



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

Agenda

Thursday, August 13, 2026.
CAPMC Conference Room 1/1A
1225 Gill Avenue,
Madera, CA 93637
5:30 pm

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

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

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Kimberly Rojas-Perez

PLEDGE OF ALLEGIANCE – Judge 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 THE AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

DHS- Notice of Proposed Rule Making- (NPRM)- Released July 7, 2026.

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 – July 9, 2026.
- D-2 Review and consider approving the Minutes for the **Fresno Migrant/Seasonal** Head Start Policy Council Committee Meeting – July 8, 2026.
- D-3 Review and consider accepting the Community West Bank Credit Card Statements:
 - June and July 2026
- D-4 Review and consider accepting the American Express & All Other Credit Card Statements:
 - June 2026
- D-5 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – June 2026
 - CACFP Program Report – June 2026
 - Program Information Report (PIR) – June 2026
- D-6 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – June 2026
 - CACFP Program Report – June 2026
 - Program Information Report – June 2026
- D-7 Review and consider approving the 2026-2027 Reimbursement policy for the Policy Committee Members representing Fresno Migrant/Seasonal Headstart Program.
- D-8 Review and approve the 2026-2027 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar.
- D-9 Review and consider approving the 2025-2026 Fresno Migrant /Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-10 Review and consider ratifying the submission of the FY 2027 HUD Continuum of Care (CoC) Renewal Application through the Electronic Special Needs Assistance Program

(E-Snaps) for the HELP Center Coordinated Entry (CE).

- D-11 Review and consider ratifying the submission for the FY 2027/2028 HUD Continuum of Care (CoC) Renewal applications through the Electronic Special Needs Assistance Program (E-snaps) for the Shunammite Place Permanent Supportive Housing Program.
- D-12 Review the Community Services Program Report for July 2026 (Informational Only).
- D-13 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report for July 2026 (Informational Only).
- D-14 Review the Victim Services Report for July 2026 (Informational Only).
- D-15 Review the Victim Services (CAC) Report July 2026 (Informational Only).
- D-16 Review the Child Care Alternative Payment Program and Resource & Referral Program Report for July 2026 (Informational Only).

E. DISCUSSION ITEMS – All supporting documents will be distributed at the meeting

- E-1 Review and Consider Authorizing the Executive Director to submit the 2026 Community services Block Grant Discretionary Grant Application.
- E-2 Review and consider ratifying the submitted grant application to the California office of Emergency Services (CAL OES), to support the Domestic Violence Assistance (DV) Program, due August 11, 2026, and authorized agents to sign and submit any extensions and/or amendments during the funding period. (Budget will be distributed in the meeting)
- E-3 Review and consider authorizing the Executive Director and authorized agents to submit the grant application to the California Office of Emergency Services (Cal OES), To Support the Rape Crisis (RC) Program. Including any extensions and/or amendments during the funding period.
- E-4 Review and approve Community Action Partnership of Madera County 2026-2027 MHS Basic, Blended & Admin Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.
- E-5 Review and approve Community Action Partnership of Madera County 2026-2027 Non-Federal Share Comparison Budget Revisions to Stanislaus County office of Education. Comparison Budgets included.
- E-6 Review and approve the Madera and Fresno Head Start Program's COLA Salary Adjustments for 2026 funding year.

- E-7 Review and approve the 2025-2026 Budget Revision to CAP of San Luis Obispo.
- E-8 Review and approve the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC). (Schedules will be distributed in the meeting).
- E-9 Review and approve the reclassification of an existing staff member to the Accountant/Program Manager Position.

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 –
- F-4 Financial Statements – Summary only – June 2026
- F-5 Head Start Policy Council/Committee Reports – None
- F-6 Work Related Injury Report – July 2026
- F-7 Staffing Changes – June 30th - July 31st 2026
- F-8 CAPMC Board of Directors Attendance Report – July 2026

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 California Department of Community Services and Development (CSD) -2026 Desk Review- C-26-026 Dated July 10, 2026.
- H-2 ACF-OHS-IM-26-01- Enrollment Reductions

I. ADJOURN

I, Kimberly Rojas-Perez Executive Administrative Aide, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for August 13, 2026, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 7, 2026

Kimberly Rojas-Perez

Executive Administrative Aide

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
July 9, 2026
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors meeting was called to order at 5:30 p.m. by Judge Eric LaCalsi.

Councilmember Steve Montes arrived at 5:31 p.m.

Members Present

Chairperson Judge Eric LiCalsi
 Vice- Chairperson David Hernandez
 Vivian Garcia
 Supervisor Leticia Gonzalez
 Councilmember Steve Montes
 Councilmember John Chavez
 Debi Bray
 Katherine Creek
 Donald Holley
 Richard Gutierrez

Members Absent

Sheriff Tyson Pogue
 Deborah Martinez
 Martha Garcia
 Diana Palmer
 Molly Hernandez
 Aurora Flores

Personnel Present

Mattie Mendez
 Donna Tooley
 Irene Yang
 Maritza Gomez
 Kimberly Rojas-Perez

Public – Others Present

A. PUBLIC COMMENT

None

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 THE AGENDA:** Adoption of the agenda as presented or with approved additions.

Motion: Donald Holley

Moved By: Richard Gutierrez

Vote: Unanimously Carried

C. TRAINING/ADVOCACY ISSUES

None.

D. CONSENT ITEMS

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

- D-1** Review and consider approving the Minutes of the Board of the Regular Board of Directors Meeting – June 11, 2026.
- D-2** Review and consider approving the Minutes of the **Madera Migrant and Seasonal Head Start** Policy Council Committee Meeting – June 9, 2026.
- D-3** Review and consider approving the Minutes of the **Fresno Migrant Head Start** Policy Council Committee meeting - May 13, 2026
- D-4** Review and consider accepting the Bank of America & Community West bank Credit Card Statements:
- May and June 2026
- D-5** Review and consider accepting the American Express and All other Credit Card Statements:
- May 2026
- D-6** Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- In-Kind Report – May 2026
 - CACFP Program Report- May 2026
 - Program Information Report (PIR) – May 2026
- D-7** Review and consider approving the following **Fresno Migrant Head Start** Reports:
- In-Kind Report – April and May 2026
 - CACFP Program Report- May 2026
 - Program Information Report (PIR) – May 2026

- D-8** Review and consider approving the Fresno Migrant Seasonal Head Start 5-year grant Cycle's Goals and Objectives Update for 2025-2026.
- D-9** Review and consider approving the 2026-2027 Reimbursement Policy Committee Members representing Madera Migrant/Seasonal Headstart program.
- D-10** Review and consider approving the 2026-2027 Madera Migrant/Seasonal Head Start Planning Process policy/Procedure and Calendar.
- D-11** Review and approve the revised job description for the Account-Program Manager position for the fiscal department.
- D-12** Review the Community Services Program Report for June 2026 (Informational Only).
- D-13** Review the HELP Center Report for June 2026 (Informational Only).
- D-14** Review the Victim Services (CAC) Report June 2026 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded by Katherine Creek

Vote: Unanimously Carried

E. DISCUSSION / ACTION ITEMS - All supporting documents will be distributed at the meeting

- E-1 Authorize a money market account at Community West Bank with the proceeds of the current Certificate of Deposit (CD) that is scheduled to Mature on July 21,2026.**

Donna Tooley, Chief Financial Officer, presented a recommendation to authorize a money market account at Community West Bank using the proceeds from the certificate of deposit (CD) scheduled to mature on July 21, 2026. The CD, originally funded with \$400,000 in unrestricted Victim Services funds, has accrued interest and currently totals \$406,080.05. Donna explained that transferring the funds to a money market account would simplify administration by eliminating the need to complete new signature cards each time the CD renews. Community West Bank has offered a 2.0% APY on the money market account with no fees due to the account balance. The bank will continue to secure the funds as public funds and provide collateralization for balances exceeding the FDIC insurance limit. The authorized signers on the account will be Mattie Mendez, the Executive Director, Donna Tooley, Chief Financial Officer. Board Chair Judge Eric LiCalsi, and Board Treasurer Sheriff Tyson Pogue. The funds will continue to be invested and reserved for the future development of an emergency domestic violence shelter. Board members discussed the flexibility of the money market account, including the ability to access funds without penalty and the availability of electronic transfers. Staff noted that they were not yet familiar with the account's electronic transfer capabilities, as the organization has only maintained a CD with the bank to date.

Motion: APPROVE AS PRESNETED

Moved By: Debi Bray, Seconded by Donald Holley

Vote: Unanimously Carried

E-2 Review and approve the proposed changes to CAPMC Travel Policy for Reimbursement of means and incidental expenses while traveling on Agency business.

Donna Tooley, Chief Financial Officer, proposed revisions to CAPMC's Travel Policy regarding reimbursement for meals and incidental expenses incurred during agency business travel. Donna explained that the policy had not been updated in several years and that the proposed changes would align the agency's reimbursement practices with federal General Services Administration (GSA) meal rates and California State travel policies, which are required by several CAPMC programs. The proposed revisions eliminate the current high- and low-cost travel meal rates and establish reimbursement rates of \$16 for breakfast, \$19 for lunch, \$28 for dinner, and \$5 for incidental expenses, for a maximum daily reimbursement of \$68. The policy also provides that travelers will be reimbursed at 75% of the maximum daily rate on the first and last days of travel and that any meals provided as part of a conference or event must be deducted from the daily reimbursement amount. Additionally, meal reimbursements will not be available for single-day travel. Board members discussed the proposed rates and acknowledged the challenges of covering meal costs within the established limits but recognized the need to comply with applicable state and federal travel reimbursement requirements

Motion: APPROVE AS PRESNETED

Moved By: Donald Holley, Seconded by Supervisor Leticia Gonzalez

Vote: Unanimously Carried

E-3 Review and approve the 2025-2026 Budget Revision to CAP of San Luis Obispo.

Maritza Gomez, Head Start Director, presented a budget revision for the 2025–2026 Fresno Migrant program budget to fund the replacement of an air conditioning unit at the Firebaugh site. Due to savings in salary and fringe benefit expenditures, funds were reallocated to the equipment category for the purchase. Although the final cost is expected to be approximately \$16,000, staff requested approval for up to \$18,000 to ensure adequate funding and timely replacement of the unit. Maritza noted that additional budget revisions may be brought forward as year-end savings are identified and reassigned to program needs.

Motion: MOTION TO APPROVE ADDING UP TO \$18,000 ON THE
RESOLUTION 2026-07.

Moved By: David Hernandez, Seconded by Councilmember Steve Montes

Vote: Unanimously Carried

E-4 Madera Regional/Early Head Start 2026-2027 Under enrollment Plan & Change in Scope Update (Informational).

Maritza Gomez, Head Start Director, provided an update on the pending 2026–2027 Madera Regional Early Head Start Change in Scope request submitted to the Office of Head Start. Although approval has not yet been received, staff was advised to proceed with closing the North Fork site due to ongoing enrollment challenges. To maintain funded enrollment levels and comply with enrollment requirements, the 15 North Fork slots will be redistributed among several existing program sites. Maritza, discussed licensing limitations at other locations, declining enrollment in the North Fork area, and the potential impact on three employees, who would be considered for reassignment based on available positions and seniority. No board action was required, as the item was presented for informational purposes only.

Motion:

Moved By:

Vote: **Informational Only**

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 –
- F-4** Financial Statements – Summary only – May and June 2026
- F-5** Head Start Policy Council/Committee Reports – None
- F-6** Work Related Injury Report – June 2026
- F-7** Staffing Changes – June 2026
- F-8** CAPMC Board of Directors Attendance Report – June 2026

G. CLOSED SESSION

None.

H. CORRESPONDENCE

None.

I. ADJOURN

Chairperson Judge Eric LiCalsi, adjourned the Board of Directors Meeting at 5:56 p.m.

Motion: APPROVED AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded by Donald Holley

Vote: Unanimously Carried

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Committee Meeting
Wednesday, July 8, 2026

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:36 p.m. by Amayrani Rosales.

Committee Members Present

Amayrani Rosales
Joana Guzman
Maria Aguilar
Laura Nava
Joanna Garcia
Nelson Ruiz
Sabina Alvarado
Maria Carmona

Committee Members Absent

Fernando Valadez
Sonia Loera

Personnel Present

Maribel Morfin, Parent and Governance Specialist
Maru Sanchez, Deputy Director Direct Services

A. Public Comment

Mrs. Morfin thanked the 2025-2026 Policy Committee parents for attending the meetings, their leadership and advocacy during their term. She welcomed the new FMSHS Policy Committee.

B. Training- None

C. Adoption of the Agenda

C-1 Additions To The Agenda: None

C-2 Amayrani Rosales asked for a motion to approve the agenda as presented. Motion made by Joanna Garcia, seconded motion by Joana Guzman to approve the agenda as presented. The motion was approved unanimously.

D. Adjourn to Closed Session – None

E. Approval of Minutes

E-1 Review and approve the Fresno Migrant/ Seasonal Head Start Policy Committee Meeting Minutes for May 13, 2026. Parents stated No corrections needed.

First motion made by Joanna Garcia, seconded motion by Joana Guzman to approve the minutes of the meeting. The motion was approved unanimously.

F. Discussion / Action Items

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

During this time Mrs. Sanchez explained the roles of the Policy Committee officers, she explained the importance of the FMSHS Policy Committee Officers

and how in order to facilitate we need to have parents as officers to open and facilitate policy committee meetings. Joanna Garcia stated she wanted to be the Chair of the FMSHS Policy Committee. Sabina Alvarado stated she would be able to be the Vice Chair and Maria Carmona would like to be the Secretary/Sergeant of Arms.

A motion to approve the Policy Committee members to serve as officers was made by Joanna Garcia and seconded by Sabina Alvarado. The motion carried.

F-2 Nominate and Elect one member of the Policy Committee to serve on the Executive Committee.

Nelson Ruiz also stated that he would like to be the Executive Representative for the Policy Committee.

A motion to approve the Executive Representative was made by Joana Guzman and seconded by Joanna Garcia. The motion carried.

The following are the new elected FMSHS Policy Committee Officer for the Executive Committee:

Chair	Joanna Garcia – Five Points MHS
Vice-Chair	Sabina Alvarado – Inez C. Rodriguez MHS
Secretary/Sergeant of Arms	Maria Carmona – Selma MHS
Executive Representative	Nelson Ruiz – Mendota

F-3 Nominate and Elect three (3) representatives and (1) one alternate to serve on the 2026-2027 Community Action Partnership of San Luis Obispo Migrant Head Start Policy Council.

Joanna Garcia , Nelson Ruiz, Maria Carmona were elected to be the CAPLSO Representatives and Sabina Alvarado stated she wanted to be the CAPSLO Alternate. Parents were informed that the CAPSLO meeting will be on July 9th , 2026 at 6 -8:00 PM. Parents were also informed that the meetings for CAPSLO would be on Zoom. A schedule of meeting dates would be sent to them as soon as they were available.

CAPSLO Representative	Joanna Garcia
CAPSLO Representative	Nelson Ruiz
CAPSLO Representative	Maria Carmona
CAPSLO Alternate	Sabina Alvarado

A motion to approve the Policy Committee members to serve as CAPSLO Representatives and alternate was made by Laura Nava and seconded by Maria Aguilar. The motion carried.

F-4 Review and approve the 2025-2026 Budget Revision to CAP of San Luis Obispo.

Mrs. Sanchez explained the budget revision to the parents. The cost for a sudden need of a new air conditioning unit and because the cost is more than 10 thousand it requires parent policy committee approval. She reviewed the budget revision and how the money was allocated to a different category. Parents did not have any questions.

Mrs. Sanchez asked for a motion to approve the 2025-2026 Budget Revision to CAP of San Luis Obispo first motion was made by Laura Nava and seconded by Joanna Garcia. The motion carried.

F-5 Review and consider approving the Fresno Migrant Seasonal Head Start 5-Year Grant Cycle's Goals and Objectives update for 2025-2026.

Mrs. Sanchez reviewed the Fresno Migrant Seasonal Head Start 5-Year Grant Cycle's Goals and Objectives update for 2025-2026. Explained to the parents that the goals and objective update is for year 2025 program year. Every year the team updates the document with information to support the goals. Every year staff reviews the objectives and provides data to support the progress. She reviewed the goals and some of the objective updates. Parents had no questions.

Mrs. Sanchez asked for a motion to approve the Fresno Migrant Seasonal Head Start 5-Year Grant Cycle's Goals and Objectives update for 2025-2026 First motion was made by Laura Nava and seconded by Joanna Garcia. The motion carried.

G. Administrative Reports

G-1 Staff Changes - None for May

G-2 Credit Card Account Statement – Agency and other credit cards: (May 2026) – Ms. Morfin reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (May 2026) – Ms. Morfin reviewed the budget. No questions about the budget.

G-4 In-kind Report (May 2026) – Ms. Morfin reviewed the In-kind percentage. No questions were asked.

G-5 Program Enrollment and Attendance report- (May 2026) - Ms. Morfin reviewed the Program Enrollment and Attendance report. Mrs. Morfin explained that the centers had just opened for services May 26th. No questions were asked.

G-6 CACFP Monthly Report- (May 2026) - Ms. Morfin reviewed the CACFP reimbursement amounts for the month of May. No questions were asked.

H. Policy Committee Members Reports

H-1 Center Reports – Parents did not have anything to share.

H-2 Board of Directors Report- Mrs. Sanchez let the parents know that the Board of Directors meeting was going to be held July 9th at 5:30PM here at the Gill office.

H-3 Active Supervision, Challenges and Best Practices Report – Parents did not have any concerns with active supervision at their centers.

I. Correspondence

None

J. Future Agenda Items

J-1 First Reading of the 2025-2026 Bylaws

J-2 Planning Process Policy with Planning Calendar

J-3 2025-2026 Reimbursement Policy

J-4 Approve Self-Assessment Procedure

J-5 Training: CACFP

K. Adjournment

Amayrani Rosales requested a motion to adjourn the meeting at 6:34 pm the first motion made by Joanna Garcia seconded by Sabina Alvarado. Motion approved unanimously.

Community West Bank
Credit Card Charges
June / June 2026 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
06/16/2026	NA	Office Depot	Office Supplies	\$69.15	311.0-6130-3.1-000-00 30% (\$20.75) 312.0-6130-3.1-000-00 4% (\$2.77) 321.0-6130-3.2-000-00 34% (\$23.51) 331.0-6130-3.3-000-00 32% (\$22.13)	Yes
06/16/2026	NA	Office Depot	Office Supplies	\$28.13	311.0-6130-3.1-000-00 30% (\$8.44) 312.0-6130-3.1-000-00 4% (\$1.13) 321.0-6130-3.2-000-00 34% (\$9.56) 331.0-6130-3.3-000-00 32% (\$9.00)	Yes
06/19/2026	NA	Barnes Welding Supply	Propane refill for forklift	\$48.62	311.0-6420-3.1-000-00 32% (\$15.56) 321.0-6420-3.2-000-00 30% (\$14.59) 331.0-6420-3.3-000-00 34% (\$16.53) 200.0-6420-2.0-000-90 4% (\$1.94)	Yes
06/19/2026	NA	Zoom.com	Video Conferencing system	\$16.99	311.0-6130-3.1-000-00 50% (\$8.49) 321.0-6130-3.2-000-00 50% (\$8.50)	Yes
06/21/2026	NA	Zoom.com	Video Conferencing system	\$16.99	331.0-6130-3.3-000-00	Yes
07/03/2026	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 30% (\$7.35) 312.0-6130-3.1-000-00 4% (\$0.98) 321.0-6130-3.2-000-00 34% (\$8.33) 331.0-6130-3.3-000-00 32% (\$7.84)	Yes
07/08/2026	NA	Feldesman	HR Trainings	\$370.00	311.0-6130-3.1-000-50 34% (\$125.80) 321.0-6130-3.2-000-50 34% (\$125.80) 331.0-6130-3.3-000-50 32% (\$118.40)	Yes
07/08/2026	NA	Feldesman	HR Trainings	\$995.00	311.0-6130-3.1-000-50 34% (\$338.30) 321.0-6130-3.2-000-50 34% (\$338.30) 331.0-6130-3.3-000-50 32% (\$318.40)	Yes
07/09/2026		Office Depot	Office chairs	\$902.50	311.0-6420-3.1-000-00 32% (\$270.75) 321.0-6420-3.2-000-00 30% (\$36.10) 331.0-6420-3.3-000-00 34% (\$306.85) 200.0-6420-2.0-000-90 4% (\$288.80)	Yes
TOTAL				\$2,471.88		

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

**Community West Bank Business Card
Credit Card Charges**

July 15, 2026 Statement

Mattie Mendez/ Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/22/2026	Savemart		Board Meeting	\$101.24	200.0-6121-2.0-000-00	Yes
6/24/2026	DoubleTree By Hilton Sacramento		HS West Interviews	\$183.13	200.0-6714-2.0-000-90	Yes
6/24/2026	Hotel Booking Fee		HS West Interviews	\$17.99	200.0-6714-2.0-000-90	Yes
7/10/2026	Walmart		Program Supplies	\$737.27	200.0-6130-2.0-000-90 \$52.74	Yes
					331.0-6130-3.3-030-00 \$364.24	
					331.0-6130-3.3-024-00 \$319.29	
7/10/2026	DoorDash Burrito King		Board Meeting	\$413.93	200-6121-2.0-000-90	Yes
7/10/2026	Gateway Travel		Redirected to San Diego	\$25.00	200.0-6714-2.0-000-90	Yes
7/15/2026	Panera Bread		Training	\$388.08	200.0-6121-2.0-000-90	Yes
			Total	\$1,866.64		

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: July 15, 2026

**Community West Bank Business Card ending 6683
Credit Card Charges**

July 2026 Statement
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/17/26	The Home Depot		Lg Freezer/Refrigerator – MMSHA 1404 Mariposa Ave., Chowchilla	\$899.42	216.0-6143-2.0-080-00	Yes
6/24/26	The Home Depot		Lg Freezer/Refrigerator – MMSHA 1410 Mariposa, Ave., Chowchilla	\$845.05	216.0-6143-2.0-080-00	Yes
			Total	\$1744.47		

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)

July 15, 2026

Ana Gudino, Program Manager
Community Services

Community West Bank
Credit Card Charges

JULY 2026 Statement

Leticia Murillo/Child Care Alternative Payment and Resource & Referral Program

Date of Transaction	Name of Vendor	Description	P. O. Number	Amount	Account Charged	Receipt
6/26/2026	Michael’s Store	Program Supplies		\$509.06	401.0-6121-4.0-000-00	YES
6/26/2026	Office Depot	Program Supplies		\$1,505.33	401.0-6121-4.0-000-00	YES
6/29/2026	ZOOM.Com	Zoom to be used for virtual meetings		\$169.90	424.0-6112-4.0-000-00	YES
6/30/2026	Olive Garden	APP/R&R Wellness Staff Meeting		\$70.50	401.0-6742-4.0-000-00	YES
				\$152.26	414.0-6742-4.0-000-00	
				\$31.01	427.0-6742-4.0-000-00	
				\$28.20	428.0-6742-4.0-000-00	
TOTAL			\$2,466.26			

Comments:

Community West Bank Business Card
Credit Card Charges

July 2026 Statement
Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/10/2026	Biometricas4all	No	Livescan relay fees	2.75	224.0-6852-2.0-000-00	Yes
				2.75	272.0-6852-2.0-000-00	
				11.00	321.0-6852-2.0-000-00	
				8.25	500.0-6852-5.0-000-00	
				2.75	501.0-6852-5.0-000-00	
				2.75	533.0-6852-5.0-000-00	
7/13/2026	Mandated Reporter	No	Mandated Reporter Training	10.00	200.0-6742-2.0-000-90	Yes
TOTAL:				40.25		

American Express
Credit Card Charges
JUNE 2026 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	25427.76	Yes
Comcast	Net service	1480.37	Yes
Community Playthings	Supplies for centers	10996.81	Yes
Discount School Supply	Supplies for centers	1276.01	Yes
Fedex	Postage	270.11	Yes
Lakeshore	Supplies for centers	6886.99	Yes
PB Alarm/Matson Alarm	Alarm service	814.02	Yes
Verizon	Wireless devices	5395.28	Yes
	TOTAL	52547.35	06/28/26 LA

Credit Card Charges

JUNE 2026

Fiscal

	Name of Vendor	Description	Amount	
	Home Depot	Supplies for centers	9259.27	
	Wex Bank Chevron	Fuel	0.00	
	Wex Bank Valero	Fuel	7345.53	
	JUN STMT DATES			
	LA			

COSTCO Credit Card Charges

JUN 2026 Statement

Card Holder	Description	Card Amount
Maritza Gomez-Zaragoza	SNACKS, WATER FOR SFP DIAPERS, WIPES, CUPS, PLATES, EHS	2102.06
		2102.06

J

U/CARD MEMBER BOD

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

IN-KIND MONTHLY SUMMARY REPORT 2026-2027 / REPORTE SUMARIO MENSUAL DE IN KIND 2026-2027

MIGRANT AND SEASONAL HEAD START 2026-2027 MIGRANTE/TEMPORAL HEAD START 2026-2027

Month-Year JUNE 2026/ Mes-Año JUNIO 2026

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	385,145.00	14,802.71	46,285.84	61,088.55	324,056.45
A. Professional Services/Servicios Profesionales	0.00	58.41		58.41	(58.41)
B. Center Volunteers/Voluntarios en el Centro	385,145.00	14,744.30	46,285.84	61,030.14	324,114.86
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00		0.00	0.00
State Collaboration/Colaboracion de Estado	1,086,195.00	31,052.41	116,395.76	147,448.17	938,746.83
Donated Supplies/Materiales Donados	1,000.00	0.00		0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	111,010.00	27,753.00	9,251.00	37,004.00	74,006.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,583,350.00	73,608.12	171,932.60	245,540.72	1,337,809.28

A. Y-T-D In-Kind / In-Kind asta ahora

245,540.72

B. Contracted In-Kind/ In-kind Contratado

1,583,350.00

C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora

CONTRACT AMOUNT/CANTIDAD CONTRATADA

15.51%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
June-2026

FREE MEALS	267	72
REDUCED	0	0
BASE	0	0
TOTAL	<u>267</u>	<u>72</u>

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	4,086	X	100.0000%	X	\$2.4600	=	\$10,051.56
LUNCH:	2,761	X	100.0000%	X	\$4.6000	=	\$12,700.60
	1,235	X	100.0000%	X	\$4.6000	=	\$5,681.00
SUPPLEMENTS:	2,104	X	100.0000%	X	\$1.2600	=	\$2,651.04
	984	X	100.0000%	X	\$1.2600	=	\$1,239.84

11,170	TOTAL FEDERAL REIMBURSEMENT	<u>\$32,324.04</u>
CASH IN LIEU:	LUNCHES X \$0.3050	<u>\$1,218.78</u>
TOTAL REIMBURSEMENT		<u><u>\$33,542.82</u></u>

STATE REIMBURSEMENTS:	MEALS		STATE RATE	% ALLOC	TOTAL STATE EARNINGS
MEAL DESCRIPTION					
TOTAL BREAKFAST	4,086	X	\$0.2160	X 100%	\$882.58
TOTAL LUNCHES	3,996	X	\$0.2160	X 100%	\$863.14
TOTAL:					<u><u>\$1,745.72</u></u>

TOTAL OF FEDERAL & STATE REIMBURESMENTS:	<u><u>\$35,288.54</u></u>
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	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,235	984	2,219
MMHS-MADERA MIGRANT HEAD START	4,086	2,761	2,104	8,951
	<u>4,086</u>	<u>3,996</u>	<u>3,088</u>	<u>11,170</u>
	<u><u>MMHS</u></u>	<u><u>CMIG</u></u>	<u><u>Total</u></u>	
TOTAL FEDERAL REIMBURSEMENT:	\$25,403.20	\$6,920.84	\$32,324.04	
CASH IN LIEU:	\$842.11	\$376.68	\$1,218.79	
TOTAL STATE REIMBURSEMENTS:	<u>\$1,478.96</u>	<u>\$266.76</u>	<u>\$1,745.72</u>	
	<u><u>\$27,724.27</u></u>	<u><u>\$7,564.28</u></u>	<u><u>\$35,288.55</u></u>	

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

June 2026



273
cumulative children



217
cumulative families



47
teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)		(%)
3	Homeless Children	1%
	Foster Children	0%
115	Receives Public Assistance	42%
90	Income Below Federal Poverty	33%
65	Income Above Federal Poverty	24%

CHILDREN WITH DISABILITIES

(#)		(%)
37	Disabilities (cumulative; minimum 10%)	14%

of children with a Disability Assessment **PENDING**: 12

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)		(%)
63	New Enrollees (cumulative)	23%
	Received Screening <45 Days (Of new enrollees)	0%

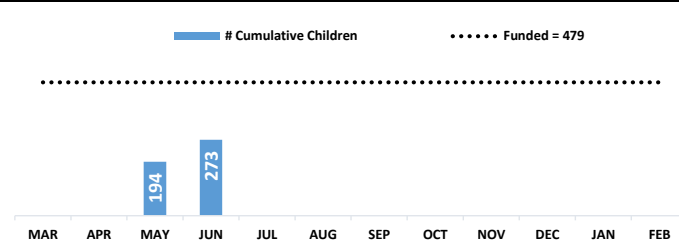
CHILDREN'S HEALTH

(#)		(%)
273	Has Health Insurance	100%
237	EPSDT Up-to-Date	87%
14	Chronic Health Condition	5%
14	Received Medical Treatment (Of children with diagnosed chronic health conditions)	100%
273	Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	100%
273	Access to Dental Care	100%
233	Completed Dental Exam	85%
38	Received Dental Treatment (Of children who needed dental treatment other than	69%
118	Healthy BMI (Children under 3 years are excluded)	67%

STAFF EDUCATION

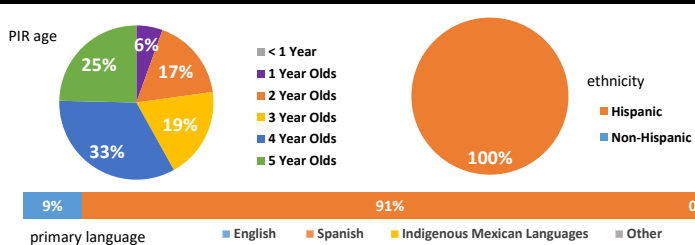
# Staff	% Meet Minimum Education Requirements
13	Preschool Teacher: BA+ 38%
	Preschool Teacher: AA+ 100%
	(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).
13	Preschool Assistant: CDA+ 100%
21	Infant/Toddler Teacher: CDA+ 100%
	(Includes those who are currently enrolled in a CDA/equivalent program or
	All staff should meet minimum education requirements for their position.

CUMULATIVE ENROLLMENT OF CHILDREN

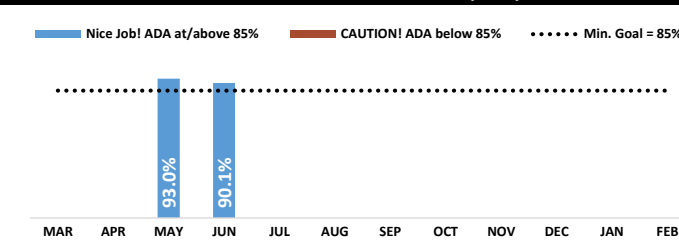


of children on **WAITING LIST** as of the last day of the report month: 92

DEMOGRAPHICS OF ENROLLED CHILDREN

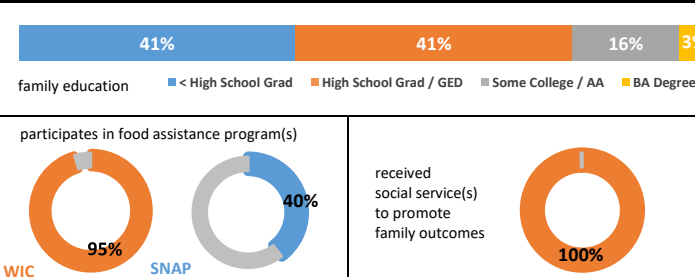


AVERAGE DAILY ATTENDANCE (ADA)



% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): 95%

FAMILY INFORMATION



symbol key:

★ = Nice job!

Meets or exceeds Head Start regulations or expectations

⚠ = Caution!

Results lower than expected

✖ = Take Action!

Does not meet Head Start regulations

Sources: (1) Program Information Report, (2) COPA #201 (Attendance), (3) COPA #241S (Chronic Absence), (4) COPA #411 (Suspected Disabilities), (5) COPA #800N (for children, filtered by Currently Eligible)
All data is cumulative as of report month, unless otherwise indicated.

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

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

junio 2026



273
Niños Acumulados



217
Familias Acumuladas



47
Maestras

Tipo de Elegibilidad

(#)		(%)
3	Niños Sin Hogar	1%
	Niños en Adopción Temporal	0%
115	Recibe Asistencia Pública	42%
90	Ingresos por Debajo del Nivel de Pobreza Federal	33%
65	Ingresos por Encima del Nivel de Pobreza Federal	24%

Niños con Discapacidades

(#)		(%)
37	Discapacidades (acumulados; mínimo 10%)	14%

de niños con una evaluación de discapacidad pendiente: 12

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)		(%)
63	Nuevos Niños(as) Inscritos (acumulados)	23%
	Recibo Evaluación <45 días de los Nuevos Niños(as) Inscritos	0%

Salud de los Niños

(#)		(%)
273	Tiene Seguro Médico	100%
237	al Día Con el Cuidado de Salud Preventivo	87%
14	Condición de Salud Crónica	5%
14	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	100%
273	al Día con las Vacunas También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad	100%
273	Acceso a Servicios Dentales	100%
233	Completaron Exámenes Dentales Profesional	85%
38	Recibio Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	69%
118	BMI Saludable (los niños menores de 3 años están excluidos)	67%

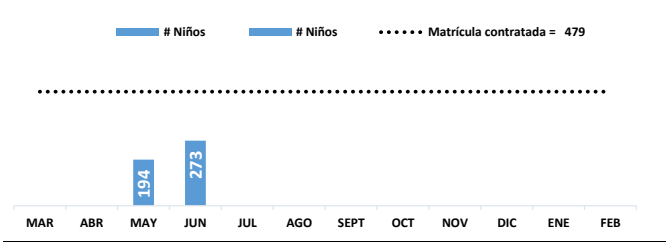
Educación del Personal

# Personal	% llenan los requisitos mínimo de educación
13	Maestras de la Clase Prescolar: BA+ 38%
	Maestras de la Clase Prescolar: AA+ 100%
	(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)
13	Asistentes de Maestra de la Clase Prescolar: CDA+ 100%
21	Maestras de la Clase de Infantes / Niños Pequeños: CDA+ 100%

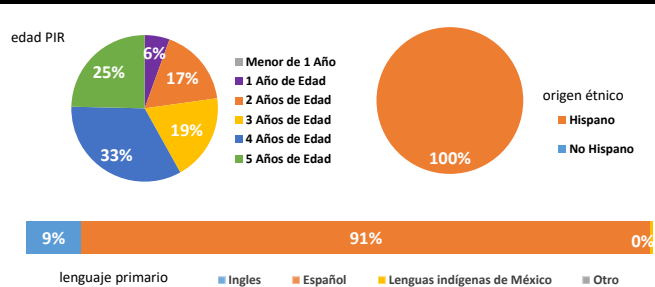
(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)

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

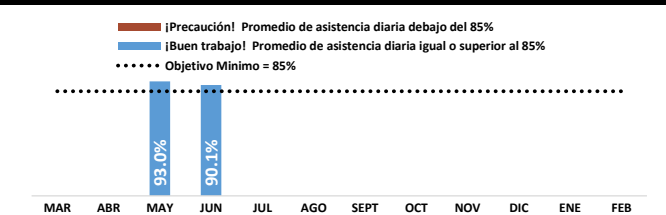
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

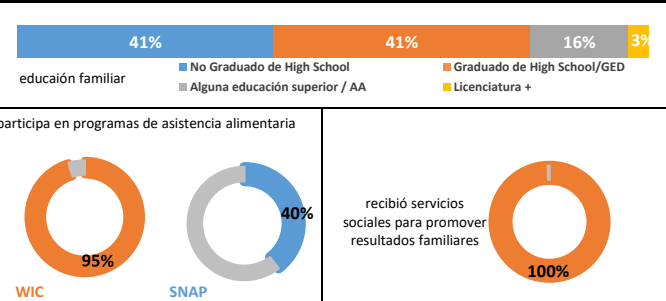


Promedio de Asistencia Diaria



% de niños crónicamente ausentes (ausente más del 10% de los días de clase): 95%

Información Familiar



símbolo clave:

★ = ¡Buen trabajo!

Cumple o excede las regulaciones o expectativas de Head Start

⚠ = ¡Precaución!

Resultados más bajos de lo esperado

✖ = ¡Tomar acción!

No cumple con las regulaciones de Head Start

Fuentes: (1) Informe de datos actualizados del programa (PIR), (2) COPA #201 (asistencia), (3) COPA #241S (ausentismo crónico), (4) COPA #411 (incapacidades pendientes), (5) COPA #800N (para niños, filtrado por actualmente elegibles).

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

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

FMSHS

IN-KIND MONTHLY SUMMARY REPORT

Month

June

Year

2026

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	1,444,494.00	267,137.88	32,184.82	299,322.70	(1,145,171.30)
A. Professional Services	0.00	296.65	687.50	984.15	984.15
B. Center Volunteers	1,441,600.00	266,841.23	31,497.32	298,338.55	(1,143,261.45)
C. Policy Concl/Committee	2,894.00	0.00		0.00	(2,894.00)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	7,883.00	0.00		0.00	(7,883.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	55,834.32		55,834.32	55,834.32
DONATED SPACE	217,266.00	41,460.18	10,810.52	52,270.70	(164,995.30)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	1,669,643.00	364,432.38	42,995.34	407,427.72	(1,262,215.28)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	1,669,643.00	364,432.38	42,995.34	407,427.72	(1,262,215.28)

A. Y-T-D In-Kind 407,427.72

B. Contracted In-Kind 1,669,643.00

C. Percent Y-T-D In-Kind 24.40%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT HEAD START FOOD PROGRAM
INCOME CALCULATIONS
June-2026**

FREE MEALS	169
REDUCED	-
BASE	-
TOTAL	<u>169</u>

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	2,438	X	100.0000%	X	\$2.4600	=	\$5,997.48
LUNCH:	2,359	X	100.0000%	X	\$4.6000	=	\$10,851.40
SUPPLEMENTS:	1,995	X	100.0000%	X	\$1.2600	=	\$2,513.70

6,792

TOTAL FEDERAL REIMBURSEMENT	<u>\$19,362.58</u>
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CASH IN LIEU:	LUNCHES	X	\$0.3050	\$719.50
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TOTAL REIMBURSEMENT	<u><u>\$20,082.08</u></u>
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STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE			
TOTAL BREAKFAST	2,438	X	\$0.2160	X	100%	\$526.61
TOTAL LUNCHES	2,359	X	\$0.2160	X	100%	\$509.54

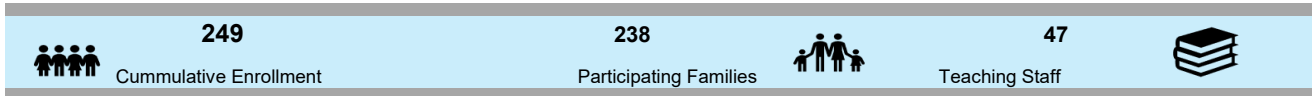
TOTAL STATE REIMBURSEMENT	<u><u>\$1,036.15</u></u>
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TOTAL OF FEDERAL & STATE REIMBURESMENTS:	<u><u>\$21,118.23</u></u>
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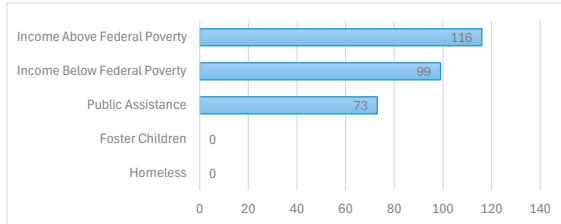


CAPMC - Fresno Migrant Seasonal Head Start

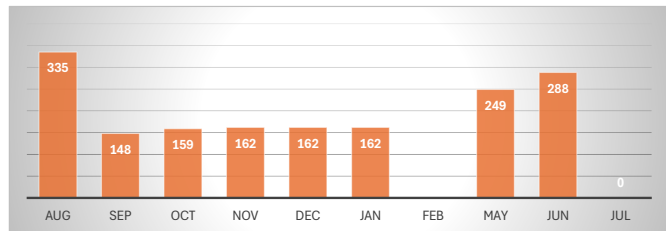
June 2026



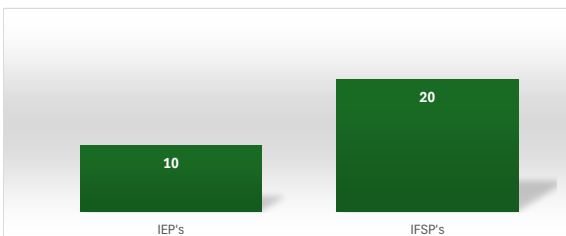
Primary Type of Eligibility



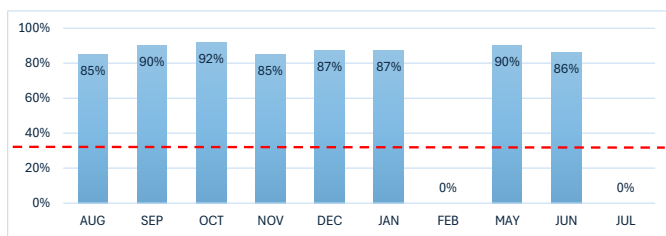
Monthly Cumulative Enrollment



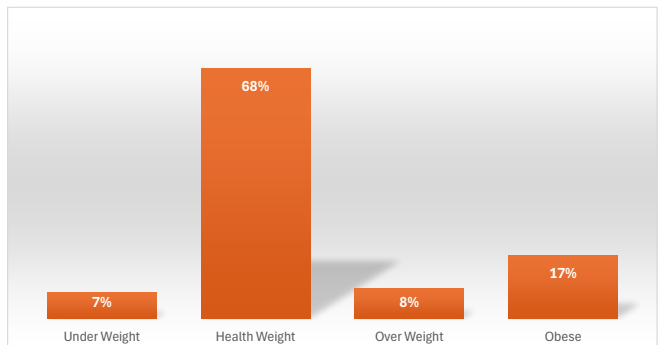
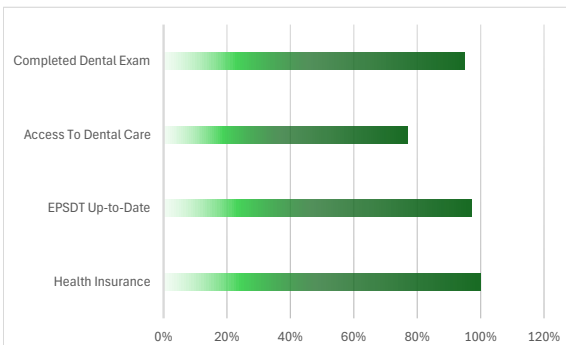
Disabilities Services



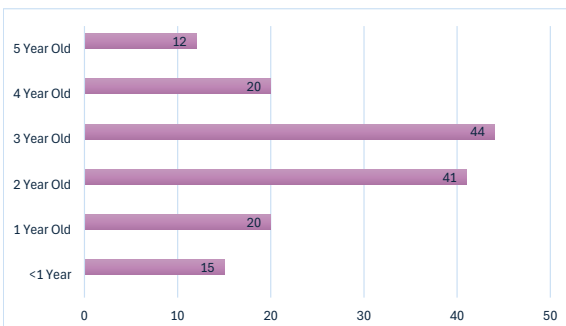
Average Monthly Attendance



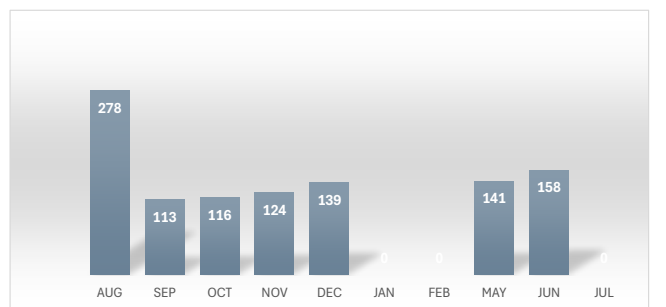
Health & Nutrition Services



Demographics of Enrolled Children & Families



Family Services





Report to the Board of Directors

Agenda Item Number: D-7

Board of Directors Meeting for: August 13, 2026

Author: Maritza Gomez-Zaragoza

DATE: August 4, 2026

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting
Reimbursement Policy for 2026-2027

I. RECOMMENDATIONS:

Review and consider approving the 2026-2027 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start program.

II. SUMMARY:

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

III. DISCUSSION:

The Policy Committee will decide whether or not to approve the policy at their regular meeting. The Head Start Program will provide reimbursement for childcare from 3 to 4 hours for a maximum of \$30.00 for Local members because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

- The Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2026-2027 will be presented for review and approval to the Policy Committee on August 12, 2026.

IV. FINANCING:

Funds are an allowable cost under the Federal Regulations



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Committee Date: 7/9/25	Approved by Policy Council Date:	Approved by Board of Directors Date:

Subject: Parent Policy Council/Parent Policy Committee Reimbursement

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

Operational Procedure:

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.
2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
 - a. Attend monthly or special Policy Council/Policy Committee meetings.
 - b. Agency/Head Start Grantee sponsored conference/training seminars.
 - c. Parents participate on issues related to the program activities as requested.
 - d. Attend the National Migrant or Head Start Conference.
 - e. Self-assessment process.
 - f. Board of Directors meetings.
3. Parents will be reimbursed in the following manner:
 - a. Parent reimbursement for childcare 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 into the Parent and Program Governance Specialist or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



Community Action Partnership of Madera County

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: _____



Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors Meeting for: August 13, 2026

Author: Maritza Gomez-Zaragoza

DATE: August 4, 2026

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Fresno Migrant/Seasonal Head Start's Planning Process Policy 2026-2027

I. RECOMMENDATION:

Review and approve the 2026-2027 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar.

II. SUMMARY:

The policy/procedure determines and guides staff and Policy Committee in the 2026-2027 program planning and goal setting for Fresno Migrant/Seasonal Head Start.

II. DISCUSSION:

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

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

➤ The Fresno Migrant/Seasonal Head Start's Planning Process Policy 2026-2027 will be presented to the Policy Committee for review and approval on August 12, 2026.

IV. FINANCING:

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



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

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

Subject: Planning Process

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

Operational Procedure:

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

Fresno Migrant & Seasonal Head Start Planning Process Calendar 2026

	July 8, 2026	August 12, 2026	September 9, 2026	October 7, 2026	November 11, 2026
Policy Committee	*Action *Seating of 2026-2027 Committee – Election of Officers – Election of Executive Committee – Election of Reps to serve on CAPSLD Policy Council – CAPMC Audit 2025 – Budget Revision *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP *Training June 30, 2026 – Purpose – Brown Act – Structure & Shared Governance – Proposed Governance – Regulations/Ethics – Active Supervision – PC Code of Conduct – ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance	*Action – First Reading of the 2026-2027 Bylaws – Planning Process Policy with Planning Calendar – 2026-2027 Reimbursement Policy – Approve Self-Assessment Process *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start *Training – CACFP	*Action – Approve the 2026-2027 Bylaws – Internal Dispute Resolution – Suspension and Expulsion Policy – Approve No Fee Policy *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start *Training – Teaching Pyramid & Conscious Discipline	*Action – Self-Assessment Review Results/Findings and Corrective Plan of Action <i>(Distribution of final Bylaws 2026-2027)</i> *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start *Training – Child Outcomes 2025-2026	*Action – Review & Approve 2026 Goals and Objectives Year 3 Update – Review & Accept Basic 2025-2026 Program Information Report - PIR numbers. *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start *Training – Family Engagement Data Report
	July 9, 2026	August 13, 2026	September 10, 2026	October 8, 2026	November 12, 2026
Board of Directors	*Action – Budget Revision *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – Planning Process Policy with Planning Calendar – 2026-2027 Reimbursement Policy – Approve Self-Assessment Process *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – Internal Dispute Resolution – Suspension and Expulsion Policy – Approve No Fee Policy *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – Self-Assessment Review Results/Findings and Corrective Plan of Action – Submit the 2026-2027 approved Bylaws *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – Approve 2026 Goals and Objectives Report- Year 3 Update – Review & Accept Basic 2025-2026 PIR numbers. *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start

	December 9, 2026	January 13, 2027	February 10, 2027	March 10, 2027	April 7, 2027	May 12, 2027	June 9, 2027
Policy Committee	*Action – None *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – None *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – None *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action - None *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – 2027-2028 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Approves Financial Audit and monitors the agency's actions to correct any audit findings *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start *Training – School Readiness Goals	*Action – Approve 2027-2028 Application/ Budget for Fresno Migrant/Seasonal Head Start – Training Plan – Basic Budget – Administrative Budget – Non Federal Share Budget – Service Area Plan – Annual Report 2025-2026 – Approve Community Assessment *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start *Training Classroom Assessment Scoring System (CLASS)	*Action – None *Monthly Reports – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start
	December 10, 2026	January 14, 2027	February 11, 2027	March 11, 2027	April 8, 2027	May 13, 2027	June 10, 2027
Board of Directors	*Action – None *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – None *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – None *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action - None *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – 2027-2028 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – Approve 2027-2028 Application/ Budget for Fresno Migrant/Seasonal Head Start – Training Plan – Basic Budget – Administrative Budget – Non Federal Share Budget – Service Area Plan – Annual Report 2024-2025 – Approve Community Assessment *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start	*Action – None *Monthly Reports – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Correspondence from the Office of Head Start



Report to the Board of Directors

Agenda Item Number: D-9

Board of Directors Meeting for: August 13, 2026

Author: Maritza Gomez-Zaragoza

DATE: August 4, 2026

TO: Fresno Migrant/Seasonal Head Start Policy Committee

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Review and approve 2025-2026 Fresno Migrant/ Seasonal Head Start self-assessment procedure, process, and planning guide

I. RECOMMENDATION:

Review and consider approving the 2025-2026 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.

II. SUMMARY:

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. The 2026 Monitoring Protocol will be used to conduct the self-assessment. The education team will include the CLASS assessment as part of the review.

III. DISCUSSION:

The following process will take place in order to ensure the program is still in compliance with Head Start Performance Standards.

- Review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of ChildPlus data
- Health and Safety will be conducted to ensure centers are in compliance with safety standards and supervision of children is taking place. Visits will be conducted by management staff utilizing safety measures.
- Utilize checklist developed based on the Office of Head Start monitoring protocol.

Once all the information is gathered, it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Committee and Board of Directors by October 2026 detailing the result of the program's self-assessment.

- The 2025-2026 Fresno Migrant/ Seasonal Head Start self-assessment procedure, process, and planning guide will be presented to the Policy Committee for review and approval on August 12, 2026.

IV. FINANCING: None



Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: August 13, 2026

Author: Ana Gudino

DATE: August 13, 2026

TO: Board of Directors

FROM: Ana Gudino, Community Services Program Manager

SUBJECT: FY 2027/2028 HUD Continuum of Care (CoC) Renewal Application – HELP Center Coordinated Entry (CE)

I. RECOMMENDATION:

Review and consider ratifying the submission of the FY 2027 HUD Continuum of Care (COC) Renewal Application through the Electronic Special Needs Assistance Program (E-Snaps) for the HELP Center Coordinated Entry (CE).

II. SUMMARY:

The U.S Department of Housing and Urban Development (HUD) annually requires Continuum of Care (CoC) renewal projects to submit applications through E-Snaps to compete for continued funding. CAPMC successfully submitted the FY 2027/2028 renewal application for the HELP Center Coordinated Entry (CE) to continue operating Madera County's Coordinated Entry System utilizing a Housing First, low-barrier approach to connect individuals and families experiencing homelessness with housing and supportive services.

III. DISCUSSION:

- A. The renewal application requests continued funding to operate the HELP Center Coordinated Entry (CE) as the designated access point for Madera County's Coordinated Entry System.
- B. Funding will support coordinated assessment, housing navigation, referrals, outreach activities, case coordination, and connections to mainstream resources for individuals and families experiencing homelessness.
- C. CAPMC continues to leverage local and state resources, including its application to become a CalAIM Community Supports provider, to enhance supportive services and improve housing outcomes for participants. The HELP Center will serve the cities of Madera and Chowchilla but also the rural areas of Oakhurst, Coarsegold, North Fork, and other parts of Madera County. Individuals and families who contact the HELP Center will receive assistance with connecting to community resources, including housing.

- D. The CAPMC HELP Center continues to be the only Coordinated Entry referral site in Madera County, an official access and qualified assessment location.
- E. This funding requires that HUD money be matched with other cash and non-cash dollars. Matching dollars for this grant are currently supported by government dollars.
- F. The budget is attached.

IV. FINANCING:

\$492,210 - HUD Funding

\$123,179 - Match

FRESNO MADERA CONTINUUM OF CARE PROGRAM RECOMMENDED PRIORITY LISTING 2026						
To be approved by the Fresno Madera Continuum of Care						
Tier 1 (60% of Annual Renewal Demand - \$8,654,737)						
Rank	Score	Agency	Project	Type of Funding	Project Type	Grant Amount
1	83	Fresno County Economic Opportunities Commission	Project Hearth*	Renewal	PSH	\$410,414
2	83	Fresno County Economic Opportunities Commission	Project Phoenix*	Renewal	PSH	\$612,831
3	79	Fresno County Economic Opportunities Commission	Project Rise*	Renewal	PSH	\$841,153
4	79	Community Action Partnership of Madera County, Inc.	Shunammite Place*	Renewal	PSH	\$1,054,524
5	79	WestCare California, Inc.	Project LiftOff*	Renewal	PSH	\$681,314
6	76	Turning Point of Central California, Inc.	Serenity Village*	Renewal	PSH	\$216,608
7	63	Elevate Community Services	Home Forever *	Renewal	PSH	\$1,325,323
8	N/A	Fresno County Economic Opportunities Commission	Project Home*	Renewal	PSH	\$583,782
9	N/A	WestCare California, Inc.	Project LiftOff Expansion*	Renewal	PSH	\$302,883
10	N/A	Housing Authority of the City of Fresno	HMIS II*	Renewal	HMIS	\$279,966
11	N/A	Housing Authority of the City of Fresno	HMIS*	Renewal	HMIS	\$87,368
12	N/A	Housing Authority of the City of Fresno	HMIS Expansion*	New	HMIS	\$190,554
13	N/A	County of Fresno	Coordinated Entry System Management Entity*	New	SSO-CES	\$700,655
14	N/A	Community Action Partnership of Madera County, Inc.	Madera County Coordinated Entry Supportive Services HELP Center*	Renewal	SSO-CES	\$492,210
15	N/A	Marjaree Mason Center, Inc.	DV Coordinated Entry System*	Renewal	SSO-CES	\$436,431
16	N/A	Fresno County Economic Opportunities Commission	Hero Team 2*	Renewal	SSO-CES	\$438,721
			Total Tier 1 Funding			\$8,654,737
Notes: *Projects ranked according to local policy, including, projects in their first year of operation, CoC Priority Projects (e.g. CES, HMIS, PSH), CES Workgroup ranking recommendations, and "carry over" new projects awarded reallocation funds locally through the 2025 NOFO process but not awarded by HUD after the 2025 process was rescinded.						
Tier 2 (\$9,235,719)						
17	N/A	County of Fresno	County of Fresno SSO*	New	SSO-CES	\$1,000,000
18	73.00	Marjaree Mason Center, Inc.	Stepping Stones^	New	TH	\$623,475
19	73.00	Marjaree Mason Center, Inc.	Stepping Stones 2^	New	TH	\$632,771
20	71.75	Valley Teen Ranch	VTR Transitional Housing	New	TH	\$503,116
21	71.75	Valley Teen Ranch	Sierra Crossing TH	New	TH	\$1,030,153
22	71.63	Turning Point of Central California, Inc.	Oak Haven	New	TH	\$1,195,028
23	63.88	Fresno Rescue Mission	Fresno Mission Family Center FY2026	New	SSO	\$1,214,620
24	61.63	WestCare California, Inc.	Gateway to Home	New	TH	\$850,064
25	61.38	Poverello House	HOPE TH	New	TH	\$633,801
26	60.88	Gracebound Inc.	Gracebound Scattered Site TH	New	TH	\$670,120
27	60.63	Gracebound Inc.	Gracebound Site-Based TH	New	TH	\$446,905
28	N/A	Marjaree Mason Center, Inc.	DV Coordinated Entry System 2	Renewal	SSO-CES	\$435,666
			Total Tier 2 Funding:			\$9,235,719
^Applying for Domestic Violence Bonus funding						

Involuntary Reallocation (\$6,225,368)						
16	N/A	Fresno County Economic Opportunities Commission	Hero Team 2**	Renewal	SSO-CES	\$156,278
N/A	N/A	WestCare California, Inc.	Coordinated Entry Renewal***	Renewal	SSO-CES	\$604,534
14	N/A	Community Action Partnership of Madera County, Inc.	Madera County Coordinated Entry Supportive Services HELP Center**	Renewal	SSO-CES	\$123,053
N/A	N/A	Poverello House	Coordinated Entry System Management ****	Renewal	SSO-CES	\$700,655
N/A	N/A	Housing Authority of the City of Fresno	Permanent Supportive Housing Trinity***	Renewal	PSH	\$73,558
N/A	N/A	Housing Authority of the City of Fresno	Permanent Supportive Housing Blackstone***	Renewal	PSH	\$50,524
N/A	N/A	Housing Authority of the City of Fresno	Renaissance at Santa Clara***	Renewal	PSH	\$52,019
N/A	N/A	Marjaree Mason Center, Inc.	Welcome Home***	Renewal	RRH	\$233,249
N/A	N/A	Marjaree Mason Center, Inc.	Welcome Home 2/2a***	Renewal	RRH	\$337,353
N/A	N/A	Marjaree Mason Center, Inc.	Welcome Home 3***	Renewal	RRH	\$406,406
N/A	N/A	Poverello House	Poverello House Rapid Rehousing Project***	Renewal	RRH	\$406,321
N/A	N/A	Turning Point of Central California	Falcon Court Permanent Supportive Housing***	Renewal	PSH	\$1,287,303
N/A	N/A	Turning Point of Central California	Family Villa Permanent Supportive Housing***	Renewal	PSH	\$1,019,514
N/A	N/A	Turning Point of Central California	Stasis Permanent Supportive Housing***	Renewal	PSH	\$613,979
6	76	Turning Point of Central California	Serenity Village**	Renewal	PSH	\$50,000
N/A	N/A	Valley Teen Ranch	VTR RRH***	Renewal	RRH	\$110,622
			Total Involuntary Reallocation			\$6,225,368
Partial reallocation of renewal projects based on a local policy decision to (1) make cuts based on historical grant underspend and (2) to include local funding for Coordinated Entry System projects. *Renewal projects fully reallocated based on the CoC's policy to shift funding to new projects that will compete through HUD's Tier 2 New Project Set-Aside. reallocations to comply with the NOFO's Tier 2 New Project Set Aside. ****Reallocation due to the CoC changing its Coordinated Entry System Management Entity designation in its Governance Charter from Poverello House to the County of Fresno.						
Not Recommended for Funding (\$11,454,313)						
N/A	52.88	ACTS Foundation	Rural Pathways to Stability	New	SSO	\$150,000
N/A	N/A	Change for Good	SSO Standalone	New	SSO	\$307,942
N/A	N/A	Aspiranet	Youth TH Employment Specialist App	New	TH	\$114,369
N/A	N/A	Madera Rescue Mission	TH Facility New Construction	New	New Construction	\$9,209,766
N/A	N/A	Fentanyl Anonymous	FA Connect California	New	SSO	\$800,000
N/A	N/A	SelmaCOM	SelmaCOM TH^	New	TH	872,236
			Total Not Recommended for Funding			\$11,454,313
Planning Grant						
			CA-514 CoC Planning Application FY2026	Planning		\$736,549

This list is the product of the Review and Rank Panel that took place on July 30, 2026.



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: August 13, 2026

Author: Ana Gudino

DATE: August 13, 2026

TO: Board of Directors

FROM: Ana Gudino, Community Services Program Manager

SUBJECT: 2027/2028 HUD Continuum of Care (CoC) Renewal Application – Shunammite Place Permanent Supportive Housing

I. RECOMMENDATION:

Review and consider ratifying the submission of the FY 2027/2028 HUD Continuum of Care (CoC) Renewal Application through the Electronic Special Needs Assistance Program (E-Snaps) for the Shunammite Place Permanent Supportive Housing Program.

II. SUMMARY:

The U.S. Department of Housing and Urban Development (HUD) requires annual renewal applications through the Electronic Special Needs Assistance Program (E-Snaps) for Continuum of Care-funded projects. CAPMC successfully submitted the FY 2026 renewal application for the Shunammite Place Permanent Supportive Housing Program to continue providing permanent supportive housing and comprehensive supportive services for individuals and families experiencing chronic homelessness.

III. DISCUSSION:

- A. The renewal grant term for the project is one (1) year. The renewal application requests continued funding to operate the Shunammite Place Permanent Supportive Housing Program utilizing a Housing First, low-barrier service model. The program provides permanent supportive housing for individuals and families experiencing chronic homelessness, removing barriers to housing such as poor credit history, lack of income, unemployment, sobriety requirements, and criminal history.
- B. Funding will support supportive services, case management, housing stability, and connections to community resources that promote long-term self-sufficiency. The program provides participants with safe, stable housing while addressing the barriers that contribute to chronic homelessness.
- C. The primary goal of Shunammite Place is to end the cycle of chronic homelessness by providing individualized, client-centered services. Participants receive assistance with substance use recovery, mental and physical health needs, daily living skills, goal setting, and personal development, empowering them to achieve greater independence and

improve their overall quality of life

- D. Existing program staff, including four (4) full-time Case Managers and one (1) Resident Manager, provide comprehensive supportive services including assessments, individualized service planning, case management, housing retention, counseling referrals, life skills training, food assistance, transportation, outreach, and housing search assistance. Participants also engage in educational classes, one-on-one support, group activities, and volunteer opportunities that build confidence, strengthen independent living skills, and prepare them to successfully transition to independent living or thrive within their community.
- E. CAPMC is also requesting funding to acquire additional office space for staff. The current office space is a 3-bedroom unit and serves as an office space for 5 full-time employees and a Fresno State University intern.
- F. This funding requires that HUD money be matched with other cash and non-cash dollars. Matching dollars for this grant are currently supported by rental income from participants, the Executive Director's time spent working with the program through CSBG funding, outreach as well as other donated supplies and services.
- G. The budget is attached.

IV. FINANCING:

\$1,054,524 - HUD Funding

\$149,000 – Match

FRESNO MADERA CONTINUUM OF CARE PROGRAM RECOMMENDED PRIORITY LISTING 2026						
To be approved by the Fresno Madera Continuum of Care						
Tier 1 (60% of Annual Renewal Demand - \$8,654,737)						
Rank	Score	Agency	Project	Type of Funding	Project Type	Grant Amount
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15	N/A	Marjaree Mason Center, Inc.	DV Coordinated Entry System*	Renewal	SSO-CES	\$436,431
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			Total Tier 1 Funding			\$8,654,737
Notes: *Projects ranked according to local policy, including, projects in their first year of operation, CoC Priority Projects (e.g. CES, HMIS, PSH), CES Workgroup ranking recommendations, and "carry over" new projects awarded reallocation funds locally through the 2025 NOFO process but not awarded by HUD after the 2025 process was rescinded.						
Tier 2 (\$9,235,719)						
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28	N/A	Marjaree Mason Center, Inc.	DV Coordinated Entry System 2	Renewal	SSO-CES	\$435,666
			Total Tier 2 Funding:			\$9,235,719
^Applying for Domestic Violence Bonus funding						

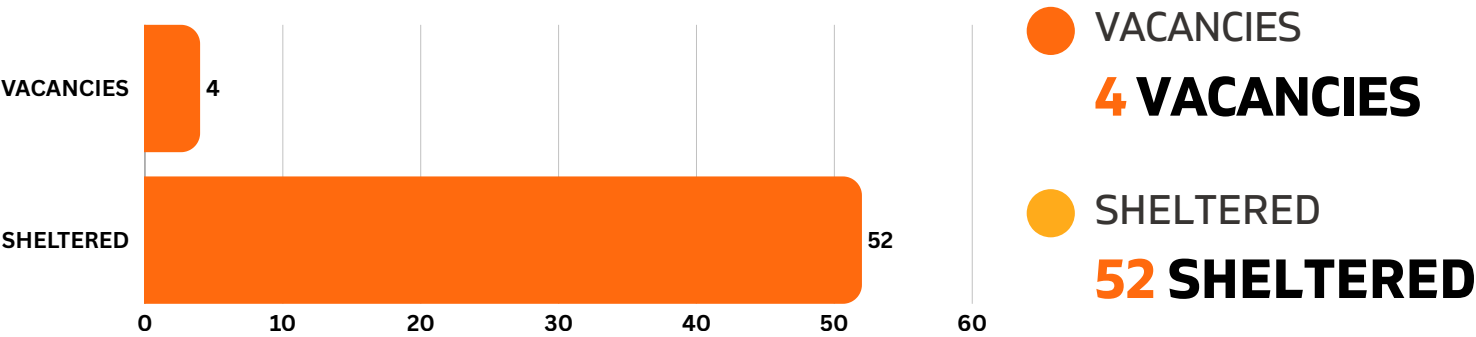
Involuntary Reallocation (\$6,225,368)						
16	N/A	Fresno County Economic Opportunities Commission	Hero Team 2**	Renewal	SSO-CES	\$156,278
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14	N/A	Community Action Partnership of Madera County, Inc.	Madera County Coordinated Entry Supportive Services HELP Center**	Renewal	SSO-CES	\$123,053
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N/A	N/A	Marjaree Mason Center, Inc.	Welcome Home 3***	Renewal	RRH	\$406,406
N/A	N/A	Poverello House	Poverello House Rapid Rehousing Project***	Renewal	RRH	\$406,321
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N/A	N/A	Turning Point of Central California	Stasis Permanent Supportive Housing***	Renewal	PSH	\$613,979
6	76	Turning Point of Central California	Serenity Village**	Renewal	PSH	\$50,000
N/A	N/A	Valley Teen Ranch	VTR RRH***	Renewal	RRH	\$110,622
			Total Involuntary Reallocation			\$6,225,368
Partial reallocation of renewal projects based on a local policy decision to (1) make cuts based on historical grant underspend and (2) to include local funding for Coordinated Entry System projects. *Renewal projects fully reallocated based on the CoC's policy to shift funding to new projects that will compete through HUD's Tier 2 New Project Set-Aside. reallocations to comply with the NOFO's Tier 2 New Project Set Aside. ****Reallocation due to the CoC changing its Coordinated Entry System Management Entity designation in its Governance Charter from Poverello House to the County of Fresno.						
Not Recommended for Funding (\$11,454,313)						
N/A	52.88	ACTS Foundation	Rural Pathways to Stability	New	SSO	\$150,000
N/A	N/A	Change for Good	SSO Standalone	New	SSO	\$307,942
N/A	N/A	Aspiranet	Youth TH Employment Specialist App	New	TH	\$114,369
N/A	N/A	Madera Rescue Mission	TH Facility New Construction	New	New Construction	\$9,209,766
N/A	N/A	Fentanyl Anonymous	FA Connect California	New	SSO	\$800,000
N/A	N/A	SelmaCOM	SelmaCOM TH^	New	TH	872,236
			Total Not Recommended for Funding			\$11,454,313
Planning Grant						
			CA-514 CoC Planning Application FY2026	Planning		\$736,549

This list is the product of the Review and Rank Panel that took place on July 30, 2026.

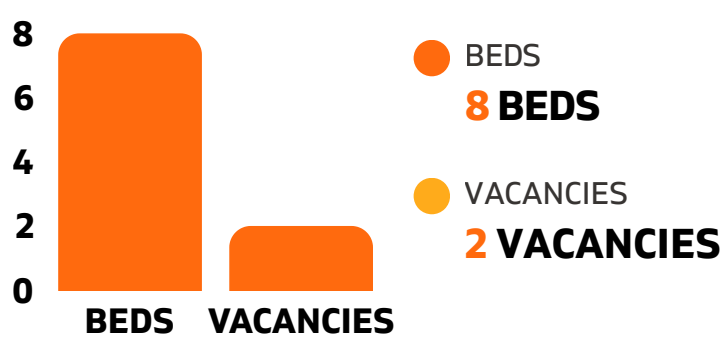
MONTHLY REPORT

JULY
2026

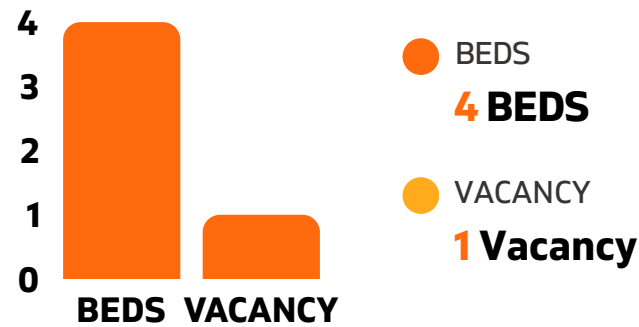
SHUNAMMITE PLACE



MMHSA (CHOWCHILLA)



MMHSA (MADERA)



LIHEAP

126 APPLICATIONS PROCESSED





Community
Action Partnership
of Madera County

HELPING PEOPLE, CHANGING LIVES

HELP CENTER

MONTHLY HOMELESS SERVICES DASHBOARD

REPORTING PERIOD
JULY 1-31, 2026

AT A GLANCE

CLIENTS SERVED



210

HOUSED



10

SHELTERED



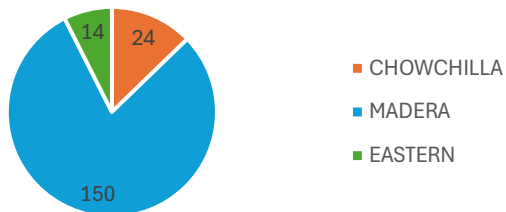
18

REFERRALS RECEIVED



26

TOTAL CLIENTS SERVED BY LOCATION



DEMOGRAPHICS SNAPSHOT



SINGLE
181



FAMILIES
7

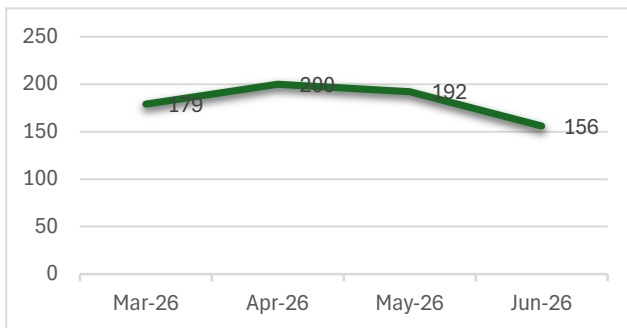


YOUTH
8

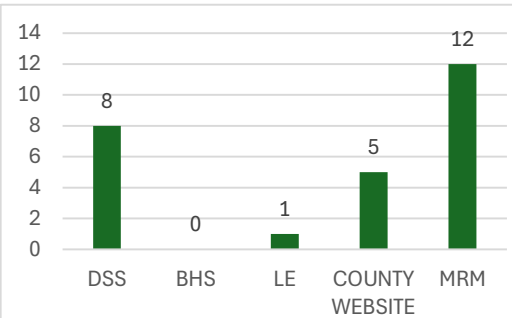


VETERANS
3

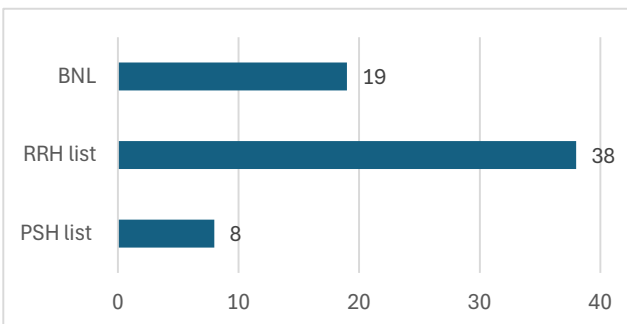
CLIENTS SERVED TREND (LAST 4 MONTHS)



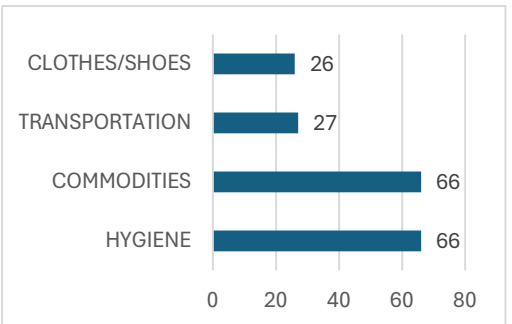
REFERRALS RECEIVED



COORDINATED ENTRY



OTHER SERVICES



Victim Services

October 2025 - September 2026

Domestic Violence Program

Services	1 st quarter (Oct.-Dec.)	2 nd quarter (Jan- March)	3 rd quarter (April- June)	4 th quarter (July-Sept.)	Total
Crisis Intervention	216	124	130		
Individual or group counseling/support	182	688	565		
Criminal/Civil Legal Advocacy	51/13	214/42	192/28		
Assistance with protective/custody orders	48	157	81		

Shelter

Bed Nights/Individuals	63/12	158/7	4/1		
Emergency food & clothing	4	6	1		

Victim Witness

Crisis Intervention	203	59	39		
Individual Counseling	117	223	208		
Criminal Advocacy/accompaniment	221	289	245		
Assistance in obtaining protection or restraining order	5	19	19		
Number of Victims of Crime Compensation claims submitted	2	3	6		

Sexual Assault

Crisis Intervention	184	137	63		
Individual Counseling	82	180	182		
Individual Advocacy	31	17	14		
Criminal Justice Advocacy/Accompaniment	226	120	152		
On-scene Response	0	3	1		

Fiscal Year January-December 2026**Unserved/Underserved**

Services	1 st Quarter (Jan.- March)	2 nd Quarter (April-June)	3 rd Quarter (July- Sept.)	4 th Quarter (Oct.-Dec.)	Total
Crisis Intervention	36	20			
Presentations to underserved population	4	1			
Outreach Events	0	7			
Immigration Assistance (visas, continued presence application, and other immigration relief)	0	0			
Provide information about the criminal justice process	36	28			
Criminal Justice Advocacy or Accompaniment	38	37			
Individual Advocacy (assist. With public assistance benefits, return of personal property)	8	5			

Transitional Housing

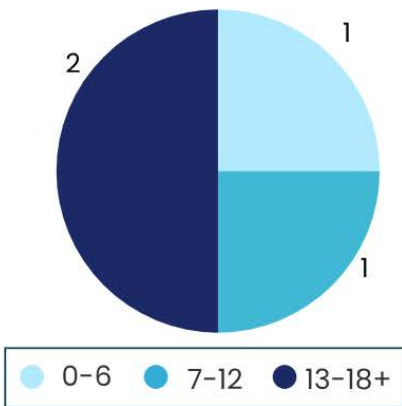
Services	1 st Quarter (Jan.- March)	2 nd Quarter (April- June)	3 rd Quarter (July- Sept.)	4 th Quarter (Oct.- Dec.)	Total
Individual Counseling	9	14			
Individual Advocacy (assist. with public assistance benefits, return of personal property)	1	2			
Individuals Rec. Rental Assistances	3	3			



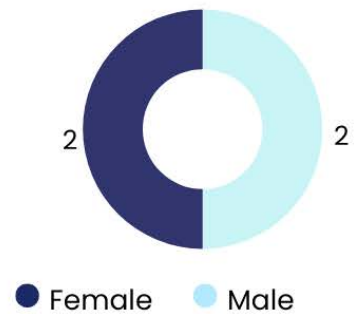
Madera County Child Advocacy Center (CAC)

July 2026

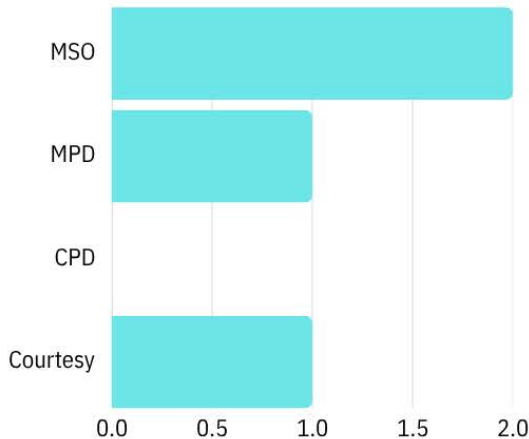
Age



Gender



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: 0



Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2026	8	12	9	8	14	6	4					
2025	3	5	10	11	6	7	9	9	16	8	7	6



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [JULY 2026](#)**

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

General Contract - CAPP	700
CalWORKs Stage 2 – C2AP	143
CalWORKs Stage 3 – C3AP	153
Bridge Program - BP	14
Total Children Enrolled	1,010

**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	48
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	50
LICENSE-EXEMPT CHILD CARE PROVIDERS	117
Total Providers Enrolled	217

RESOURCE & REFERRAL LICENSED CHILD CARE PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	162
CLOSED - LICENSED CHILD CARE PROVIDERS	0

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Take & Make Summer Activity Bag (English/Spanish) – 9 attendees

Family, Friend, and Neighbor Activity:

-

Trauma-Informed Coaching Workshops:

-



Report to the Board of Directors

Agenda Item Number:E-1

Board of Directors Meeting for: August 13, 2026

Author: Ana Gudino

DATE: July 29, 2026

TO: Board of Directors

FROM: Ana Gudino, Community Services Program Manager

SUBJECT: 2026 Community Services Block Grant (CSBG)
Discretionary Grant Agenda Item

I. RECOMMENDATION:

Review and consider authorizing the Executive Director to submit the 2026 Community Services Block Grant Discretionary Grant Application.

II. SUMMARY:

The CSBG is funded under the U.S. Department of Health and Human Services, Administration for Children and Families, passed through the State of California Community Services and Development. CSBG is designed to provide a range of services to assist low-income families and individuals.

III. DISCUSSION:

- A. Funding will be utilized to provide emergency assistance to Madera County households with utility assistance, primarily water bills to prevent housing instability and utility shut offs
- B. Purchase essential household furnishings, such as beds, dressers, tables, hygiene kits and cleaning supplies to supplement HUD funding and help individuals establish or maintain stable housing
- C. Staff will coordinate and collaborate with other county entities to host a resource fair for the Madera County homeless population, in efforts to connect individuals to additional community resources. During the resource fair, individuals can look forward to services for themselves, as well as their pets.

IV FINANCING:

\$26,000

Fund 218 CSBG DISCRETIONARY 08/01/2026 - 12/31/2026

	Admin				Total	
		Shun Place & PIT	Emergency Services	Resource Fair	Admin	Program
<u>Revenues</u>						
4130- GRANT INCOME-AREA	2,169.00	4,350.00	16,000.00	3,481.00	2,169.00	23,831.00
Total Revenues	2,169.00	4,350.00		3,481.00	2,169.00	23,831.00
<u>Expenses</u>						
5010- SALARIES & WAGES		-		-	-	-
5012- DIRECTOR'S SALARY					-	-
5020- ACCRUED VACATION PAY					-	-
5112- HEALTH INSURANCE		-		-	-	-
5114- WORKER'S COMPENSATION		-		-	-	-
5116- PENSION		-		-	-	-
5122- FICA		-		-	-	-
5124- SUI		-		-	-	-
5125- DIRECTOR'S FRINGE					-	-
5130- ACCRUED VACATION FICA					-	-
6110- OFFICE SUPPLIES					-	-
6112- DATA PROCESSING SUPPLIES					-	-
6121- FOOD					-	-
6122- KITCHEN SUPPLIES					-	-
6130- PROGRAM SUPPLIES					-	-
6143 - FURNISHINGS		2,600.00			-	2,600.00
6170- POSTAGE & SHIPPING					-	-
6180- EQUIPMENT RENTAL					-	-
6181- EQUIPMENT MAINTENANCE					-	-
6310- PRINTING & PUBLICATIONS					-	-
6312- ADVERTISING & PROMOTION					-	-
6320- TELEPHONE					-	-
6410- RENT					-	-
6420- UTILITIES/ DISPOSAL					-	-
6432- BUILDING REPAIRS/ MAINTENANCE					-	-
6436- PEST CONTROL					-	-
6437- BURGLAR & FIRE ALARM					-	-
6440- PROPERTY INSURANCE					-	-
6520- CONSULTANTS					-	-
6530- LEGAL					-	-
6540- CUSTODIAL SERVICES					-	-
6555- MEDICAL SCREENING/DEAT/STAFF					-	-
6610- GAS & OIL					-	-
6620- VEHICLE INSURANCE					-	-
6640- VEHICLE REPAIR & MAINTENANCE					-	-
6712- STAFF TRAVEL-LOCAL					-	-
6714- STAFF TRAVEL OUT OF AREA					-	-
6722- PER DIEM - STAFF					-	-
6742- TRAINING - STAFF					-	-
6832- LIABILITY INSURANCE					-	-
6840- PROPERTY TAXES					-	-
6850- FEES & LICENSES					-	-
6852- FINGERPRINT					-	-
6875- EMPLOYEE HEALTH & WELFARE					-	-
7222- MOTEL VOUCHERS					-	-
7240 - DIRECT BENEFITS CLEANING & HYGIENE/PERSONAL SUPPLIES		1,750.00			-	1,750.00
7240 - DIRECT BENEFITS HYGIENE KITS, PET SUPPLIES, PET LICENSE FEES					-	-
7240- DIRECT BENEFITS UTILITY ASSISTANCE			16,000.00	3,481.00		19,481.00
9010- INDIRECT COST ALLOCATION	2,169.00				2,169.00	-
Total Expenses	2,169.00	4,350.00	16,000.00	3,481.00	2,169.00	23,831.00
Excess Revenue Over (Under) Expenditures					-	-



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: August 13, 2026

Author: Jennifer Coronado

DATE: August 4, 2026

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and ratify the Domestic Violence Assistance Program (DV) submitted August 11, 2026, for the program period October 1, 2026, to September 30, 2027.

I. RECOMMENDATION:

Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program, due August 11, 2026, and authorize the Executive Director and authorized agents to sign and submit any extensions and/or amendments during the funding period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the DV Program is to operate and maintain Domestic Violence Assistance Program. The goal of the DV Program is to provide local assistance for comprehensive support services to victims of domestic violence, including emergency shelter for victims and their children. Empowering them to gain independence away from their abuser.

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 \$539,369 comprised of the following:

2026 VOCA: \$182,755

2026 VCGF: \$52,149

2026 DVPO: \$198,097

2026 FVPS \$106,368



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: August 13, 2026

Author: Jennifer Coronado

DATE: August 4, 2026

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider authorizing the Executive Director and authorized agents to submit the grant application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program due August 17, 2026, for the program period October 1, 2026, to September 30, 2027.

I. **RECOMMENDATION:**

Review and consider authorizing the Executive Director and authorized agents to submit the grant application to the California Office of Emergency Services (Cal OES), to support the Rape Crisis (RC) Program, including any extensions and/or amendments during the funding period.

II. **SUMMARY:**

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

III. **DISCUSSION:**

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

IV. **FINANCING:**

The total project costs are \$356,112 comprised of the following:
VOCA 2026: \$249,225
2026 RCP5: \$20,357
VCGF 2026: \$86,530



FISCAL YEAR 2026-27
RAPE CRISIS (RC) PROGRAM SUPPLEMENTAL

This Program Supplemental provides programmatic information and the requirements necessary to prepare an application for Cal OES grant funds. The provisions of this Program Supplemental supersede previous Non-Competitive Funding Opportunities and conflicting administrative and fiscal requirements in the [Subrecipient Handbook \(SRH\)](#). The SRH outlines all non-conflicting requirements that apply to Cal OES Victim Services Branch Grant Subawards.

A. PREREQUISITES

At the time of the submission of the Grant Subaward Application, Applicants must:

- **Not** have an exclusion record within SAM.gov. An exclusion record within SAM.gov indicates that a contractor (agency) is listed in the federal government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)
- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applied to non-profit organizations only). [Check non-profit status.](#)
- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. [Check IRS Status.](#)
- Have an "active" status and "good" standing for both the Secretary of State and Franchise Tax Board on the California Secretary of State website. [Check California Secretary of State status.](#)

- Upload the written Proof of Authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority to the Authorized Agent to enter the Subrecipient into Grant Subaward with Cal OES. (Governmental organizations may upload a Letter of Intent, however a Proof of Authority must be uploaded prior to finalizing the Grant Subaward.)

To remain eligible for payments of Grant Subaward funds, Subrecipients must maintain the above requirements throughout the Grant Subaward performance period.

B. FUNDING INFORMATION

Funding is contingent upon availability of funds.

Detailed information on all VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following fund(s):

1. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)
 - Supports eligible crime victim assistance programs.
 - Requires the use of volunteers. Applicants with a compelling reason for not using volunteers must provide justification in the Programmatic Narrative.
 - Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. To request a match waiver, Applicants must upload the VOCA Match Waiver Request Form in the Grants Central System as part of their application.
2. Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program.

- Promotes the development and the implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women.
 - Requires a cash or in-kind match equal to 25 percent of the total project cost. Tribes and victim service providers are exempt.
3. Sexual Assault Services Formula Grant Program (SASP) Formula Grant Program
- Provides intervention, advocacy, accompaniment, support services, and related assistance for all victims of sexual assault family, and household members of victims and those collaterally affected by sexual assault.
 - There is no match requirement.
4. State Penalty Assessment
- Provided through the 2026-27 State Budget Act. State Penalty Assessment funds are based on penalties levied against people convicted of state crimes.
 - Funds are restricted to operation of the 24-hour crisis line, follow-up counseling services, accompaniment services, advocacy services, information and referral services, and community education programs. All services and programs must be sexual assault specific.
 - There is no match requirement.
5. State General Fund
- Provided through the 2026-27 State Budget Act.

- Funds are restricted to operation of the 24-hour crisis line, follow-up counseling services, accompaniment services, advocacy services, information and referral services, and community education programs. All services and programs must be sexual assault specific.
 - There is no match requirement.
6. Victims of Crime Act Supplemental Funding (State General Funds)
- Supplements the VOCA Victim Assistance Formula Grant Program funds.
 - There is no match requirement.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

California Penal Code section 13837 authorizes Cal OES to provide grants to proposed and existing sexual assault services programs (SASPs) operating local rape crisis centers and prevention programs. Cal OES shall provide financial and technical assistance to SASPs (rape crisis centers) to implement the following services: crisis intervention, 24 hours per day, seven-days-per week, follow-up counseling, accompaniment services, advocacy services, information and referrals to victims and the general public, community education presentations, rape prevention presentations, and self-defense programs.

2. Programmatic Components

The programmatic components listed below are required for the implementation of the Program.

a. Service Standards for the Operations of Rape Crisis Centers

The Service Standards for the Operations of Rape Crisis Centers (Service Standards) must be adhered to by all Program

Subrecipients. The Service Standards set the minimum level of operations for Program Subrecipients.

b. Objectives

- Crisis Intervention Services
- Follow-up Counseling Services
- In-Person Counseling Services, including Group Counseling
- Accompaniment Services
- Advocacy Services
- Information Services
- Community Education Programs

c. Client Confidentiality

Program Subrecipients must ensure that client records are maintained in a secure location to ensure confidentiality.

d. Operational Agreements

Operational Agreements (OAs) with at least three to five community partners that your agency collaborates with on a regular basis to support the purpose and goals of the Program are required. All OAs must be listed on the Operational Agreements form in GCS.

An OA (also referred to as a Memorandum of Understanding) is a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency/organization. The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward (*SRH Section 7.005*).

e. California Victim Compensation Board (CalVCB)

1) Direct Assistance

Subrecipients are strongly encouraged to assist victims/survivors with applying for compensation benefits through the [California Victim Compensation Board](#). Activities may include:

- Advising of the availability of such benefits
- Assisting with application forms and understanding procedures
- Obtaining necessary documentation to support the claim
- Monitoring claim status
- Referring victim/survivors to allied service provider for the services noted above

2) Training

Cal OES requires that all Grant Subaward-funded personnel who provide direct services to victims/survivors participate in online or in-person CalVCB claims assistance training on a yearly basis. Advocate [e-learning](#) is available by utilizing the link above.

f. California Violent Death Reporting System (CalVDRS)

Subrecipients must utilize and disseminate educational material on county-specific California Violent Death Reporting System (CalVDRS) data, from the California Department of Public Health, to inform community partners of its benefit as a tool in decision making, planning, and training. In addition, where CalVDRS data is available, Subrecipients should incorporate that data into planning, education, and prevention efforts.

In counties not yet participating in CalVDRS, Subrecipients should utilize education materials and attend training opportunities

provided by the California Department of Public Health to build awareness of CalVDRS and educate for county participation.

g. Cal OES Training

Subrecipients are required to have two Grant Subaward personnel attend a one-day Cal OES training webinar. The webinar will be offered on three dates between February – May 2027. |

D. PROGRAM REPORTING REQUIREMENTS

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

1. Cal OES Progress Reports

There are two Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period
1st Report	October 1, 2026 – March 31, 2027
2nd Report	April 1, 2027– September 30, 2027

2. Office for Victims of Crime (OVC) Reports

There are two on-line OVC Reports Subrecipients will also need to complete:

a. Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Management Tool (PMT).

Once the Subrecipient completes the report, Cal OES will have 30

days to either approve the SAR or work with the Subrecipient on corrections before approving the SAR.

b. Subgrantee Report

Subrecipients receiving VOCA Victim Assistance Formula Grant Program funds must complete this report no later than two weeks following the end of each federal fiscal year quarter.

Subrecipients will report data directly into the OVC PMT database no later than the due dates in the table below, unless otherwise instructed by your Grants Analyst.

Report Period	Due Date (on or about)
October 1, 2026 – December 31, 2026	January 14, 2027
January 1, 2027 – March 31, 2027	April 14, 2027
April 1, 2027 – June 30, 2027	July 14, 2027
July 1, 2027 – September 30, 2027	October 14, 2027

* Exact dates will be provided by your Grants Analyst at the end of each quarter.

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call (844)884-2503.

3. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2027.

Subrecipients receiving SASP Formula Grant Program funds must complete the Annual Progress Report for the SASP Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2027.



Report to the Board of Directors

Agenda Item Number:E-4

Board of Directors Meeting for: August 13, 2026

Author: Yessenia Casillas

DATE: July 31, 2026

TO: Board of Directors

FROM: Yessenia Casillas, Finance Director – Grants Management

SUBJECT: 2026-2027 Basic, Blended & Admin Budget Revisions

I. RECOMMENDATION:

Review and approve Community Action Partnership of Madera County 2026-2027 MHS Basic, Blended & Admin Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.

II. SUMMARY:

We have prepared comparison budget revisions based on the agency's funding allocations for the 2026-2027 guidance and amounts received from Stanislaus County Office of Education Amendment #1.

III. DISCUSSION:

MHS Basic, Blended & Admin Budgets in need of multiple category changes.

A. Basic

- a. Personnel 6a: Increase personnel due to proposed 1% COLA implementation and MHS amendment #1
- b. Fringe 6b: Increase fringe benefits in line with the personnel cost increase due to proposed 1% COLA implementation and MHS amendment #1.
- c. Supplies 6e: Increase supplies to allocate additional funding for data processing supplies and system upgrades as well as increased costs associated with child nutrition supplies.
- d. Other 6h: Decrease due to anticipated savings in equipment and rental expenses. The savings will be allocated to 6c Supplies to support program operational needs.
- e. Indirect 6i: Increase to indirect due to the MHS amendment #1 funding allocation increase.

B. Blended

- a. Personnel 6a: Increase personnel blended costs due to proposed 1% COLA implementation and MHS amendment #1.
- b. Fringe 6b: Increase fringe benefits for the blended program in line with personnel cost increase due to proposed 1% COLA implementation and MHS amendment #1.
- c. Supplies 6e: Decrease supplies to support the COLA adjustment for both the blended and basic programs. Supply costs will continue to be supported through

the programs existing blended funding structure which includes state support for blended program costs.

- d. Other 6h: Decrease to overhead costs to support the COLA adjustment for both the blended and basic programs. Overhead costs will continue to be supported through the programs existing blended structure which includes state support for blended program costs.
- e. Indirect 6i: Decrease indirect due to transfer of funds from Blended to the Basic program.

C. Administrative

- f. Personnel 6a: Increase administrative personnel allocation due to proposed 1% COLA implementation and MHS amendment #1.
- g. Fringe 6b: Increase fringe benefits in line with personnel cost increase due to proposed 1% COLA implementation and MHS amendment #1.
- h. Other 6h: Revision to the allocation of other operating expenses to remain within the allowable administrative percentage cap.
- i. Indirect 6i: Increase total indirect included in the administrative allocation due to the funding increase in MHS amendment #1.

D. **FINANCING:**

- a. Basic Budget: Net increase +\$42,440
 - i. Revised total budget: \$5,663,443
- b. Blended Budget: Net decrease -\$2,415
 - i. Revised total budget: \$679,804

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
BLENDED BUDGET COMPARISON REVISION
March 1, 2026- February 28, 2027**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

362 BLENDED		Approved Budget	Amendment COLA	Approved Budget	Modification Changes	Revised Budget
6a	Personnel	128,402	1,216	129,618	-	129,618
6b	Fringe	32,377	193	32,570	-	32,570
6c	Travel	660	-	660	-	660
6d	Equip >5,000	-	-	-	-	-
6e	Equip <5,000	-	-	-	-	-
6e	Supplies	11,049	-	11,049	-	11,049
6f	Contracts	-	-	-	-	-
6g	Renovations	-	-	-	-	-
6h	Other	51,336	(945)	50,391	-	50,391
	Total Direct	223,824	464	224,288	-	224,288
6i	Indirect	528,267	3,339	531,606	-	531,606
Total		752,091	3,803	755,894	-	755,894

Explanation of requested variance/changes:

Changes

6a	Net Increase:	Increase 6a personnel due to 1% COLA implementation and MHS amendment #1.	1,216
6b	Net Increase:	Increase 6b fringe benefits in line with personnel cost increase due to 1% COLA implementation and MHS amendment #1.	193
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	No Change		-
6f	No Change		-
6g	No Change		-
6h	Net Decrease:	Decrease 6h other administrative costs in order to remain within the allowable administrative cap percentage.	(945)
6i	Net Increase:	Increase 6i indirect due to MHS budget amendment #1.	3,339
Total			3,803

Approval Section	
Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
BASIC BUDGET COMPARISON REVISION
March 1, 2026- February 28, 2027**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

321 BASIC		Approved Budget	Amendment COLA	Approved Budget	Revised Budget
6a	Personnel	3,351,855	24,054	3,375,909	3,375,909
6b	Fringe	888,368	3,846	892,214	892,214
6c	Travel	-	-	-	-
6d	Equip >5,000	-	-	-	-
6e	Equip <5,000	-	-	-	-
6e	Supplies	160,039	25,000	185,039	185,039
6f	Contracts	-	-	-	-
6g	Renovations	-	-	-	-
6h	Other	751,895	(14,000)	737,895	737,895
	Total Direct	5,152,157	38,900	5,191,057	5,191,057
6i	Indirect	468,846	3,540	472,386	472,386
Total		5,621,003	42,440	5,663,443	5,663,443

Explanation of requested variance/changes:

Changes

6a	Net Increase:	Increase in 6a personnel costs reflects the implementation of the 1% COLA and MHS Amendment #1. The budget modification is based on current personnel cost projections and the additional funding provided under MHS Amendment #1 to support the proposed 1% COLA.	24,054
6b	Net Increase:	Increase 6b fringe benefits in line with personnel cost increases due to 1% COLA implementation and MHS amendment #1.	3,846
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Increase:	Increase 6e supplies to allocate additional funding for data processing supplies and system upgrades that support program operations, as well as increased costs associated with child nutrition supplies.	25,000
6f	No Change		-
6g	No Change		-
6h	Net Decrease:	Decrease 6h other to reflect anticipated savings in equipment rental expenses. The savings will be reallocated to 6e supplies to support program operational needs.	(14,000)
6i	Net Increase:	Increase 6 indirect - due to MHS Amendment #1.	3,540
Total			42,440

Approval Section	
Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
BLENDED BUDGET COMPARISON REVISION
March 1, 2026- February 28, 2027**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

362 BLENDED		Approved Budget	Amendment COLA	Approved Budget	Modification Changes	Revised Budget
6a	Personnel	399,200	12,605	411,805	-	411,805
6b	Fringe	105,466	2,124	107,590	-	107,590
6c	Travel	-	-	-	-	-
6d	Equip >5,000	-	-	-	-	-
6e	Equip <5,000	-	-	-	-	-
6e	Supplies	40,510	(6,000)	34,510	-	34,510
6f	Contracts	-	-	-	-	-
6g	Renovations	-	-	-	-	-
6h	Other	80,139	(10,943)	69,196	-	69,196
	Total Direct	625,315	(2,214)	623,101	-	623,101
6i	Indirect	56,904	(201)	56,703	-	56,703
Total		682,219	(2,415)	679,804	-	679,804

Explanation of requested variance/changes:

Changes

6a	Net Increase:	Increase 6a personnel blended costs due to 1% COLA implementation and MHS amendment #1.	12,605
6b	Net Increase:	Increase 6b fringe benefits for the blended program in line with personnel cost increases due to 1% COLA implementation and MHS amendment #1.	2,124
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Decrease:	Decrease 6e supplies to support the COLA adjustment for both the blended and basic programs. Supply costs will continue to be supported through the program's existing blended funding structure, which includes state support for blended program costs.	(6,000)
6f	No Change		-
6g	No Change		-
6h	Net Decrease:	Decrease 6h other - program overhead costs, including telephone, utilities, maintenance, and custodial services, to support the COLA adjustment for both the blended and basic programs. Overhead costs will continue to be supported through the program's existing blended funding structure, which includes state support for blended program costs.	(10,943)
6i	Net Decrease:	Decrease 6i indirect due to transfer of funds from Blended to the Basic program.	(201)

Total **(2,415)**

Approval Section	
Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: August 13, 2026

Author: Yessenia Casillas

DATE: July 31, 2026

TO: Board of Directors

FROM: Yessenia Casillas, Finance Director – Grants Management

SUBJECT: 2026-2027 MHS Non-Federal Share Grant Budget Revision

I. RECOMMENDATION:

Review and approve Community Action Partnership of Madera County 2026-2027 Non-Federal Share Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.

II. SUMMARY:

We have prepared comparison budget revisions based on the agency's amended funding allocations for the 2026-2027 guidance and amounts received from Stanislaus County Office of Education.

III. DISCUSSION:

Migrant Head Start Non-Federal Share changes.

A. Non Federal Share

- a. Other 6a Personnel, 6b Fringe: Increase for the cost of personnel and fringe benefits due to 1% COLA implementation and MHS amendment #1.
- b. Other 6h: Decrease in this section of the NFS was necessary to adjust the total amount of contribution necessary to meet the non-federal share required by contract per MHS amendment #1.

B. FINANCING:

- a. Net Increase to the non-federal share of \$10,006

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
BLENDED BUDGET COMPARISON REVISION
March 1, 2026- February 28, 2027**

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

362 BLENDED		Approved Budget	Amendment COLA	Approved Budget	Modification Changes	Revised Budget
6a	Personnel	861,125	8,611	869,736	-	869,736
6b	Fringe	216,770	1,915	218,685	-	218,685
6c	Travel	-	-	-	-	-
6d	Equip >5,000	-	-	-	-	-
6e	Equip <5,000	-	-	-	-	-
6e	Supplies	9,300	-	9,300	-	9,300
6f	Contracts	-	-	-	-	-
6g	Renovations	-	-	-	-	-
6h	Other	496,155	(520)	495,635	-	495,635
	Total Direct	1,583,350	10,006	1,593,356	-	1,593,356
6i	Indirect	-	-	-	-	-
Total		1,583,350	10,006	1,593,356	-	1,593,356

Explanation of requested variance/changes:

Changes

6a	Net Increase:	Increase 6a for the Non Federal Share cost of personnel increase due to 1% COLA implementation and MHS amendment #1.	8,611
6b	Net Increase:	Increase 6b for the Non Federal Share fringe benefit cost increase due to 1% COLA implementation and MHS amendment #1.	1,915
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	No Change		-
6f	No Change		-
6g	No Change		-
6h	Net Decrease:	Decrease 6h other - this section of the NFS was adjusted to reflect the amount of contribution necessary to meet the required non-federal share required by contract per MHS amendment #1.	(520)
6i	No Change		

Total **10,006**

Approval Section	
Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: August 13, 2026

Author Maritza Gomez-Zaragoza

DATE: July 22, 2026

TO: CAPMC Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera and Fresno Head Start Program's COLA Salary Adjustments for 2026 funding year.

I. RECOMMENDATIONS:

Review and Approve the Madera and Fresno Head Start Program's COLA Salary Adjustments for 2026 funding year.

II. SUMMARY:

The Consolidated Appropriations Act of 2026 contains an increase to Head Start Programs for the 2026 fiscal year. The funding is earmarked for a Cost-of-Living Adjustment (COLA) The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of .635%.

III. DISCUSSION:

- A. The COLA funds were earmarked for a .635% salary increase for staff. After some consideration of all CAPMC Head Start Program's funding, it was proposed to consider a 1% increase for all staff.
- B. All Head Start budgets, Regional and Early Head Start, Madera Migrant Head Start and Fresno Migrant Head Start, have been amended to reflect the 1% salary increase with the COLA funds. Related fringe benefit cost (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly.
- C. The Regional and Migrant Head Start budgets will be modified to ensure the total amount needed for the 1% is allocated to the salary category. The attached summaries will provide the budget modifications.
- D. Per the OHS notification letter, CAPMC does not have to submit an application for the any of the Head Start programs. The funds will be added to the basic funds for all three programs.
- E. Non-Federal Share amounts will be added under volunteer hours.

III. FINANCIAL IMPACT:

Attached is a breakdown for each budget and potential impact, if any.

Fresno Applied Cola

Original budget	\$	6,566,001.00	
COLA Budget	\$	6,607,695.00	
Variance	\$	41,694.00	
Fresno 1%	\$	(37,060.00)	Payroll
Net	\$	(4,634.00)	Remaining
Expenses			
Program Supplies	\$	1,155.00	
Indirect	\$	3,479.00	

Head Start/Early Head Start Applied Cola

	Head Start	Early Head Start
Original Budget	\$ 4,496,470.00	\$ 826,615.00
COLA Budget .635%	\$ 28,533.00	\$ 5,249.00
1% COLA	\$ 37,956.00	\$ 5,376.00
Budget Adjustment	\$ (9,403.00)	\$ (127.00)
Budget w/ COLA	\$ 4,525,003.00	\$ 831,864.00

Migrant Head Start

	Basic	Blended
Original Budget	\$ 5,621,003.00	\$ 682,219.00
COLA Budget @ .635%	\$ 35,693.00	\$ 4,332.00
1% COLA Calculation	\$ 42,440.00	\$ 14,729.00
Difference	\$ (6,747.00)	\$ (10,397.00)

Original Budget	\$ 5,621,003.00	\$ 682,219.00
1% COLA Implementation	\$ 42,440.00	\$ 14,729.00
Operating Cost Budget Adjustment	\$ -	\$ (17,144.00)
Budget w/ COLA	\$ 5,663,443.00	\$ 679,804.00



Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors Meeting for: August 13, 2026

Author: Maritza Gomez

DATE: July 31, 2026

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2025-2026 Budget Revision

I. RECOMMENDATION:

Review and approve the 2025-2026 Budget Revision to CAP of San Luis Obispo.

II. SUMMARY:

A comparison budget revision has been prepared based on the agency's funding allocation for the 2025-2026 funding year.

III. DISCUSSION:

- a. Upon review of the state of the current budget, savings in the personnel and fringe categories were identified. The program identified the need to replace old vehicles that are used by center staff for transportation to conduct program business.
- b. CAPMC requested authorization from the grantee, CAPSLO to purchase new vehicles. Upon receiving approval, a budget revision has been prepared for approval from the Policy Committee and Board of Directors.
- c. CAPMC staff also identified the need to replace the walkways for the Mendota center. The walkways are cracked and/or lifted due to tree roots. The cracks pose a hazard for the children and staff. The Facilities Supervisor has secured quotes and has completed the required documentation to move forward with the project once approval is obtained.
- d. The attached budget summary provides the transfer in funding from the personnel and fringe benefit categories to the equipment category for the purchase of the vehicles. Additionally, the appropriate adjustments were made to the indirect cost category.

The budget revision requires Policy Committee and Board approval in order for the approval process to move forward.

- The 2025-2026 Budget Revision will be presented for review and approval to the Policy Committee on August 12, 2026.

IV. FINANCING: Proper adjustments have been made to the budget with no impact on the overall budget.

COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO
MIGRANT AND SEASONAL HEAD START
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
BUDGET REVISION GRANT #90CM009887-01
SEPTEMBER 1, 2025 - AUGUST 31, 2026

	<u>AWARDED 2025- 26</u>	<u>BUDGET REVISION</u>	<u>REVISED TOTALS</u>
A. SALARIES	3,936,332.00	(129,951.63)	3,806,380.37
B. FRINGE BENEFITS	1,113,892.00	(34,490.72)	1,079,401.28
C. OUT OF AREA TRAVEL	-		-
D. EQUIPMENT	36,000.00	98,018.00	134,018.00
E. SUPPLIES	284,942.00		284,942.00
F. CONTRACTUAL	15,000.00		15,000.00
H. OTHER	651,805.00	74,600.00	726,405.00
J. INDIRECT	546,030.00	(8,175.65)	537,854.35
K. TOTAL BUDGET *	6,584,001.00	-	6,584,001.00

* Total budget for the delegate is in "Contractual" on the CAPSLO NOA



BEFORE

THE FRESNO MIGRANT AND SEASONAL HEAD START

In the Matter of)

Resolution No. 2026-08

Fresno Migrant/Seasonal)
Head Start Program)

**Resolution to Submit the
2025-2026 Fresno Migrant &
Seasonal Budget Revision**

As the Chairperson of Community Action Partnership of Madera County, acting on behalf of the entire Board of Directors, I authorize for the submission of the Fresno Migrant and Seasonal Head Start Budget Revision. The budget revision is to address the need to purchase three (3) vehicles with a total amount of \$98,018 to meet the transportation needs of the program. The budget revision also includes revisions to the grounds maintenance category to include \$74,600 to replace walkways for the Mendota MHS center.

The person authorized as the official representative of Community Action Partnership of Madera County, Inc. to submit any amendments and provide additional information as may be required by Community Action Partnership of San Luis Obispo, is the Executive Director of the Community Action Partnership of Madera County, Inc.

The foregoing Resolution was passed by the CAPMC Board of Directors at the regular Board of Directors meeting held on August 13, 2026, by the following vote:

Vote: _____ Ayes: _____

Absent: _____ Noes: _____

Eric LiCalsi, Chairperson

Date

Attest: Tyson Pogue, Secretary/Treasurer

Date



Report to the Board of Directors

Agenda Item Number: E-8

Board of Directors' Meeting for: August 13, 2026

Author: Sandra Ramirez

DATE: August 4, 2026

TO: Board of Directors

FROM: Sandra Ramirez, Finance Director-Operations

SUBJECT: Compensation Schedules and Salary Schedules

I. RECOMMENDATION:

Review and approve the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC).

II. SUMMARY:

The updated compensation and salary schedules for all programs reflect a 1% cost of living adjustment (COLA) increase retroactively effective for the 2026/2027 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.

III. DISCUSSION:

- A. The Board of Directors has previously approved the applications for all the Head Start programs, including Fresno, which is not represented by the bargaining unit (SEIU Local 521). The Office of Head Start provided additional funding for these “across the board” salary adjustments.
- B. The schedules were last updated June 17, 2024 to reflect the range adjustments and were approved by the Board of Directors on August 8, 2024.
- C. Any new positions and job descriptions that have been approved by the Board of Directors have been included in the appropriate compensation schedules at the approved rate of pay.
- D. The attached Compensation Schedules and Salary Schedule reflect the 1% COLA effective as follows: March 1, 2026 for Madera Migrant Head Start; June 1, 2026 for Regional Head Start; July 1, 2026 for all Non Head Start programs and August 1, 2026 for Fresno Migrant Head Start. These dates correspond with the program and fiscal years for the Head Start programs and July 1st is the beginning of the agency’s fiscal year.

- E. As of August 4, 2026 CAPMC has approval from Regional Head Start and is pending approval from Stanislaus County Office of Education and Community Action Partnership of San Luis Obispo that covers Madera Migrant Head Start and Fresno Migrant Head Start.
- IV. **FINANCING**: All applicable salary and fringe benefit increases have been included in the current year budgets in the appropriate programs.



Report to the Board of Directors

Agenda Item Number: E-9

Board of Directors' Meeting for: August 13, 2026

Author: Irene Yang

DATE: August 6, 2026

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Personnel Reclassification

I. RECOMMENDATION:

Review and approve the reclassification of an existing staff member to the Accountant / Program Manager position.

II. SUMMARY:

The job requirements have been reviewed and updated to better support the Fiscal Department's workload, including the addition of grants that support growing programs. Key revisions include, but are not limited to, updates to the education and experience requirements to recognize related fields and at least six years of increasingly responsible experience in accounting, financial record maintenance, and related fiscal functions.

A current staff member joined the Agency's Fiscal Department on December 31, 2018, as an Accounting Technician and was reclassified on August 10, 2023, as the Program Accountant. The employee is currently taking courses toward completion of an associate degree in business administration. Combined with her coursework and more than six years of increasingly responsible experience with the Agency, she demonstrates that she meets the requirements for the Accountant / Program Manager position.

III. DISCUSSION:

- A. The proposed employee has received successful evaluations each year and has continued to assume additional responsibilities within the Fiscal Department. Her expanded grant-related responsibilities now support Community Services programs, including the HUD-funded HELP Center, FEMA grant activities, donations, Homeless Housing Assistance and Prevention, and Community and Housing Outreach services. She also continues to maintain fiscal responsibilities for the Alternative Payment Program and Resource and Referral programs.
- B. The employee has demonstrated the ability to step up and oversee expanded fiscal responsibilities in support of Community Services Department while continuing to manage grants under the Alternative Payment Program and Resource and Referral programs. Based on her contributions and performance, the proposed

reclassification will change her compensation from Range 24.0, Step I to Range 32.0, Step A, recognizing the new role and additional functions.

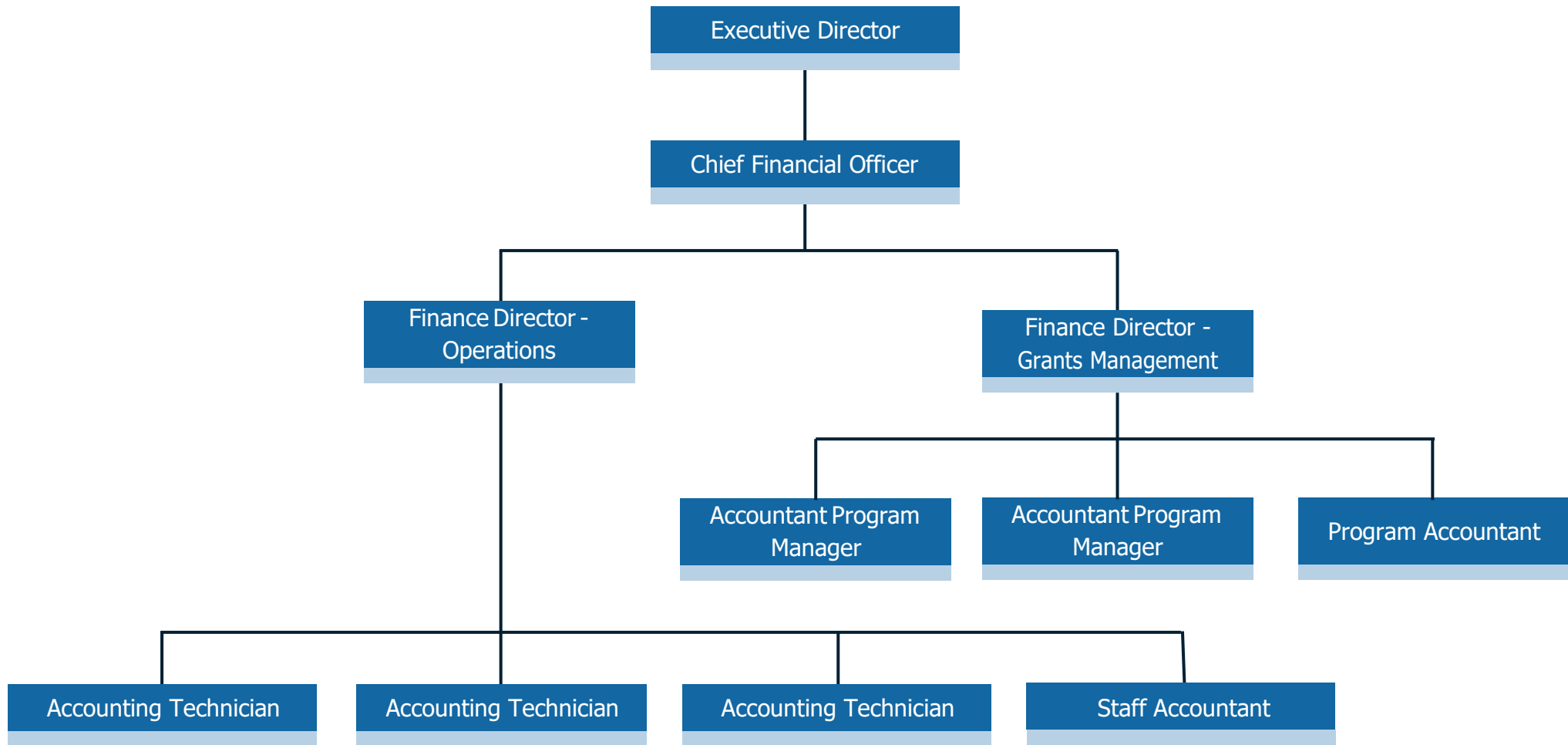
C. The reclassification will become effective upon Board approval of the proposed change.

IV. **FINANCIAL IMPACT:** \$79,456 – 96,824 is the annual salary range for the Accountant / Program Manager position.

Fiscal



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COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG 01/01/2026 - 12/31/2026 218	318,202.00	98,097.52	58.33%	30.83%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY NO CONTRACT 217	0.00	0.00	#DIV/0!	#DIV/0!	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/26 - 05/31/27 311/380	4,525,023.00	222,325.25	16.67%	4.91%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/26 - 05/31/27 310	46,025.00	7,147.05	16.67%	15.53%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/26 - 05/31/27 312	831,864.00	104,891.38	16.67%	12.61%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/26 - 05/31/27 309	13,373.00	3,967.01	16.67%	29.66%	Provide training for staff and parents
MADERA STATE CSPP/RHS SB140 COST OF CARE 11/01/25 - 06/30/27 314	459,040.00	0.00	45.00%	0.00%	Provide child care services to HS preschool children and families
MADERA STATE CSPP/RHS LAYERED 07/01/26 - 06/30/27 319	1,182,560.00	0.00	8.33%	0.00%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/25 - 09/30/26 390	608,357.00	378,652.60	83.33%	62.24%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/26 - 02/28/27 321/362	6,303,222.00	2,345,175.42	41.67%	37.21%	Provide HS services to migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/26 - 02/28/27 320	30,177.00	21,392.50	41.67%	70.89%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/26 - 06/30/27 322/324	992,716.00	0.00	8.33%	0.00%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/26 - 06/30/27 325	169,936.00	6,246.17	8.33%	3.68%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2026 - 05/31/2027 356	187,412.76	0.00	16.67%	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 JULY 31, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/25 - 08/31/26 331	6,566,001.00	4,898,269.88	91.67%	74.60%	Provide HS services to to migrant and seasonal children and families
FRESNO MIGRANT HS -TRAINING 09/01/25 - 08/31/26 330	82,690.00	57,147.37	91.67%	69.11%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2025 - 08/31/2026 351	425,745.25	0.00	91.67%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2025 - 06/30/2026 371	318,795.00	16,328.41	108.33%	5.12%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
=====					
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/26 - 06/30/27 411	7,997.00	7,997.00	8.33%	100.00%	Training and supplies for child care providers
R & R GENERAL 07/01/26 - 06/30/27 401	297,087.00	14,145.46	8.33%	4.76%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/26 - 06/30/27 407	307,121.00	3,962.42	8.33%	1.29%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/26 - 06/30/27 424	55,064.00	1,583.99	8.33%	2.88%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/25 - 06/30/27 414	8,294,765.00	5,518,031.22	54.17%	66.52%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT 07/01/26 - 06/30/27 426 (WILL BE USED ONCE 414 FULLY EXPENDED)	8,294,765.00	0.00	8.33%	0.00%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/26 - 06/30/27 427	1,848,171.00	7,031.17	8.33%	0.38%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/26 - 06/30/27 428	1,166,253.00	5,779.22	8.33%	0.50%	Provide subsidized child care for eligible families
=====					

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES 10/01/25 - 09/30/26 500	340,289.00	263,006.65	83.33%	77.29%	Assist victims of sexual assault
VICTIM WITNESS/CALOES 10/01/25 - 09/30/26 501	435,577.00	287,392.06	83.33%	65.98%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE 10/01/25 - 09/30/26 533	539,465.00	406,405.16	83.33%	75.33%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE 07/01/26 - 06/30/27 502	22,000.00	0.00	8.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION 07/01/26 - 06/30/27 504	4,000.00	0.00	8.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND 07/01/26 - 06/30/27 DONATIONS ONLY 507/525	2,000.00	0.00	8.33%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND 07/01/25 - 06/30/26 DONATIONS ONLY 510	2,500.00	21.19	8.33%	0.85%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH 01/01/26 - 12/31/26 508	196,906.00	93,548.64	58.33%	47.51%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING 01/01/26 - 12/31/26 531	135,000.00	78,123.79	58.33%	57.87%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER 07/01/26 - 06/30/27 516	1,000.00	0.00	8.33%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2026 -03/31/2027 535	200,000.00	52,248.43	33.33%	26.12%	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 JULY 31, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
=====					
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					

FEMA NO CONTRACT YET 205	0.00	0.00	#DIV/0!	#DIV/0!	Administration of the FEMA program

E.C.I.P./LIHEAP (11/01/25 - 06/30/27) 203	785,672.00	366,673.43	45.00%	46.67%	Assistance for low income clients for energy bills and weatherization services

MADERA MENTAL HEALTH PROPERTY MGMT 07/01/26 - 06/30/27 216	50,000.00	38,167.91	8.33%	76.34%	Provides property management services for the County of Madera Behavioral Health

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED JULY 31, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
=====					
COMMUNITY SERVICES - HOMELESS PROGRAMS:					

SHUNAMMITE PLACE 11/01/25 - 10/31/26 224	848,597.00	586,776.86	75.00%	69.15%	Provides permanent supportive housing for homeless people with disabilities

HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH 01/01/24 - 6/30/27 246	346,709.12	324,203.63	73.81%	93.51%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing

HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-V) BEHAVIORAL HEALTH 05/01/25 - 04/30/28 276	665,155.00	162,671.59	41.67%	24.46%	Provides rapid rehousing, and street outreach for coordination, prevention and shelter diversion to permanent housing

HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER 11/01/25 - 10/31/26 284	539,797.00	360,235.73	75.00%	66.74%	Provides coordinated entry supportive housing for homeless people within the FMCoC area

MADERA CO. PROP 47 COMMUNITY & HOUSING OUTREACH SERVICE 6/17/25 - 3/31/28 285	1,000,000.00	232,665.86	39.39%	23.27%	Provides shelter, case management, essential resources, and street outreach services to unsheltered with Madera Co. Task Force members

Madera Migrant Head Start
Budget to Actual

For the Period Ending 6/30/2026

Start Date 3/1/2025
Current Mnth 4.00
29%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-FEDERAL	6,303,222	964,070.06	1,851,191.50	887,121.44	7,311,738	29%	32,611.50	1,883,803.00	4,419,419.00
4220	IN KIND CONTRIBUTIONS	497,155	87,701.88	130,266.24	42,564.36	576,700	26%	-	130,266.24	366,888.76
4330	SALE OF ASSETS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,800,377	1,051,771.94	1,981,457.74	929,685.80	7,888,438	29%	32,611.50	2,014,069.24	4,786,307.76
EXPENDITURES										
5010	Salaries & Wages	3,540,352	565,552.03	1,009,547.97	443,995.94	4,106,808	29%	-	1,009,547.97	2,530,804.03
5020	Accrued Vacation Pay	210,703	33,946.36	41,321.01	7,374.65	244,415	20%	-	41,321.01	169,381.99
5112	Health Insurance	378,734	50,828.21	105,958.21	55,130.00	439,331	28%	-	105,958.21	272,775.79
5114	Worker's Compensation	101,699	19,697.40	29,852.21	10,154.81	117,971	29%	-	29,852.21	71,846.79
5116	Pension	192,969	28,429.90	51,867.86	23,437.96	223,844	27%	-	51,867.86	141,101.14
5122	FICA	270,836	43,104.54	77,106.84	34,002.30	314,170	28%	-	77,106.84	193,729.16
5124	SUI	33,477	1,903.21	2,922.71	1,019.50	38,833	9%	-	2,922.71	30,554.29
5130	Accrued Vacation Fringe	16,119	2,592.34	3,186.42	594.08	18,698	20%	-	3,186.42	12,932.58
6110	Office supplies	10,776	1,989.05	3,558.50	1,569.45	12,500	33%	1,697.21	5,255.71	5,520.29
6112	Data Processing Supplies	90,060	5,507.21	45,977.24	40,470.03	104,470	51%	3,717.54	49,694.78	40,365.22
6121	Food	3,000	-	356.12	356.12	3,480	12%	-	356.12	2,643.88
6122	Kitchen Supplies	1,500	-	-	-	1,740	0%	-	-	1,500.00
6130	Program Supplies	34,940	3,092.69	9,336.37	6,243.68	40,530	27%	9,766.82	19,103.19	15,836.81
6132	Medical & Dental Supplies	18,751	4,289.55	7,143.82	2,854.27	21,751	38%	172.20	7,316.02	11,434.98
6134	Instructional Supplies	15,337	1,289.09	1,289.09	-	17,791	8%	883.01	2,172.10	13,164.90
6140	Custodial Supplies	25,570	7,536.19	10,093.38	2,557.19	29,661	39%	1,821.74	11,915.12	13,654.88
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	4,283.55	8,021.98	3,738.43	-	#DIV/0!	1,996.21	10,018.19	(10,018.19)
6150	Uniform Rental / Purchases	86	(130.30)	167.33	297.63	100	195%	-	167.33	(81.33)
6170	Postage & Shipping	529	73.92	234.86	160.94	614	44%	-	234.86	294.14
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	60,000	6,602.41	13,099.16	6,496.75	69,600	22%	-	13,099.16	46,900.84
6181	Equipment Maintenance	19,080	1,072.51	3,907.92	2,835.41	22,133	20%	1,836.65	5,744.57	13,335.43
6310	Printing & Publications	2,400	1,491.38	1,940.62	449.24	2,784	81%	-	1,940.62	459.38
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	49,560	14,974.22	24,551.81	9,577.59	57,490	50%	-	24,551.81	25,008.19
6410	Rent	222,120	20,899.56	75,596.94	54,697.38	257,659	34%	-	75,596.94	146,523.06
6420	Utilities / Disposal	148,500	17,773.05	43,951.42	26,178.37	172,260	30%	-	43,951.42	104,548.58
6432	Building Repairs / Maintenance	57,000	10,789.83	40,085.58	29,295.75	66,120	70%	-	40,085.58	16,914.42
6433	Grounds Maintenance	-	-	-	-	-	#DIV/0!	-	-	-
6436	Pest Control	6,060	751.49	2,577.75	1,826.26	7,030	43%	-	2,577.75	3,482.25
6437	Burglar & Fire Alarm	6,600	127.58	510.23	382.65	7,656	8%	-	510.23	6,089.77
6440	Property Insurance	53,640	3,585.75	14,275.34	10,689.59	62,222	27%	-	14,275.34	39,364.66
6520	Consultants	12,500	280.80	733.07	452.27	14,500	6%	8,000.00	8,733.07	3,766.93
6522	Consultants Expense	280	-	-	-	325	0%	-	-	280.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	4,500	-	255.33	255.33	5,220	6%	-	255.33	4,244.67
6540	Custodial Services	88,375	14,374.50	24,734.50	10,360.00	102,515	28%	-	24,734.50	63,640.50
6555	Medical Screening / DEAT / Staff	5,000	561.75	1,559.25	997.50	5,800	31%	-	1,559.25	3,440.75
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	10,800	1,245.42	4,088.53	2,843.11	12,528	38%	-	4,088.53	6,711.47
6620	Vehicle Insurance	40,500	4,541.78	18,167.12	13,625.34	46,980	45%	-	18,167.12	22,332.88
6630	Vehicle License & Fees	-	-	-	-	-		-	-	-
6640	Vehicle Repair & Maintenance	11,160	1,637.17	6,458.97	4,821.80	12,946	58%	-	6,458.97	4,701.03
6712	Staff Travel-Local	1,400	245.78	704.57	458.79	1,624	50%	-	704.57	695.43
6714	Staff Travel-Out of Area	-	-	-	-	-		-	-	-
6722	Per Diem-Staff	-	-	-	-	-		-	-	-
6724	Per Diem-Parent	-	-	-	-	-		-	-	-
6730	Volunteer Travel	-	-	-	-	-		-	-	-
6742	Training - Staff	-	-	2,226.78	2,226.78	-	#DIV/0!	-	2,226.78	(2,226.78)
6746	Training - Parent	-	-	-	-	-		-	-	-
6748	Education Reimbursement	420	-	-	-	487		-	-	420.00
6750	Field Trips	-	-	-	-	-		-	-	-
6810	Bank Charges	-	-	-	-	-		-	-	-
6820	Interest Expense	-	-	-	-	-		-	-	-
6832	Liability Insurance	660	43.46	171.23	127.77	766	26%	-	171.23	488.77
6834	Student Activity Insurance	2,880	216.41	397.15	180.74	3,341	14%	-	397.15	2,482.85
6840	Property Taxes	-	-	-	-	-		-	-	-
6850	Fees & Licenses	10,500	7,369.60	7,369.60	-	12,180	70%	-	7,369.60	3,130.40
6852	Finger Printing	2,600	-	383.75	383.75	3,016	15%	-	383.75	2,216.25
6860	Depreciation Expense	-	-	-	-	-		-	-	-
6875	Employee Health & Welfare	9,434	-	-	-	10,943	0%	-	-	9,434.00
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	315	110.38	110.38	-	365	35%	-	110.38	204.62
7112	Parent Involvement	3,250	257.48	265.22	7.74	3,770	8%	-	265.22	2,984.78
7114	PPC Allowance	1,812	720.00	720.00	-	2,102	40%	-	720.00	1,092.00
7116	PPC Food Allowance	688	-	-	-	798	0%	-	-	688.00
8110	In-Kind Salaries	385,145	46,293.88	61,105.24	14,811.36	446,768	16%	-	61,105.24	324,039.76
8120	In-Kind Rent	111,010	41,408.00	69,161.00	27,753.00	128,772	62%	-	69,161.00	41,849.00
8130	In-Kind Other	1,000	-	-	-	1,160		-	-	1,000.00
9010	In-Direct Cost Allocation	525,750	80,412.81	154,407.36	73,994.55	609,870	29%	2,720.12	157,127.48	368,622.52
Total Expenses		6,800,377	1,051,771.94	1,981,457.74	929,685.80	7,888,437	29%	32,611.50	2,014,069.24	4,786,307.76
Excess Revenue Over		-	-	-	-	1		-	-	-
Total Expenses		6,800,377	1,051,771.94	1,981,457.74						
In-Kind		(497,155)	(87,701.88)	(130,266.24)						
Total Expenses w/o In Kind		6,303,222	964,070.06	1,851,191.50	887,121.44				1,883,803.00	4,419,419.00
									29.89%	

ADMINISTRATION BUDGET LIMIT	\$752,091
YEAR-TO DATE ADMIN EXP.	\$289,960
PERCENT OF TOTAL EXPENSES	3.66%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
154,407.36
154,407.36

Madera Migrant Head Start
Budget to Actual

For the Period Ending 6/30/2026

Start Date 3/1/2025
Current Mnth 4.00
29%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-FEDERAL	6,303,222	964,070.06	1,851,191.50	887,121.44	7,311,738	29%	32,611.50	1,883,803.00	4,419,419.00
4220	IN KIND CONTRIBUTIONS	497,155	87,701.88	130,266.24	42,564.36	576,700	26%	-	130,266.24	366,888.76
4330	SALE OF ASSETS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,800,377	1,051,771.94	1,981,457.74	929,685.80	7,888,438	29%	32,611.50	2,014,069.24	4,786,307.76
EXPENDITURES										
5010	Salaries & Wages	3,540,352	565,552.03	1,009,547.97	443,995.94	4,106,808	29%	-	1,009,547.97	2,530,804.03
5020	Accrued Vacation Pay	210,703	33,946.36	41,321.01	7,374.65	244,415	20%	-	41,321.01	169,381.99
5112	Health Insurance	378,734	50,828.21	105,958.21	55,130.00	439,331	28%	-	105,958.21	272,775.79
5114	Worker's Compensation	101,699	19,697.40	29,852.21	10,154.81	117,971	29%	-	29,852.21	71,846.79
5116	Pension	192,969	28,429.90	51,867.86	23,437.96	223,844	27%	-	51,867.86	141,101.14
5122	FICA	270,836	43,104.54	77,106.84	34,002.30	314,170	28%	-	77,106.84	193,729.16
5124	SUI	33,477	1,903.21	2,922.71	1,019.50	38,833	9%	-	2,922.71	30,554.29
5130	Accrued Vacation Fringe	16,119	2,592.34	3,186.42	594.08	18,698	20%	-	3,186.42	12,932.58
6110	Office supplies	10,776	1,989.05	3,558.50	1,569.45	12,500	33%	1,697.21	5,255.71	5,520.29
6112	Data Processing Supplies	90,060	5,507.21	45,977.24	40,470.03	104,470	51%	3,717.54	49,694.78	40,365.22
6121	Food	3,000	-	356.12	356.12	3,480	12%	-	356.12	2,643.88
6122	Kitchen Supplies	1,500	-	-	-	1,740	0%	-	-	1,500.00
6130	Program Supplies	34,940	3,092.69	9,336.37	6,243.68	40,530	27%	9,766.82	19,103.19	15,836.81
6132	Medical & Dental Supplies	18,751	4,289.55	7,143.82	2,854.27	21,751	38%	172.20	7,316.02	11,434.98
6134	Instructional Supplies	15,337	1,289.09	1,289.09	-	17,791	8%	883.01	2,172.10	13,164.90
6140	Custodial Supplies	25,570	7,536.19	10,093.38	2,557.19	29,661	39%	1,821.74	11,915.12	13,654.88
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	4,283.55	8,021.98	3,738.43	-	#DIV/0!	1,996.21	10,018.19	(10,018.19)
6150	Uniform Rental / Purchases	86	(130.30)	167.33	297.63	100	195%	-	167.33	(81.33)
6170	Postage & Shipping	529	73.92	234.86	160.94	614	44%	-	234.86	294.14
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	60,000	6,602.41	13,099.16	6,496.75	69,600	22%	-	13,099.16	46,900.84
6181	Equipment Maintenance	19,080	1,072.51	3,907.92	2,835.41	22,133	20%	1,836.65	5,744.57	13,335.43
6310	Printing & Publications	2,400	1,491.38	1,940.62	449.24	2,784	81%	-	1,940.62	459.38
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	49,560	14,974.22	24,551.81	9,577.59	57,490	50%	-	24,551.81	25,008.19
6410	Rent	222,120	20,899.56	75,596.94	54,697.38	257,659	34%	-	75,596.94	146,523.06
6420	Utilities / Disposal	148,500	17,773.05	43,951.42	26,178.37	172,260	30%	-	43,951.42	104,548.58
6432	Building Repairs / Maintenance	57,000	10,789.83	40,085.58	29,295.75	66,120	70%	-	40,085.58	16,914.42
6433	Grounds Maintenance	-	-	-	-	-	#DIV/0!	-	-	-
6436	Pest Control	6,060	751.49	2,577.75	1,826.26	7,030	43%	-	2,577.75	3,482.25
6437	Burglar & Fire Alarm	6,600	127.58	510.23	382.65	7,656	8%	-	510.23	6,089.77
6440	Property Insurance	53,640	3,585.75	14,275.34	10,689.59	62,222	27%	-	14,275.34	39,364.66
6520	Consultants	12,500	280.80	733.07	452.27	14,500	6%	8,000.00	8,733.07	3,766.93
6522	Consultants Expense	280	-	-	-	325	0%	-	-	280.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	4,500	-	255.33	255.33	5,220	6%	-	255.33	4,244.67
6540	Custodial Services	88,375	14,374.50	24,734.50	10,360.00	102,515	28%	-	24,734.50	63,640.50
6555	Medical Screening / DEAT / Staff	5,000	561.75	1,559.25	997.50	5,800	31%	-	1,559.25	3,440.75
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	10,800	1,245.42	4,088.53	2,843.11	12,528	38%	-	4,088.53	6,711.47
6620	Vehicle Insurance	40,500	4,541.78	18,167.12	13,625.34	46,980	45%	-	18,167.12	22,332.88
6630	Vehicle License & Fees	-	-	-	-	-		-	-	-
6640	Vehicle Repair & Maintenance	11,160	1,637.17	6,458.97	4,821.80	12,946	58%	-	6,458.97	4,701.03
6712	Staff Travel-Local	1,400	245.78	704.57	458.79	1,624	50%	-	704.57	695.43
6714	Staff Travel-Out of Area	-	-	-	-	-		-	-	-
6722	Per Diem-Staff	-	-	-	-	-		-	-	-
6724	Per Diem-Parent	-	-	-	-	-		-	-	-
6730	Volunteer Travel	-	-	-	-	-		-	-	-
6742	Training - Staff	-	-	2,226.78	2,226.78	-	#DIV/0!	-	2,226.78	(2,226.78)
6746	Training - Parent	-	-	-	-	-		-	-	-
6748	Education Reimbursement	420	-	-	-	487		-	-	420.00
6750	Field Trips	-	-	-	-	-		-	-	-
6810	Bank Charges	-	-	-	-	-		-	-	-
6820	Interest Expense	-	-	-	-	-		-	-	-
6832	Liability Insurance	660	43.46	171.23	127.77	766	26%	-	171.23	488.77
6834	Student Activity Insurance	2,880	216.41	397.15	180.74	3,341	14%	-	397.15	2,482.85
6840	Property Taxes	-	-	-	-	-		-	-	-
6850	Fees & Licenses	10,500	7,369.60	7,369.60	-	12,180	70%	-	7,369.60	3,130.40
6852	Finger Printing	2,600	-	383.75	383.75	3,016	15%	-	383.75	2,216.25
6860	Depreciation Expense	-	-	-	-	-		-	-	-
6875	Employee Health & Welfare	9,434	-	-	-	10,943	0%	-	-	9,434.00
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	315	110.38	110.38	-	365	35%	-	110.38	204.62
7112	Parent Involvement	3,250	257.48	265.22	7.74	3,770	8%	-	265.22	2,984.78
7114	PPC Allowance	1,812	720.00	720.00	-	2,102	40%	-	720.00	1,092.00
7116	PPC Food Allowance	688	-	-	-	798	0%	-	-	688.00
8110	In-Kind Salaries	385,145	46,293.88	61,105.24	14,811.36	446,768	16%	-	61,105.24	324,039.76
8120	In-Kind Rent	111,010	41,408.00	69,161.00	27,753.00	128,772	62%	-	69,161.00	41,849.00
8130	In-Kind Other	1,000	-	-	-	1,160		-	-	1,000.00
9010	In-Direct Cost Allocation	525,750	80,412.81	154,407.36	73,994.55	609,870	29%	2,720.12	157,127.48	368,622.52
Total Expenses		6,800,377	1,051,771.94	1,981,457.74	929,685.80	7,888,437	29%	32,611.50	2,014,069.24	4,786,307.76
Excess Revenue Over		-	-	-	-	1		-	-	-
Total Expenses		6,800,377	1,051,771.94	1,981,457.74						
In-Kind		(497,155)	(87,701.88)	(130,266.24)						
Total Expenses w/o In Kind		6,303,222	964,070.06	1,851,191.50	887,121.44				1,883,803.00	4,419,419.00
									29.89%	

ADMINISTRATION BUDGET LIMIT	\$752,091
YEAR-TO DATE ADMIN EXP.	\$289,960
PERCENT OF TOTAL EXPENSES	3.66%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
154,407.36
154,407.36

State Migrant Full-Day Program - 322 CMIG Program
Budget to Actual

July 1, 2025 - June 30, 2026

For the Period Ending

6/30/2026

Start Date **7/1/2025**

Current Mnth **12**

79.09%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	868,526	168,699.44	866,862.00	698,162.56	686,917	99.81%	-	866,862.00	1,664.00
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	868,526	168,699.44	866,862.00	698,162.56	686,917	99.81%	-	866,862.00	1,664.00
EXPENDITURES										
5010	SALARIES & WAGES	564,425	111,226.88	569,882.65	458,655.77	37,200	100.97%	-	569,882.65	(5,457.65)
5020	ACCRUED VACATION PAY	36,000	6,249.13	32,938.92	26,689.79	2,373	91.50%	-	32,938.92	3,061.08
5112	HEALTH INSURANCE	64,907	9,423.37	54,966.99	45,543.62	4,278	84.69%	-	54,966.99	9,940.01
5114	WORKER'S COMPENSATION	21,980	4,520.16	22,491.16	17,971.00	1,449	102.33%	-	22,491.16	(511.16)
5116	PENSION	27,199	6,025.48	32,533.45	26,507.97	1,793	119.61%	-	32,533.45	(5,334.45)
5122	FICA	43,345	8,533.84	45,999.92	37,466.08	2,857	106.13%	-	45,999.92	(2,654.92)
5124	SUI	6,408	411.09	6,882.73	6,471.64	422	107.41%	-	6,882.73	(474.73)
5130	ACCRUED VACATION FRINGE	2,740	478.05	2,519.92	2,041.87	181	91.97%	-	2,519.92	220.08
6110	OFFICE SUPPLIES	1,654	524.60	578.36	53.76	109	34.97%	-	578.36	1,075.64
6112	DATA PROCESSING SUPPLIES	-	531.21	531.21	-	-	#DIV/0!	-	531.21	(531.21)
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	2,200	2,408.21	2,408.21	-	145	-	-	2,408.21	(208.21)
6132	MEDICAL & DENTAL SUPPLIES	400	-	352.78	352.78	26	-	-	352.78	47.22
6134	INSTRUCTIONAL SUPPLIES	1,520	-	-	-	100	-	-	-	1,520.00
6140	CUSTODIAL SUPPLIES	3,160	-	3,158.50	3,158.50	208	99.95%	-	3,158.50	1.50
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	5,224	5,025.53	5,025.53	-	344	-	-	5,025.53	198.47
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6180	EQUIPMENT RENTAL	3,500	-	3,505.90	3,505.90	231	-	-	3,505.90	(5.90)
6181	EQUIPMENT MAINTENANCE	300	-	176.86	176.86	20	-	-	176.86	123.14
6320	TELEPHONE	1,900	-	1,945.21	1,945.21	125	-	-	1,945.21	(45.21)
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	4,500	-	4,634.76	4,634.76	297	-	-	4,634.76	(134.76)
6432	BUILDING REPAIRS/ MAINTENANCE	1,000	-	1,364.53	1,364.53	66	-	-	1,364.53	(364.53)
6436	PEST CONTROL	600	-	298.30	298.30	40	-	-	298.30	301.70
6437	BURGLAR & FIRE ALARM	-	-	-	-	-	-	-	-	-
6440	PROPERTY INSURANCE	120	-	127.24	127.24	8	-	-	127.24	(7.24)
6520	CONSULTANTS	-	-	-	-	-	-	-	-	-
6522	CONSULTANT EXPENSES	-	-	-	-	-	-	-	-	-
6524	CONTRACTS	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	2,750	-	2,737.80	2,737.80	181	-	-	2,737.80	12.20
6834	STUDENT ACTIVITY INSURANCE	250	-	225.64	225.64	16	-	-	225.64	24.36
9010	INDIRECT COST ALLOCATION	72,444	13,341.89	71,575.43	58,233.54	57,296	98.80%	-	71,575.43	868.57
	Total Expenses	868,526	168,699.44	866,862.00	698,162.56	686,917	99.81%	-	866,862.00	1,664.00
		-	-	-	-	-	-	-	99.81%	

In Direct Calc. @ 9.1%
72,371.08
72,371.08 Total

CAPMC Work Related Injuries Report - July 2026 BOARD OF DIRECTORS							
Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medical Triage:							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	
Instructional Aide III / Fresno Migrant Head Start	Five Points	Pain / Swelling	7/16/2026	10:21 AM	EE states that she was cleaning a garbage can and got an insect bite in her right knee. EE did not see the insect.	1	EE sought medical triage assessment and elected first aid self-care.
Customer Assistance Technician / Community Services	Gill	Pain / Swelling	7/14/2026	12:50 PM	EE states she was in the hallway. EE was walking back into a meeting when she fell onto both her knees and hands. Supervisor is aware. EE denies hitting her head.	0	EE sought medical triage assessment and elected first aid self-care.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Up To Date Injuries: January 2026 to December 2026							
(1) Hand Injuries	(0) Feet Injuries	(2) Chest Injuries					
(2) Back Injuries	(0) Eye Injuries	(0) Neck Injuries	(0) Bottom				
(2) Knee Injuries	(5) Leg Injuries	(3) Head Injuries	(0) Hip				
(5) Arm Injuries	(0) Wrist Injuries	(0) Ankle Injuries					
(0) Elbow Injuries	(0) Burn Injuries	(0) Respiratory Injuries					
(0) Shoulder Injuries	(1) Abdomen Injuries	(1) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					

STAFFING CHANGES
June 30, 2026 - July 31, 2026
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
61543	Human Resources Assistant II	Gill - Human Resources	7/20/2026	80	Open Position
61544	Program Assistant / Clerk Typist II	Gill - Human Resources	7/27/2026	40	Open Position
61415	Specialty Advocate	Yosemite - Victim Services	7/27/2026	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification
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VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
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TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification
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HEAD START DEPARTMENTS**NEW HIRES**

Identification Number	Position	Location	Effective Date	Hours	Justification
61546	Instructional Aide I / Janitor	Fairmead - Madera Regional Head Start	7/29/2026	80	Open Position
61545	Instructional Aide III	Sierra Vista - Madera Migrant Head Start	7/29/2026	80	Open Position
61542	Teacher III	Los Ninos - Madera Migrant Head Start	7/7/2026	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification
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VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61029	Teacher I	Los Ninos - Madera Migrant Head Start	6/30/2026	80	Retirement

TERMINATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
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BOARD OF DIRECTORS 2026 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Vivian Garcia	Department of Social Services	P	P	N/A	-	Alt: P	Alt: P	Alt: P					
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	P	N/A	P	-	P	P					
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	N/A	-	-	P	P					
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	N/A	P	P	P	P					
John Chavez	Chowchilla City Council	P	-	N/A	P	-	-	P					
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	--	P	N/A	P	-	P	P					
Katherine Creek	Head Start Policy Council	--	P	N/A	P	P	-	P					
Donald Holley	Community Affairs	P	P	N/A	P	P	P	P					
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	-	N/A	P	-	-	P					
Molly Hernandez	Early Childhood Education & Development	P	P	N/A	-	P	P	-					
Martha Garcia	Central Madera/Alpha	P	-	N/A	P	-	P	-					
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	N/A	P	P	-	-					
Richard Gutierrez	Eastside/Parksdale	P	P	N/A	P	P	P	P					
Diana Plamer (Seated on 1/11/2024)	Fairmead/Chowchilla	--	P	N/A	P	P	P	-					
Aurora Flores	Monroe/Washington	--	P	N/A	-	-	-	-					
Total Directors		1/8/26	2/12/26	3/12/26	4/9/26	5/14/26	06/11/26	07/09/26					



JASON WIMBLEY Director
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 576-7109
www.csd.ca.gov

July 10, 2026

VIA ELECTRONIC MAIL ONLY

Mattie Mendez, Executive Director
Community Action Partnership of Madera County, Inc.
mmendez@maderacap.org

SUBJECT: 2026 DESK REVIEW – C-26-026

Dear Ms. Mendez:

The Department of Community Services and Development (“CSD”) conducted a Monitoring Desk Review of the following CSBG contracts:

- 2025 CSBG Annual 25F-6023
- 2025 Discretionary 25F-6023
- 2026 CSBG Annual 26F-5023

2026 Desk Review Results:

For the 2025 and 2026 program years, this desk review verifies that your agency remains in full compliance with all contractual obligations and applicable federal and state laws.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning this review, please contact me at (916) 594-2327 or Jennifer.Milovina@csd.ca.gov.

Sincerely,

Jenny Milovina

Jennifer Milovina, Analyst II
CSBG Field Representative

Cc: Stephanie Williams, Supervisor I
Field Operations Unit



Agency Information

Agency Name	Community Action Partnership of Madera County, Inc.
Agency Abbreviation	CAP Madera
Agency Type	Private
Report #	C-26-026
CSD/Field Representative	Jennifer Milovina
Initial Contact with Agency	June 22, 2026
Date Report Completed	July 6, 2026

**Open Contract and Expenditure
Progress Review:**

Contract #	Contract Term	Amount	Percent Expended to date:	Contract Type
25F-6023	1/1/25-4/30/26	\$320,118	100%	Annual CSBG
25F-6023	1/1/25-4/30/26	\$26,000	100%	CSBG Discretionary
26F-5023	1/1/26-4/30/27	\$318,202	23.83%	Annual CSBG

Prior Monitoring

Type of Monitoring Report	On-site
Date of Report	6/23/2025
Report Number	C-25-026

Prior Corrective Action Status	☒ No compliance issues were identified in prior year's monitoring report.
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Administrative Review

Board Composition	According to the agency's bylaws dated October 13, 2022, the Tripartite Board must be composed of fifteen (15) Directors. Per agency's bylaws the Directors shall be composed of: one-third (1/3) public sector officials, one-third (1/3) "Target Area Directors" (aka, low-income members) and the remainder shall be Directors for the private sector. Bylaws do specify a target timeframe for filling board vacancies.
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Regarding the establishment of a quorum the bylaws state, "A quorum for any meeting of the Executive Committee shall be fifty percent of the total membership of the Committee." The CSD 188 board roster dated

January 7, 2026, indicates the Board is composed of fifteen (15) Directors with no board vacancies.

Board Meeting Minutes

Submission of Board Meeting Minutes

Agency did submit approved minutes for its board meetings to CSD within thirty days of approval as required in the annual contract agreement (2026 CSBG Contract Agreement Section 4.1.5).

Board Involvement

A review of the board minutes from February 12, 2026, April 9, 2026, and May 14, 2026 indicates that a quorum was met for each meeting. The information contained within the board minutes did provide the Field Representative with sufficient information to confirm the board's involvement in the development, planning, implementation, and e

Fiscal Review

CSBG Contract 26F-5023

A review of FMM reports from January 2026 through June 2026 indicates 23.83% or \$ 75,827.53 of \$318,202 has been expended. The agency is within 15% of its historic 3-year spending trend.

Expenditure Reporting

Because the agency is within 15 percent of its three year spending average, a review of expenditure reporting timeliness was not required.

Fiscal Reconciliation

Field Representative sampled the following transaction from costs reported across one line-item in agency expenditure reporting:

Contract #	Report Period	Section (Program/ Admin)	Line Item	Amount
26F-5023	4/1/26 4/30/26	Program	Operating Expenses	\$1818.30

The Field Representative reviewed the general ledger, subledger detail, vendor & agency invoices and check copy and verified the documentation supported the transaction sampled from the expense reported in FMM.

Programmatic Reporting

Annual Report

The 2025 CSBG Annual Report was due to CSD on or before February 2, 2026. Agency submitted the 2025 CSBG Annual Report to CSD on January 30, 2026 (CSBG Contract Agreement Section 7.4.4).

Organizational Standards

Agency did submit the 2025 Organizational Standards assessment by the September 2, 2025, due date. (CSBG Contract Agreement Section 7.3).

Subcontractor Review

**Programmatic
Performance and
Alignment**

**Contract Execution and
Deliverables Submission**

Contract Close-out Submission

Corrective Action(s)

Finding(s)

Observation(s)

Agency's final 2025 Organizational Standards score is 100%

Agency will submit the 2026 Organizational Standards assessment by the August 31, 2026, due date. (CSBG Contract Agreement Section 7.3).

Not Applicable

The agency's current work plan is in alignment with the most recent CAP and the projections reported in the CSD Form 641 A/B documents.

As a private agency, Community Action Partnership of Madera County, Inc. is required to complete contract execution and deliverable submission within 30 days of receipt (2026 CSBG Contract Agreement Section 2.1.1).

- Agency 2026 CSBG annual contract 26F-5023 and associated programmatic deliverables were due to CSD on or before January 23, 2026.
- A review of the contract and deliverable submission tracking for this contract indicated the contract and programmatic deliverables were submitted in a timely manner.
- Amendment 1 to the agency's 2026 CSBG contract had not been released by CSD at the time of this review.

A review of agency's 2025 CSBG contract close-out report submission for CSBG contract 25F-6023 indicates agency did submit the applicable close-out documents on or before the applicable due dates and did fully expend the contract allocation. (2025 CSBG Contract Agreement Section 6.2).

Corrective Action(s)

N/A

N/A

Recommendations

Recommendation(s)	N/A
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Technical Training Assistance(s)	N/A
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Early Childhood Knowledge and Learning Center

Enrollment Reductions | HeadStart.gov

 headstart.gov/policy/im/acf-ohs-im-26-01

August 5, 2026

Enrollment Reductions ACF-OHS-IM-26-01

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

1. Log Number: ACF-OHS-IM-26-01
2. Issuance Date: 08/06/2026
3. Originating Office: Office of Head Start
4. Key Words: Enrollment Requirements

Information Memorandum

To: All non-Tribal Head Start Grant Recipients

Subject: Enrollment Reductions

Information:

This Information Memorandum (IM) is intended to support timely and consistent decision-making while preserving the availability of Head Start Preschool (HSP) and Early Head Start (EHS) enrollment slots. The Head Start Act allows programs to propose a reduction of their funded enrollment to maintain quality services (Section 640(g)(3)).

In recent years, the Office of Head Start (OHS) received a substantial increase in Change in Scope requests for enrollment reductions. The volume of submissions has contributed to prolonged review times.

This IM establishes a clearer review process and identifies the information non-Tribal grant recipients should submit. OHS will use these standards to evaluate and approve or deny Change in Scope requests for enrollment reductions in a timely, consistent, and transparent

manner. While grant recipients may submit Change in Scope requests for a variety of purposes this IM only addresses requests for enrollment reductions for non-Tribal grantees. This IM does not address conversion of HSP slots to EHS slots and encourages grantees to communicate with OHS for the most up to date guidance on submission guidelines for these requests.

Background

The Trump Administration is committed to ensuring that children and families have access to high-quality child care and early learning services. Consistent with congressional appropriations, the Administration supports maximizing the availability, effectiveness, and efficiency of Head Start agencies.

Actions taken during the previous administration contributed to the largest reduction in the number of HSP and EHS slots available to children and families in the history of the United States. This reduction occurred primarily through two mechanisms:

1. In 2024, the final rule titled *Supporting the Head Start Workforce and Consistent Quality Programming* (89 FR 67720) imposed mandatory compensation-related requirements. The rule was estimated to place more than 100,000 Head Start slots at risk nationally, including approximately 84,000 HSP slots and 22,000 EHS slots.
2. Change in Scope requests increased substantially from FY2022 to FY2024, with many requests proposing reductions in funded enrollment (Figure 1). ACF received 746 requests for reductions in enrollment in FY2024 as compared to just 39 in FY2021, an increase of over 1,800 percent. A recent Assistant Secretary for Planning and Evaluation (ASPE) report¹ found that these actions between FY2022 and FY2024 resulted in the elimination of more than 97,000 slots.

Together, these developments contributed to a reduction in access to Head Start services at a rate unprecedented in the program's 61-year history (Figure 2).

Change in Scope requests can be necessary to protect program quality, financial stability, and long-term viability. However, requests that would reduce enrollment should be evaluated carefully to ensure that grant recipients continue to address demonstrated community needs and preserve access for eligible children and families.

This memorandum is intended to balance those objectives by establishing a consistent process for evaluating program viability, community need, service quality, and the effect of proposed changes on the availability of HSP and EHS slots.

Figure 1. Head Start Change in Scope Requests (2021-2026)

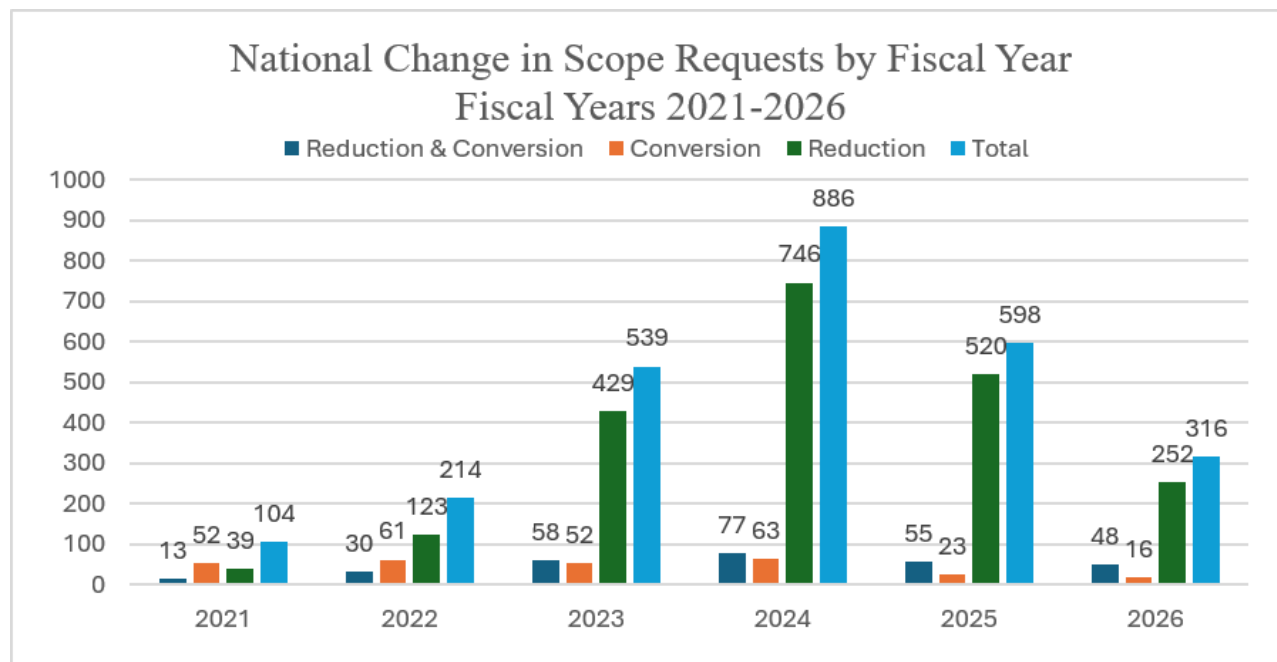
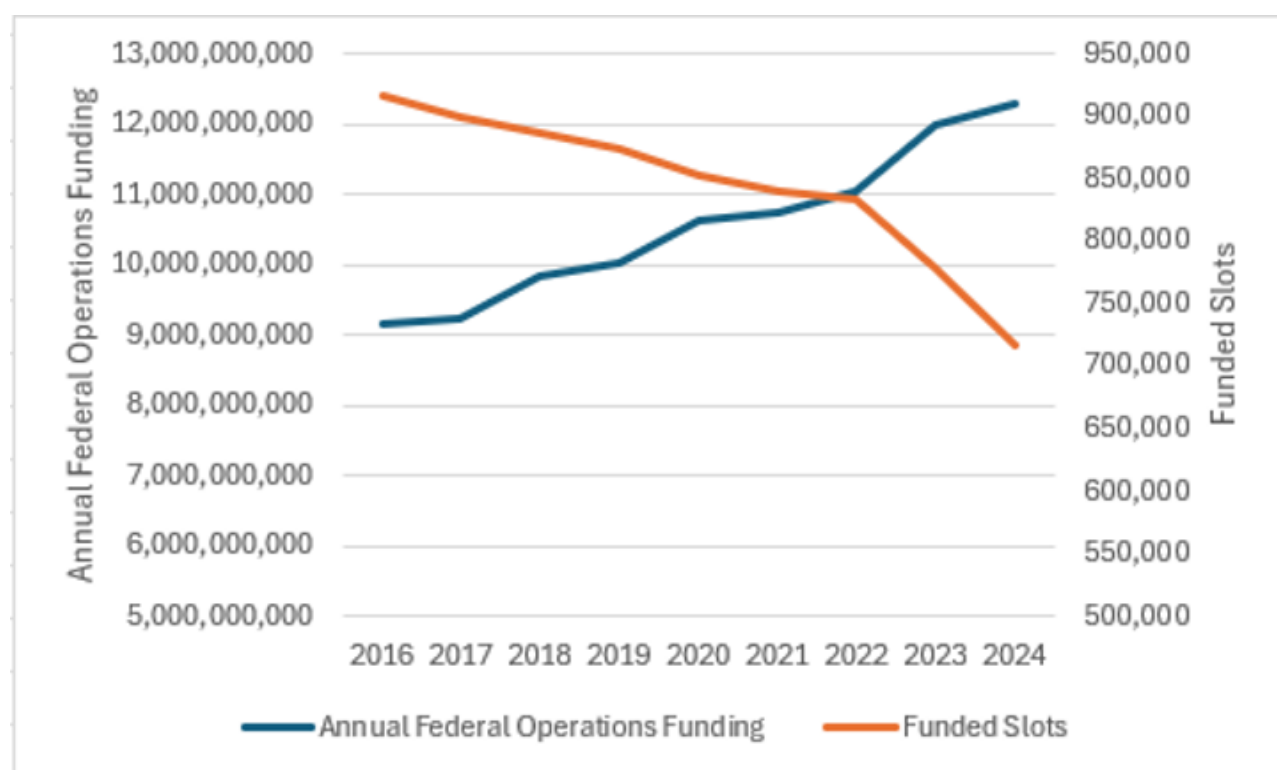


Figure 2. Head Start Funded Slots vs. Annual Operations Funding (FY 2016-2024)



Grant Recipient Application Review Pathway for Change in Scope Requests

To help ensure that Head Start agencies continue to meet community needs, ACF will use either an expedited or comprehensive review pathway for select Change in Scope requests. The two pathways are explained below and in Figure 3.

Proposed Enrollment Reductions

A request that pairs a reduction in funded enrollment **with** a proportional reduction in federal funding will receive expedited consideration with an intended timeline of no more than 30 days.

A request that proposes a reduction in funded enrollment **without** a proportional reduction in federal funding will undergo comprehensive review.

Documentation Requirements

All Change in Scope requests should be submitted, at a minimum, 90 days before planned implementation. The application is submitted via the Head Start Enterprise System (HSES) as an Amendment: change in scope. The application must include the following documents:

- SF-424
- SF-424A
- Governing board and Policy Council approvals
- Program narrative
- Budget narrative
- Proposed program schedule
- Supporting documents

All applications must address the key requirements in the [Enrollment Reduction and Conversion Considerations Appendix](#).

Comprehensive Reviews

Grant recipients subject to comprehensive review should submit the following additional documentation addressing community need and community support.

1. *Community Needs Assessment*

A clear demonstration of community need is essential to the review of a Change in Scope request. The grant recipient should provide a concise explanation of why the proposed change is in the best interests of the community and how it is responsive to identified community needs.

The grant recipient should also include a cover sheet as the first page of its submission. The cover sheet should provide the following information:

- The number of current funded slots, the number of proposed funded slots following the Change in Scope request, and the resulting percentage change.
- The current budget, the proposed budget following the Change in Scope request, and the resulting percentage change.

- The current per-slot funding and the proposed per-slot funding (federal funding only) following the Change in Scope request and how this compares to the ASPE-reported state-specific medians.
- The estimated number of children in the community who are within the applicable age range and need care.
- The estimated number of children in the community who are eligible for Head Start services.
- The number of children on the program's waiting list.
- An attestation that the proposed action will not create barriers for parents or children, including an inability to locate or obtain child care services.
- All other information as required by Sec. 645(a)(5)(A) of the Head Start Act.

The documentation should explain the data sources, assumptions, and methodology used to develop each estimate. Grant recipients should submit the most recent reliable data available.

1. *Demonstration of Community Support*

Evidence of community support is also essential to the comprehensive review process. Grant recipients should include letters or other written evidence demonstrating support for the proposed change from relevant community stakeholders.

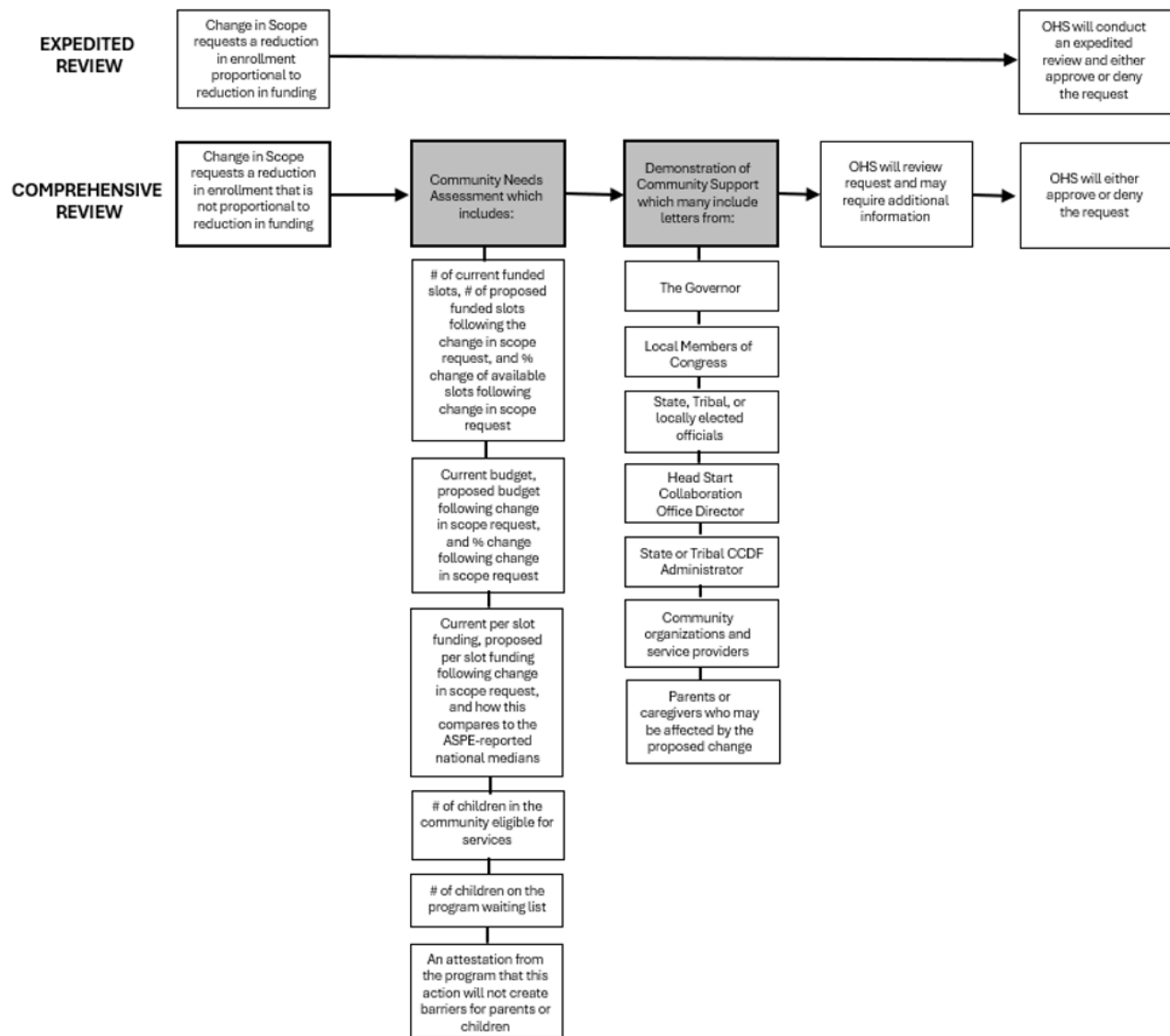
Relevant stakeholders may include:

- The Governor.
- Members of Congress representing the affected service area.
- State, Tribal, or locally elected officials.
- The Head Start Collaboration Office Director.
- The State or Tribal Child Care and Development Fund (CCDF) administrator.
- Community organizations and service providers.
- Parents or caregivers who may be affected by the proposed change.

This list is illustrative and not exhaustive. OHS may consider other written statements or documentation that demonstrate community support or assist OHS in assessing the likely effects of the request.

Letters and other supporting materials should identify the stakeholder's relationship to the affected community, indicate whether the stakeholder supports or opposes the proposed change, and explain the basis for that position. Letters should also include an acknowledgment of the percent change in slots, budget, and per-slot spending.

Figure 3. Review Pathway for Proposed Reductions in Funded Enrollment



OHS Review and Determination

OHS may request additional information when a submission is incomplete or when additional documentation is necessary to evaluate the effects of the proposed change. In reviewing a request, OHS may consider:

- The completeness and reliability of the information submitted.
- The extent to which the proposal addresses demonstrated community needs.
- The effect of the proposal on eligible children and families.
- The availability of alternative child care and early learning services.
- The grant recipient's financial and operational viability.
- The level of community support for the proposed change.
- The grant recipient's compliance and performance history.
- Any other information relevant to protecting access to HSP and EHS services and ensuring responsible stewardship of federal funds.

An expedited review does not guarantee approval. All Change in Scope requests remain subject to applicable statutory, regulatory, programmatic, and grants-management requirements.

OHS will provide the grant recipient with written notice of its determination.

Thank you for the work you do on behalf of children and families.

Sincerely,

/Lizbeth Casco White /

Lizbeth Casco White
Director
Office of Head Start

¹ Schreier, A., Benton, A. (2026). Increases in Head Start Change in Scope Requests from FY21 to FY24 Have Resulted in the Largest Reduction of Funded Slots in the History of Head Start. ASPE. <https://aspe.hhs.gov/reports/head-start-change-scope>

Last Updated: August 6, 2026