds to assist our most vulnerable residents. The average monthly income for the assisted households was \$1,994.38, with

Ms. Mendez, Executive Director

August 1, 2024

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an average monthly energy expense of \$337.65 and an energy cost burden ratio of 33.93%. The agency learned that due to escalating energy costs and changing weather patterns, CAPMC observed unprecedented increases in energy bills during 2023. Three open contracts provided vital assistance, offering up to \$9000 to households, ensuring the continuity of essential services. The organization recognizes the importance of staying updated on technological advancements to improve communication among team members, community partners, and residents seeking LIHEAP services.

The Field Operations Unit will follow up on your Agency's plan of action during future monitoring.

With respect to program income, interest, and outstanding Working Capital Advances for the 2023 Program Year, CAPMC did not report any excess interest and/or program income earned.

Based on the analysis of CAPMC's expenditure under this contract, your agency did fully expend all funds under this contract.

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at 407-2682 or via e-mail at [Eric.Johnson@csd.ca.gov](mailto:Eric.Johnson@csd.ca.gov).

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

*Eric Johnson*

ERIC JOHNSON  
Field Representative

Enclosure: 2023 SLIHEAP Closeout Worksheet

State of California  
 Department of Community Services and Development  
 2023 SLIHEAP Closeout Worksheet (as of 7/10/24)

Agency: Community Action Partnership of Madera County Inc.

Contract Number: 23Q-5568

Line Items	Max/Budgeted	Expenditures	Allowable	Paid	Owed
<b>Assurance 16 Costs</b>	<b>\$2,206.00</b>	<b>\$2,205.95</b>	<b>\$2,205.95</b>	<b>\$2,205.95</b>	<b>\$0.00</b>
<b>Administrative Costs</b>					
Administrative Costs	\$1,403.00	\$1,398.83			
<b>Administrative Costs Subtotal</b>	<b>\$1,403.00</b>	<b>\$1,398.83</b>	<b>\$1,398.83</b>	<b>\$1,398.83</b>	<b>\$0.00</b>
<b>ECIP/HEAP Program Costs</b>					
Intake	\$3,171.00	\$3,170.94	\$3,170.94		
Outreach	\$1,985.00	\$1,985.00	\$1,985.00		
Training & Technical Assistance	\$624.00	\$624.00	\$624.00		
<b>ECIP/HEAP Program Costs Subtotal</b>	<b>\$5,780.00</b>	<b>\$5,779.94</b>	<b>\$5,779.94</b>	<b>\$5,779.94</b>	<b>\$0.00</b>
<b>Program Services Costs</b>					
Minor Vehicle & Equipment		\$0.00	\$0.00		
Liability Insurance		\$0.00	\$0.00		
General Operating Costs		\$4.28	\$4.28		
Automation Costs		\$0.00	\$0.00		
ECIP/HEAP WPO		\$0.00	\$0.00		
Tank Repairs (ECIP/HEAP WPO)		\$0.00	\$0.00		
<b>Program Services Costs Subtotal</b>	<b>\$0.00</b>	<b>\$4.28</b>	<b>\$4.28</b>	<b>\$4.28</b>	<b>\$0.00</b>
<b>Total ECIP/HEAP/A16 Costs</b>	<b>\$9,389.00</b>	<b>\$9,389.00</b>	<b>\$9,389.00</b>	<b>\$9,389.00</b>	<b>\$0.00</b>
<b>Utility Assistance Program Costs</b>					
ECIP Fast Track	\$38,578.00	\$40,564.90			
HEAP Gas & Electric	\$3,478.00	\$3,559.00			
<b>Total Utility Assistance Costs</b>	<b>\$42,056.00</b>	<b>\$44,123.90</b>	<b>\$42,056.00</b>	<b>\$42,056.00</b>	<b>\$0.00</b>
<b>TOTAL ADMIN COSTS</b>	<b>\$1,403.00</b>	<b>\$1,398.83</b>	<b>\$1,398.83</b>		
<b>TOTAL PROGRAM COSTS</b>	<b>\$50,042.00</b>	<b>\$52,114.07</b>	<b>\$50,046.17</b>		
<b>CONTRACT TOTAL</b>	<b>\$51,445.00</b>	<b>\$53,512.90</b>	<b>\$51,445.00</b>	<b>\$51,445.00</b>	<b>\$0.00</b>

Eric Johnson  
 Completed by

8/1/24  
 Date

**2023 SLIHEAP Closeout Worksheet (as of 7/10/24)**  
**Community Action Partnership of Madera County Inc.**  
**23Q-5568**

**WX/ECIP/HEAP/A16 Program Dollars**

**Administration (WX/ECIP/HEAP/A16)**

	Max/Budgeted	Allowed	% Expended
<i>A16</i>	2,206.00	2,205.95	
<i>Intake</i>	3,171.00	3,170.94	
<i>Outreach</i>	1,985.00	1,985.00	
<i>Training</i>	624.00	624.00	
<i>ECIP/HEAP</i>	42,056.00	42,060.28	
	<b>50,042.00</b>	<b>50,046.17</b>	<b>100.00000000%</b>

Max/Budgeted	Expended	Allowed
1,403.00	1,398.83	1,398.83
<b>1,403.00</b>	<b>1,398.83</b>	<b>1,398.83</b>

<b>Total Paid</b>	51,445.00	<b>Total Allowed</b>	51,445.00
<b>Owed:</b>			<b>0.00</b>

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-PI-24-05	2. Issuance Date: 08/21/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

## PROGRAM INSTRUCTION

**TO:** All Head Start Preschool and Early Head Start Grant Recipients

**SUBJECT:** Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming

### INSTRUCTION:

On August 21, 2024, the Administration for Children and Families (ACF) published a final rule in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The rule updates the Head Start Program Performance Standards (the Performance Standards) to increase support and stability for the Head Start workforce. The changes also improve the quality of services Head Start programs provide to children and families.

The Office of Head Start (OHS) first proposed these changes in a notice of proposed rulemaking (NPRM), published on November 20, 2023. During the NPRM comment period, OHS received approximately 1,300 public comments, including from Head Start programs; national, regional, and state Head Start associations, labor unions; research organizations; individual Head Start staff and families; and members of the U.S. Congress. The final rule takes into consideration and is responsive to the public comments.

The updated Performance Standards respond to structural concerns affecting the sustainability of Head Start programs. They provide clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health across all aspects of Head Start programming
- Quality improvement and clarity of requirements in other topic areas

The final rule is effective immediately. Programs are expected to comply with some of the updated requirements 60 days after the rule is published (October 21, 2024). Programs are granted more time to comply with several requirements, including new wage and benefit requirements, as noted in the Effective and Compliance Dates section of the rule.



## **Workforce**

This rule supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, higher-quality services for enrolled children and families. Previously, the Performance Standards did not include any specific requirements for staff wages or benefits, which has generally led to low compensation for staff and high staff turnover rates for programs.

### *Staff Wages*

The updated Performance Standards require programs to provide competitive wages for staff by August 1, 2031. Specifically, the rule will require programs to establish or update a pay scale for all positions. It will also require programs to pay Head Start educators annual salaries that are comparable to public school preschool teachers or 90% of public kindergarten teachers, accounting for responsibilities, qualifications, experience, and work schedule. The updated Performance Standards will also require programs to pay all staff a wage sufficient to cover basic costs of living and to ensure wages are comparable across Head Start Preschool and Early Head Start programs.

The final rule includes a small agency exemption for Head Start agencies with fewer than 200 funded slots. These small agencies must develop a pay scale for all employees and make measurable improvements in wages for staff over time. However, small agencies are not required to pay wages that are comparable to public school preschool teachers (or 90% of public kindergarten teachers), nor are they required to comply with the pay floor policy described above.

The final rule includes flexibility for the Secretary of the Department of Health and Human Services to establish in 2028 a waiver process for most of the rule's wage requirements, if needed, due to low appropriations over the prior four years. The waiver would be for programs that are already meeting quality benchmarks and would otherwise have to reduce enrolled Head Start slots to implement these requirements.

### *Staff Benefits*

By August 1, 2028, the updated Performance Standards will require programs to provide or facilitate access to high-quality affordable health care coverage; offer paid leave; and offer access to short-term, free or minimal-cost behavioral health services for fulltime staff. For part-time staff, programs will be required to facilitate access to high-quality, affordable health care coverage. Programs will also be required to facilitate access to affordable child care and to the Public Service Loan Forgiveness program or other applicable student loan debt relief programs for any eligible staff members.

The final rule also includes flexibility for small agencies with 200 or fewer funded slots. As with wages, these small agencies must still make measurable improvements in benefits for Head Start staff over time.

## *Staff Wellness*

The updated Performance Standards require programs to cultivate a culture of wellness that empowers staff as professionals and supports them to effectively accomplish daily job responsibilities in a high-quality manner. As part of this larger effort to promote the wellness of Head Start staff, by August 1, 2027, programs must provide each staff member with regular breaks during their work shifts that are of adequate length based on hours worked.

## **Mental Health**

In the updated Performance Standards, mental health is integrated more intentionally and consistently across program systems to better support children, families, and staff. Programs are required to take a multidisciplinary approach to foster a program-wide culture of wellness. The Performance Standards also clarify the role and responsibilities of mental health consultants, and allow for behavioral health support specialists to be used in coordination with a mental health consultant. These changes address workforce shortages while maintaining a focus on high-quality, integrated mental health supports.

## **Other Quality Improvements**

The updated Performance Standards enhance and clarify requirements in other topic areas to promote consistent high-quality services and support child well-being. These changes include:

- More reasonable caseloads for family service workers
- Promoting child safety in Head Start programs
- Preventing and addressing lead exposure in the water and paint of Head Start facilities
- Updates to the community assessment process
- Enhanced services for expectant families
- Requirements for programs to identify barriers to program enrollment and attendance, such as lack of transportation

Finally, the changes include some clarifications to promote better transparency and clarity of understanding for recipients.

Members of the Head Start community are urged to take the time to read the final rule in its entirety, including the section-by-section discussion of public comments. OHS will continue to provide [direction, guidance, and resources](#) that support our shared mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin

Director  
Office of Head Start

# FRESNO & MADERA COUNTIES POLICE CHIEFS' ASSOCIATION

## 2024 Members

### Chairman

Tyson Pogue, Madera County Sheriff's Office

### Vice Chairman

Neil Dadian, Kingsburg Police Department

### Treasurer

Joe Garza, Reedley Police Department

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Curt Fleming, Clovis Police Department  
Darren Blevins, Coalinga Police Department  
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Rudy Alcaraz, Selma Police Department  
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Patrick Gorman, Bureau of Alcohol, Tobacco, Firearms and Explosives  
Danny Stevenson, California Department of Fish and Wildlife  
Jared McCormick, California Governor's Office of Emergency Services-  
Law Enforcement (CalOES)  
Jason Montgomery, Department of Alcoholic Beverage Control  
Peter Bedrosian, Department of Adult Parole Operations  
Christopher P. Coleman, Drug Enforcement Administration  
Kirk Haynes, Fresno County Probation Department  
Eric Broughton, Homeland Security Investigations (HIS)  
Gary Fief, Director, State Center Regional Training Facility  
Kirk E. Sherriff, U.S. Attorney's Office  
Ramin Sawal, U.S. Secret Service  
Lasha Boyden, U.S. Marshal's Service  
Lynsie Murray, U. S. Naval Criminal Investigation Service  
Mark DeLeon, Department of Motor Vehicles



## 34th Annual CITIZEN AWARDS CEREMONY

Wednesday, August 14, 2024  
10:00 a.m.

SAN JOAQUIN WINERY  
21821 AVENUE 16  
MADERA, CA 93637

## **HONOREES**

### **FRESNO COUNTY SHERIFF'S OFFICE**

Jim Dixon, Daniel Quiroz, Conner Bennet-Sheffield,  
Justin Haley

### **FRESNO POLICE DEPARTMENT**

David Holmes, Michael Santillanez, Debra Bolls,  
Tess Johnson

### **MADERA COUNTY SHERIFF'S OFFICE**

PJ Puterbaugh, Jose Florencio Cruz Rocha,  
Alma Delia Cruz Rosas, Mattie Mendez

### **MADERA POLICE DEPARTMENT**

Heather Dockery, Pablo Martinez

### **SANGER POLICE DEPARTMENT**

Maria Del Torro

### **KERMAN POLICE DEPARTMENT**

Glenn Rudolph

### **MENDOTA POLICE DEPARTMENT**

Ramon Gonzalez, Tony Lopez

### **CLOVIS POLICE DEPARTMENT**

Molly Marquez

### **FRESNO COUNTY PROBATION DEPARTMENT**

Susan Murdock

### **STATE CENTER COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT**

Tommy Lee, Roberto Ival, Travonte Johnson

### **USDA FOREST SERVICE-SIERRA NATIONAL FOREST**

Kris Oneida, Kelly Brewer, David Petrini, Robert Lyth

### **CALIFORNIA HIGHWAY PATROL FRESNO / MADERA**

Jan Amstutz, Donald Paul Hansen, Vatsana Neal,  
Miguel Paul Bazan, Sabrina Dannelraye Bridges

## **CITIZEN AWARDS CEREMONY**

### **MASTER OF CEREMONIES**

**MR. COLIN DOUGHERTY**

### **INVOCATION**

**CHAPLAIN**

**HERK ROLFF**

*Chaplain, Madera County Sheriff's Office*

### **PLEDGE OF ALLEGIANCE**

**TYSON J. POGUE**

**Madera County Sheriff's Office**

*Fresno & Madera Counties*

*Police Chiefs' Association*

### **RECOGNITION OF CITIZEN HONOREES**

*Presentation of Individual Awards*



# OFFICE OF THE SHERIFF

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Tyson J. Pogue, Sheriff - Coroner

It's a true privilege to stand here today and present this next award to someone who has been an integral part of our community for many years. I've had the honor of working with Mattie Mendez on various projects throughout my career, and I can say without hesitation that she is a pivotal connection to services for those who are victimized and vulnerable in our communities.

Mattie's devotion to service is nothing short of remarkable. She serves not just Madera County but also several other counties with unwavering commitment. No matter the time of day or night, if there's a victim or a person in need, Mattie is there. She will find them the services, shelter, or help they require, and she does it with a level of dedication that never seems to wane. Over the years, she has assisted on more projects than I can count, and her impact has been profound.

As the Executive Director of the Community Action Partnership of Madera County, our county's largest non-profit, Mattie oversees an annual operating budget of approximately \$27 million and leads a staff of 330 employees. But her influence doesn't stop at our county's borders. Mattie has also served on the Board of CalCAPA, representing not only California but also other states in Region 9,

which includes Arizona, Nevada, Hawaii, and other Pacific Island territories. Currently, she holds the position of Treasurer for the National Community Action Partnership, supporting more than 1,000 community action agencies across the United States.

Her contributions to the community have not gone unnoticed. In 2023, Mattie was recognized as the Woman of the Year by the City of Madera. This recognition is a reflection of the countless lives she has touched and the lasting impact she has made.

Throughout my career, I've met many wonderful people, but I can say without a doubt that Mattie is the nicest person I've ever met, with the biggest heart. We are incredibly fortunate to have her here in our community.

It is my distinct honor to present this award to Mattie Mendez on behalf of the Fresno and Madera Counties Police Chiefs Association.

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**\*\*Closing Statement:\*\***

As we reflect on the incredible contributions of today's honorees, let us be reminded of the power of dedication, compassion, and community service. These individuals have set an example for all of us, demonstrating what it means to go above and beyond in service to others. We are all better for their efforts, and our community is stronger because of them.

Thank you all for being here today to honor these remarkable individuals. May their stories inspire us to continue working together to make our communities safer and more connected.





Addressing the Needs of our Community Since 1965



Victim Services Presents:

# COMMUNITY RESOURCE FAIR

October 4, 2024

3:30 PM to 6:00 PM

675 S. Pine St. #106  
Madera, CA 93637



Join us for  
free food distribution, wellness checks,  
resources and raffle prizes!