



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

**Agenda**

**Thursday, July 14, 2022  
CAPMC Conference Room 1 / 1a  
1225 Gill Avenue  
Madera, CA 93637  
5:30 pm**

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

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

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Cristal Sanchez

**A. PUBLIC COMMENT**

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

**B. ADOPTION OF THE AGENDA**

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

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

**C. TRAINING/ADVOCACY ISSUES**

None

**D. CONSENT ITEMS**

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – June 9, 2022.

D-2 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – June 2, 2022.

D-3 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – June 7, 2022.

D-4 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Executive Policy Council Committee Meeting – June 8, 2022.

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

- May 2022
- June 2022

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

- May 2022

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

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

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

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

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

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

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – May 2022
  - In-Kind Report – May 2022
  - CACFP Program Report – May 2022
- D-11 Review and consider approving the 2022-2023 *Madera Migrant/Seasonal Head Start* Planning Process Policy/Procedure and Calendar.
- D-12 Review and consider approving the *Madera Migrant/Seasonal Head Start* No Fee Policy per Head Start Performance Standards.
- D-13 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Committee Members representing the *Madera Migrant/Seasonal Head Start* program.
- D-14 Review and consider approving the 2022-2023 *Fresno Migrant/Seasonal Head Start* Planning Process Policy/Procedure and Calendar.
- D-15 Review and consider approving the *Fresno Migrant/Seasonal Head Start* No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.
- D-17 Review the Equal Employment Opportunity Report (EEO-1).
- D-18 Review the Madera County Child Advocacy Center (CAC) Program Report for June 2022 (Informational Only).
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2022 (Informational Only).
- D-20 Review the Community Services Report for June 2022 (Informational Only).
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2022 (Informational Only).

**E. DISCUSSION ITEMS**

- E-1 Elect a Nominating Committee to prepare a slate of nominations for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.
- E-2 Review and consider ratifying the submission of the 2022-2023 State Budgets to Stanislaus County Office of Education.
- E-3 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing Program due July 5, 2022 and authorize the Executive Director to sign and submit any amendments or extensions during the funding period.

E-4 Review and consider authorizing the Executive Director to sign and submit the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program, including any extensions and/or amendments during the funding period.

E-5 Review and consider authorizing the Executive Director to sign and submit the 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.

**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 – (June 2022)

F-4 Financial Statements (June 2022) – *To be distributed at the Board of Directors meeting.*

F-5 Head Start Policy Council/Committee Reports

F-6 Work Related Injury Report – (May & June 2022)

F-7 CAPMC Board of Directors Attendance Report – (June 2022)

F-8 Staffing Changes Report for May 4, 2022 – June 30, 2022

**G. CLOSED SESSION**

None

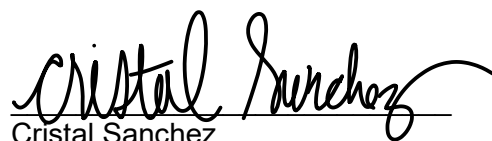
**H. CORRESPONDENCE**

H-1 Correspondence dated June 21, 2022 from the Office of Head Start regarding competitive bonuses for the Head Start Workforce.

**I. ADJOURN**

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I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for July 14, 2022, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on July 8, 2022.



Cristal Sanchez  
Strategic Plan Coordinator &  
Assistant to the Executive Director



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

**Regular Board of Directors Meeting**

**June 9, 2022**

**1225 Gill Ave Madera, CA 93637**

**Meeting Link: https:**

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

**ACTION SUMMARY MINUTES**

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

**Members Present In-Person**

Sheriff Tyson Pogue, Chair  
Eric LiCalsi, Vice-Chair  
Donald Holley  
Supervisor Leticia Gonzalez  
Steve Montes  
Debi Bray  
Aurora Flores  
Richard Gutierrez  
David Hernandez,  
Secretary/Treasurer Diana  
Palmer

**Members Present Virtually**

Deborah Martinez  
Molly Hernandez  
Alma Hernandez, HS  
PC Representative  
Vicki Bandy

**Members Absent**

Martha Garcia

**Personnel Present In-Person**

Daniel Seeto  
Cristal Sanchez  
Nancy Contreras-Bautista  
Nicole Vulich  
Jennifer Coronado  
Jesse Perez

**Personnel Present Virtually**

Leticia Murillo

**Public – Other Present**

Leslie Taylor, Deputy Director of  
Community Services Division at  
Community Services and Development  
(CSD)

**A. PUBLIC COMMENT**

None

**B. ADOPTION OF THE AGENDA**

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

**ADOPTION OF THE AGENDA:** Adoption of the revised agenda.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Gonzalez, Seconded by Steve Montes

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

None

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

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

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – May 12, 2022.
- D-2 Review and consider accepting the Bank of America Credit Card Statements:
- May 2022
- D-3 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- April 2022
- D-4 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – April 2022
  - In-Kind Report – April 2022
  - CACFP Program Report – April 2022
- D-5 Review and consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – April 2022
  - In-Kind Report – April 2022
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – April 2022
  - In-Kind Report – April 2022
  - CACFP Program Report – April 2022
  - Program Information Report (PIR) – April 2022
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – April 2022
  - In-Kind Report – April 2022

- CACFP Program Report – April 2022

- D-8 Review and consider ratifying the submission of the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) Program Self-Evaluation (PSE) Survey.
- D-9 Review the Madera County Child Advocacy Center (CAC) Program Report for May 2022 (Informational Only).
- D-10 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2022 (Informational Only).
- D-11 Review the Community Services Report for May 2022 (Informational Only).
- D-12 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2022 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Eric LiCalsi

Vote: Carried Unanimously

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

- E-1 Accept resuming the Board of Directors meetings to exclusively in-person without a virtual option effective July 7, 2022 except to the extent a majority of the Board of Directors has approved a teleconferencing exemption for a particular meeting in accordance with the provisions of Government Code Section 54953(e)(1)-(e)(3).**

Cristal Sanchez, Strategic Plan Coordinator and Assistant to the Executive Director, presented regarding resuming the Board of Directors meetings to exclusively in-person without a virtual option. The Agency's legal counsel has expressed no objection regarding the resumption of resuming in-person meetings without the option of attending virtually, but does recommend that the Board of Directors allow for a teleconferencing exemption upon a majority of the Board of Directors in accordance with the provisions of Government Code Section 54953(e)(1) et seq.

AYES: Sheriff Tyson Pogue, Eric LiCalsi, David Hernandez, Deborah Martinez, Supervisor Leticia Gonzalez, Steve Montes, Debi Bray, Alma Hernandez, Donald Holley, Richard Gutierrez, Aurora Flores

NOES: Diana Palmer, Vicki Bandy, Molly Hernandez

Vote: Carried by Majority Vote

**E-2 Consider authorizing the Executive Director to sign and submit the October 1, 2022 through September 30, 2023 grant application for Victim Witness Assistance (VW) Program, including any extensions and/or amendments during the funding period.**

Nicole Vulich, Accountant Program Manager, presented regarding the authorizing the Executive Director to sign and submit the October 1, 2022 through September 30, 2023 grant application for Victim Witness Assistance (VW) Program, including any extensions and/or amendments during the funding period. The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, community outreach and public presentations.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by David Hernandez

Vote: Carried Unanimously

**E-3 Review and consider approving the submission of the Madera Early Head Start Non-Federal Share Waiver for 2021-2022.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the Madera Early Head Start Non-Federal Share Waiver for 2021-2022. After the review and analysis of the March in-kind report, staff have determined that there is a potential that the non-federal share amount will not be reached by the end of the budget year due to COVID-19 limitations. Based on the average amounts earned, the program foresees a shortage of \$54,765, therefore CAPMC will submit a Non-Federal Share Waiver to Region IX in the amount of \$54,765.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Eric LiCalsi

Vote: Carried Unanimously

**E-4 Review and consider approving the 2022-2023 Regional and Early Head Start COLA and Quality Improvement Grant Applications.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the 2022-2023 Regional and Early Head Start COLA and Quality Improvement Grant Applications. Funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.28%. In addition, additional funding was allocated for Quality Improvement Funds.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Eric LiCalsi

Vote: Carried Unanimously

**E-5 Review and consider approving the 2022-2023 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the 2022-2023 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. Funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.28%. In addition, additional funding was allocated for Quality Improvement Funds.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Eric LiCalsi

Vote: Carried Unanimously

**E-6 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications.**

Jesse Perez, Accountant Program Manager, presented regarding the submission of the 2022-2023 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. Funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.28%. In addition, additional funding was allocated for Quality Improvement Funds.

Motion: APPROVE AS PRESENTED

Moved by Eric LiCalsi, Seconded Steve Montes

Vote: Carried Unanimously

**E-7 Review and consider approving the 2021-2022 Amendment #2 Budget for CMIG One-Time COVID Round 2 funding to Stanislaus County Office of Education.**

Daniel Seeto, Chief Financial Officer, presented regarding the 2021-2022 Amendment #2 Budget for CMIG One-Time COVID Round 2 funding to Stanislaus County Office of Education. The CMIG One-Time COVID funds to be used for additional supplies for Sierra Vista Head Start Center to purchase program related supplies like children's furniture, class materials, playground supplies, and employee aprons.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Deborah Martinez

Vote: Carried Unanimously

**E-8 Review and consider approving the 2021-2022 Amendment #3 One-Time increase in CMIG funds from Stanislaus County Office of Education.**

Daniel Seeto, Chief Financial Officer, presented regarding the 2021-2022 Amendment #3 One-Time increase in CMIG funds from Stanislaus County Office of Education. The increase in funding will be utilized for personnel and fringe benefits, supplies, other expenditures like phone, utilities, building repair and maintenance, and indirect cost.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Eric LiCalsi  
Vote: Carried Unanimously

**E-9 Review and consider approving the agency-wide budget.**

Daniel Seeto, Chief Financial Officer, presented regarding the agency-wide budget. The CSBG Organizational Standards require that the CAPMC Board of Directors approve an agency-wide budget. The agency-wide budget is a forecast for the upcoming fiscal year, based on the best information at the time of development. The estimated revenues and expenses are approximately \$32.85 million. The actual revenues and expenses for 2020-2021 were about \$32.87 million.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes  
Vote: Carried Unanimously

**E-10 Review and ratify the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's.**

Daniel Seeto, Chief Financial Officer, presented regarding the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPA's. The returns are prepared from information obtained from the audited financial statements for the year ended June 30, 2021.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Steve Montes.  
Vote: Carried Unanimously

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

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

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Error Calculation Report pertaining to the Program Quality Improvement (PQI), Contract Monitoring Review (CMR), and Baseline Review for the Child Care Alternative Payment and Resource & Referral Program.

**I. ADJOURN**

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 5:53 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting  
Thursday, June 2, 2022  
**MINUTES**

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

**Committee Members Present**

Samantha Andreade  
Alma Hernandez  
Vanessa Galvez  
Christina Cummings  
Otilia Vasquez  
Perla Barrita  
Amanda Burton  
Lisamarie Morales  
Trinici Lee

**Committee Members Absent**

Jasmin Soria  
Martha Garcia  
Amber Pickett

**Personnel Present**

Maru Gasca Sanchez, Deputy Director of Direct Services  
Jissel Rodriguez, Executive Administrative Assistant  
Maribel Aguirre, Parent and Governance Specialist

**ROLL CALL**

**A. PUBLIC COMMENT –**

None

**B. TRAINING –**

None

**C. ADOPTION OF THE AGENDA**

**C-2** Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Amanda Burton, seconded by Perla Barrita to approve the agenda as presented. Motion carried unanimously.

**D. ADJOURN TO CLOSED SESSION – None**

**E. APPROVAL OF MINUTES**

**E-1** Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – April 7, 2022. Motion made by Amanda Burton, seconded motion by Samantha Andrade. Motion carried unanimously.

**F. DISCUSSION / ACTION ITEMS**

**F-1** Review and approve the Submission of CAPMC Madera Early Head Start Non-Federal Share Wavier for 2021-2022 – Ms. Sanchez reviewed that it was determined Early HS would not be able to meet the required amount of In-kind. A wavier will be submitted to the remainder.

Otilia Vasquez requested a motion to approve the Submission of CAPMC Madera Early Head Start Non-Federal Share Wavier for 2021-2022. Amanda Burton made the motion to approve, seconded by Alma Hernandez. Motion approved unanimously.



F-2 Review and consider approving the 2022-2023 Regional and Early Head Start COLA and Quality Improvement Grant Applications - Ms. Sanchez went over the percentage of COLA and Quality Improvement Grant. The overall percentage is 3%. She also went over the budget and explained the breakdown. Otilia Vasquez requested a motion to approve the 2022-2023 Regional and Early Head Start COLA and Quality Improvement Grant Applications. Amanda Burton made the motion to approve, seconded by Samantha Andrade. Motion approved unanimously.

#### **G. ADMINISTRATIVE REPORTS**

**G-1** Staffing Changes (April 2022) – There were three new hires.

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

**G-3** Budget Status Reports (March & April 2022) – Ms. Aguirre reviewed the current budget.

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

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

**G-6** CACFP Monthly Report (March & April 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of December was \$11,348.01 for 3,869 meals. There were no questions.

#### **H. POLICY COMMITTEE MEMBER REPORTS**

**H-1-** Center Report – Amber – wanted to thank the teachers from her center. She appreciates how beautiful they are. Teacher Anna would come and know how to come her daughter down. She even helped with better communication between her and her daughter. Her daughter gave Ms. Martha a big plant because shes the principle.

Amanda – She is thanked fully and she feels greatly appreciated. The kids sang a song in English and Spanish.

Otilia – The teachers are amazing. The children received a shirt with the center name.

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

**H-3** Active Supervision – Ms. Sanchez went over active supervision.

#### **I. CORRESPONDENCE**

**I-1 Program Instruction** from the Office of Head Start regarding *FY 2022 Head Start Funding Increase; Issuance Date: 04/14/2022*

I-2 Information Memorandum from the office of Head Start regarding *Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program*; Issuance Date: 04/21/2022

**J. FUTURE AGENDA ITEMS**

J-1 Budget Revision (If any)

**K. ADJOURNMENT**

Otilia Vasquez asked for a motion to adjourn the meeting at 6:17 p.m. Motion made by Amber Pickett, seconded by Amanda Burton. Motion carried unanimously.

Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Council Meeting  
Tuesday, June 07, 2022

**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:42 p.m. by Guadalupe de la Cruz.

**Committee Members Present**

Fabiola Rendon  
Margarita Pablo  
Yasmin Torres  
Juana Perez  
Maria Sut-xon  
Juana Zarate  
Silvia Zarate  
Ramon Garcia  
Yadira Alvarado  
Angelica Ramirez Juarez  
Aracely Vasquez  
Noemi Hernandez  
Anel Arzola

**Committee Members Absent**

Macrina Lopez  
Nayeli Rodriguez  
Daniel Perez Mendoza

**Personnel Present**

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

**Others**

None

**A. Public Comment**

Maribel took a moment to acknowledge the members from the 2021-2022 Policy Committee. Each member that was present received a certificate.

**B. Training**

None

**C. Adoption of the Agenda**

Guadalupe de la Cruz asked for a motion to approve the agenda as presented. Motion made by Yasmin Torres, seconded motion by Margarita Pablo to approve the agenda as presented. The motion approved unanimously.

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

**E. Approval of Minutes**

E-1 – Guadalupe de la Cruz requested a motion to approve the minutes of the meeting on March 8, 2022. Motion made by Yasmin Torres, seconded motion by

Anel Arzola to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

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

<b>Position</b>	<b>Representative</b>
Chair Person	Margarita Pablo
Vice Chair Person	Fabiola Rendon
Secretary	Yadira Alvarado

Margarita Pablo nominated themselves for the Chair Person position. Fabiola Rendon nominated themselves for the Vice Chair Person. Yadira Alvarado nominated themselves for the position Secretary. Silvia Zarate made the motion to approve the nominations, Anel Arzola seconded. Motion carried unanimously.

**F-2** Nominate and Elect on member of the Policy Committee to serve on the Executive Committee – Ramon Garcia nominated herself for the Executive Committee. Yasmin Torres made the motion to approve the Executive Committee member and alternate, seconded by Fabiola Rendon. Motion carried unanimously.

**F-3** Nominate and Elect three representatives and three alternate representatives to serve on the 2022-2023 Central California Migrant Head Start Policy Council -

<b>Representative</b>	<b>Alternates</b>
Fabiola Rendon	Silvia Zarate
Angelica Ramirez Juarez	Ramon Garcia
Aracely Vasquez	Margarita Pablo

Guadalupe de la Cruz requested a motion to approve the three representatives and three alternate representatives to serve on the 2022-2023 Central California Migrant Head Start Policy Council. Silvia Zarate made the first motion, seconded by Aracely Vasquez. Motion carried unanimously.

**F-4** Review and consider approving the 2022-2023 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications – Ms. Gomez-Zaragoza went over the percentage of COLA and Quality Improvement Grant. The overall percentage is 3%. She also went over the budget and explained the breakdown.

Guadalupe de la Cruz requested a motion to approve the 2022-2023 Madera Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. Silvia Zarate made the first motion, seconded by Aracely Vasquez. Motion carried unanimously.

**G. Administrative Reports**

**G-1** Staff Changes (April 2022) – Ms. Aguirre mentioned there was one new hire, one substitute teacher, and one termination.

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

**G-3** Budget Report (March & April 2022) – Ms. Aguirre reviewed the budget for March and April.

**G-4** In-kind Report (March & April 2022) – Ms. Aguirre reviewed the In-kind percentage which is at 1.65%.

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

**G-6** CACFP Monthly Report (March & April 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of May was \$9,646.69 for 4,017 meals. There were no questions.

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

#### **H. Policy Committee Members Reports**

**H-1** Center Reports – None.

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

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

#### **I. Correspondence**

**I-1** Program Instruction from the Office of Head Start regarding *FY 2022 Head Start Funding Increase*; *Issuance Date: 04/14/2022*

**I-2** **Information Memorandum** from the Office of Head Start regarding *Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program*; *Issuance Date: 04/21/2022*

#### **J. Future Agenda Items**

J-1 First Reading of the 2022-2023 bylaws

J-2 State Parent Handbook/Goals and Objectives – CMIG

J-3 2022-2023 Reimbursement Policy

J-4 No Fee Policy

J-5 Planning Process Policy with Planning Calendar

#### **K. Adjournment**

Guadalupe de la Cruz requested a motion to adjourn the session. Motion made by Silvia Zarate to adjourn the meeting at 6:54 p.m., in the afternoon, seconded by Aracely Vazquez. Motion approved unanimously.

Community Action Partnership of Madera County  
Fresno Migrant/Seasonal Head Start Policy Council Meeting  
Wednesday, June 08, 2022

**Minutes**

The Fresno Migrant/Seasonal Policy Committee called to order at 5:45 p.m. by Susana Parra.

**Committee Members Present**

Maria Nayelly Angeles  
Erika Zurita  
Angelica Garcia  
Nadya Luvian  
Irma Alvarez Solorzano  
Maria Ibone Altamirano  
Maria Silva  
Cecilia Garcia  
Irma Chavez  
Susana Perez

**Committee Members Absent**

Daniel Maravilla  
Blanca Gonzalez  
Aurora Flores  
Anabel Torres  
Ivette Oregon

**Personnel Present**

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

**Others**

None

**A. Public Comment**

Maribel took a moment to acknowledge the members from the 2021-2022 Policy Committee. She mentioned the members would receive their certificates in the mail.

**B. Training**

None

**C. Adoption of the Agenda**

Susana Parra asked for a motion to approve the agenda as presented. Motion made by Maria Nayelly Angeles, seconded motion by Maria Silvia to approve the agenda as presented. The motion approved unanimously.

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

**E. Approval of Minutes**

E-1 – Susana Parra requested a motion to approve the minutes of the meeting on April 21, 2022. Motion made by Maria Nayelly Angeles, seconded motion by Maria Silvia to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1 Elections 2022-2023 Fresno Migrant Seasonal Head Start Policy Committee**

<b>Position</b>	<b>Representative</b>
Chair Person	Nadya Luvian
Vice Chair Person	Erika Zurita
Secretary	Maria Nayelly Angeles

Nadya Luvian nominated themselves for the Chair Person position. Erika Zurita nominated themselves for the Vice Chair Person. Maria Nayelly Angeles nominated themselves for the position Secretary. Susana Parra made the motion to approve the nominations, Cecilia Garcia seconded. Motion carried unanimously.

**F-2** Nominate and Elect on member of the Policy Committee to serve on the Executive Committee – Irma Alvarez nominated herself for the Executive Committee. Susana Parra made the motion to approve the Executive Committee member and alternate, seconded by Maria Silvia. Motion carried unanimously.

**F-3 CAPSLO 2022-2023 Parent Policy Council Representative Elections -**

<b>Representative</b>	<b>Alternates</b>
Nadya Luvian	Maria Nayelly Angeles
Erkia Zurita	
Irma Chavez	

Susana Parra requested a motion to approve the three representatives and one alternate representatives to serve on the CAPSLO 2022-2023 Parent Policy Council Representative Elections. Susana Parra made the first motion, seconded by Maria Ibone Altamirano. Motion carried unanimously.

**F-4** Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications – Ms. Gomez-Zaragoza went over the percentage of COLA and Quality Improvement Grant. The overall percentage is 3%. She also went over the budget and explained the breakdown.

Susana Parra requested a motion to approve the 2022-2023 Fresno Migrant Seasonal Head Start COLA and Quality Improvement Grant Applications. Maria Nayelly Angeles made the first motion, seconded by Susana Parra. Motion carried unanimously.

**G. Administrative Reports**

**G-1** Staff Changes (April 2022) – Ms. Aguirre mentioned there was three new hires, three substitutes, and three voluntary resignations.

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

**G-3** Budget Report (March & April 2022) – Ms. Aguirre reviewed the budget for March and April.

**G-4** In-kind Report (March & April 2022) – Ms. Aguirre reviewed the In-kind percentage which is at 52.07%.

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

**G-6** CACFP Monthly Report (March & April 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of May was \$1,445.35 for 646 meals. There were no questions.

**H. Policy Committee Members Reports**

**H-1** Center Reports – None.

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

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

**I. Correspondence**

**I-1 Program Instruction** from the Office of Head Start regarding *FY 2022 Head Start Funding Increase; Issuance Date: 04/14/2022*

**I-2 Information Memorandum** from the Office of Head Start regarding *Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program; Issuance Date: 04/21/2022*

**J. Future Agenda Items**

J-1 First Reading of the 2022-2023 bylaws

J-2 Planning Process Policy with Planning Calendar

J-3 2022-2023 Reimbursement Policy

J-4 No Fee Policy

**K. Adjournment**

Susana Parra requested a motion to adjourn the session. Motion made by Susana Parra to adjourn the meeting at 6:40 p.m., in the afternoon, seconded by Maria Nayelly Angeles. Motion approved unanimously.



Bank of America Business Card  
Credit Card Charges

# May2022 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
4/10/2022	Biometrics4all, Inc.	No	Livescan relay fee	1.50 0.75	311.0-6852-3.1-000-00 426.0-6852-0.0-000-00	Yes
<b>TOTAL:</b>				<b>2.25</b>		

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

# June 2022 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
05/13/2022	FAMOUS DAVE'S REBATE	No	Rebate – Famous Dave's	- \$21.85	200.0-6121-2.0-000-90	No
05/03/2022	THE PINES RESORT	No	2022 Madera County Management Workshop Lodging for Mattie Mendez	\$555.43	217.0-6712-2.0-000-00	Yes
05/05/2022	THE MADERA MAIL DROP	No	P.O. Box (Medium Box) and 2 Keys	\$214.00	200.0-6170-2.0-000-90	Yes
05/09/2022	MAILCHIMP	No	Newsletter Software (IT)	\$59.00	200.0-6130-2.0-000-90	Yes
05/10/2022	AMAZON	No	Program Supplies – Pencil Led and Tickets for Safety Bucks	\$17.54	200.0-6130-2.0-000-90	Yes
05/10/2022	FAMOUS DAVE'S	No	Illness and Injury Prevention Program (IIPP) Training Lunch	\$546.16	(\$118.73) 200.0-6121-2.0-000-90	Yes
					(\$189.97) 270.0-6121-2.0-000-90	
					(\$166.22) 272.0-6121-2.0-000-90	
					(\$71.24) 224.0-6121-2.0-000-90	
05/11/2022	CRUMBL MADERA	No	Board of Directors Meeting	\$41.40	200.0-6121-2.0-000-90	Yes
05/13/2022	CHIPOTLE ONLINE	No	Board of Directors Meeting	\$165.62	218.0-6121-2.0-000-00	Yes
05/20/2022	NATIONAL COMMUNITY ACTION	No	War on Poverty Workshop of the NCAF	\$200.00	200.0-6742-2.0-000-90	Yes
			<b>Total</b>	<b>\$ 1,777.30</b>		

Bank of America Business Card  
Credit Card Charges

# June 2022 Statement (2)

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
06/06/2022	GODADDY.COM	No	IT- Standard Wildcard Secure Socket Layer (SSL) Certificate Renewal	\$899.98	200.0-6850-2.0-000-90	Yes
06/09/2022	DICICCOS	No	Dr. Howard Listening Tour – Parent/Center Staff Lunch	\$100.78	200.0-6121-2.0-000-90	Yes
06/09/2022	DICICCOS	No	Board of Directors Meeting	\$337.59	200.0-6121-2.0-000-90	Yes
06/09/2022	MAILCHIMP	No	Newsletter Software (IT)	\$59.00	200.0-6130-2.0-000-90	Yes
			<b>Total</b>	<b>\$ 1,397.35</b>		

Bank of America Business Card  
Credit Card Charges

# June 2022 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
5/10/2022	Biometrics4all, Inc.	No	Livescan relay fee	0.75 1.50 0.75 0.75	200.0-6852-2.0-000-90 272.0-6852-2.7-000-00 371.0-6852-3.7-000-00 500.0-6852-5.0-000-00	Yes
5/29/2022	Indeed	No	May 2022 advertising for job openings	510.00	200.0-6852-2.0-000-90	Yes
6/1/2022	Indeed	No	May 2022 advertising for job openings	75.00	272.0-6852-2.7-000-00	Yes
<b>TOTAL:</b>				<b>588.75</b>		

Bank of America Business Card  
Credit Card Charges

# June 2022 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
05/06/2022	United States Postal Service	APP/R&R mail-out		\$7.70	401.0-6170-4.0-000-00	YES
				\$14.46	426.0-6170-4.0-000-00	
				\$5.85	427.0-6170-4.0-000-00	
				\$2.77	428.0-6170-4.0-000-00	
			<b>TOTAL</b>	\$30.78		

Comments:

**MBNA America Business Card**  
**Credit Card Charges**  
**June / junio 2022 Statement**  
**Maritza Gomez / Regional & Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/04/2022	NA	American Red Cross	CPR re-certification	\$51.45	310.0-6742-3.1-000-00 <b>49%</b>	Yes
05/04/2022	NA	Thompson Trailer Sales	Spare tire for trailer #180	\$297.96	311.0-6640-3.1-000-00	Yes
05/19/2022	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 <b>49%</b>	Yes
05/23/2022	NA	Office Max	Office Supplies for EHS Pre-service	\$361.63	312.0-6110-3.1-012-00	Yes
05/25/2022	NA	Dicicco's Italian	Lunch for EHS pre-service	\$141.81	312.0-6121-3.1-012-00	Yes
05/25/2022	NA	Crumble Madera	Cookies for Regional recognition	\$330.54	311.0-6121-3.1-000-00	Yes
05/26/2022	NA	Ihop	Breakfast for Regional site supervisor meeting	\$224.99	311.0-6121-3.1-000-00	Yes
06/02/2022	NA	Teachstone	Recertification for CLASS	\$61.25	311.0-6742-3.1-000-00 <b>49%</b>	Yes
<b>TOTAL</b>				<b>\$1,476.98</b>		

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

MBNA America Business Card  
 Credit Card Charges  
**June / junio 2022 Statement**  
**Maritza Gomez / Regional & Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/04/2022	NA	American Red Cross	CPR re-certification	\$53.55	320.0-6742-3.2-000-00 <b>51%</b>	Yes
05/17/2022	NA	Walmart	Infant formula	\$52.38	390.0-6121-3.2-051-00	Yes
05/19/2022	NA	Zoom	Video Conferencing system	\$7.64	321.0-6130-3.2-000-00 <b>51%</b>	Yes
05/21/2022	NA	Walmart.com	Infant formula	\$87.30	390.0-6121-3.2-051-00	Yes
05/31/2022	NA	Paypal -Sugarshida	Cookies for Migrant PC Meeting	\$117.00	321.0-6121-3.2-000-00	Yes
06/02/2022	NA	Teachstone	Recertification for CLASS	\$63.75	321.0-6742-3.2-000-00 <b>51%</b>	Yes
<b>TOTAL</b>				<b>\$381.62</b>		

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

MBNA America Business Card  
 Credit Card Charges  
**June / junio 2022 Statement**  
**Maritza Gomez / Fresno Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/18/2022	NA	PrimeTime Nutrition	Infant formula	\$142.00	390.3-6121-3.3-027-00 (\$71.00) 390.3-6121-3.3-029-00 (\$71.00)	Yes
05/18/2022	NA	Baby Shop	Infant formula	\$79.18	390.3-6121-3.3-027-00 (\$39.59) 390.3-6121-3.3-029-00 (\$39.59)	Yes
05/31/2022	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
<b>TOTAL</b>				<b>\$236.17</b>		

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



Platinum Plus Business Card  
Credit Card Charges

# June Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
05/19/22		California District Attorneys Association	CDAA Annual Conference	\$1,797.00	501.0-6742-5.0-000-00	Yes
05/18/22		Eroswholesale.com	Office supplies for workshop	\$82.72	510.0-6110-5.0-000-00	Yes
				<b>Total</b>	\$1,879.72	

**American Express**  
**Credit Card Charges**  
**May 2022 Statement**  
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	36424.02	Yes
Comcast	Net service	1062.42	Yes
Community Playthings	Supplies for centers	10888.79	Yes
Discount School Supply	Supplies for centers	419.45	Yes
DS Water	Water/rental	3560.07	Yes
Ecolab	Dishwasher rental/repairs		
Fedex	Postage	188.96	Yes
HD Pro / Supply Works	Supplies for office/centers	4246.07	Yes
Lakeshore	Supplies for centers	19185.58	Yes
Matson Alarm/Mountain	Alarm service	569.50	Yes
Smart Care	Kitchen equipment repairs		
Verizon	Wireless devices	5077.72	Yes
Office Depot	Supplies for office/center	9347.98	Yes
	<b>TOTAL</b>	90970.56	05/29/22 LA

# Card Member Service

## Credit Card Charges

### COSTCO

#### May 03, 2022 Statement

Card Holder	Description	Amount	Card Amount
Danial Seeto	Items for vending machine	173.50	173.50
		99.00	99.00
		Total	0.00 272.50

JDC

U/CARD MEMBER BOD

# Credit Card Charges

## MAY 2022

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	3841.51	
Home Depot	Supplies for centers	11135.71	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	4515.29	
MAY STMT DATES			
LA			

06/22  
J D C



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**May 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">171</div> <p>-----</p> <b>Cumulative Enrollment</b> <div style="font-size: 24pt; font-weight: bold;">242</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood:1      North Fork: 9 Eastside: 4        Oakhurst: 3 Fairmead: 0        Ruth Gonzales: 0 Mariposa: 3        Valley West: 16 Mis Tesoros: 3     Verdell: 6
<b>No. of Children on Waiting List Income Eligible: 28</b>  <b>No. of Children on Waiting List Over Income : 36</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">41</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">22 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">18 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 82.14%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**May 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">42</div> <p>-----</p> <b>Cumulative Enrollment</b> <div style="font-size: 24pt; font-weight: bold;">83</div>	<b>Vacancies:</b>  <div style="font-size: 24pt; font-weight: bold;">0</div>
<b>No. of Children on Waiting List Income Eligible: 10</b>  <b>No. of Children on Waiting List Over Income : 2</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">8</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">11 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">4 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**MAY**

**Year**

**2021-22**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	37,300.00	466,631.44	147,130.06	613,761.50	(576,461.50)
A. Professional Services/Servicios Profesionales	-	10,178.50	1,480.00	11,658.50	(11,658.50)
B. Center Volunteers/Voluntarios en el Centro	27,922.00	456,041.05	145,341.75	601,382.80	(573,460.80)
C. Other/Policy Council/Otro/Comité de Póliza	9,378.00	411.89	308.31	720.20	8,657.80
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	2,561.00	1,152.00		1,152.00	1,409.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	237,466.00	218,092.05	19,826.55	237,918.60	(452.60)
Transportation/ Transportación	-	0.00		-	0.00
<b>TOTAL IN-KIND</b>	<b>277,327.00</b>	<b>685,875.49</b>	<b>166,956.61</b>	<b>852,832.10</b>	<b>(575,505.10)</b>
<b>State Fund 319</b>	<b>\$761,724</b>	<b>1,082,496.00</b>		<b>1,082,496.00</b>	<b>(320,772.00)</b>
<b>Grand Total</b>	<b>1,039,051.00</b>	<b>1,768,371.49</b>	<b>166,956.61</b>	<b>1,935,328.10</b>	<b>(896,277.10)</b>

B. YTD In-Kind \$ 1,935,328.10

C. Percent Y-T-D In-Kind 186.26%

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

FREE MEALS	167	107
REDUCED	0	0
BASE	0	0
<b>TOTAL</b>	<b>167</b>	<b>107</b>

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	2,022	X	100.0000%	X	\$1.9700	=	\$3,983.34
	2,022	X	0.0000%	X	\$1.6700	=	\$0.00
	2,022	X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	2,167	X	100.0000%	X	\$3.6600	=	\$7,931.22
	0	X	100.0000%	X	\$3.6600	=	\$0.00
	0	X	0.0000%	X	\$3.2600	=	\$0.00
	0	X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	96	X	100.0000%	X	\$1.0000	=	\$96.00
	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	0.0000%	X	\$0.5000	=	\$0.00
	0	X	0.0000%	X	\$0.0900	=	\$0.00

4,285  
TOTAL FEDERAL REIMBURSEMENT \$12,010.56

**CASH IN LIEU:** LUNCHES X \$0.2600 \$563.42

**TOTAL REIMBURSEMENT** **\$12,573.98**

	Breakfast	Lunch	Snack	Total
RHS	477	2,167	96	2,740
CSPP	1,545	-	-	1,545
	<b>2,022</b>	<b>2,167</b>	<b>96</b>	<b>4,285</b>

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	<b>\$8,966.91</b>	<b>\$3,043.65</b>	<b>\$12,010.56</b>
CASH IN LIEU:	<b>\$563.42</b>	<b>\$0.00</b>	<b>\$563.42</b>
	<b>\$9,530.33</b>	<b>\$3,043.65</b>	<b>\$12,573.98</b>



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**May 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">171</div> <p>-----</p> <b>Cumulative Enrollment</b> <div style="font-size: 24pt; font-weight: bold;">242</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood:1      North Fork: 9 Eastside: 4        Oakhurst: 3 Fairmead: 0        Ruth Gonzales: 0 Mariposa: 3        Valley West: 16 Mis Tesoros: 3     Verdell: 6
<b>No. of Children on Waiting List Income Eligible: 28</b>  <b>No. of Children on Waiting List Over Income : 36</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">41</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">22 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">18 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 82.14%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**May 2022**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">42</div> <p>-----</p> <b>Cumulative Enrollment</b> <div style="font-size: 24pt; font-weight: bold;">83</div>	<b>Vacancies:</b>  <div style="font-size: 24pt; font-weight: bold;">0</div>
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<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**MAY**

**Year**

**2022**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	154,655.00	85,066.07	15,475.47	100,541.54	54,113.46
A. Professional Services/Servicios Profesionales	-	425.00	595.00	1,020.00	(1,020.00)
B. Center Volunteers/Voluntarios en el Centro	154,655.00	84,586.94	14832.89	99,419.83	55,235.17
C. Other/Policy Council/Otro/Comité de Póliza	-	54.13	47.58	101.71	(101.71)
Donated Food/Comida Donada	-	0.00	0.00	-	0.00
Donated Supplies/Materiales Donado	801.00	0.00	0.00	-	801.00
Donated Equipment	-	0.00	0.00	-	0.00
Donated Bus Storage	-	0.00	0.00	-	0.00
Donated Space/Sitio Donado	-	0.00	0.00	-	0.00
Transportation/ Transportación	-	0.00	0.00	-	0.00
<b>TOTAL IN-KIND</b>	<b>155,456.00</b>	<b>85,066.07</b>	<b>15,475.47</b>	<b>100,541.54</b>	<b>54,914.46</b>

		0.00			0.00
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<b>Grand Total</b>	<b>155,456.00</b>	<b>85,066.07</b>	<b>15,475.47</b>	<b>100,541.54</b>	<b>54,914.46</b>
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B. YTD In-Kind \$ 100,541.54

C. Percent Y-T-D In-Kind 64.68%



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera Migrant/Seasonal Head Start

**Months of Operation:**

**March 2022 – February 2023**

**Reporting Month**

**May 2022**

<b>Total Funded Enrollment</b>  <b>579</b>	<b>Current Enrollment:</b> <b>195</b> ----- <b>Cumulative Enrollment:</b> <b>209</b>	<b>Centers with Vacancies:</b> Eastin Arcola 1 Mis Angelitos 1 Sierra Vista 0 Pomona 6 Los Niño's 0
<b>No. of Children on Waiting List</b>  <b>82</b>	<b>No. of Children with Disabilities:</b>  <b>19</b>  Must be at least 10% of enrollment (↑58)	<b>No. of Over Income Families:</b>  <b>14(100-130%)</b> <b>11 (O/I)</b>  Must be less than 10% of enrollment (↓ 58)
<b>Average Monthly Attendance: 89.72%</b>		

## MIGRANT MAY 2022-MAYO 2022

### CENTER IN-KIND SUMMARY REPORT/REPORTE DE IN KIND DEL CENTRO

CENTER/Centro	BUDGET	PREVIOUS/Previo	CURRENT/A l Dia	Y-T-D/Hasta ahora	REMAINING IN KIND NEEDED	% Completed
	Presupuesto	TOTAL	TOTAL	TOTAL	Resto de In kind Para recaudar	% Completado
Eastin Arcola	\$35,260.37	\$0.00		\$0.00	\$35,260.37	0%
Los Nino's	\$24,761.37	\$0.00	\$12,742.51	\$12,742.51	\$12,018.86	51%
Mis Angelito's	\$45,759.37	\$0.00	\$2,131.57	\$2,131.57	\$43,627.80	5%
Pomona	\$24,236.42	\$696.43	\$3,342.09	\$4,038.52	\$20,197.90	17%
Sierra Vista	\$50,737.94	\$0.00	\$2,844.20	\$2,844.20	\$47,893.74	6%
Valley West Kinder		\$0.00		\$0.00	\$0.00	#DIV/0!
Eastside Kinder		\$0.00		\$0.00	\$0.00	#DIV/0!
Los Nino's Winter	\$24,761.37	\$0.00		\$0.00	\$24,761.37	0%
Mis Angelito's Winter	\$35,260.37	\$0.00		\$0.00	\$35,260.37	0%
Pomona Winter	\$24,236.42	\$0.00		\$0.00	\$24,236.42	0%
Sierra Vista Winter	\$56,258.37	\$0.00		\$0.00	\$56,258.37	0%
State Collaboration	\$933,227.00	\$33,966.04	\$16,876.90	\$50,842.94	\$882,384.06	5%
Office	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!
Rent	\$120,682.00	\$20,113.66	\$7,939.34	\$28,053.00	\$92,629.00	23%
<b>TOTAL IN-KIND</b>	<b>\$1,375,181.00</b>	<b>\$54,776.13</b>	<b>\$45,876.61</b>	<b>\$100,652.74</b>	<b>\$1,274,528.26</b>	

A. YTD In-Kind/Cantidad de In Kind al Dia **\$100,652.74**

B. Contracted In-Kind/Cantidad a Rec **\$1,375,181.00**

C. Percent YTD In-Kind/Porcentaje de In Kind al Dia	 <b>7.32%</b>
Contract Amount	

\*This total (A.) should equal the "YTD Total" of the

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

FREE MEALS	201		61
REDUCED	0		0
BASE	0		0
<b>TOTAL</b>	<b>201</b>		<b>61</b>

**PERCENTAGES:**

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

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	3,203	X	100.0000%	X	\$1.9700	=	\$6,309.91
		X	0.0000%	X	\$1.6700	=	\$0.00
		X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	2,172 949	X	100.0000%	X	\$3.6600	=	\$7,949.52
		X	100.0000%	X	\$3.6600	=	\$3,473.34
		X	0.0000%	X	\$3.2600	=	\$0.00
		X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	1,732 761	X	100.0000%	X	\$1.0000	=	\$1,732.00
		X	100.0000%	X	\$1.0000	=	\$761.00
		X	0.0000%	X	\$0.5000	=	\$0.00
		X	0.0000%	X	\$0.0900	=	\$0.00

**8,817**  
**TOTAL FEDERAL REIMBURSEMENT** \$20,225.77

**CASH IN LIEU:** LUNCHES X \$0.2600 \$811.46

**TOTAL REIMBURSEMENT** **\$21,037.23**

	Breakfast	Lunch	Snack	Total
<b>CMIG-MADERA MIGRANT PRESCHOOL</b>	-	949	761	1,710
<b>MMHS-MADERA MIGRANT HEAD START</b>	3,203	2,172	1,732	7,107
	<b>3,203</b>	<b>3,121</b>	<b>2,493</b>	<b>8,817</b>

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$15,991.43	\$4,234.34	\$20,225.77
CASH IN LIEU:	<u>\$564.72</u>	<u>\$246.74</u>	<u>\$811.46</u>
	<b>\$16,556.15</b>	<b>\$4,481.08</b>	<b>\$21,037.23</b>

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

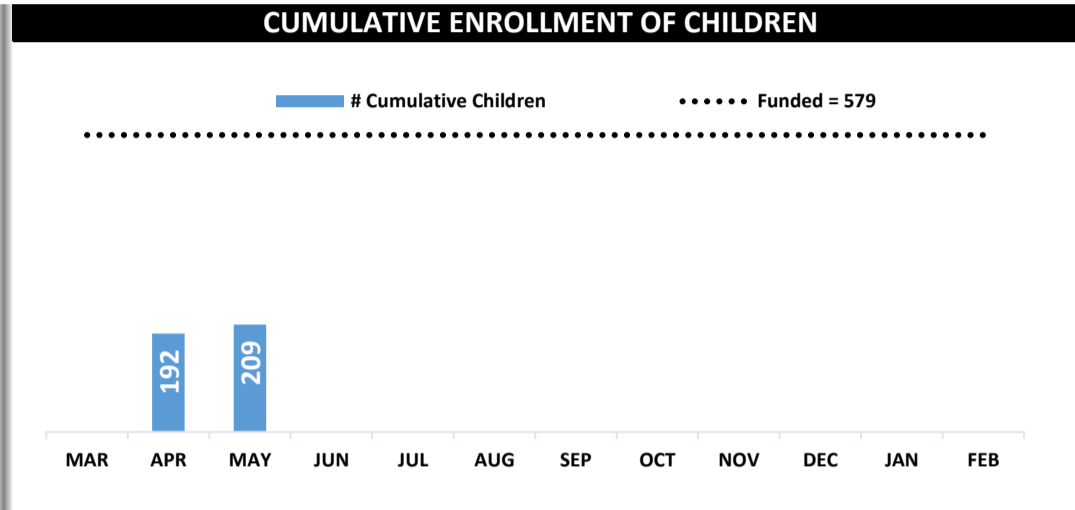
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

May 2022

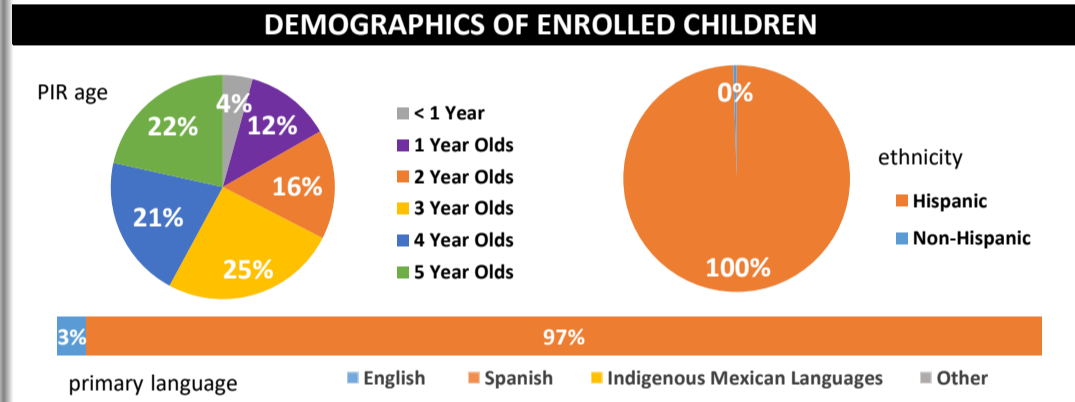
 **209** cumulative children  
 **169** cumulative families  
 **31** teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
	Homeless Children	0%
	Foster Children	0%
179	Receives Public Assistance	86%
21	Income Below Federal Poverty	10%
	Near Low Income (waiver required)	
9	Over Income (maximum 10%)	4%

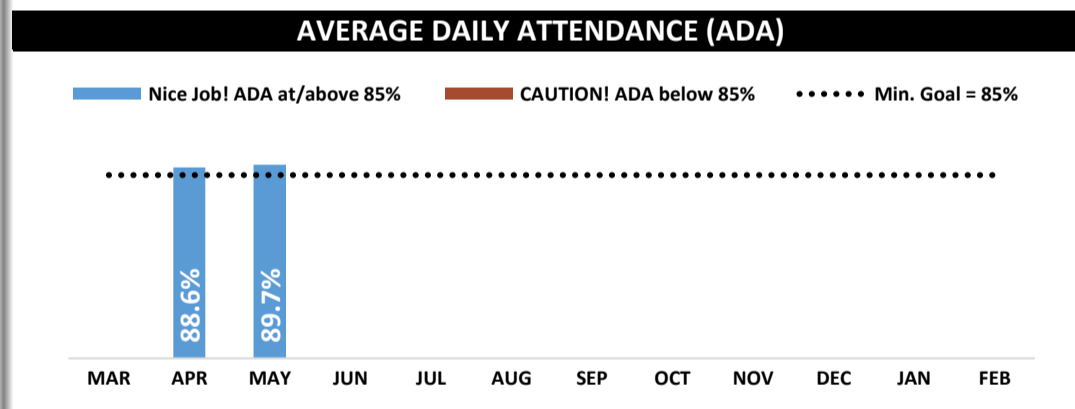


CHILDREN WITH DISABILITIES		
(#)		(%)
19	Disabilities	3%
	<i>(% of funded; minimum 10%)</i>	

DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
48	New Enrollees (cumulative)	23%
31	Received Screening <45 Days	65%
	<i>(Of new enrollees)</i>	



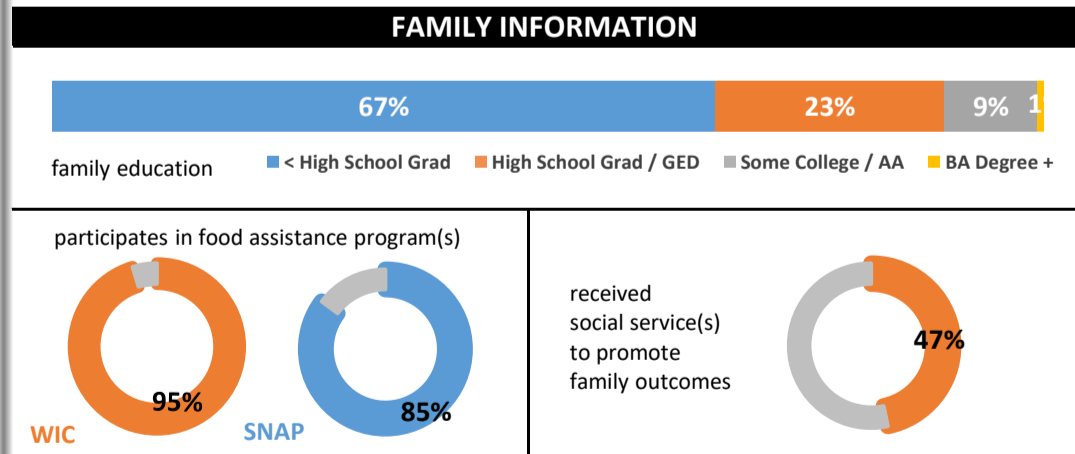
CHILDREN'S HEALTH		
(#)		(%)
20	Has Health Insurance	10%
164	EPSDT Up-to-Date	78%
10	Chronic Health Condition	5%
3	Received Medical Treatment	30%
	<i>(Of children with diagnosed chronic health conditions)</i>	
209	Immunizations Up-to-Date	100%
	<i>(Also includes those eligible for exemption &amp; those with all immunizations possible at this time, but not for their age)</i>	
208	Access to Dental Care	100%
98	Completed Dental Exam	47%
10	Received Dental Treatment	91%
	<i>(Of children who needed dental treatment other)</i>	
106	Healthy BMI	70%
	<i>(Children under 3 years are excluded)</i>	



% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **43%**

STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
11	Preschool Teacher: BA+	27%
	Preschool Teacher: AA+	91%
	<i>(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).</i>	
5	Preschool Assistant: CDA+	100%
15	Infant/Toddler Teacher: CDA+	100%
	<i>(Includes those who are currently enrolled in a CDA/equivalent program)</i>	

All staff should meet minimum education requirements for their position.



symbol key:

★ = Nice job!  
Meets or exceeds Head Start regulations or expectations

⚠ = Caution!  
Results lower than expected

✘ = Take Action!  
Does not meet Head Start regulations

Sources: (1) Program Information Report, (2) COPA #201 (Attendance), (3) COPA #241S (Chronic Attendance).  
All data is cumulative as of report month, unless otherwise indicated.



## ENROLLMENT REPORT

### Fresno Migrant/Seasonal Head Start

**Months of Operation:**

**September 2021 – August 2022**

**Reporting Month**

**May 2022**

<b>Total Funded Enrollment</b>  <b>469</b>	<b>Current Enrollment:</b> <b>165</b> ----- <b>Cumulative Enrollment:</b> <b>303</b>	<b>Centers with Vacancies:</b> Firebaugh 16 Casa 3 Five Points 18 Inez 20 Mendota 1 Selma 18 Orange Cove 14
<b>No. of Children on Waiting List</b>  <b>48</b>	<b>No. of Children with Disabilities:</b>  <b>11</b>  Must be at least 10% of enrollment (↑52)	<b>No. of Over Income Families:</b> <b>37 (100-13% O/I)</b> <b>10 (O/I)</b>  Must be less than 10% of enrollment (↓ 46)
<b>Average Monthly Attendance: 81.80%</b>		

\*HS is required to maintain an AMA of 85%

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**May**

**Year**

**2022**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>560,230.00</b>	216,981.76	20,810.50	237,792.26	(322,437.74)
A. Professional Services	<b>0.00</b>	0.00	<b>467.50</b>	467.50	467.50
B. Center Volunteers	<b>560,230.00</b>	215,587.22	<b>20,343.00</b>	235,930.22	(324,299.78)
C. Policy Concl/Committee	<b>0.00</b>	1,394.54		1,394.54	1,394.54
OTHER - FOOD DONATION	<b>0.00</b>	0.00		0.00	0.00
DONATED SUPPLIES	<b>1,530.00</b>	0.00		0.00	(1,530.00)
DONATED EQUIPMENT	<b>0.00</b>	0.00		0.00	0.00
DONATED - SPACE	<b>0.00</b>	0.00		0.00	0.00
DONATED - RENT	<b>83,944.00</b>	119,262.00	<b>14,907.75</b>	134,169.75	50,225.75
TRANSPORTATION	<b>0.00</b>	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>645,704.00</b>	336,243.76	<b>35,718.25</b>	371,962.01	<b>(273,741.99)</b>
C. State Match	<b>0.00</b>	0.00		0.00	0.00
<b>Grand Total</b>	<b>645,704.00</b>	336,243.76	35,718.25	371,962.01	<b>(273,741.99)</b>

A. Y-T-D In-Kind	371,962.01
B. Contracted In-Kind	645,704.00
C. Percent Y-T-D In-Kind	57.61%
D. Remaining	273,741.99

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

FREE MEALS	181
REDUCED	-
BASE	-
TOTAL	181

**PERCENTAGES:**

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

MEAL	#		%		RATE			
<b>BREAKFAST:</b>	1,478	X	100.0000%	X	\$1.9700	=	\$2,911.66	
<b>LUNCH:</b>	1,436	X	100.0000%	X	\$3.6600	=	\$5,255.76	
<b>SUPPLEMENTS:</b>	1,245	X	100.0000%	X	\$1.0000	=	\$1,245.00	
	<b>4,159</b>						<b>\$9,412.42</b>	
	TOTAL FEDERAL REIMBURSEMENT							\$9,412.42
<b>CASH IN LIEU:</b>							\$373.36	
							<b>\$9,785.78</b>	
<b>TOTAL REIMBURSEMENT</b>							<b>\$9,785.78</b>	





# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: July 14, 2022

Author: Maritza Gomez-Zaragoza

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DATE: June 28, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera Migrant/Seasonal Head Start Planning Process

**I. RECOMMENDATION:**

Review and consider approving the 2022-2023 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

**II. SUMMARY:**

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

**III. DISCUSSION:**

The planning process includes a review/analysis of:

- 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 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar will be presented to the Policy Committee on July 12, 2022.

**IV. FINANCING: - Significant**

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



## *PROGRAM GOVERNANCE POLICIES AND PROCEDURES*

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

**Subject:** Planning Process

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

### **Operational Procedure:**

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



# Planning Calendar for Madera Migrant/Seasonal Head Start Program Activities

## Governing Bodies

### June 2022 – May 2023

	June 7, 2022	July 12, 2022	August 9, 2022	September 6, 2022	October 11, 2022
Policy Committee	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>*Seating of 2022-2023 Committee</li> <li>– Election of Officers</li> <li>– Election of Executive Policy Council Representative</li> <li>– Election of Reps to serve on CCMHS Policy Council</li> <li>– 2022-2021 Reimbursement Policy</li> <li>– Planning Process Policy with Planning Calendar</li> <li>– Approve No Fee Policy</li> <li>– 2022-2023 COLA &amp; Quality Improvement Grant Application</li> </ul> <p><b>*Training – May 25, 2022</b></p> <ul style="list-style-type: none"> <li>– Purpose</li> <li>– Brown Act</li> <li>– Structure of Governance</li> <li>– Shared Governance</li> <li>– Proposed Governance</li> <li>– Roberts Rule</li> <li>– Head Start Overview</li> <li>– Regulations/Ethics</li> <li>– PC Code of Conduct</li> <li>– ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– First Reading of the 2022-2023 Bylaws</li> <li>– State Parent Handbook/Goals and Objectives – CMIG</li> <li>– Internal Dispute Resolution</li> <li>– Suspension and Expulsion Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Conscious Discipline</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve the 2022-2023 Bylaws</li> <li>– Approve 2022-2023 Community Assessment Update</li> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Classroom Assessment Scoring System (CLASS)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2023-2024 Application/ Budget for Madera Migrant/Seasonal Head Start</li> <li>– Budgets: <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> </li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Child Outcomes</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> <li>– Monitoring Review Summary of Results and Corrective Plan of Action</li> <li>– Program Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Family Curriculum</li> </ul>
	June 9, 2022	July 14, 2022	August 11, 2022	September 6, 2022	October 13, 2022
Board of Directors	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2022-2023 Reimbursement Policy</li> <li>– Planning Process Policy with Planning Calendar</li> <li>– Approve No Fee Policy</li> <li>– Budget Revisions</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– First Reading of the 2022-2023 Bylaws</li> <li>– State Parent Handbook/Goals and Objectives</li> <li>– Internal Dispute Resolution</li> <li>– Suspension and Expulsion Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve the 2022-2023 Bylaws</li> <li>– Approve 2022-2023 Community Assessment Update</li> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2023-2024 Application/ Budget for Madera Migrant/Seasonal Head Start</li> <li>– Budgets: <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> </li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> <li>– Monitoring Review Summary of Results and Corrective Plan of Action</li> <li>– Program Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>

	November 8, 2022	December 6, 2022	January 10, 2023	February 7, 2023	March 7, 2023	April 11, 2023	May 9, 2023	
<b>Policy Committee</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Program Information Report (PIR) 2021-2022</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– CCMHS Self-Assessment Quarterly Report and Goals Updates</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA)</li> <li>– CAPMC Audit Reports</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	
	November 10, 2022	December 8, 2022	January 12, 2023	February 9, 2023	March 9, 2023	April 13, 2023	May 11, 2023	
<b>Board of Directors</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Program Information Report (PIR) 2021-2022</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– CCMHS Self-Assessment Quarterly Report and Goals Updates</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA)</li> <li>– CAPMC Audit Reports</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>



# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: July 14, 2022

Author: Maritza Gomez-Zaragoza

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DATE: June 28, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Head Start No Fee Policy

**I. RECOMMENDATION:**

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

**II. SUMMARY:**

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

**III. DISCUSSION:**

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

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

- The Madera Migrant/Seasonal Head Start No Fee Policy will be presented for approval on July 12, 2022.

**IV FINANCING:**

None



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

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

**SUBJECT:** Policy on fees

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

**OPERATIONAL PROCEDURE:**

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

Forms Needed: N/A



# Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: July 14, 2022

Author: Maritza Gomez-Zaragoza

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DATE: July 12, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2022-2023

**I. RECOMMENDATION:**

Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Committee Members representing the Madera Migrant/Seasonal Head Start program.

**II. SUMMARY:**

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

**III. DISCUSSION:**

The Policy Committee will decide whether or not to approve the policy at their regular meeting. The Head Start Program and Madera Office of Education met to discuss the possible relocation on July 12, 2022, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30.00 for Local members because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

The Madera Migrant/Seasonal Head Start Policy Committee Reimbursement Policy will be presented for approval by the Policy Committee on July 12, 2022.

**IV. FINANCING:**

Funds are an allowable cost under the Federal Regulations



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

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

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

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

**Operational Procedure:**

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



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

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned in to the Support Services Manager 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-14

Board of Directors Meeting for: July 14, 2022

Author: Maritza Gomez-Zaragoza

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DATE: July 05, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Fresno Migrant/Seasonal Head Start's Planning Process Policy 2022-2023

**I. RECOMMENDATION:**

Review and consider approving the 2022-2023 Fresno Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

**II. SUMMARY:**

The policy/procedure determines and guides staff and Policy Committee in the 2022-2023 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 will be presented to the Policy Committee on July 13, 2022.

**IV. FINANCING:**

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



## *PROGRAM GOVERNANCE POLICIES AND PROCEDURES*

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

**Subject:** Planning Process

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

### **Operational Procedure:**

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



## Fresno Migrant & Seasonal Head Start Planning Process Calendar 2022-2023

	June 8, 2022	July 13, 2022	August 10, 2022	September 7, 2022	October 12, 2022
<b>Policy Committee</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>*Seating of 2022-2023 Committee</li> <li>– 2022-2023 Policy Council Reps Elected</li> <li>– Election of Officers</li> <li>– Election of Executive Committee Rep.</li> <li>– Election of Reps to serve on CAPSLO Policy Council</li> <li>– Community Member</li> <li>– Member of CAPMC Board of Directors</li> <li>– 2022-2023 COLA &amp; Quality Improvement Grant Application</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training June 3, 2022</b></p> <ul style="list-style-type: none"> <li>– Purpose</li> <li>– Brown Act</li> <li>– Structure of Governance</li> <li>– Shared Governance</li> <li>– Proposed Governance</li> <li>– Regulations/Ethics</li> <li>– PC Code of Conduct</li> <li>– ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– First Reading of the 2022-2023 Bylaws</li> <li>– Planning Process Policy with Planning Calendar</li> <li>– 2022-2023 Reimbursement Policy</li> <li>– Approve No Fee Policy</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Parent Curriculum – Opening Doors</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve the 2022-2023 Bylaws</li> <li>– Internal Dispute Resolution</li> <li>– Suspension and Expulsion Policy</li> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Classroom Assessment Scoring System (CLASS)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Self-Assessment Review Results/Findings</li> <li>– Distribution of final Bylaws 2022-2023</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Conscious Discipline</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Self-Assessment Review Corrective Plan of Action</li> <li>– Review &amp; Accept Basic 2021-2022 Program Information Report - PIR numbers.</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Child Outcomes</li> </ul>
	June 9, 2022	July 14, 2022	August 11, 2022	September 8, 2022	October 13, 2022
<b>Board of Directors</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2022-2023 COLA &amp; Quality Improvement Grant Application</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– First Reading of the 2022-2023 Bylaws</li> <li>– Planning Process Policy with Planning Calendar</li> <li>– 2022-2023 Reimbursement Policy</li> <li>– Approve No Fee Policy</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve the 2022-2023 Bylaws</li> <li>– Internal Dispute Resolution</li> <li>– Suspension and Expulsion Policy</li> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Self-Assessment Review Results/Findings</li> <li>– Distribution of final Bylaws 2022-2023</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Monitoring Review Corrective Plan of Action</li> <li>– Review &amp; Accept Basic 2021-2022 PIR numbers.</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Correspondence from the Office of Head Start</li> </ul>

	November 9, 2022	December 7, 2022	January 11, 2023	February 8, 2023	March 8, 2023	April 12, 2023	May 10, 2023
<b>Policy Committee</b>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p> <p><b>*Training</b> – School Readiness Goals – Family Outcomes</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Approves Financial Audit and monitors the agency's actions to correct any audit findings – Approve Community Assessment – Budget Revision (if applicable)</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – Review &amp; Approve 2020-2025 Goals and Objectives Year three Update</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – Approve 2022-2023 Application/ Budget for Fresno Migrant/Seasonal Head Start and Early Head Start</p> <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> <p>– Budget Revision (if applicable)</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>
	November 8, 2022	December 8, 2022	January 12, 2023	February 9, 2023	March 9, 2023	April 13, 2023	May 11, 2023
<b>Board of Directors</b>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – None</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – 2022-2023 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) – Approve Community Assessment – Budget Revision (if applicable)</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – Approve 2020-2025 Goals and Objectives Report- Year three Update</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – Approve 2022-2023 Application/ Budget for Fresno Migrant/Seasonal Head Start and Early Head Start</p> <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>	<p><b>*Action</b> – Budget Revision (if applicable)</p> <p><b>*Monthly Reports</b> – Staffing Changes – Budget Report – In-Kind – Program Enrollment &amp; Attendance Report – CACFP – Correspondence from the Office of Head Start</p>



# Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: July 14, 2022

Author: Maritza Gomez-Zaragoza

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DATE: July 05, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start No Fee Policy

**I. RECOMMENDATIONS:**

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

**II. SUMMARY:**

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

**III. DISCUSSION:**

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

- The Fresno Migrant/Seasonal Head Start No Fee Policy will be presented for approval to the Policy committee on July 13, 2022.

**IV. FINANCING:**

None



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

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

**SUBJECT:** Policy on Fees

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

**OPERATIONAL PROCEDURE:**

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





# Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: July 14, 2022

Author: Maritza Gomez-Zaragoza

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DATE: July 05, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2022-2023

**I. RECOMMENDATION:**

Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Committee Members representing the Fresno Migrant/Seasonal Head Start program.

**II. SUMMARY:**

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

**III. DISCUSSION:**

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

- The Fresno Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy will be presented for approval on July 13, 2022.

**IV. FINANCING:**

Funds are an allowable cost under the Federal Regulations



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

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

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

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

**Operational Procedure:**

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

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

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



# Community Action Partnership of Madera County

4610 W. Jacquelyn Ave, Fresno, CA 93722 559.276.5831

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

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

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

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

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

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

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

### EXPENSES

### AMOUNT

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

Meeting Allowance (Low Income Committee Members)

**\$30.00** \$ \_\_\_\_\_

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

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

**TOTAL EXPENSES:** \$ \_\_\_\_\_

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

Signed \_\_\_\_\_

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

This part is to be completed by CAPMC staff.

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

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

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

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

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



# Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors Meeting for: July 14, 2022

Author: Irene Yang

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DATE: June 30, 2022

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Equal Employment Opportunity Report (EEO-1)

**I. RECOMMENDATION:**

Review the Equal Employment Opportunity Report (EEO-1).

**II. SUMMARY:**

The Equal Employment Opportunity Report (EEO-1) report is provided for the Board of Directors to understand the employee compositions of the Agency. The EEO-1 reports for 2021 were submitted electronically to Equal Employment Opportunity Commission, and the submitted data was based on payroll periods October 3, 2021 – October 16, 2021. For year 2021, 314 employees were identified. The breakdowns were 92% female and 8% male; 87.9% Hispanic/Latino, 7.3% White, 1.6% Black/African American, 1.6% Asian, 0.6% American Indian or Alaskan Native, 1% for Two or more races.

**III. DISCUSSION**

- A. Since we have multiple operational sites, we submitted the EEO-1 report as a multi-establishment entity.
- B. Race/Ethnic categories for the EEO-1 report are: Hispanic/Latino, White, Black/African American, Native Hawaiian/Pacific Islander, Asian, American Indian/Alaskan Native, or Two/More races.
- C. Description of job categories are defined as: Executive/Senior Level Officials and Managers, First/Mid-Level Officials and Managers, Professionals, Technicians, Sales Workers, Administrative Support Workers, Craft Workers, Operatives, Laborers & Helpers, and Service Workers.
- D. For year 2021, 6.4% of workforce increased comparing to year 2020. Race/Ethnic categories changes can be summarized as: 1.1% increase for Hispanic/Latino, 0.5% decrease for White, 0.1% increase for Black/African American, no change for Asian, 0.1% decrease for American Indian or Alaskan Native, and 0.3% decrease for two or more races.

**IV. FINANCING: None**

CO= R540456

EQUAL EMPLOYMENT OPPORTUNITY

2021 EMPLOYER INFORMATION REPORT EEO-1

CONSOLIDATED REPORT

U= R540456

SECTION B - COMPANY IDENTIFICATION

1. COMM. ACTION PARTN. OF MADERA CNTY
1225 GILL AVENUE
MADERA, CA 93637

2.a. COMM. ACTION PARTN. OF MADERA CNTY
1225 GILL AVENUE
MADERA, CA 93637

SECTION C - TEST FOR FILING REQUIREMENT

1- Y 2- N 3- N DUNS= 034241133

c. EIN= 941612823

SECTION E - ESTABLISHMENT INFORMATION

NAICS: 624410 - Child Day Care Services

SECTION D - EMPLOYMENT DATA

Table with columns: JOB CATEGORIES, HISPANIC OR LATINO (MALE, FEMALE), NOT-HISPANIC OR LATINO (WHITE, BLACK OR AFRICAN AMERICAN, NATIVE HAWAIIAN OR PACIFIC ISLANDER, ASIAN, AMERICAN INDIAN OR ALASKAN NATIVE, TWO OR MORE RACES), OVERALL TOTALS. Rows include EXECUTIVE/SR OFFICIALS & MGRS, PROFESSIONALS, etc.

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 10/3/2021 THRU 10/16/2021

SECTION G - CERTIFICATION

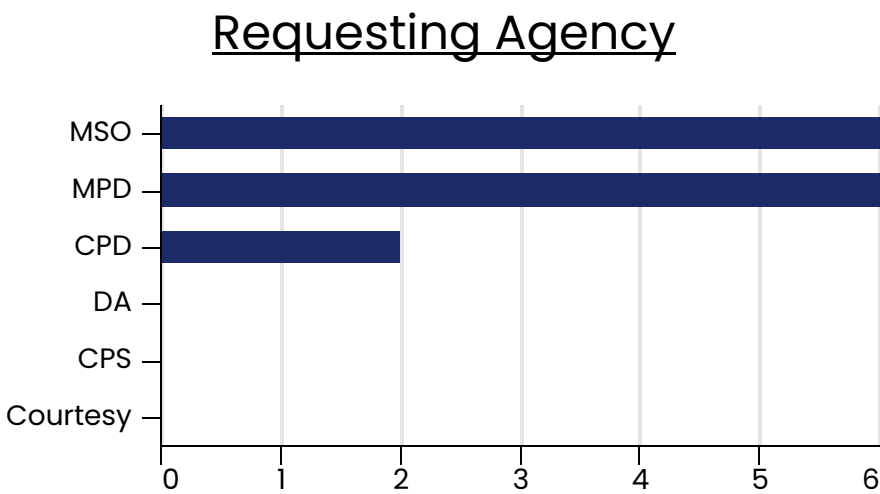
CERTIFYING OFFICIAL: IRENE YANG
EMAIL: iyang@maderacap.org
EEO1 REPORT CONTACT PERSON: IRENE YANG
EMAIL: iyang@maderacap.org

CERTIFIED DATE [EST]: 5/12/2022 6:25 PM

TITLE: HUMAN RESOURCES DIRECTOR
PHONE: 5596755766
TITLE: HUMAN RESOURCES DIRECTOR
PHONE: 5596755766

# Madera County Child Advocacy Center (CAC)

June 2022



**Counseling Services**

Referrals Made: 4  
Onsite Counseling Sessions: 1

**Child Forensic Interviews Year to Date**

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2022	10	17	26	33	42	56						
2021	7	13	26	36	55	68	82	89	95	108	122	140



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM  
MONTHLY REPORTING – [June 2022](#)**

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

General Contract – CAPP	395
CalWORKs Stage 2 – C2AP	139
CalWORKs Stage 3 – C3AP	144
Bridge Program - BP	8
<b>Total Children Enrolled</b>	<b>686</b>

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

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	45
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	35
LICENSE-EXEMPT CHILD CARE PROVIDERS	39
<b>Total Providers Enrolled</b>	<b>119</b>

**RESOURCE & REFERRAL LICENSED PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	123
CLOSED - LICENSED CHILD CARE PROVIDERS	0
INACTIVE DUE TO COVID-19	0

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

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

- Workshops to resume in August 2022

**Family, Friend and Neighbor Activity:**

- No activities due to COVID-19

**Bridge Program Workshops:**

- Workshops to resume in August 2022





## Community Services Monthly Report to the Board of Directors

### June 2022

#### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2020 to 6-30-2022 Fiscal YTD Totals
2021 Non-Emergency	0	1630
2021 Emergency	0	1404
2021 Wood/Propane/Oil	0	115

Program	Monthly Households Served	8-1-2021 to 3-31-2023 Fiscal YTD Totals
ARPA 2021- Non-Emergency	16	401
ARPA 2021 – Emergency	16	393
ARPA 2021 - Wood/Propane/Oil	0	61

Program	Monthly Households Served	11-1-21 to June 30, 2023 Fiscal YTD Totals
HEAP 2022- Non-Emergency	49	49
FAST TRACK 2022 – Emergency	28	28
2022 WOOD/Propane/Oil	8	8

#### HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	37	0
Madera Mental Health Service Act	11	1

**EMERGENCY HOUSING VOUCHERS**

<b>Program</b>	<b>Amount</b>	<b>Issued</b>
Emergency Housing Vouchers – Housing Services	33	4

**June 2022 Homeless Prevention Assistance**

Homeless Housing Assistance	0
CSBG CARES	0
Madera County Mortgage Rental Utility Assistance Program District 1 and District 3	39
<b>Total</b>	<b>89</b>

**Kaiser Permanente Housing for Health Grant Opportunity  
Application is Pending  
Spending Period July 1, 2022 through June 30, 2023**

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

**Emergency Rental Assistance Program**

<ul style="list-style-type: none"> <li>• Social media views Facebook = N/A for June 2022</li> <li>• Instagram = N/A for June 2022</li> <li>• Twitter = N/A for June 2022</li> </ul>
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## HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	80	0

## NUMBER OF MEALS DELIVERED IN June 2022

Chowchilla / Fairmead	518 meals delivered in June	10 seniors receiving home delivered meals
Madera outside city limits	672 meals delivered in June	12 seniors receiving home delivered meals
Coarsegold	644 meals delivered in June	13 seniors receiving home delivered meals
Oakhurst / North Fork/Bass Lake	1,974 meals delivered in June	41 seniors receiving home delivered meals
Ahwahnee	168 meals delivered in June	4 seniors receiving home delivered meals
Total meals delivered in June 2022	3,976	80 total seniors receiving home delivered meals

This contract has been extended through December 31, 2022 to accommodate 80 seniors.



# HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT June 2022

Outreach and Case Management was conducted both in the City and in the County of Madera.  
Below are the number of unsheltered contacts that were made for the period of 6/1/2022 - 6/30/2022.

Location	Madera City & Surrounding Area	Oakhurst	Nipinnawasee	Coarsegold	Northfork	Chowchilla	Total Contact
Previous Month YTD	1009	45	0	38	1	120	1213
June 2022	91	2	0	2	0	3	98
YTD Total 7/1/21-6/30/22	1100	47	0	40	1	123	1311

OUTCOMES - SERVICES OFFERED			
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ENTERED DRUG PROGRAM	0	10	10
REFERRED TO MADERA BHS FOR ASSESSMENT	12	223	235
OBTAINED BHS DUE TO REFERRAL	0	68	68
SUICIDE PREVENTION	0	2	2
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
WENT INTO SHELTER	0	106	106
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	1	1
REUNITED WITH FAMILY VIA BUS OR AIRPLANE	0	3	3
ASSISTED WITH COLLECTING PAPERWORK TO HELP GET HOUSED	91	776	867
REFERRED TO PERMANENT SUPPORTIVE HOUSING	1	32	33
MOVED INTO PERMANENT SUPPORTIVE HOUSING	1	22	23
MOVED INTO PERMANENT HOUSING	1	37	38
REFERRED FOR EMERGENCY HOUSING VOUCHER (EHV)	8	27	35
APPROVED AND COMPLETED BRIEFING FOR EHV	4	9	13
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED AND CONNECTED WITH WORKFORCE	2	60	62
ASSISTED WITH JOB INTERVIEW PROCESS	1	14	15
EMPLOYED AS A RESULT OF ASSISTANCE	2	4	6
ASSISTED IN OBTAINING BYCYCLE FOR TRANSPORTATION FOR WORK	0	7	7
OTHER NON-EMPLOYMENT INCOME	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	1	8	9
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	11	68	79
ASSISTED IN OBTAINING CASH AID / TANF	0	17	17
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	45	45
ASSISTED IN OBTAINING HEALTH INSURANCE	0	33	33
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	1	47	48
ASSISTED IN OBTAINING A GOVT. PHONE	2	9	11
ASSISTED IN OBTAINING PET DOCUMENTATION	1	10	11
ASSISTED IN OBTAINING BIRTH CERTIFICATE	2	51	53
ASSISTED IN OBTAINING DRIVER'S LICENSE	1	2	3
REFERRALS MADE TO DSS HSP	7	51	58
REFERRALS MADE TO THE VA	0	11	11
REFERRALS MADE TO CPS	0	6	6
REFERRALS MADE TO VICTIM SERVICES	1	13	14
REFERRAL TO FOSTER CARE SERVICES	0	0	0
PROVIDED SHOES OR CLOTHES TO CLIENT	0	27	27
PROVIDED DMV VOUCHER FOR ID	2	91	93
DELIVERED COMMODITIES	28	252	280
ARRANGED TRANSPORTATION	10	108	118
CONNECTED TO VOLUNTEER WORK	0	0	0
ADVOCACY WITH LEGAL MATTER	0	26	26
TRANSITIONAL AGE YOUTH CLIENTS	7	87	94

OTHER HELP CENTER SERVICES	
HOUSING GUIDE PROVIDED	19
HOUSEHOLDS IN EMERGENCY SHELTER	19



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: July 14, 2022

Author: Cristal Sanchez

DATE: July 5, 2022  
TO: Board of Directors  
FROM: Mattie Mendez, Executive Director  
SUBJECT: Elect Nominating Committee

**I. RECOMMENDATION:**

Elect a Nominating Committee to prepare a slate of nominations for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.

**II. SUMMARY:**

As stated in the Community Action Partnership of Madera County, Inc. By-Laws, every even numbered year a Nominating Committee must be elected to select the nominees for Board Officers (Chairperson, Vice Chairperson and Secretary/Treasurer), the Executive Committee the Finance Committee, and the Personnel Committee to be elected at the October Board of Directors meeting.

**III. DISCUSSION:**

**The election of the Nominating Committee should follow the guidance stated in Section 10 of the Agency By-laws:**

*Section 10.3. Nominating Committee.*

*The Nominating Committee shall consist of six Directors, nominated and elected no later than the September Board meeting of every even-numbered year by the Board. The Committee Chairperson shall be appointed by the Board Chairperson from among the six Directors.*

**Below is guidance from the By-laws regarding the selection of Board Officers and Committees.**

**A. The selection of Officers shall follow the guidance stated in Section 9.2. Selection of Officers of the Agency's By-laws:**

*9.2. Selection of Officers. Officers shall be elected by the majority vote of the Board for a two-year term. These elections will take place in October of every even-numbered year. An officer may serve a maximum of four consecutive years in the same position. A Director may serve it the same officer position again after 2 years of not serving in that officer position. Notwithstanding the foregoing, any officer may be removed with or without cause by the Board at any time.*

✓ The Secretary/Treasurer is eligible to serve one more term in their position. The nominating committee can choose to nominate them to serve another two-year term

or replace them. The newly elected Chairperson, Vice Chairperson, and Secretary/Treasurer will serve until October 2016.

✓ Alternates may not serve as officers of the Board.

**B. The composition of the Executive Committee shall be as provided in the Agency's By-laws, Section 10.1. Executive Committee:**

*10.2. Executive Committee. The Executive Committee shall be composed of the Board Officers and three other Directors who are elected in October of every even-numbered year by the Board. There will be no limit on the number of terms served by non-officers on the Executive Committee.*

✓ The Executive Committee shall include one-third public officials, one-third low-income sector, and one-third private sector.

✓ Since the officers comprise 50% of the Executive Committee, the slate of nominations must be one-third public officials, one-third low-income sector, and one-third private sector.

**C. The composition of the Finance Committee shall be provided in the Agency By-laws, Section 10.4. Finance Committee:**

*10.4. Finance Committee. The Finance Committee shall consist of four Directors appointed by the Chairperson at the October Board meeting of every even-numbered year. One member of the Finance Committee must be a member of the Madera County Board of Supervisors and one member must have finance or banking background. If there is no such individual on the Board that has the requisite background, the Agency may retain a consultant to serve in the committee.*

**D. The composition of the Personnel Committee shall be provided in the Agency By-laws, Section 10.5. Personnel Committee:**

*10.5. Personnel Committee The Personnel Committee shall consist of three Directors. A maximum of three directors may also be appointed to the Committee as alternates.*

**IV. FINANCING: None**



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: July 14, 2022

Author: Sandra Ramirez

---

DATE: May 27, 2022

TO: Board of Directors

FROM: Sandra Ramirez

SUBJECT: 2022-2023 State Based CMIG Migrant Part Year, Start-up/Close-down, and Specialized Services (CMSS) budget submission.

**I. RECOMMENDATION:**

Review and consider ratifying the submission of the 2022-2023 State Budgets to Stanislaus County Office of Education.

**II. SUMMARY:**

We have prepared out budgets based on funding guidance and amounts received from Stanislaus County Office of Education. Budgets submitted May 27, 2022.

**III. DISCUSSION:**

The State Based Migrant Part Year Program will serve a total of 69 out 92 infants, toddlers, and Pre-K at Sierra Vista Migrant Head Start Center. This program will operate as a blended program with the Madera Migrant and Seasonal Head Start program.

- 17,199 Child Days of Enrollment.
- CAPMC proposing to alien with Head Start programs with Cost of Living and Quality Improvement Funds to increase salaries by 3% (2.28% Cola and .72% Quality).
- Related fringe benefits costs (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly.
- Funds to purchase classroom and outdoor materials needed for the program year.
- Funds to cover administrative and indirect costs is 9.5%.

**IV. FINANCING: Total 1,056,287**

Total CMIG Budget \$786,682

Total CMSS Budget \$137,096

Total Start-up/Close-down Budget \$132,509

**STANISLAUS COUNTY OFFICE OF EDUCATION  
CENTRAL CALIFORNIA MIGRANT HEAD START  
STATE PROGRAMS  
July 1, 2022 - June 30, 2023**

Delegate Agency: Community Action Partnership of Madera County, Inc.

		Total State Blended State	322 CMIG	324 SU/CD	325 CMSS	Administrative Rate	Total State Administrative Budget	362 Blended Blended Head Start	362 BASIC Blended USDA
		1,056,287	786,682	132,509	137,096		90,501	\$536,820	\$ 78,487
Name	Title								
<b>6a Personnel</b>									
<b>Ent Code</b>		<b>\$ 742,878</b>	<b>\$ 552,512</b>	<b>\$ 92,520</b>	<b>\$ 97,846</b>		<b>\$ -</b>	<b>\$ 287,248</b>	<b>\$ -</b>
<b><u>CHILD HEALTH AND DEVELOPMENT</u></b>									
a1	Program Managers and Content Area Experts	3,491	698	-	2,793			-	-
a2	Teachers/Infant Toddler Teachers	405,785	355,047	50,738	-			179,489	-
a3	Family Child Care Personnel							-	-
a4	Home Visitors							-	-
a5	Teacher Aides and Other Education Personnel	147,020	128,634	18,386	-			65,032	-
a6	Health/Mental Health Services Personnel	-	-	-	-			-	-
a7	Disabilities Services Personnel							-	-
a8	Nutrition Services Personnel	69,628	56,794	12,834	-			17,779	-
a9.1	Other Child Services Personnel							-	-
<b><u>FAMILY AND COMMUNITY PARTNERSHIP</u></b>									
a10	Program Managers and Content Area Experts	4,522	-	-	4,522			-	-
a11.1	Other Family and Community Partnerships Personnel : Family Service Worker	101,093	-	10,562	90,531			12,064	-
<b><u>PROGRAM DESIGN AND MANAGEMENT</u></b>									
a12	Executive Director							-	-
a13	Head Start/Early Head Start Director	-	-	-	-			-	-
a14.1	Managers							-	-
a15	Staff Development	-	-	-	-			-	-
a16	Clerical Personnel	11,339	11,339	-	-			10,080	-
a17	Fiscal Personnel	-	-	-	-			-	-
a18.1	Other Administrative Personnel	-	-	-	-			-	-
<b><u>OTHER</u></b>									
a19	Maintenance Personnel	-	-	-	-			2,804	-
a20	Transportation Personnel	-	-	-	-			-	-
a21.1	Other Personnel	-	-	-	-			-	-
<b>6b Fringe Benefits</b>		<b>\$ 210,877</b>	<b>\$ 157,835</b>	<b>\$ 26,414</b>	<b>\$ 26,628</b>		<b>\$ -</b>	<b>\$ 84,856</b>	<b>\$ -</b>
b1	FICA/Medicare/SUI/Workers Comp	90,133	69,614	11,385	9,134			34,746	-
b2	Health/Dental/Life Insurance	78,015	55,811	9,602	12,602			31,044	-
b3	Retirement	42,729	32,410	5,427	4,892			19,066	-
<b>6c Travel (Out of County)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
c1	Out-of-county Travel							-	-
<b>6d Equipment ( \$5,000 or more per unit)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
d1	Office Equipment							-	-
d2	Classroom/Outdoor/Home-based/FCC							-	-
d3	Vehicle Purchase							-	-
d4.1	Other Equipment							-	-
<b>6e Supplies and Equipment Under \$5,000/Unit</b>		<b>\$ 11,592</b>	<b>\$ 8,935</b>	<b>\$ 2,220</b>	<b>\$ 437</b>		<b>\$ -</b>	<b>\$ 35,399</b>	<b>\$ -</b>
e1	Office Supplies	-	-	-	-			-	-
e2	Child and Family Services Supplies	11,592	8,935	2,220	437			16,884	-





March 14, 2022

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

Dear Mattie:

We are beginning our preparations for the 2022-23 California Department of Social Services – Child Care and Development Division (CDSS/CCDD) subcontracts. We received your proposed calendars last November. It is now time for your agency's proposed budgets to be submitted for approval and inclusion with the subcontracts.

Your agency's funding allocations for the 2022-23 contract year is as indicated below:

	CMIG-PY
Child Days of Enrollment (CDE)	17,199.0
CDE Reimbursement Rate	\$45.74
Basic Funding	\$786,682
Start-up/Close-down Funding	\$132,509
Specialized Services Funding	\$137,096
Minimum Days of Operation	201
Maximum Administrative Cost	9.5%

Please submit your budgets utilizing the template provided for the Migrant Head Start refunding application. There should be one budget per type of funding per contract. If funding is being blended with MHS, please provide a blended basic budget, non-blended basic budget, and any other budgets for the type of contract being blended (i.e. specialized services). In addition, please submit an enrollment plan.

All documents should be sent via e-mail to [bemery@stancoe.org](mailto:bemery@stancoe.org). Documentation of Governing Board approval is not required, however a letter indicating the Executive Director's approval of the submitted budgets should be included.

This data is being provided for planning purposes only and should not be interpreted as the offer of a contract. Available funding is dependent upon appropriations set by CDSS. The amounts included in this letter indicate the most accurate information available as of the date above.

**Please submit budgets by May 31, 2022 to [bemery@stancoe.org](mailto:bemery@stancoe.org):**

Breanna Emery  
Child/Family Services  
Stanislaus County Office of Education  
1100 H Street  
Modesto, CA 95354

Should you have any questions regarding the enclosed information, please contact Marissa Duran for program questions and Breanna Emery for fiscal inquiries, both at (209) 238-1800.

Thank you for your continued efforts to serve children and their families.

Sincerely,

*Ramona Trejo*

Ramona Trejo  
Director of CFS Financial Services

CC: Breanna Emery, Senior Financial Services Manager  
Marissa Duran, Director II

STANISLAUS COUNTY OFFICE OF EDUCATION  
 California Department of Social Services – Child Care and Development Division

Application for Federal Assistance  
 Board Approval Verification

Agency Community Action Partnership of Madera County, Inc.

Amount of Request \$ 1,056,287

Date of Request June 30, 2022

Period of Request July 1, 2022 to June 30, 2023

Minimum Days of Operation 201

This application has the approval of the Governing Board of  
**Community Action Partnership of Madera County, Inc.**  
 As recorded in their minutes of \_\_\_\_\_.

(Signed) \_\_\_\_\_  
 (Governing Board/President)

(Date) \_\_\_\_\_

This application has the approval of the Central California Migrant  
 Head Start Parent Policy Council/Committee of  
**Community Action Partnership of Madera County, Inc.**  
 As recorded in their minutes of \_\_\_\_\_.

(Signed) Not required  
 (Policy Council/Committee Chairperson)

(Date) \_\_\_\_\_



# Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: July 14, 2022

Author: Nicole Vulich

---

DATE: June 30, 2022

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and ratify the Transitional Housing (XH) Program application submitted July 5, 2022, for the program period January 1, 2023 to December 31, 2023.

**I. RECOMMENDATION:**

Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing Program due July 5, 2022 and authorize the Executive Director to sign and submit any amendments or extensions during the funding period.

**II. SUMMARY:**

The grant application submitted to the California Office of Emergency Services (Cal OES), to operate the Transitional Housing Program from January 1, 2023 through December 31, 2023 including any extensions and/or amendments during the funding period.

**III. DISCUSSION:**

The purpose of the Transitional Housing Program is to create and/or enhance transitional housing for victims of crime. The program will support transitional housing, short-term housing assistance, and supportive services, including follow-up services that move victims of crime into permanent housing. Successful transitional housing programs provide a range of optional supportive services and let victims choose the course that best fits their needs.

**IV. FINANCING:**

The total project costs are \$135,000, comprised of the following:

2020 VOCA: \$60,750

2021 VOCA: \$74,250

\$80,730 allocated to Personnel Cost and \$54,270 allocated to Operating Cost for the fund.

GAVIN NEWSOM  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



**Proposal Cover Sheet**

**RFP PROCESS**

**TRANSITIONAL HOUSING (XH) PROGRAM**

Submitted by:  
(Community Action Partnership of Madera County, 1225 Gill Avenue, Madera,  
California 93637, (559) 673-9173.)

Cal OES #	FIPS #	VS#	Subaward #
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
GRANT SUBAWARD FACE SHEET**

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4
2. **Implementing Agency:** Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4
3. **Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234  
(Street) (City) (Zip+4)
4. **Location of Project:** 812 West Yosemite Avenue Madera 93637-5234  
(City) (County) (Zip+4)
5. **Disaster/Program Title:** XH - Transitional Housing Program
6. **Performance/Budget Period:** 1/1/2023 to 12/31/2023  
(Start Date) (End Date)
7. **Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	VOCA		\$60,750					\$60,750
9.	2021	VOCA		\$74,250					\$74,250
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		<b>\$135,000</b>	<b>\$135,000</b>				<b>\$135,000</b>

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:**

Name: Mattie Mendez Title: Executive Director

Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234

Signature: *Mattie Mendez* Date: 4/30/2022

16. **Federal Employer ID Number:** 941612823

**(FOR Cal OES USE ONLY)**

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) \_\_\_\_\_ (Date) \_\_\_\_\_ (Cal OES Director or Designee) \_\_\_\_\_ (Date) \_\_\_\_\_



## Grant Subaward Contact Information

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc,

1. **Grant Subaward Director:**

Name: Jennifer Coronado Title: Victim Services Program Manager

Telephone #: (559) 675-5706 Email Address: jcoronado@maderacap.org

Address/City/ Zip Code (9-digit): 812 Yosemite Ave., Suite 101, Madera, CA 93637-5234

2. **Financial Officer:**

Name: Daniel Seeto Title: Chief Financial Officer

Telephone #: (559) 673-9173 Email Address: dseeto@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

3. **Programmatic Point of Contact:**

Name: Jennifer Coronado Title: Victim Services Program Manager

Telephone #: (559) 675-5706 Email Address: jcoronado@maderacap.org

Address/City/ Zip Code (9-digit): 812 Yosemite Ave., Suite 101, Madera, CA 93637-5234

4. **Financial Point of Contact:**

Name: Nicole Vulich Title: Accounting Program Manager

Telephone #: (559) 675-5762 Email Address: nvulich@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Mattie Mendez Title: Executive Director

Telephone #: (559) 675-5749 Email Address: mmendez@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Mattie Mendez Title: Executive Director

Telephone #: (559) 675-5749 Email Address: mmendez@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: Tyson Pogue Title: Board Chairperson

Telephone #: (559) 675-7770 Email Address: tpogue@maderacountry.com

Address/City/ Zip Code (9-digit): 2725 Falcon Dr., Madera, CA 93637-5677





### Grant Subaward Signature Authorization

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Implementing Agency: Community Action Partnership of Madera County, Inc.

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

**Grant Subaward Director:**

Printed Name: Jennifer Coronado

Signature: *Jennifer Coronado*

Date: 6/30/22

**Financial Officer:**

Printed Name: Daniel Seeto

Signature: *Daniel Seeto*

Date: 6/30/22

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: *Leticia Lujan-Rojas*

Printed Name: Leticia Lujan-Rojas

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: *Nicole Vulich*

Printed Name: Nicole Vulich

Signature: *Belinda Javius*

Printed Name: Belinda Javius

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: Community Action Partnership of Madera County, Inc,

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Transitional Housing Program	XH22	01/01/2023 to 12/31/2023
2			
3			
4			
5			
6			

I, Mattie Mendez (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature:

*Mattie Mendez*

Official Designee's Typed Name: Mattie Mendez

Official Designee's Title: Executive Director

Date Executed:

4/9/2022

**AUTHORIZED BY:**

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

City Financial Officer

County Financial Officer

City Manager

County Manager

Governing Board Chair

Signature:

*Tyson Pogue*

Typed Name: Tyson Pogue

Title: Board Chairperson

Date Executed:

6/9/2022



**Federal Fund Grant Subaward Assurances  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: Community Action Partnership of Madera County, Inc,

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Transitional Housing Program	XH22	01/01/2023 to 12/31/2023
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.



### **3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

### **4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

### **5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity

program.

**6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

**7. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**8. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**9. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **10. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

## **11. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **12. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

#### **14. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### **15. Employment Eligibility Verification for Hiring under the Grant Subaward**

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.



c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

**16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
  - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
  - 1) Subrecipients represent that:
    - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

### **17. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

### **18. Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

### **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients



(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

### **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

### **24. Discrimination Findings**

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

### **25. VOCA Requirements**

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: Mattie Mendez

Official Designee's Typed Name: Mattie Mendez

Official Designee's Title: Executive Director

Date Executed: 06/30/2022



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
<p><b>Victim Services Program Manager FTE 2%</b> The Victim Services Program Manager is responsible for the daily project operations and supervises the program staff. The program manager also assures compliance with state requirements and directly assists with clients.</p> <p>Salary (\$89,322 annually x 2% = \$1,786) 50% Funded by 20VOCA (1/1/23-6/30/23) \$893 \$893 50% Funded by 21VOCA (7/1/23-12/31/23) \$893 \$893 Benefits (\$1,786 x 12.8219% benefit rate = \$229) 50% Funded by 20VOCA (1/1/23-6/30/23) \$115 \$115 50% Funded by 21VOCA (7/1/23-12/31/23) \$114 \$114</p> <p><b>Victim Services Coordinator FTE 5%</b> The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the Program Manager.</p> <p>Salary (\$ 75,792 annually x 5% = \$3,790) 50% Funded by 20VOCA (1/1/23-6/30/23) \$1,895 \$1,895 50% Funded by 21VOCA (7/1/23-12/31/23) \$1,895 \$1,895 Benefits (\$3,790 x 21.7414% benefit rate = \$824) 50% Funded by 20VOCA (1/1/23-06/30/23) \$412 \$412 50% Funded by 21VOCA (7/01/23-12/31/23) \$412 \$412</p>			



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
<p><b>Housing Coordinator FTE 100%</b> The Transitional Housing Case Worker establishes case plans with families, follow-up with and ensure clients meet requirements to obtain permanent housing, helps as a general advocate with clients and utility, housing, and governmental vendors.</p> <p>Salary (\$56,216 annually x 100% = \$56,216) 50% Funded by 20VOCA (1/1/23-6/30/23) \$28,108 50% Funded by 21VOCA (7/1/23-12/31/23) \$28,108 Benefits (\$56,216 x 29.6108% benefit rate = \$16,646) 50% Funded by 20VOCA (1/1/23-6/30/23) \$8,323 50% Funded by 21VOCA (7/1/23-12/31/23) \$8,323</p> <p><b>Administrative Aide FTE 2%</b> The Administrative Aide position is responsible for serving as an aide to the Program Manager and as secretarial back up to the administrative staff and various other duties.</p> <p>Salary (\$48,590 annually x 2% = \$972) 50% Funded by 20VOCA (1/1/23-6/30/23) \$486 50% Funded by 21VOCA (7/1/23-12/31/23) \$486 Benefits (\$972 x 27.4691% benefit rate = \$267) 50% Funded by 20VOCA (1/1/23-6/30/23) \$134 50% Funded by 21VOCA (7/1/23-12/31/23) \$133</p> <p>(Benefits include FICA/SUI, Health/Dental/Vision, Worker's Comp, and 4% retirement contribution.)</p>			





**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
<p><b>Office Supplies:</b> Pens, paper, printer cartridges &amp; supplies needed for client meetings, shredder, chairs, records and documents. \$12.50/mo x 12 = \$150 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$75	\$75	\$150
<p><b>Data Processing Supplies:</b> To support collection of program objectives, track and monitor progress and provide client services. Includes desktop supplies, toner, and software. \$25/mo x 12 = \$300 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$150	\$150	\$300
<p><b>Program Supplies:</b> Supplies to promote outreach and support programs \$354. 41.8% Funded by 20VOCA (1/1/23-6/30/23) 58.2% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$148	\$206	\$354
<p><b>Postage and Shipping:</b> 100% of postage based on actual usage. \$5/mo x 12 = \$60 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$30	\$30	\$60



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
<p><b>Telephone/Communication:</b> Telephone service, long distance, and voicemail, Verizon staff cell phones, Comcast FAX and internet. \$10/mo x 12 = \$120 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$60	\$60	\$120
<p><b>Rent:</b> Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,394.51/mo x 12 = \$40,734.12. Transitional Housing share is as follows: Direct Staff: 1.09 FTE x 125 Sqft. = 136.25 x 1.04/Sqft. x 12mo = \$1700 Training/Interview/Waiting Areas: 14.70 Sqft for TH = 14.70 Sqft x 1.04/Sqft x 12mo = \$183 Intake Areas: 4.93 Sqft for TH = 4.93 Sqft. x 1.04/Sqft x 12mo = \$62 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$972	\$973	\$1,945
<p><b>Utilities:</b> Water, Sewer, Disposal, Natural Gas and Electricity services, since moving \$15/mo x 12mo = \$180 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$90	\$90	\$180



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
<b>Burglar Alarm:</b> Alarm at Madera location \$3/mo x 12 = \$36 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)	\$18	\$18	\$36
<b>Custodial Services:</b> Maintenance/Janitorial service \$8/mo x 12 = \$96  50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)	\$48	\$48	\$96
<b>Medical Screening/SEAT/Staff:</b> Medical screenings for new staff \$5/mo x 12 = \$60		\$60	\$60
<b>Gas and Oil:</b> Fuel for agency auto based on actual purchases. 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)	\$30	\$30	\$60
<b>Vehicle Insurance:</b> Vehicle insurance at \$56/mo x 12 = \$672 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)	\$336	\$336	\$672



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
<p><b>Staff Travel-Local:</b> For staff traveling locally to sites, courthouse, or any other site required in victim assistance \$5/mo x 12 = \$60 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$30	\$30	\$60
<p><b>Liability Insurance:</b> General liability and insurance for volunteers, \$18/mo x 12 = \$216 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$108	\$108	\$216
<p><b>Client Lodging/Shelter:</b> Household establishment assistance and temporary or emergency housing. 31% Funded by 20VOCA (1/1/23-6/30/23) 69% Funded by 21VOCA (7/1/23-12/31/23) Rent of 2 Units for Transitional Housing Victims to provide temporary housing to victims of domestic violence. For 2 Units at (\$850 + \$750)/mo x 12 = \$19,200 50% Funded by 20VOCA (1/1/23-6/30/23) 50% Funded by 21VOCA (7/1/23-12/31/23)</p>	\$6,073	\$13,428	\$19,501
	\$9,600	\$9,600	\$19,200



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
<p><b>Indirect Costs:</b> 9.1% of direct project costs - excluding equipment @ \$123,740. CAPMC has an indirect cost rate agreement. See attached. Cognizant Agency is Dept. of Health and Human Services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers associated indirect administrative operating expenses such as rent, telephone, audit, supplies etc.</p>	\$2,616	\$8,644	\$11,260
<b>Operating Costs Fund Source Totals</b>	\$20,384	\$33,886	\$54,270
<b>OPERATING COSTS CATEGORY TOTAL</b>			\$54,270



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County, Inc.</b>		<b>Grant Subaward #: XH</b>	
<b>C. Equipment Costs</b> - Line-item description and calculation	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Amount Allocated</b>
Equipment Costs Fund Source Totals			
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>			

<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>2020 VOCA</b>	<b>2021 VOCA</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$60,750</b>	<b>\$74,250</b>	<b>\$135,000</b>



## Grant Subaward Budget Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera, Inc.

### Budget Narrative

The proposed budget provides the salaries and benefits for the personnel to conduct the mandatory services outlined in the grant application. The budget supports the staff required for the program to operate. All of the items listed in the budget are required to achieve the objectives and activities of the transitional housing program and provide services to the clients and survivors including advocacy.

Community Action Partnership of Madera County (CAPMC) is requesting \$135,000 in total, which \$80,730 will be utilized for salaries and employee benefits, and \$54,270 will be utilized for operating expenses. Funds have been primarily allocated to personnel in direct support of the clients and their immediate supervisors thus reducing administrative cost. CAPMC can provide services for this program, while reducing personnel and operating cost, by sharing the personnel cost of the administrative personnel (Victim Services Program Manager, Victims Services Coordinator, and an Administrative Aide) and the operating cost (rent, utilities, telephone/communications, etc.) between all Victim Services programs. By sharing in the cost, and only requesting funds for the portion of the personnel and operating cost that are allocated to this fund, more funds are available to be used in the direct service and support of our clients and survivors. The





## Grant Subaward Budget Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera, Inc.

allocation is based on the actual payroll and the portion of space allowed for each employee. Since CAPMC does not have the need to hire multiple full time employees and pay 100% of the operating and administrative cost running a separate location and program, more of the money used in cost associated with the direct support of our clients and survivors.

### **I. Personnel Services – Salaries/Employee Benefits**

Funds are requested for a Victim Services Program Manager at 2% FTE. The Victim Services Program Manager will be responsible for coordinating and supervising Victim Services' grant related responsibilities and activities to ensure the project's successful performance. This position is responsible for being actively involved in the day to day activities of the Victim Witness, Rape Sexual Assault, Unserved/Underserved, and Domestic Violence Programs. The manager is required to have a BA or BS degree in public administration, criminology, sociology, or related field or a Master's Degree in criminology or sociology, while also required to have three years of related experience.

Funds are requested for a Housing Coordinator at 100% FTE. The Housing Coordinator provides direct services to clients including crisis intervention, counseling, advocacy, accompaniment, information and referrals, and community education. The Housing Coordinator maintains records of service



## Grant Subaward Budget Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera, Inc.

delivery. The trained Housing Coordinator will schedule presentations in local schools and will conduct presentations to parents in both English and Spanish to inform them on our services for survivors of domestic violence, sexual assault, dating violence, and stalking regularly throughout the grant period. The Housing Coordinator is required to be bilingual, including Spanish, and is required to have an AA degree with two years of work experience in the field of social service.

Funds are also requested for a Victim Services Coordinator at 5% FTE and an Administrative Aide at 2% FTE to aide in the Victim Services Program Manager and the Housing Coordinator in the duties and activities needed to carry out the goals of the grant.

Within the payroll and benefits calculations, are any midyear adjustments and merit increases, employee costs benefits required (FICA 6.2%, Medicare 1.45%, SUI 6.2%, and Workers' Compensation as required by law.

Health/Dental/Vision/Life, Retirement 4% and \$225 per month provided to eligible staff).

### **II. Operating Expenses**

The Victim Services Center has its main office in Madera at 821 W. Yosemite Street, Suite 101. Funds for rent, utilities, property insurance, and building maintenance to be utilized by the program staff for office space, client



## Grant Subaward Budget Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera, Inc.

appointments, counseling, and information and referral services. All costs that are expensed and shared between other Victim Services programs, are allocated according to the portion used by the program, or the time employees spend on the program. Funds are requested for other supplies and cost that are considered normal cost of business expenses. Insurance and bonding is requested for the required Cal OES fidelity bond and for liability insurance on the volunteers. Fees and licenses are requested for dues and fees related to the program and benefits.

Indirect Cost for the grant are calculated using the Nonprofit Rate Agreement with the Department of Health and Human Services on behalf of the Federal Government of 9.1%, which allows CAPMC to using more funds in direct service of our clients.

There is a total of \$38,701 requested (Client Lodging/Shelter of \$19,501 and cost of two rental units of \$19,200) for Direct Benefits for our clients. This will allow CAPMC to provide rental vouchers or housing units to our clients, in accordance with our project plan.

CAPMC does not anticipate the need for subcontracts during the grant period nor foresees any unusual expenditures.



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

### Problem Statement

1) Fifty-seven percent of all homeless women report domestic violence as the immediate cause of their homelessness (The National Center on Family Homelessness, 2013). To combat homelessness in our community, due to domestic violence and sexual assault Community Action Partnership of Madera County, Inc. (CAPMC), will provide housing assistance to domestic violence and sexual assault victims from all socioeconomic backgrounds, diverse cultures, or disabilities. Services offered in the proposed transitional housing program will be offered regardless of their gender or gender identity.

CAPMC is the sole provider of services to victims of crime in Madera County; we are the implementing agency for the Domestic Violence Assistance (DV), and Rape Crisis (RC) Programs. We currently operate the Transitional Housing Program for survivors of domestic violence and sexual assault. We respond to requests for assistance from law enforcement, mental health, social services, and other outside sources. We assist victims of domestic violence and sexual assault fleeing from abuse that are in emergency shelters, temporary placement, displaced or homeless due to abuse. Our staff is available 24-hours a day, seven days a week, through our hotline number 1(800)355-8989.



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

2) CAPMC is currently and will continue to work with domestic violence and sexual assault victims exiting emergency shelter. Madera County has one shelter for domestic violence and sexual assault victims, the Martha Diaz Shelter, which CAPMC runs with the DV Program. The Martha Diaz Shelter is an emergency shelter for battered victims of domestic violence and sexual assault, and a stay is typically 30 to 60 days. CAPMC will also accept referrals for transitional housing from the Department of Social Services, The Rescue Mission, Homeless Engagement for Living Program (H.E.L.P.), and other community organizations.

CAPMC will follow the Housing First Model to address the transitional housing issue, which emphasizes the importance of support services to prevent homelessness. CAPMC offers three options for transitional housing: scattered sites, vouchers, and short-term housing assistance. CAPMC currently leases two single-family units in Madera County for the specific purpose of transitioning families into permanent housing. The units are fully furnished and rent is paid entirely by CAPMC. One apartment is located in the City of Chowchilla and is a two bedroom, one bath unit; the other is located in the City of Madera and is a three bedroom, two bath unit. The tenant pays utilities and other services to help the tenant build the financial foundation needed to establish permanent housing, which is in line with the Housing First Model.



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

3) Barriers survivors encounter when accessing transitional housing include: lack of U.S. citizenship status, lack of rental history, little to no work experience, lack of available housing, social and cultural challenges. Multigenerational migrant families typically migrate to Madera County with extended family and seek housing with multiple families in one unit. When domestic violence arises, victims are forced to leave the home they share with the abuser's family, the same with sexual assault victims. The research tells us that 98% of sexual assault are committed by people known to the victim. Last year in Madera County, 159 children were sexually abused, and 35% of those children were sexually abused in their home by a parent, step-parent, or parent's partner. For the safety and mental well-being of the victim the family must leave the home where the abuse occurred.

For undocumented survivors, we can assist with certification needed for U-Visa's, T-Visa's and VAWA self-petitions. This can increase the possibility of being able to work legally in the U.S., which supports the ability to afford permanent housing and gain independence. Many survivors are not aware of the services available in our community. The Housing Coordinator will act as their case worker and assist survivors with referrals for child-care, WIC, cash aid through the Department of Social Services and other programs/services they may need.





## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

### Plan

1) CAPMC will close the gap in services, fulfill the housing needs of survivors of domestic violence and sexual assault, by partnering with local agencies to discuss barriers survivors face when accessing services. We have operational agreements with our local Housing Authority, Social Services, Law Enforcement, District Attorney's Office, Public Health, Mental Health, and Domestic Violence and Sexual Assault organizations to help identify victims in need of housing assistance. CAPMC will maintain two apartments (scatter sites) to assist victims.

CAPMC will also use a voucher system to assist as many families as our funding allows. The voucher system requires that the family and individual survivors work with the Housing Coordinator to seek housing and establish a lease or rental agreement. Maximum assistance is 24 months, however, per month assistance will decrease as time progresses and is outlined in a case plan established by the survivor and the Housing Coordinator. All services, including lease/rental agreement, are in the survivor's name as suggested by the Housing First Model to establish rental history. Generally, the following will apply for assistance under the voucher system: first 6 months pays 100% of rent, months 7-12 pays 75% of rent, months 13-18 pays 50% of rent, and months 19-24 pays 25% of rent.



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

We can adjust the above on a case by case basis to avoid placing financial hardship on survivors that need more financial support for rent or a longer duration of time (not to exceed 24 months). The Housing Coordinator will maintain close communication with the survivors participating in the voucher system to maximize support services for employment stability and financial literacy to budget accurately for housing cost, providing the household an opportunity to build financial skills need.

Short-term housing assistance consists of up to three consecutive months of rental assistance and may include assistance of the security deposit if needed to move into a unit. The number of months of assistance will be based on the need of the survivor. The case plan established by the survivor and Housing Coordinator will identify support services needed to empower victims to be self-reliant.

CAPMC plans to assist a minimum of two families using the scattered site options, a minimum of two families using the voucher system, and a minimum of five families with short-term housing assistance during the performance period of January 1, 2023 to December 31, 2023. Management and the Housing Coordinator will work closely with housing authority on referrals for victims currently in the Transitional Housing Program to assist with permeant housing.





## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

2) CAPMC acknowledges the Housing First Model is an evidence-based model that uses housing as a tool, rather than a reward for recovery, and centers on connecting homeless people to permanent housing as quickly as possible. The Housing First Model and Welfare & Institution Code Section 8255 requires us to offer services on a volunteer basis and survivors that decline to participate will not be evicted or denied assistance of any type. Substance abuse in itself will not be a reason to deny assistance to survivors or for an eviction. Staff will participate in webinars and training to stay current and informed on best practices to prevent homelessness. Follow-up services are a mandatory service for the Housing Coordinator under our Transitional Housing Program and we will make adjustments as needed to support the survivors to establish and maintain their overall goals for permanent housing.

The Program Manager and Housing Coordinator will attend required regional training. The Victim Services Coordinator will collect data required for reports and the Program Manager will be responsible for submitting the reports.

3) CAPMC plans to provide outreach to key stakeholders, the community and landlords. This past year, CAPMC participated in an open house for Sugar Pine Village's grand opening. Sugar Pine Village is a 52-unit quality affordable rental community with 16 units reserved for individuals struggling with housing



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

insecurity and homelessness. We participated in a resource fair at the Village where we were able to connect with other agencies such as; Self-Help Enterprises, Madera County Behavioral Health, Hope House, HealthNet/CalVivia, The Family Resource Center (Madera Unified School District), First 5 of Madera County, and the Parent Project.

Staff and volunteers assist with awareness of our housing options by participating in health fairs, community events, and public awareness campaigns to inform the public about our transitional housing services. CAPMC will continue to participate in outreach in the community to provide education and awareness regarding the need for transitional and short-term housing for victims, while also maintaining relationships with the key stakeholders in Madera County.

4) Those without a source of income explore their options which may include applying for SSI, Cash Aid, Food Stamps, or finding employment. Victims use this time to work on learning how to create and use a budget, while building the essential foundation they we need to maintain permanent housing. Once a stable source of income is obtained, they are prepared to transition into permanent housing. The Housing Coordinator will review goals and progress with victims on a quarterly basis. At 12 months of transitional housing, we encourage and assist clients in seeking permanent housing. When clients have a stable



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

source of income and understand the importance of budgeting they are ready to move on to permanent housing. This means leaving our housing units and moving into a unit where the lease/rental agreement is in their name. Once in permanent housing, assistance is slowly removed to allow clients to assimilate their role in paying for their own rent. The Housing Coordinator will continue to review goals and progress and provide client with necessary referrals to make the transition into permanent housing easier for the client.

The Housing Coordinator will assist with rental applications and interactions with landlords. Once a unit is obtained and client moves in, CAPMC continues to assist victims by providing support services and assistance with all or part of the rental costs through months 12-24. Examples of support services could include continued education in financial knowledge, referrals to other programs, assistance with food and energy costs, and peer counseling.

5) The Housing Coordinator provide supportive services to all survivors including but not limited to crisis intervention, court accompaniment, assistance with temporary restraining orders, peer counseling, social services advocacy, criminal justice advocacy, transportation, basic living skills workshops, employment assistance, vocational training, and referrals to substance abuse treatment programs. The Housing Coordinator will assist participants in the



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Transitional Housing Program to complete the California Compensation Claims for assistance with relocation benefits, counseling, and reimbursement of medical bills.

The Housing Coordinator will assess the safety needs of each survivor by evaluating each safety plan every 3 months. The Housing Coordinator will assist survivors in navigating systems to accomplish goals such as registering for classes or vocational school, applying for child-care assistance, State ID, or driver's license. CAPMC will assist undocumented survivors with applying for U-Visa's, T-Visa's, and VAWA self-petitions. The Housing Coordinator will advocate on survivors' behalf if landlords give notice to evict for calling law enforcement for assistance (The Rights to A Safe Home Act, 2018). The Act ensures victims of crime, victims of abuse, and individuals in an emergency who call for police or emergency assistance are protected from eviction or other penalties due to such calls. Some of the domestic violence and sexual assault victims that come in for services are in need of child-care assistance due to becoming the sole provider for their family. The Housing Coordinator will assist with referrals to local agencies for child-care assistance, and connect clients with Workforce for job placement assistance.



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

6) The Housing Coordinator will continue to provide follow-up services for a minimum of three months but up to six months after obtaining permanent housing. This will include case management to assist survivors on reaching their goals to sustain permanent housing. Every individual is different and we respect their autonomy and allow them to determine their own goals for success. For some survivors it is learning to drive, and to obtain a driver's license, and vehicle to increase their independence. For others it could be to learn new job skills or computers to secure employment. We will assist them by aiding in identifying steps to take and actions in order to meet their goals to foster independence, and to feel accomplished.

For undocumented survivors, we assist with them with accessing immigrant legal resources. This can also increase the possibility of working legally, which supports the ability to afford permanent housing. The Housing First Model encourages addressing all needs, not just establishing housing therefore, we support undocumented survivors throughout the process. CAPMC has established a MOU with Immigration Legal Resource Center (ILRC). The overall goal of the project is to secure immigration legal status for immigrant survivors, thus facilitating greater economic and housing stability.



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

We offer independent living workshops to support continued independent living. We cover establishing good-credit, understanding loans, daily budgeting, financial literacy, and managing a fixed income. Follow-up services help to continue support and meet other needs such as, enabling them to make their housing their own "home.". We refer clients to local non-profits such as Love, Inc. that assist with obtaining furniture (beds, tables, couches, dresser, etc.).

7) CAPMC will maintain a full-time Housing Coordinator that will be responsible for providing direct services to domestic violence and sexual assault victims in the Transitional Housing Program. Direct services include advocacy, support, goal setting, assistance in identifying options, evaluation of needs and information, and making necessary community linkages to support their self-sufficiency goals. In Madera County, 41% of adults speak Spanish (LiveStories.com, 2019), so the employee must be able to read, write, and speak Spanish. The employee will be responsible for building relationship with landlords, property management firms, Housing Authority for the City of Madera, school districts, and social services agencies that assist homeless individuals and families. Having one designated employee to the program provides the one-on-one assistance domestic violence and sexual assault survivors need to find and sustain permanent housing.





## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

### Capabilities

1) CAPMC was established in 1964 as part of President Lyndon B. Johnson's "War on Poverty." Community Action agencies were established to create local action to address poverty, employability, and homelessness. Our mission is helping people, changing lives, and making our community a better place to live by providing resources and services that inspire personal growth and independence. Our mission continues to guide us in developing and providing services for populations at the highest risk for poverty, crime, and exploitation.

Domestic violence and sexual assault victims in need of transitional housing will be referred by self-identification, local domestic violence and sexual assault services providers, Madera Rescue Mission, Department of Social Services, Homeless Engagement for Living Program (H.E.L.P), Public Health, and Behavioral Health, and other organizations. Once victims have been identified for assistance under the Transitional Housing Program the Housing Coordinator will be assigned to the case to determine housing options. If CAPMC's scattered sites are not available, the voucher system and short-term housing assistance will be offered to clients. The Housing Coordinator will contact local landlords and property management firms for available units. The Housing Coordinator will assist the



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

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victim on locating housing by teaching them how to search online or by providing accompaniment to victims when meeting with landlords in-person.

Once housing is secured, CAPMC may assist with a security deposit, first or last month's rent if needed. The Housing Coordinator will complete a formal referral to Housing Authority of the City of Madera to seek permanent housing.

2) CAPMC is the sole provider of services to all crime victims in Madera County since 1982. The Victim Services department oversees the Victim Witness Assistance Program (VW), Domestic Violence Assistance Program (DV), Rape Crisis Program (RC), and Unserved/Underserved Victim Advocacy and Outreach Program(UV), and the current Transitional Housing (XH). In 1999, we opened the first and only safe house for domestic violence victims in Madera County. All Victim Services' staff members are required and trained to provide crisis intervention, follow-up, case management, accompaniment, individual counseling, criminal and personal advocacy. CAPMC works with local domestic violence and sexual assault service providers in Mariposa, Fresno, Merced, Stanislaus and Tulare County.

3) CAPMC currently has an MOU with Housing Authority of the City of Madera, that sets a priority of housing options for their Targeted/Preference Program for domestic violence and sexual assault victims. The Housing





## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Coordinator is the only authorized employee from CAPMC to submit the referral to the program. The Housing Coordinator will also make referrals to DSS CalWORKs Temporary Homeless Assistance (THA) and Permanent Homeless Assistance (PHA) programs. Through our past advocacy efforts, we have established a relationship with PG&E assisting clients with past due bills find financial assistance to make payments so it does not prevent them from securing permanent housing.

CAPMC's Executive Director is currently the Homeless Coordinator for Madera County and leads committee meetings on a monthly basis every second Thursday of the month. The Housing the Homeless Committee consist of community partners from CAPMC, Madera Rescue Mission, Madera County, Behavioral Health, Public Health, Live Well Madera County (homeless solutions), H.E.L.P. Center, and the Fresno Madera Continuum of Care (FMCoC). CAPMC also participates in several MDTs, such as Social Agencies Linking Together (SALT). SALT is a collaborative group of social agencies within the community that meet on a monthly basis. The groups provide front line workers and managers a space to provide other community agencies serving their target population on opportunity to highlight a program or event.

CAPMC is in the unique position to provide not only transitional housing to those that are victims of domestic violence and sexual assault, but provide them



## Grant Subaward Programmatic Narrative

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

with the opportunity to enable to them to be self-sufficient and create a safe home of their own. Since CAPMC provides a number of social services and aid to the Madera County community, we can provide referrals to other programs to support the victim and their families. These other programs include Head Starts, help paying for child care so the victim can work, attend training, or school, and assistance in paying for utilities. It is our goal to provide the tools and opportunity for victims to build a safe and secure life for themselves and their families.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b> Community Action Partnership of Madera County, Inc,	<b>UEI #</b> V9D5YUNVFNA4	<b>FIPS #:</b> 039-90701
<b>Grant Disaster/Program Title:</b> Transitional Housing Program		
<b>Performance Period:</b> 01/01/23	<b>to</b> 12/31/23	<b>Subaward Amount Requested:</b> \$ 135,000
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 30,820,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

**Certification:** This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 6/30/2022
<b>Print Name and Title:</b> Mattie Mendez, Executive Director	<b>Phone Number:</b> (559) 675-5749
<i>Cal OES Staff Only: SUBAWARD #</i>	



### Grant Subaward Service Area Information

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc,

1. County or Counties Served:

Madera County

County where principal office is located: Madera County

2. U.S. Congressional District(s) Served:

CA 16

CA 4

U.S. Congressional District where principal office is located: CA 16

3. State Assembly District(s) Served:

District 5

State Assembly District where principal office is located: District 5

4. State Senate District(s) Served:

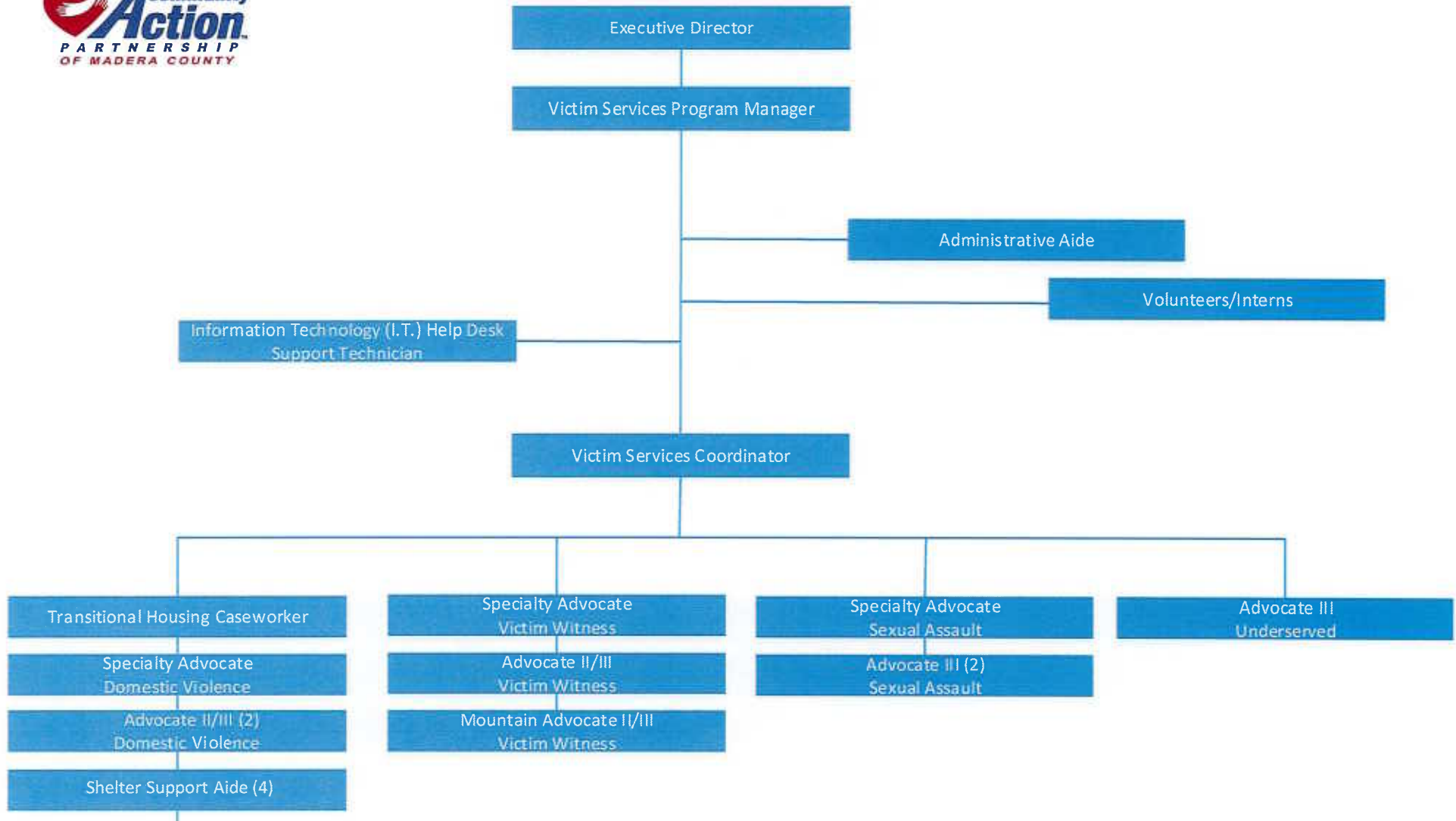
District 14

District 12

State Senate District where principal office is located: District 12

5. Population of Service Area: 156,255 (Census.gov, 2020 Decennial Census)

# VICTIM SERVICES









## Operational Agreement Summary

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc,

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. <u>Lideres Campesinas</u>	<u>11/15/2019</u>	<u>10/01/2019</u> to <u>09/30/22</u>
2. <u>Madera County District Attorney</u>	<u>05/07/19</u>	<u>07/01/2019</u> to <u>09/30/22</u>
3. <u>Madera Police Department</u>	<u>05/07/19</u>	<u>07/01/19</u> to <u>09/30/2022</u>
4. <u>Chowchilla Police Department</u>	<u>05/07/19</u>	<u>07/01/19</u> to <u>09/30/22</u>
5. <u>Madera Sheriff's Office</u>	<u>05/07/19</u>	<u>07/01/19</u> to <u>09/30/22</u>
6. <u>California Highway Patrol</u>	<u>06/25/19</u>	<u>07/01/19</u> to <u>09/30/22</u>
7. <u>Madera Community Hospital</u>	<u>05/07/19</u>	<u>07/01/2019</u> to <u>09/30/22</u>
8. <u>Madera County Public Health D</u>	<u>05/07/19</u>	<u>07/01/19</u> to <u>09/30/22</u>
9. <u>Madera Unified School District</u>	<u>06/04/19</u>	<u>07/01/19</u> to <u>09/30/22</u>
10. <u>Madera County Department of</u>	<u>06/26/19</u>	<u>07/01/19</u> to <u>09/30/22</u>
11. <u>Camarena Health Center</u>	<u>07/18/19</u>	<u>10/01/19</u> to <u>09/30/22</u>
12. <u>Haven's Women's Center of Star</u>	<u>07/23/19</u>	<u>10/01/19</u> to <u>09/30/22</u>
13. <u>Family Services of Tulare</u>	<u>07/18/19</u>	<u>10/01/19</u> to <u>09/30/22</u>
14. <u>Marjaree Mason Center</u>	<u>07/20/19</u>	<u>10/01/19</u> to <u>09/30/22</u>
15. <u>Mountain Crisis Services</u>	<u>06/16/2022</u>	<u>10/01/22</u> to <u>09/30/25</u>
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

### Report of Expenditure Submission Change Request

Grant Subaward #: Transitional Housing (XH) Program

Subrecipient: Community Action Partnership of Madera County, Inc,

Requested Reporting Frequency:

Monthly

Quarterly

Justification for Change:

Reduces administrative burden; historically CAPMC's reporting has been quarterly.

**I hereby certify that the Subrecipient will maintain the frequency for the duration of the Grant Subaward performance period.**

Jennifer Coronado  
Grant Subaward Director Name

*Jennifer Coronado*  
Grant Subaward Director Signature

6/30/22  
Date

Daniel Seeto  
Financial Officer Name

*Daniel Seeto*  
Financial Officer Signature

6/30/22  
Date

Cal OES Approval

Approved

Denied

\_\_\_\_\_  
Program Specialist Signature

\_\_\_\_\_  
Date

Grants management system updated:

\_\_\_\_\_  
Grants Processing Representative  
Signature

\_\_\_\_\_  
Date





# Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: July 14, 2022

Author: Jennifer Coronado

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DATE: July 5, 2022

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: California Office of Emergency Services (Cal OES) Domestic Violence Assistance (DV) Program Grant application for the program period October 1, 2022 to September 30, 2023.

**I. RECOMMENDATION:**

Review and consider authorizing the Executive Director to sign and submit the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program, including any extensions and/or amendments during the funding period.

**II. SUMMARY:**

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

**III. DISCUSSION:**

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

**IV. FINANCING:**

American Rescue Plan funding has ended. Funding has returned to amounts that CAPMC has received in prior years. The funding matches the previous grant award ended September 30, 2021.

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

2021 VOCA: \$255,709

2022 FVPS: \$79,898

2022 DVPO: \$201,980

Cal OES #		FIPS #		VS#		Subaward #	
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient:** Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4
- 2. Implementing Agency:** Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4
- 3. Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234  
(Street) (City) (Zip+4)
- 4. Location of Project:** 1225 Gill Avenue Madera 93637-5234  
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** DV - Domestic Violence Assistance Program **6. Performance/Budget Period:** 10/1/2022 **to** 9/30/2023  
(Start Date) (End Date)
- 7. Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2021	VOCA		\$255,709					\$255,709
9.	2022	FVPS		\$79,898					\$79,898
10.	2022	DVPO	\$201,980						\$201,980
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$201,980	\$335,607	\$537,587				\$537,587

**13. Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

**14. CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

**15. Official Authorized to Sign for Subrecipient:**  
 Name: Mattie Mendez Title: Executive Director  
 Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**16. Federal Employer ID Number:** 941612823

**(FOR Cal OES USE ONLY)**

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

\_\_\_\_\_  
 (Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



## Grant Subaward Contact Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

1. **Grant Subaward Director:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

2. **Financial Officer:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

3. **Programmatic Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

4. **Financial Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_



### Grant Subaward Signature Authorization

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Implementing Agency: Community Action Partnership of Madera County, Inc.

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

**Grant Subaward Director:**


Printed Name: Jennifer Coronado

Signature: 

Date: 7/1/22

**Financial Officer:**

Printed Name: Daniel Seeto

Signature: 

Date: 7/1/22

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: 

Printed Name: Leticia Lujan-Rojas

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: 

Printed Name: Nicole Vulich

Signature: 

Printed Name: Belinda Javius

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, \_\_\_\_\_ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____



**Federal Fund Grant Subaward Assurances  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

### **3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

### **4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

### **5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity



program.

**6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

**7. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**8. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**9. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **10. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

## **11. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **12. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

#### **14. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### **15. Employment Eligibility Verification for Hiring under the Grant Subaward**

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## 16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
  - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
  - 1) Subrecipients represent that:
    - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **17. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

## **18. Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients

(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

### **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

### **24. Discrimination Findings**

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

### **25. VOCA Requirements**

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.



**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_

Official Designee's Typed Name: \_\_\_\_\_

Official Designee's Title: \_\_\_\_\_

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



**Federal Fund Grant Subaward Assurances**  
**Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Program and American Rescue Plan Act Supplemental Funds**

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Applicability of Uniform Administrative Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 45 CFR Part 75 for Department of Health and Human Services (HHS), Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (FVPS) federal awards.

The following provisions apply to FVPS funded programs

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart D – Post Federal Award Requirements only portions apply to all:
  - 1) 45 CFR §75.303 – Internal Controls
  - 2) 45 CFR §75.351 through §75.353 – Subrecipient Monitoring and Management

Unless otherwise stated, Subrecipients (and any Second-Tier Subrecipients) must refer to the HHS-specific language in 45 CFR Part 75 rather than 2 CFR Part 200.

### **3. Applicability of Additional Federal Regulations**

In addition to 45 CFR Part 75, Subrecipients (and any Second-Tier Subrecipients) must also comply with the following federal regulations:

- 2 CFR Part 25 – Universal Identifier and System for Award Management
- 2 CFR Part 170 – Reporting Subaward and Executive Compensation Information
- 2 CFR Part 175 – Award Term for Trafficking in Persons
- 2 CFR Part 176 – Award Terms for Assistance Agreements that include Funds under the American Recovery and Reinvestment Act of 2009, Public Law 111-5
- 2 CFR Part 180 – OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)
- 2 CFR Part 376 – Non-Procurement Debarment and Suspension
- 2 CFR Part 382 – Requirements for Drug-Free Workplace (Financial Assistance)
- 31 U.S.C. §3335, §6501, and §6503 (see also 31 CFR Part 205 – Rules and Procedures for Efficient Federal-State Funds Transfers) – Cash Management Improvement Act
- 45 CFR Part 16 – Procedures of the Departmental Grant Appeals Board
- 45 CFR Part 30 – Claims Collection
- 45 CFR Part 80 – Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964
- 45 CFR Part 81 – Practice and Procedure for Hearings Under Part 80 of

this Title

- 45 CFR Part 84 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
- 45 CFR Part 86 – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
- 45 CFR Part 87 – Equal Treatment for Faith-Based Organizations
- 45 CFR Part 91 – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
- 45 CFR Part 93 – New Restrictions on Lobbying
- 45 CFR Part 95 – General Administration – Grant Programs
- 45 CFR Part 100 – Intergovernmental Review of Department of Health and Human Services Programs and Activities

#### **4. Statutory and National Policy Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with the following statutory and/or national policy requirements:

- Human Trafficking Provisions. Grant Subawards are subject to the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22 U.S.C. 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>.
- Mandatory Disclosures. Grant Subawards are subject to the requirements in 31U.S.C. 3321, 41 U.S.C. 2313, and provisions found in Federal regulations at 45 CFR §75.113 and Appendix XII of this part, and 2 CFR Parts 180 and 376 for debarment and suspension. Non-Federal entities must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to comply may result in any noncompliance remedies, including debarment and suspension.

ACF is required to review and consider information about any current or potential recipient, Subrecipient, any Second-Tier Subrecipient, contractor, or subcontractor contained in the Federal Awardee Performance and Integrity Information System (FAPIIS) (<https://www.fapiis.gov>) and System for Award Management (SAM). Non-Federal entities may review and comment on any information

about itself that has been entered into FAPIIS. ACF will consider any comments by the non-Federal entity, in addition to other information in FAPIIS to judge the grant recipients integrity, business ethics, and record of performance under Federal awards when completing its review of risk.

- Micro-purchase and Simplified Acquisition Threshold for Financial Assistance. Due to statutory changes set forth in the National Defense Authorization Act for Fiscal Year 2018, which became law on December 12, 2017, the threshold for micro-purchases is now set at \$10,000, and the threshold for simplified acquisition is now \$250,000. In accordance with 41 U.S.C. § 1902(f), changes to the thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR). However, pursuant to 2 CFR §200.102, OMB has issued an exception to allow grantees, Subrecipients, and Second-Tier Subrecipients to use these higher thresholds in advance of revisions to the FAR at 48 CFR Subpart 2.1 and the Uniform Guidance. Further, the National Defense Authorization Act for Fiscal Year 2017, which became law on December 23, 2016, establishes a uniform process by which institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes can request a micro-purchase threshold above \$10,000. Prior to requesting a higher threshold, please contact Cal OES.
  
- Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance. Subrecipients (and any Second-Tier Subrecipients) must administer Grant Subawards in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex (including gender identity, sexual orientation, and pregnancy). This includes taking reasonable steps to provide meaningful access to persons with limited English proficiency and providing programs that are accessible to and usable by persons with disabilities. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.
  - Subrecipients (and any Second-Tier Subrecipients) must take reasonable steps to ensure that they provide meaningful access to persons with limited English proficiency. For guidance on

meeting the legal obligation to take reasonable steps to ensure meaningful access to Grant Subaward programs or activities by limited English proficient individuals, see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>.

- For information on the specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and taking appropriate steps to provide effective communication, see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment, see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>.
- For guidance on administering Grant Subawards in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws, see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.
- Posting Federally Funded Disclaimer Language on Documents. In accordance with Section 505 of Public Law 115-31, the Consolidated Appropriations Act of 2017 is applicable to the mandatory grant programs. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all Subrecipients (and any Second-Tier Subrecipients) receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
- Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services as Per 2 CFR §200.216.

Effective August 13, 2020, 2 CFR §200.216 applies to all grant programs: Prohibition on certain telecommunications and video surveillance services or equipment.

- a. As described in 2 CFR 200.216, Subrecipients (and any Second-Tier Subrecipients) are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:
    - o Procure or obtain;
    - o Extend or renew a contract to procure or obtain; or
    - o Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115- 232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.”
- Salary Limitation – Federal Executive Level II. Federal funds for these grant programs consistently include a provision as part of the Consolidated Appropriations Act (e.g., Public Law 115-31, May 5, 2017) from Congress that the amount that shall be used to pay the salary of an individual, through a grant or other extramural mechanism including non-federal share, must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel

Management and can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/executive-senior-level> under the “Rates of Pay for the Executive Schedule” link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entities organization. This salary limitation also applies to Grant Subawards, contracts, and Second-Tier Subawards under an ACF grant or cooperative agreement.

- Smoking Prohibitions. In accordance with Title XII of Public Law 103-227, the “PRO-KIDS Act of 1994,” smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State, Territories, local and Tribal governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, Grant Subawards, Second-Tier Subawards and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

## **5. Subrecipients and Subcontracting Monitoring and Management**

- According to the Applicability table in 45 CFR §75.101(b)(1), and the exceptions described in §§75.101(d) and (e), all grant programs must comply with the Subrecipient Monitoring and Management requirements described in subpart D, §§75.351 - .353.
- Debarred or Suspended. Second-Tier Subrecipients may not participate in these programs in any capacity or receive Federal funds if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs or activities. Please see Executive Orders 12549 and 12689, as well as 2 CFR Parts 180 and 376 for debarment and suspension provisions. Subrecipients must review information available through the System for Award Management, <https://www.sam.gov>, to determine whether an entity is ineligible.
- Contract Monitoring. Subrecipients (and any Second-Tier Subrecipients) are responsible for ensuring that contracts contain the applicable provisions described in Appendix II of 45 CFR Part 75. Subrecipients (and



any Second-Tier Subrecipients) are responsible for oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract or purchase order. Records must be maintained by the Subrecipient (and any Second-Tier Subrecipients) and be sufficiently detailed for compliance.

- Subrecipient Monitoring. Subrecipients are required to advise Second-Tier Subrecipients of requirements imposed on them by Federal laws, regulations, and the provisions of Grant Subawards as well as any supplemental requirements imposed by Cal OES. These include grant administrative and audit requirements (where applicable) under 45 CFR Part 75. Subrecipients are responsible for monitoring the activities of the Second-Tier Subrecipients to ensure that the Grant Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the T&Cs of the Grant Subaward, and that Grant Subaward performance goals are achieved.

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_

Official Designee's Typed Name: \_\_\_\_\_

Official Designee's Title: \_\_\_\_\_

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



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>			<b>Grant Subaward #: DV22 13 1245</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>21VOCA</b>	<b>22FVPS</b>	<b>22DVPO</b>	<b>Total Amount Allocated</b>
<p><b>Victim Services Program Manager</b> Oversees operation of all victim services programs; supervises program coordinators and coordinates direct services staff.</p> <p><b>Victim Services Coordinator</b> Oversees operation of all shelter activities while taking a direct role in providing services to client occupants.</p> <p><b>Administrative Assistant</b> The Admin Assistant serves as an aide to the program manager and as secretarial back up to the administrative staff. Screens correspondence, coordinates scheduling, and tallies data from statistical reports.</p> <p><b>Shelter Support Aides (4 Total)</b> Assists shelter occupants with daily activities while maintaining shelter and supplies.</p> <p><b>Specialty Advocate</b> Provides crisis intervention, support, advocacy and counseling to victims of domestic violence.</p> <p><b>Advocate IIIs (2 Total)</b> Provides crisis intervention, support, advocacy and counseling to victims of domestic violence.</p>				



**Grant Subaward Budget Pages**  
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<b>Subrecipient: Community Action Partnership of Madera County</b>			<b>Grant Subaward #: DV22 13 1245</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>21VOCA</b>	<b>22FVPS</b>	<b>22DVPO</b>	<b>Total Amount Allocated</b>
<b>Victim Services Program Manager FTE 20%</b>				
Salary (\$82,112 annually x 20% = \$16,422)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$8,211			\$8,211
50% funded by 22DVPO (4/01/23-9/30/23)			\$8,211	\$8,211
Benefits (\$16,422 x 13.3358% benefit rate = \$2,190)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$1,095			\$1,095
50% funded by 22DVPO (4/1/23-9/30/23)			\$1,095	\$1,095
<b>Victim Services Coordinator FTE 20%</b>				
Salary (\$70,378 annually x 20% = \$14,076)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$7,038			\$7,038
50% funded by 22DVPO (4/1/23-9/30/23)			\$7,038	\$7,038
Benefits (\$14,076x 22.9824% benefit rate = \$3,235)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$1,618			\$1,618
50% funded by 22DVPO (4/1/23-9/30/23)			\$1,617	\$1,617
<b>Administrative Assistant FTE 23%</b>				
Salary (\$45,119 annually x 23% = \$10,377)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$5,189			\$5,189
50% funded by 22DVPO (4/1/23-9/30/23)			\$5,188	\$5,188
Benefits (\$10,377 x 29.1028% benefit rate = \$3,020)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$1,510			\$1,510
50% funded by 22DVPO (4/1/23-9/30/23)			\$1,510	\$1,510



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>			<b>Grant Subaward #: DV22 13 1245</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>21VOCA</b>	<b>22FVPS</b>	<b>22DVPO</b>	<b>Total Amount Allocated</b>
<b>Shelter Support Aide FTE 40%/100% (1 of 4)</b>				
Salary (\$34,340 annually x 40% = \$13,736)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$6,868			\$6,868
50% funded by 22DVPO (4/1/23-9/30/23)			\$6,868	\$6,868
Benefits (\$13,076 x 68.8264% benefit rate = \$9,454)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$4,727			\$4,727
50% funded by 22DVPO (4/1/23-9/30/23)			\$4,727	\$4,727
<b>Shelter Support Aide FTE 100% (2 of 4)</b>				
Salary (\$38,906 annually x 100% = \$38,906)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$19,453			\$19,453
50% funded by 22DVPO (4/1/23-9/30/23)			\$19,453	\$19,453
Benefits (\$38,906 x 18.1283% benefit rate = \$7,053)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$3,527			\$3,527
50% funded by 22DVPO (4/1/23-9/30/23)			\$3,526	\$3,526
<b>Shelter Support Aide FTE 100% (3 of 4)</b>				
Salary (\$38,766 annually x 100% = \$38,766)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$19,383			\$19,383
50% funded by 22DVPO (4/1/23-9/30/23)			\$19,383	\$19,383
Benefits (\$38,766 x 17.9307% benefit rate = \$6,951)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$3,476			\$3,476
50% funded by 22DVPO (4/1/23-9/30/23)			\$3,475	\$3,475



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>			<b>Grant Subaward #: DV22 13 1245</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>21VOCA</b>	<b>22FVPS</b>	<b>22DVPO</b>	<b>Total Amount Allocated</b>
<b>Shelter Support Aide FTE 40%/100% (4 of 4)</b>				
Salary (\$34,142 annually x 40% = \$13,657)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$6,829			\$6,829
50% funded by 22DVPO (4/1/23-9/30/23)			\$6,828	\$6,828
Benefits (\$13,657 x 19.9897% benefit rate = \$2,730)				
50% funded by 21VOCA (10/1/22-3/31/23)	\$1,365			\$1,365
50% funded by 22DVPO (4/1/23-9/30/23)			\$1,365	\$1,365
<b>Specialty Advocate FTE 100%</b>				
Salary (\$65,365 annually x 100% = \$65,365)				
42.62% funded by 21VOCA (10/1/22-2/28/23)	\$27,865			\$27,865
11.47% funded by 22FVPS (3/1/23-4/30/23)		\$7,500		\$7,500
45.91% funded by 22DVPO (5/1/23-9/30/23)			\$30,000	\$30,000
Benefits (\$65,365 x 17.5% benefit rate = \$11,442)				
48.69% funded by 21VOCA (10/1/22-3/31/23)	\$5,572			\$5,572
51.31% funded by 22DVPO (4/1/23-9/30/23)			\$5,870	\$5,870



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
A. Personnel Costs - Line-item description and calculation	21VOCA	22FVPS	22DVPO	Total Amount Allocated
<b>Advocate III FTE 100% (1 of 2)</b> Salary (\$51,053 annually x 100% = \$51,053) 50% funded by 21VOCA (10/1/22-3/31/23) 50% funded by 22DVPO (4/1/23-9/30/23) Benefits (\$51,053 x 27.3441% benefit rate = \$13,960)  15.684% funded by 21VOCA (10/1/20-7/31/21) 56.224% funded by 22DVPO (10/1/20-9/30/21)	\$25,527		\$25,526	\$25,527 \$25,526
<b>Advocate III FTE 100% (2 of 2)</b> Salary (\$51,053 annually x 100% = \$51,053) 50% funded by 21VOCA (10/1/22-3/31/23) 50% funded by 22DVPO (4/1/23-9/30/23) Benefits (\$51,053 x 27.3441% benefit rate = \$13,960)  50% funded by 21VOCA (10/1/22-3/31/23) 50% funded by 22DVPO (4/1/23-9/30/23)	\$25,527		\$25,526	\$25,527 \$25,526
	\$6,980		\$6,980	\$6,980 \$6,980
<b>Personnel Costs Fund Source Totals</b>	\$188,740	\$7,500	\$191,166	\$387,406
<b>PERSONNEL COSTS CATEGORY TOTAL</b>	*	*	*	\$387,406



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
B. Operating Costs - Line-item description and calculation	21VOCA	22FVPA	22DVPO	Total Amount Allocated
<p><b>Office Supplies</b> Office supplies necessary for operation of programs. \$139.08 x 12mo = \$1,668.96</p>		\$1,441	\$228	\$1,669
<p><b>Data Processing Supplies</b> To support collection of program objectives, track services, monitor progress and provide client services. Warranties for phones/cpus, firewalls, switches. \$250 x 12mo = \$3,000</p>		\$3,000		\$3,000
<p><b>Program Supplies</b> Supplies for kitchens, laundry rooms, and bathrooms for shelter. \$418.92 x 12mo = \$5,027.04</p>		\$5,027		\$5,027
<p><b>Postage and Shipping</b> 100% of actual postage based on actual usage. Meter codes track postage. \$55.50 x 12mo = \$666</p>		\$666		\$666
<p><b>Equipment Rental</b> Postage meter rental, meters are only rentable. Postage is charged based on program codes in meter. \$116.67 x 12mo = \$1,400.04</p>		\$1,400		\$1,400



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
B. Operating Costs - Line-item description and calculation	21VOCA	22FVPA	22DVPO	Total Amount Allocated
<p><b>Equipment Maintenance</b> Repair of AC unit, shelter appliances and equipment as needed. \$33.33 x 12mo = \$399.96</p>		\$400		\$400
<p><b>Printing and Publications</b> Newspapers, California law pamphlets. \$33.33 x 12mo = \$399.96</p>		\$400		\$400
<p><b>Advertising and Promotion</b> To promote program awareness of services and other. \$208.33 x 12mo = \$399.96</p>	\$500	\$2,000		\$2,500
<p><b>Telephone/Communications</b> Telephone, internet, and fax services for program manager and advocates. Bandwidth, Answering Service, Long Distance and other comm. Services. Telephone and fax service to shelter. \$883.33 x 12mo = \$10,599.96</p>	\$5,300	\$5,300		\$10,600





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
B. Operating Costs - Line-item description and calculation	21VOCA	22FVPA	22DVPO	Total Amount Allocated
<p><b>Rent</b> Office space for program-assigned staff and for use when working with victims, including office and common areas of reception, conference rooms, restrooms, and hallways.</p> <p>For 21-22, Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,394.51/mo X 12 = \$40,734.12. DV share is as follows:</p> <p>Direct Staff: 3.63 FTE x 125 Sqft x 1.04/Sqft x 12 mo = \$5,662.80</p> <p>Common Area: 447.83 Sqft x 1.04/Sqft x 12 mo = \$5,588.88</p> <p>Excess Area: 10.22 Sqft x 1.04/Sqft x 12 mo = \$127.56</p> <p>50% funded by 21VOCA (10/1/22-3/31/23) 50% funded by 22DVPO (4/1/23-9/30/23)</p>	<p>\$2,831</p> <p>\$2,795</p> <p>\$64</p>	<p>\$2,832</p> <p>\$2,794</p> <p>\$63</p>	<p>\$5,663</p> <p>\$5,589</p> <p>\$127</p>	
<p><b>Utilities</b> Utilities/disposal service for program manager and advocates at Yosemite St., and at shelter.</p> <p>\$1,200.00 x 12mo = \$14,400</p>	<p>\$7,200</p>	<p>\$7,200</p>	<p>\$14,400</p>	
<p><b>Building Repairs/Maintenance</b> Building repairs and maintenance on the shelter.</p> <p>\$216.67 x 12mo = \$2,600.04</p>	<p>\$1,300</p>	<p>\$1,300</p>	<p>\$2,600</p>	



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
B. Operating Costs - Line-item description and calculation	21VOCA	22FVPA	22DVPO	Total Amount Allocated
<p><b>Grounds Maintenance</b> Maintenance on the grounds at the shelter. \$450 x 12mo = \$5,400</p>	\$2,700	\$2,700		\$5,400
<p><b>Pest Control</b> Shelter maintenance. \$116.67 x 12mo = \$1,400.04</p>	\$700	\$700		\$1,400
<p><b>Burglar and Fire Alarm</b> Alarm system at shelters. \$150 x 12mo = \$1,800</p>	\$900	\$900		\$1,800
<p><b>Property Insurance</b> Property insurance on shelter. \$220 x 12mo = \$2,640</p>	\$1,320	\$1,320		\$2,640
<p><b>Consulting</b> Marriage license, therapy, or other professional services for victims of domestic violence.</p>				
<p><b>Custodial Services</b> \$350 x 12mo = \$4,200</p>	\$2,100	\$2,100		\$4,200



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
B. Operating Costs - Line-item description and calculation	21VOCA	22FVPA	22DVPO	Total Amount Allocated
<b>Gas and Oil</b> Gas and oil for shelter vehicles. $\$150 \times 12\text{mo} = \$1,800$	\$900	\$900		\$1,800
<b>Vehicle Insurance</b> $\$233.33 \times 12\text{mo} = \$2,799.96$	\$1,400	\$1,400		\$2,800
<b>Vehicle Repair and Maintenance</b> $\$83.33 \times 12\text{mo} = \$999.96$	\$500	\$500		\$1,000
<b>Staff Travel - Local</b> $800 \text{ miles} \times \$0.625/\text{mi} = \$500$	\$250	\$250		\$500
<b>Insurance and Bonding</b> Bond required by Cal OES \$720	\$360	\$360		\$720
<b>Liability Insurance</b> Liability Insurance-Volunteers $\$75 \times 12\text{mo} = \$900$	\$450	\$450		\$900
<b>Property Taxes</b> Taxes for properties to shelter victims. 10/1/22 - 9/30/23: \$840	\$420	\$420		\$840



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
B. Operating Costs - Line-item description and calculation	21VOCA	22FVPA	22DVPO	Total Amount Allocated
<b>Fees and Licenses</b> \$100 x 12mo = \$1,200	\$600	\$600		\$1,200
<b>Client Lodging/Shelter</b> Household Establishment Assistance - To assist victims in establishment of new residence 4 x \$1,400 = \$5,600 Temporary and emergency housing if there's shelter overflow. \$20,100	\$12,850	\$12,850		\$25,700
<b>Direct Benefits</b> Emergency victim assistance cases. 10/1/22 - 9/30/23: \$400	\$200	\$200		\$400



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County			Grant Subaward #: DV22 13 1245	
B. Operating Costs - Line-item description and calculation	21VOCA	22FVPA	22DVPO	Total Amount Allocated
<p><b>Indirect Costs</b></p> <p>Indirect Costs: 9.1% of direct project costs - based on cognizant agency - Dept. of Health and Human Services, total direct costs excluding equipment and donated services.</p> <p>Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers indirect administrative operating expenses such as telephone, audit, supplies etc. associated with the administrative and indirect staff.</p> <p><math>\\$492,747.02 \times 9.1\% = \\$44,839.98</math></p> <p>47.57% funded by 21VOCA (10/1/22-2/28/23)</p> <p>28.83% funded by 22FVPS (3/1/23-6/30/23)</p> <p>23.60% funded by 22DVPO (7/1/23-9/30/23)</p>	\$21,329	\$12,925	\$10,586	\$44,840
<b>Operating Cost Fund Source Totals</b>	\$66,969	\$72,398	\$10,814	\$150,181
<b>OPERATING COSTS CATEGORY TOTAL</b>				\$150,181





## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

### Plan

1) The identified underserved population in Madera County is the monolingual speaking indigenous populations from Mexico and immigrants from Mexico and other Latin Countries. We provide outreach and education on victims' rights by participating in local cultural celebrations, events and resource fairs. We follow-up with individuals per their request and offer crisis intervention, restraining orders assistance, counseling, transportation, California Victims Compensation Board application, emergency food, and shelter. Advocates assist crime victims with U-Visa, T-Visa, and WAWA self-petitions when needed.

CAPMC has established close working relationships with Lideres Campensinas, the Mexican Consulate, Central California Legal Services, Immigration Legal Resource Center, and local pro bono attorneys to help assist undocumented victims. We use our membership with California Partnership to End Domestic Violence for staff and volunteer trainings. We receive updates on the most recent laws and policies to keep up with latest news that may impact victims of domestic violence.

2) Programmatic Components

a. Twenty-four-Hour Crisis Hotline



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

We will operate the 24-hour crisis hotline, 1 (800)355-8989, to respond to the needs of domestic violence victims throughout Madera County. Only advocates and volunteers that have completed the 65-hour dual Domestic Violence and Sexual Assault Advocate training will respond to calls per California Evidence Code 1037.1(a)(1) and 1035.2-4. Our Human Resources Department files all certificates of completion in employee files and volunteers files. We have a contract with Madera Dispatch to operate our call center. All of our community partners including law enforcement, medical providers, social services, and other non-profits are aware of our crisis hotline and are encouraged to use it when needed. The Administrative Aide is responsible for making sure the crisis calendar is always covered by staff and volunteers.

### b. Counseling (Individual and Peer Group)

Individual peer counseling is provided by advocates. If a survivor is in need of long-term counseling, they will be provided with a list of qualified counselors in Madera County. Support Groups will be offered in English and Spanish. When there is more than one client who speak the same language at the shelter, an effort will be made to provide a support group at the shelter. Clients needing additional support are referred for professional therapy.

### c. Business Center





## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

The program manager, victim services coordinator, administrative aide, and advocates will be available to serve victims of domestic violence at our business center located at 812 W. Yosemite Ave, Ste. 101, Madera, CA 93637. Our specialty advocate will assist clients at our Oakhurst office located at 49269 Golden Oak Dr. Ste. 200, Oakhurst, CA 93644 and Chowchilla office located at 228 Trinity Ave. Chowchilla, CA 93610. Our office hours are Monday-Friday from 8:00 am to 5:00 pm. We have an open door policy, allowing victims to walk in without an appointment for assistance with urgent needs such as crisis intervention, restraining orders and case updates.

### d. Emergency Shelter for Victims and their Children

The Martha Diaz Shelter is registered in a confidential location in Madera County as required in penal code 13823.15(F) (15) (B). The shelter is open to victims of domestic violence and their children on a 24-hour basis. In the event our shelter is full, staff will assist the victim in locating shelter from surrounding counties. We have operational agreements in place with nearby counties that operate a domestic violence shelter that may be able to assist.

### e. Emergency Food and Clothing

When victims and children arrive at the shelter they may not have the necessities such as food, clothing, and toiletries. Shelter staff will provide



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

individuals with food, clothing and hygiene products once settled in. Staff will provide referrals to the Food Bank, Social Services for food stamps or WIC. Staff is responsible for maintaining our main pantry with supplies at all times to insure that food is always available for domestic violence victims staying at our shelter.

### f. Emergency Response to Calls from Law Enforcement

We have written operational agreements with California Highway Patrol, Madera Police Department, Madera Sheriff's Office, and Chowchilla Police Department. Our agreement states that Victim Services will be available to respond to request from law enforcement 24-hours a day, 365 days a year. Victim Services is responsible for providing crisis response to victims referred by law enforcement and to provide shelter intakes when needed. Advocates, shelter aides, and volunteers will respond to crisis calls. The coordinator is responsible for training all of the employees on the protocol and updating the protocol as needed.

### g. Medical Advocacy and Emergency Response

CAPMC has an operational agreement with Madera Community Hospital (MCH), Madera County Public Health, and Camarena Health Clinic to provide direct services to victims of domestic violence seeking emergency medical treatment. Medical staff have been provided with our crisis hotline number and



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

have our information posted. Advocates and volunteers are allowed access to the patient's room to provide crisis response. In the event that the victim needs shelter, the advocate or responding volunteer will place the victim in the Martha Diaz Shelter and provide immediate needs such as food and toiletries. Follow-up will be provided by the advocate to identify needs and schedule appointments such as restraining order requests or referrals to social services.

### h. Transportation

Agency vehicles are used to provide transportation for domestic violence victims and their children. We have satellite offices in Chowchilla and Oakhurst for advocates to meet with their clients. This takes the burden off of victims in geographically isolated areas in Madera County. When needed, the advocate will provide transportation to court or provide bus tickets to get to appointments.

### i. Counseling for Children

The shelter aide and advocate will provide peer counseling to children at the shelter. Staff uses art therapy for children ten and under. For children ages eleven to seventeen, we focus on understanding expressing feelings through journaling, discussion, and healthy activities such as afterschool programs, school sports, and counseling through school. Referrals for professional therapy are issued when a child is in need of additional support.



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

### j. Criminal Justice and Social Services Advocacy

The advocate and shelter aides are responsible for guiding each domestic violence victim in applying for aid with Social Services, California Victims Compensation Board Claim, and any local assistance programs. The advocate will provide advocacy on the victim's behalf with Social Services, child-care assistance, schools, and landlords. If a client's matter results in criminal charges the advocate will assist the victim with meeting with the prosecutor and going over their rights.

### k. Legal Assistance

Advocates will provide assistance with completing legal documents for restraining orders and custody orders for minor children. The advocate will file all legal documents with the Madera Superior Courthouse, explain the process to domestic violence victims, and provide assistance with any follow-up paperwork.

### l. Court Accompaniment

The advocate will provide court accompaniment to criminal and civil court hearings. When safety is a concern for the victim the advocate will ask a bailiff or security for additional support.

### m. Local Community Service Network



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

CAPMC is a member with the California Partnership to End Domestic Violence (CPEDV) and the National Coalition to End Domestic Violence. We participate in monthly regional meetings for the Central Valley CPEDV. CAPMC staff also participates in monthly MDTs meeting in Madera County. Staff networks with local agencies by participating in health and resource fairs. CAPMC also updates and distributes a local resource guide to clients.

### n. Household Establishment Assistance

To support victims of domestic violence in establishing a new residence; we will provide assistance for security deposits, first/last month's rent, household needs such as furnishings, dishes, towels, etc., up to \$1,400.

### o. Children's Programs

The advocate and shelter aides will ensure that all school-aged children are attending school while at the shelter. Our agency works closely with the Madera County Superintendent of Schools and Madera Unified School District-Student Services to make sure transportation is provided to students to and from school. This lessens the burden on families to have to disrupt the child's current educational plans.

### p. Transitional Housing Assistance



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

CAPMC will not be using funds for transitional housing. CAPMC currently has a Transitional Housing (XH) Program funded by California Office of Emergency Services (Cal OES) grant for domestic violence victims. Domestic violence staff will work closely with the transitional housing case worker to refer families that require longer housing options before moving to permanent housing. We currently have working relationships with several property owners that are willing to rent to victims seeking housing.

### q. Nondiscrimination Service Policy

The Martha Diaz Shelter serves survivors of domestic violence and their children up to the age of eighteen; exceptions are made for dependent adult children who are completely disabled. All other services are provided regardless of their age, gender, ethnicity, religion, or sexual orientation.

### r. Voluntary Participation in Services

The Martha Diaz Shelter does not require victims to participate in activities or workshops in order to stay with their children at our shelter. However, a client may be asked to leave the shelter if they purposefully and willingly violate the program's rules in a manner that endangers the safety and well-being of other participants, staff or children.



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

### s. Client Confidentiality

All Victim Services staff, interns and volunteers working with domestic violence victims will adhere to the confidentiality policy to protect clients, and restrict disclosure of sharing information. CAPMC will maintain all client records in a locked filing cabinet. This applies to client files at the business center and at the Martha Diaz Shelter. Management will be responsible for ensuring that all records are only accessed by staff assigned to the domestic violence program. Staff is not to disclose information to anyone outside of the domestic violence program without written permission from the client via confidentiality waiver. Staff is not to disclose or confirm the identities of clients residing in the shelter to anyone seeking to inquire with the exception of child welfare services. All client files are kept at locked storage facility for three years after the close of the program year.

### t. 40-Hour Training for Domestic Violence Counselors

All Victim Services staff and volunteers have completed a 65-hour dual Domestic Violence/Sexual Assault Counselor training pursuant to Evidence Code § 1037.1(a)(1). Each year, Victim Services provides a minimum of one training per year to recruit new volunteers; new staff is required to attend for



## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

continued employment. A Cal OES 40-Hour Domestic Violence Counselor Training form is available for viewing upon request.

### u. Operational Agreements

We have operational agreements with the District Attorney's Office, five other domestic violence shelters, Madera County Department of Social Services, Madera Community Hospital, all four law enforcement agencies within Madera County as well as other social service agencies to help meet the needs of domestic violence victims. All operational agreements meet the timeframe required. Those that are to expire will be renewed. CAPMC operates the Victims Witness program for Madera County. A complete list of Operational Agreements is attached.

### v. Language Access Plan

CAPMC has developed a language access policy for limited English proficient individuals (LEP). Staff at the initial point of contact will conduct an assessment for the need for language assistance and notify the individual of the right to an interpreter at no cost to them. CAPMC will cover the cost for services.

### w. Diversity, Equity, and Inclusion (DEI) Plan





## Grant Subaward Programmatic Narrative

Grant Subaward #: DV22 13 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

CAPMC has developed a DEI plan to make sure survivors of domestic violence are not receiving unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

### x. Assistance with California Victim Compensation Claims

Advocates will assist domestic violence victims with California Victims Compensation Claims by assisting victims with application and obtaining the necessary documents to support their claim. Advocates will monitor the claim and provide status updates to clients.

### y. California Victims Resource Center (CVRC)

Clients will be referred to CVRC when in need of additional resources outside of Madera County. CVRC can provide information to other victim services agencies throughout California.

**Attachment B**  
**DV Program Grant Subaward Application Addendum**

**Part I: SUBRECIPIENT AGENCY INFORMATION**

Subrecipient Name	Community Action Partnership of Madera County, Inc.	Grant Subaward Number	DV22 13 1245
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**Instruction: Complete this form, even if no information has changed, since 2020-21.**

<b>HOTLINE</b>			
Hotline Phone Number(s)	1 (800)355-8989		

<b>BUSINESS CENTER</b>			
Business Center Address	812 W. Yosemite Ave. Ste. 101, Madera, CA 93637	Phone Number	(559)661-1000
Business Center Address	49269 Golden Oak Dr. Ste. 200, Oakhurst, CA 93644	Phone Number	(559)658-8588
Business Center Address	228 Trinity Ave., Chowchilla, CA 93610	Phone Number	(559)201-9353
Business Center Address		Phone Number	

<b>DOMESTIC VIOLENCE (DV) SHELTER INFORMATION</b>	
Number of DV shelter facilities for the entire Subrecipient agency	1
Number of beds in all DV shelter facilities for entire Subrecipient agency	18
Number of cribs in all DV shelter facilities for the entire Subrecipient agency	0

<b>HOUSING</b>	
Indicate the expected amount of funding, from this program, which will be used for housing assistance (e.g., shelter, hotel/motel stays, havens, and safe housing etc.).	\$20,100

<b>SUBRECIPIENT CLASSIFICATION</b>	
Indicate which classification (Urban, Rural, Suburban or Frontier) most closely matches your service area. If unknown, you may use <a href="https://www.ruralhealthinfo.org/am-i-rural">https://www.ruralhealthinfo.org/am-i-rural</a> to find your classification.	Urban

<b>UNDERSERVED OR CULTURALLY AND LINGUISTICALLY SPECIFIC SERVICES PROJECT</b>	
Does your agency primarily serve an underserved or a culturally and linguistically specific population*?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> If yes, list specific population(s) served:

## Attachment B

### DV Program Grant Subaward Application Addendum

\*Culturally and linguistically specific services refers to community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration and support mechanisms primarily directed toward culturally specific communities. *Underserved populations* means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition (45 CFR § 1370.2). ]

#### **Part II: REQUIRED SERVICE OBJECTIVES AND PROJECTED GOALS**

Please project the number of new DV victims/survivors and services to be provided during the grant performance period.

<b>1.</b>	480	Number of crisis calls to be received by the agency through the hotline.	
<b>2.</b>	<b>a.</b>	230	Total number of new DV victims/survivors who will receive peer/individual counseling by a DV counselor.
	<b>b.</b>	1400	Total number of Peer/Individual Counseling sessions to be provided by DV counselors.
	<b>c.</b>	5	Total number of new DV victims/survivors who receive group counseling services.
	<b>d.</b>	5	Total number of group counseling services to be provided (each survivor is counted at each group).
<b>3.</b>	150	Total number of new DV victims/survivors to be served at the business center.	
<b>4.</b>	<b>a.</b>	40	Total number of new DV victims/survivors and their children to be sheltered (including hotel vouchers, safe homes, etc.)
	<b>b.</b>	1600	Total number of bed nights = (# of beds occupied x # of nights).
<b>5.</b>	35	Total number of new DV victims/survivors to receive emergency food and/or clothing.	
<b>6.</b>	<b>a.</b>	75	Total number of new DV victims/survivors to be served by the project as a result of referrals from law enforcement.
	<b>b.</b>	3	Total number of times DV counselors will respond to a call from law enforcement agencies.

**Attachment B**  
**DV Program Grant Subaward Application Addendum**

<b>7.</b>	<b>a.</b>	8	Total number of new DV victims/survivors to be served by the project as a result of hospital emergency rooms, medical clinics, and/or medical office referrals.
	<b>b.</b>	3	Total number of times DV counselors will respond to an emergency call from a hospital emergency room, medical clinics, and/or medical office referrals.
<b>8.</b>		20	Total number of new DV victims/survivors who will be provided transportation (direct or through vouchers/bus pass, etc.).
<b>9.</b>	<b>a.</b>	5	Total number of children of new DV victims/survivors who will receive counseling.
	<b>b.</b>	5	Total number of counseling sessions to be provided to all children.
<b>10.</b>		100	Total number of new DV victims/survivors who will receive criminal justice and/or social service advocacy services.
<b>11.</b>	<b>a.</b>	100	Total number of new DV victims/survivors who will receive legal assistance with TROs, protective and/or custody orders by the DV project.
	<b>b.</b>	30	Total number of new DV victims/survivors to be referred to an outside agency for legal assistance with TROs, protective and/or custody orders, and others.
<b>12.</b>	<b>a.</b>	75	Total number of new DV victims/survivors that will be accompanied to court by a DV counselor.
	<b>b.</b>	75	Total number of times a DV counselor will accompany DV victims/survivors to court.
<b>13.</b>		6	Total number of collaborative meetings to be attended by the project.
<b>14.</b>		3	Total number of new DV victims/survivors who will receive household establishment assistance.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b>	<b>UEI #</b>	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b>		
<b>Performance Period:</b>	<b>to</b>	<b>Subaward Amount Requested:</b>
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<input type="checkbox"/> <b>State Govt</b> <input type="checkbox"/> <b>Local Govt</b> <input type="checkbox"/> <b>JPA</b> <input type="checkbox"/> <b>Non-Profit</b> <input type="checkbox"/> <b>Tribe</b>	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

<b>Assessment Factors</b>	<b>Response</b>
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

<b>Signature: (Authorized Agent)</b>	<b>Date:</b>
<b>Print Name and Title:</b>	<b>Phone Number:</b>
<i>Cal OES Staff Only: SUBAWARD #</i>	



## Grant Subaward Service Area Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

1. County or Counties Served:

County where principal office is located: \_\_\_\_\_

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: \_\_\_\_\_

3. State Assembly District(s) Served:

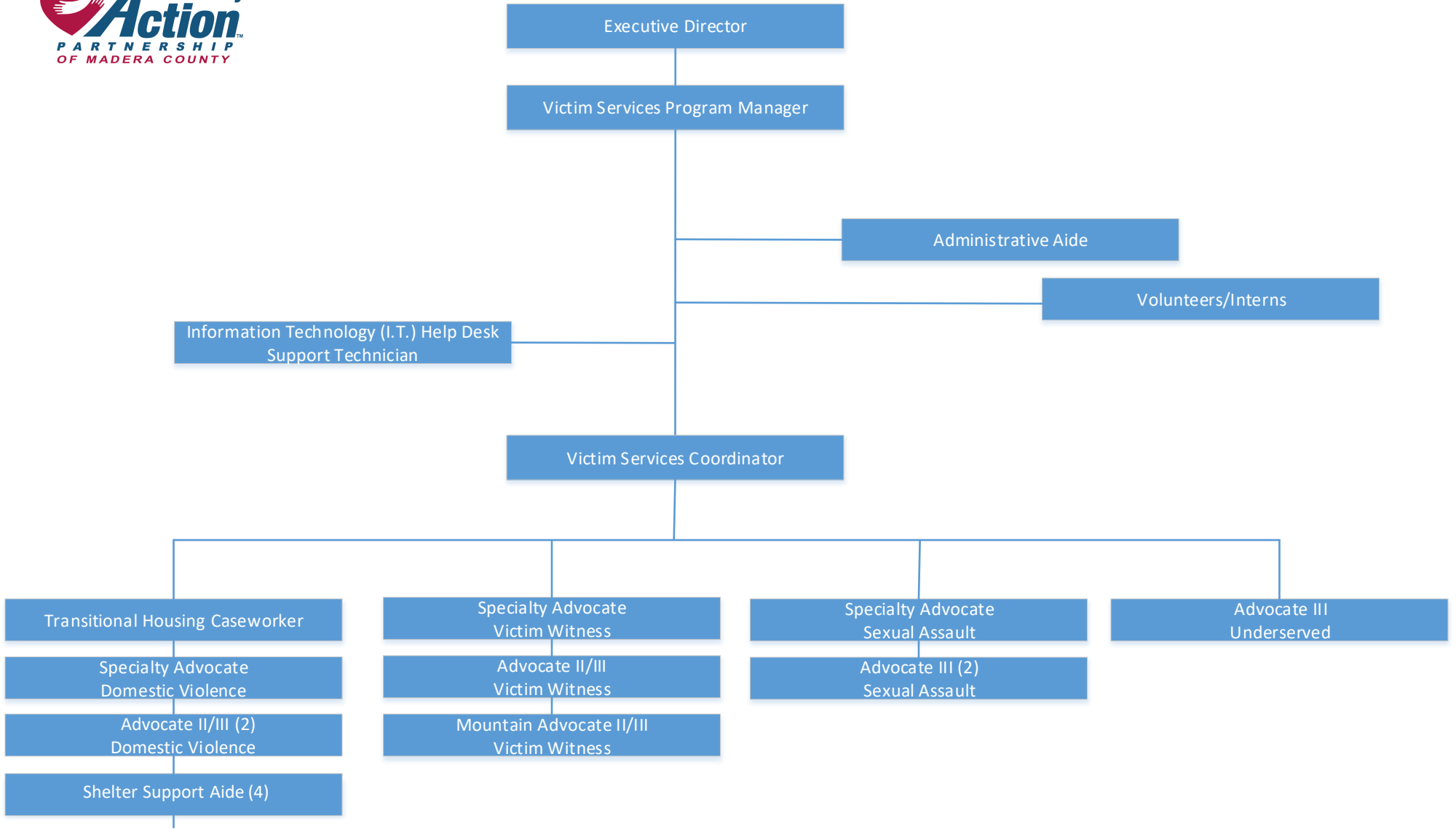
State Assembly District where principal office is located: \_\_\_\_\_

4. State Senate District(s) Served:

State Senate District where principal office is located: \_\_\_\_\_

5. Population of Service Area: \_\_\_\_\_

# VICTIM SERVICES





## Operational Agreement Summary

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____







# Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: July 14, 2022

Author: Jennifer Coronado

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DATE: July 1, 2022

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: California Office of Emergency Services (Cal OES) Rape Crisis (RC) Program Grant application for the program period October 1, 2022 to September 30, 2023.

**I. RECOMMENDATION:**

Review and consider authorizing the Executive Director to sign and submit the 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 submitted to the California Office of Emergency Services (Cal OES) for the purpose of the RC Program is to operate and maintain Rape Crisis Program. The goal of the RC Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services.

**III. DISCUSSION:**

The services provided under the RC Program include, but are not limited to, maintain the 24-hotline, crisis intervention, follow-up services, survivor rights, individual counseling, accompaniment, advocacy, community education, information and referral. Funding has remained the same from the previous grant ending September 30, 2022.

**IV. FINANCING:**

The total project costs are \$332,174 comprised of the following:

2021 VOCA: \$316,554

2022 RCP5: \$15,620

Cal OES #		FIPS #		VS#		Subaward #	
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient:** Community Action Partnership of Madera County **1a. UEI#:** V9D5YUNVFNA4
- 2. Implementing Agency:** Community Action Partnership of Madera County **2a. UEI#:** V9D5YUNVFNA4
- 3. Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234  
(Street) (City) (Zip+4)
- 4. Location of Project:** Madera Madera County 93637-5234  
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** RC - Rape Crisis Program **6. Performance/Budget Period:** 10/1/2022 to 9/30/2023  
(Start Date) (End Date)
- 7. Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2021	VOCA		\$316,554					\$316,554
9.	2022	RCP5	\$15,620						\$15,620
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$15,620	\$316,554	\$332,174				\$332,174

**13. Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

**14. CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

**15. Official Authorized to Sign for Subrecipient:**  
 Name: Mattie Mendez Title: Executive Director  
 Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**16. Federal Employer ID Number:** 941612823

**(FOR Cal OES USE ONLY)**

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

\_\_\_\_\_  
 (Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



## Grant Subaward Contact Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

1. **Grant Subaward Director:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

2. **Financial Officer:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

3. **Programmatic Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

4. **Financial Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_



### Grant Subaward Signature Authorization

Grant Subaward #: RC22 36 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Implementing Agency: Community Action Partnership of Madera County, Inc.

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

**Grant Subaward Director:**

Printed Name: Jennifer Coronado

Signature: *Jennifer Coronado*

Date: 7/1/22

**Financial Officer:**

Printed Name: Daniel Seeto

Signature: *Daniel Seeto*

Date: 7/1/22

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: *Leticia Lujan-Rojas*  
Printed Name: Leticia Lujan-Rojas

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: *Nicole Vulich*  
Printed Name: Nicole Vulich

Signature: *Belinda Javius*

Printed Name: Belinda Javius

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, \_\_\_\_\_ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____



**Federal Fund Grant Subaward Assurances  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.



### **3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

### **4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

### **5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity

program.

**6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

**7. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**8. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**9. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **10. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

## **11. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **12. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

#### **14. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### **15. Employment Eligibility Verification for Hiring under the Grant Subaward**

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## 16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
  - 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
  - 1) Subrecipients represent that:
    - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **17. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

## **18. Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients



(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

### **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

### **24. Discrimination Findings**

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

### **25. VOCA Requirements**

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_

Official Designee's Typed Name: \_\_\_\_\_

Official Designee's Title: \_\_\_\_\_

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



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>		<b>Grant Subaward #: RC22 36 1245</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>2021 VOCA</b>	<b>2022 RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Victim Services Program Manager FTE 25%</b> The victim services program manager is responsible for the daily project operations and supervises the program staff. The program manager also assures compliance with state requirements and assists with direct client services.</p> <p>Salary (\$82,112 annually x 25% = \$20,528) 100% Funded by 21VOCA (10/1/22-3/31/23)</p> <p>Benefits (\$20,528 x 13.303% benefit rate = \$2,731) 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	<p>\$20,528</p> <p>\$2,731</p>		<p>\$20,528</p> <p>\$2,731</p>
<p><b>Administrative Aide FTE 29%</b> The Administrative Aide position is responsible for serving as an aide to the Program Manager and as secretarial back up to the administrative staff and various other duties.</p> <p>Salary (\$41,119 annually x 29% = \$11,925) 100% Funded by 21VOCA (10/1/22-3/31/23)</p> <p>Benefits (\$11,925 x 31.9329% benefit rate = \$3,808) 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	<p>\$11,925</p> <p>\$3,808</p>		<p>\$11,925</p> <p>\$3,808</p>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>		<b>Grant Subaward #: RC22 36 1245</b>	
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>2021 VOCA</b>	<b>2022 RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Victim Services Coordinator FTE 30%</b> The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the Program Manager.</p> <p>Salary (\$70,378 annually x 13% = \$21,113) 50% Funded by 21VOCA (10/1/22-3/31/23) \$10,557 50% Funded by 22RCP5 (4/1/23-9/30/23) \$10,556 Benefits (\$21,113 x 22.947% benefit rate = \$4,851) 50% Funded by 21VOCA (10/1/22-3/31/23) \$2,426 50% Funded by 22RCP5 (4/1/23-9/30/23) \$2,425</p> <p><b>Advocates</b> Advocates provide direct services to clients, including crisis intervention, counseling, advocacy, accompaniment, information and referrals, and community education. Advocates maintain records of service delivery.</p> <p><b>Advocate III FTE 100%</b> Salary (\$44,609 annually x 100% = \$44,609) 50% Funded by 21VOCA (10/1/22-3/31/23) \$22,305 50% Funded by 22RCP5 (4/1/23-9/30/23) \$22,304 Benefits (\$44,609 x 29.467% benefit rate = \$13,145) 58% Funded by 21VOCA (10/1/22-3/31/23) \$6,573 42% Funded by 22RCP5 (4/1/23-9/30/23) \$6,572</p>			



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>		<b>Grant Subaward #: RC22 36 1245</b>	
<b>A. Personnel Costs - Line-item description and calculation</b>	<b>2021 VOCA</b>	<b>2022 RCP5</b>	<b>Total Amount Allocated</b>
<b>Advocate III FTE 100%</b>			
Salary (\$41,466 annually x 100% = \$41,466)			
50% Funded by 21VOCA (10/1/22-3/31/23)	\$20,733		\$20,733
50% Funded by 22RCP5 (4/1/23-9/30/23)	\$20,733		\$20,733
Benefits (\$41,466 x 25.672% benefit rate = \$12,168)			
50% Funded by 21VOCA (10/1/22-3/31/23)	\$6,573		\$6,573
50% Funded by 22RCP5 (4/1/23-9/30/23)	\$6,572		\$6,572
<b>Specialty Advocate FTE 100%</b>			
Salary (\$57,243 annually x 100% = \$57,243)			
50% Funded by 21VOCA (10/1/22-3/31/23)	\$28,622		\$28,622
50% Funded by 22RCP5 (4/1/23-9/30/23)	\$28,621		\$28,621
Benefits (\$57,243 x 25.659% benefit rate = \$14,688)			
50% Funded by 21VOCA (10/1/22-3/31/23)	\$7,344		\$7,344
50% Funded by 22RCP5 (4/1/23-9/30/23)	\$7,344		\$7,344
 (Benefits include FICA/SUI, Health/Dental/Vision, Worker's Comp, and 4% retirement contribution.)			
<b>Personnel Costs Fund Source Totals</b>	<b>\$249,252</b>		<b>\$249,252</b>
<b>PERSONNEL COSTS CATEGORY TOTAL</b>			<b>\$249,252</b>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County		Grant Subaward #: RC22 36 1245	
B. Operating Costs - Line-item description and calculation	2021 VOCA	2022 RCP5	Total Amount Allocated
<p><b>Office Supplies:</b> Pens, paper, printer cartridges &amp; supplies needed for client meetings, shredder, chairs, records and documents. \$133.33/mo x 12 = \$1,800 62.50% Funded by 21VOCA (10/1/22-5/31/23) 37.50% Funded by 22RCP5 (6/1/23-9/30/23)</p>	\$1,000	\$600	\$1,600
<p><b>Data Processing Supplies:</b> To support collection of program objectives, track and monitor progress and provide client services. Includes purchases of office phones, 3 new computers, new components and parts for 3 previously purchased computers, desktop supplies, toner, and software. Annual warranty computer/phone switch and firewall security \$185 and annual back-up \$415.  80% Funded by 21VOCA (10/1/22-7/31/23) 20% Funded by 22RCP5 (8/1/23-9/30/23)</p>	\$2,500	\$600	\$3,100
<p><b>Program Supplies:</b> Supplies used to promote rape awareness and support program. \$358.25/mo x 12mo = \$4,299 57.15% Funded by 21VOCA (10/1/22-3/31/23) 42.85% Funded by 22RCP5 (4/1/23-9/30/23)</p>	\$3,299	\$1,000	\$4,299



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>		<b>Grant Subaward #: RC22 36 1245</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2021 VOCA</b>	<b>2022 RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Postage and Shipping:</b> 100% of postage based on actual usage. \$50 x 12 = \$600 72% Funded by 21VOCA (10/1/22-6/30/23) 28% Funded by 22RCP5 (7/1/23-9/30/23)</p>	\$432	\$168	\$600
<p><b>Equipment Rental:</b> \$150/mo x 12 = \$1,800 for postage meter, photo copier rentals. 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$1,800		\$1,800
<p><b>Printing &amp; Publishing:</b> \$50/mo x 12 = \$600 for printing and publishing information for clients, including agency and resource information. 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$600		\$600
<p><b>Advertising and Promotion:</b> Madera Tribune advertising for volunteers, employee recruitment, Sexual Assault Month, and general outreach. 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$2,400		\$2,400



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>		<b>Grant Subaward #: RC22 36 1245</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2021 VOCA</b>	<b>2022 RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Telephone/Communication:</b> Telephone service, long distance, and voicemail, Verizon staff cell phones, Comcast FAX and internet. \$312/mo x 12 = \$3,744</p> <p>31% Funded by 21VOCA (10/1/22-1/31/23) 69% Funded by 22RCP5 (2/1/23-9/30/23)</p>	\$1,156	\$2,588	\$3,744
<p><b>Rent:</b> Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,394.51/mo x 12 = \$40,734.12. Rape Crisis share is as follows: Direct Staff: 3.84 FTE x 125 Sqft. = 480.00 x 1.04/Sqft. x 12mo = \$5,990 Training/Interview/Waiting Areas: 1654 Sqft x 36.8516% for RC = 609.52 Sqft x 1.04/Sqft x 12mo = \$7,607 Intake Areas: 235 Sqft x 48.2170% for RC = 113.31 Sqft. x 1.04/Sqft x 12mo = \$1,414 28.9588% Funded by 21VOCA (10/1/22-12/31/22) 71.0412% Funded by 22RCP5 (1/1/23-9/30/23)</p>	\$4,347	\$10,664	\$15,011
<p><b>Utilities:</b> Water, Sewer, Disposal, Natural Gas and Electricity services. \$240/mo x 12mo = \$2,880 100% Funded by 21VOCA (10/1/22-11/30/23)</p>	\$2,880		\$2,880





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County		Grant Subaward #: RC22 36 1245	
B. Operating Costs - Line-item description and calculation	2021 VOCA	2022 RCP5	Total Amount Allocated
<b>Building Repairs &amp; Maintenance:</b> Building repairs and maintenance at sites. \$45/mo x 12 = \$540 100% Funded by 21VOCA (10/1/22-3/31/23)	\$540		\$540
<b>Burglar Alarm:</b> Alarm at Madera location. \$25/mo x 12 = \$300 100% Funded by 21VOCA (10/1/22-3/31/23)	\$300		\$300
<b>Custodial Services:</b> Maintenance/Janitorial service. \$216/mo x 12 = \$2,592 100% Funded by 21VOCA (10/1/22-3/31/23)	\$2,592		\$2,592
<b>Medical Screening/SEAT/Staff:</b> Medical screenings for new staff. \$10/mo x 12 = \$120 100% Funded by 21VOCA (10/1/22-3/31/23)	\$120		\$120
<b>Gas and Oil:</b> Fuel for agency auto based on actual purchases. \$27.50/mo x 12 = \$380, \$50/Oil change x 3 = \$150 100% Funded by 21VOCA (10/1/22-3/31/23)	\$530		\$530



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>		<b>Grant Subaward #: RC22 36 1245</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2021 VOCA</b>	<b>2022 RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Vehicle Insurance:</b> Vehicle insurance at \$56/mo x 12 = \$672 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$672		\$672
<p><b>Vehicle Repair and Maintenance:</b> Monthly vehicle maintenance \$10/mo x 12 = \$120 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$120		\$120
<p><b>Staff Travel-Local:</b> For staff traveling locally to sites, courthouse, or any other site required in victim assistance \$11.66/mo x 12 = \$140 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$140		\$140
<p><b>Training - Staff:</b> Training to certify staff in evidence-based support groups and empowerment groups, sexual assault conference to enhance skills of advocates and stay up to date with laws and trends. 100% Funded by 21VOCA</p>	\$1,000		\$1,000



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County		Grant Subaward #: RC22 36 1245	
B. Operating Costs - Line-item description and calculation	2021 VOCA	2022 RCP5	Total Amount Allocated
<p><b>Liability Insurance:</b> General liability and insurance for volunteers, \$58/mo x 12 = \$696 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$696		\$696
<p><b>Fees and Licenses:</b> To pay for various fees and licenses that are required and incurred within the year \$75/mo x 12 = \$900 Retirement Plan Administration \$200 California Crime Victims Assistance Association \$100 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$1,200		\$1,200
<p><b>Fingerprinting:</b> Fingerprint at \$12 x 6 new/existing prints = \$72 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$72		\$72
<p><b>Direct Benefits:</b> Emergency housing or hotel for sexual assault victims and rent assistance \$935/mo x 12 = \$11,200 100% Funded by 21VOCA (10/1/22-3/31/23)</p>	\$11,200		\$11,200



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County		Grant Subaward #: RC22 36 1245	
B. Operating Costs - Line-item description and calculation	2021 VOCA	2022 RCP5	Total Amount Allocated
<p><b>Indirect Costs:</b> 9.1% of direct project costs - excluding equipment @ \$304,467. CAPMC has an indirect cost rate agreement. See attached. Cognizant Agency is Dept. of Health and Human Services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers associated indirect administrative operating expenses such as rent, telephone, audit, supplies etc.</p>	\$27,706		\$27,706



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera County</b>		<b>Grant Subaward #: RC22 36 1245</b>	
<b>B. Operating Costs</b> - Line-item description and calculation	<b>2021 VOCA</b>	<b>2022 RCP5</b>	<b>Total Amount Allocated</b>
Operating Costs Fund Source Totals	\$67,302	\$15,620	\$82,922
<b>OPERATING COSTS CATEGORY TOTAL</b>	*	*	\$82,922



**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

1. To provide Crisis Intervention Services to 365 sexual assault victims from 10/1/22 through 9/30/23.

**ACTIVITIES:**

- 1.1 We operate our rape crisis program through our business center and crisis hotline. Our business center is located at 812 W. Yosemite Ave, STE 101. Madera, CA 93637. Business hours are Monday through Friday 8:00 am to 5:00 pm.
- 1.2 We operate our crisis hotline after business hours, weekends, and holidays (800)355-8989. Trained staff and volunteers respond to crisis calls 24-hours a day, 365 days of the year. The program manager is responsible for training staff and volunteers.

- Operational agreements are signed with
- 1.3 Madera Police Department, Madera County Sheriff's Office, and Chowchilla Police Department. The Operational agreements outline the responsibility of law enforcement to refer rape victims to our agency for services. The victim advocate's job description includes responding to law enforcement for assistance with rape calls.

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

2. To provide Follow-Up Services to 235 sexual assault victims from 10/1/22 through 9/30/23.

**ACTIVITIES:**

- 2.1 The advocate is responsible for contacting sexual assault victims within three business days after crisis intervention.
- 2.2 A minimum of 50% of clients receiving crisis intervention will receive follow-up
- 2.3 Advocates may follow-up in-person or by telephone to proceed with case status updates, resources and referrals.



**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

3. To provide In-Person Counseling Services to 70 sexual assault victims from 10/1/22 through 9/30/23.

**ACTIVITIES:**

- 3.1 Advocate will provide in-person peer counseling to sexual assault victims in need of support.
- 3.2 Parents/guardians of sexual assault victims will be offered in-person peer counseling after the initial crisis response.
- 3.3 A referral list of mental health professionals will be provided to sexual assault victims in need of professional support/counseling.

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

4. To provide Accompaniment Services to 160 sexual assault victims from 10/1/22 through 9/30/23.

**ACTIVITIES:**

- 4.1 Advocates will offer sexual assault victims accompaniment to case related appointments such as medical exams and social services agencies.
- 4.2 Advocates will offer sexual assault victims accompaniment to criminal justice proceedings, including law enforcement interviews, court and District Attorney's meetings.
- 4.3 Operational agreements are in place with law enforcement, social services, hospitals, and clinics to inform victims of on-scene support.

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

5. To provide Advocacy Services to 250 sexual assault victims from 10/1/22 through 9/30/23.

**ACTIVITIES:**

- 5.1 Victim Services will provide advocacy for sexual assault victims by informing them of their rights as sexual assault survivors.
- 5.2 Advocates will intervene for sexual assault victims seeking help with social service agencies, medical/mental health providers, employers, schools, and the criminal justice system.
- 5.3 Advocates will assist sexual assault victims with Victims of Crime Compensation application by assisting them with gathering the necessary documents for submission.

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

6. To provide 4 Community Education Programs to 40 attendees from 10/1/22 through 9/30/23.

**ACTIVITIES:**

- 6.1 CAPMC-Victim Services staff will provide at least 4 presentations to the community on our rape crisis program, services, operations, and volunteer opportunities.
- 6.2 Community education will be provided by all staff members.
- 6.3 Each presentation will be tailored to meet the specific needs of the population. For example, Spanish materials will be used to present to Spanish speakers. Low-level language will be used for easy comprehension when needed.

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

**ACTIVITIES:**

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7. The Subrecipient will attend 4 meetings to develop or enhance multi-disciplinary sexual assault response team efforts in the local area, from 10/1/22 through 9/30/23.

7.1 Sexual Assault Response Team (SART) meetings are conducted quarterly to discuss upcoming trainings and trends that impact sexual violence and awareness. SART meetings provide opportunities for members to share new policies, laws, and any other relevant information to the sexual assault movement. The specialty advocate is responsible for organizing these meetings.

7.2 Advocates are responsible for attending Multi-Disciplinary Interagency Team (MDIT) meetings, including but not limited to Suspected Child Abuse & Neglect (SCAN), Child Forensic Interview Team (CFIT), and Child & Family Team (CFT).

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

\*Additional objectives carried over from 2021-2022 Grant Subaward Performance Period may be updated.

**OBJECTIVE:**

**ACTIVITIES:**

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8. To provide 2 Community Awareness Campaigns from 10/1/22 through 9/30/23.

8.1 Staff will promote 2 sexual assault awareness events during Sexual Assault Awareness Month in April.

8.2 Media will be used to promote awareness events including but not limited to social media postings, billboards, newspapers, and flyers.

8.3 The specialty advocate will be responsible for planning and executing awareness campaigns.

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

**ACTIVITIES:**

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9. (State Objective)  
\_\_\_\_\_ 10/1/22 through 9/30/23.

9.1  
9.2  
9.3

**OBJECTIVES and ACTIVITIES FY 2022-23**  
*(12-month grant period)*

**OBJECTIVE:**

**ACTIVITIES:**

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- |     |                               |      |
|-----|-------------------------------|------|
| 10. | (State Objective)             | 10.1 |
|     | _____10/1/22 through 9/30/23. | 10.2 |
|     |                               | 10.3 |



**RAPE CRISIS PROGRAM**

**GRANT SUBAWARD SUMMARY – FY2022-23**

**1. Subrecipient Name:**

<b>Address(es)</b>	<b>Telephone</b>
Mailing: 812 W. Yosemite Ave. STE 101, Madera, CA 93637	(559)661-1000
Business: 1225 Gill Ave. Madera, CA 93637	(559) 673-9173
Physical address: 812 W. Yosemite Ave, STE 101, Madera, CA 93637	(559) 661-1000
Satellite Office: Oakhurst- 49269 Golden Oak Dr. STE 200, Oakhurst, CA 93644.	(559) 658-8588
Additional Satellite Office: Chowchilla- 228 Trinity Ave, Chowchilla, CA 93610	(559) 201-9353
Agency cell phone number for Executive Director	(559) 351-7135
Agency cell phone number for Project Director	(559) 598-0940

**2. Forcible Rape Reported to local Law Enforcement in your Service Area**

(see <https://openjustice.doj.ca.gov/exploration/crime-statistics/crimes-clearances> )

Agency	Reported	Agency	Reported
Madera Police Department	10	Madera County Sheriff's Office	
Chowchilla Police Department		CA Highway Patrol	0
Santa Fe Railroad Authority-Madera	0	Union Pacific Railroad Authority-Madera	0

**3. Full Time Equivalent (FTE) STAFF** paid by this subaward 3.84\_\_ FTE  
*Example: 0.5 FTE + 0.75 FTE + 1.0 FTE is 3 people but equals 2.25 FTE*

**4. Full Time Equivalent (FTE) VOLUNTEERS** providing sexual assault services \_\_1\_\_ FTE  
**Note: All volunteers not just what meets the match**  
*One FTE = 2,080 hours; Total volunteer hours divided by 2,080 = Volunteer FTEs*

**5. Use of volunteers** in your Rape Crisis Program? *Check all that apply*  
Crisis Line    Accompaniment    Counseling    Other (specify) \_\_\_\_\_

**6. Is the Rape Crisis project building owned  or leased  by the agency?**

**7. Human Relations Training- Provide information in the chart format below. DO NOT SUBMIT A NARRATIVE.**

Topic	Trainer	Date
Serving LGBTQ+ Community	To be determined	To be determined
Working with survivor's with	To be determined	To be determined

disabilities		
Commercial Sexual Exploitation of Children	To be determined	To be determined

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b>	<b>UEI #</b>	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b>		
<b>Performance Period:</b>	<b>to</b>	<b>Subaward Amount Requested:</b>
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<input type="checkbox"/> <b>State Govt</b> <input type="checkbox"/> <b>Local Govt</b> <input type="checkbox"/> <b>JPA</b> <input type="checkbox"/> <b>Non-Profit</b> <input type="checkbox"/> <b>Tribe</b>	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

<b>Assessment Factors</b>	<b>Response</b>
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

<b>Signature: (Authorized Agent)</b>	<b>Date:</b>
<b>Print Name and Title:</b>	<b>Phone Number:</b>
<i>Cal OES Staff Only: SUBAWARD #</i>	



## Grant Subaward Service Area Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

1. County or Counties Served:

County where principal office is located: \_\_\_\_\_

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: \_\_\_\_\_

3. State Assembly District(s) Served:

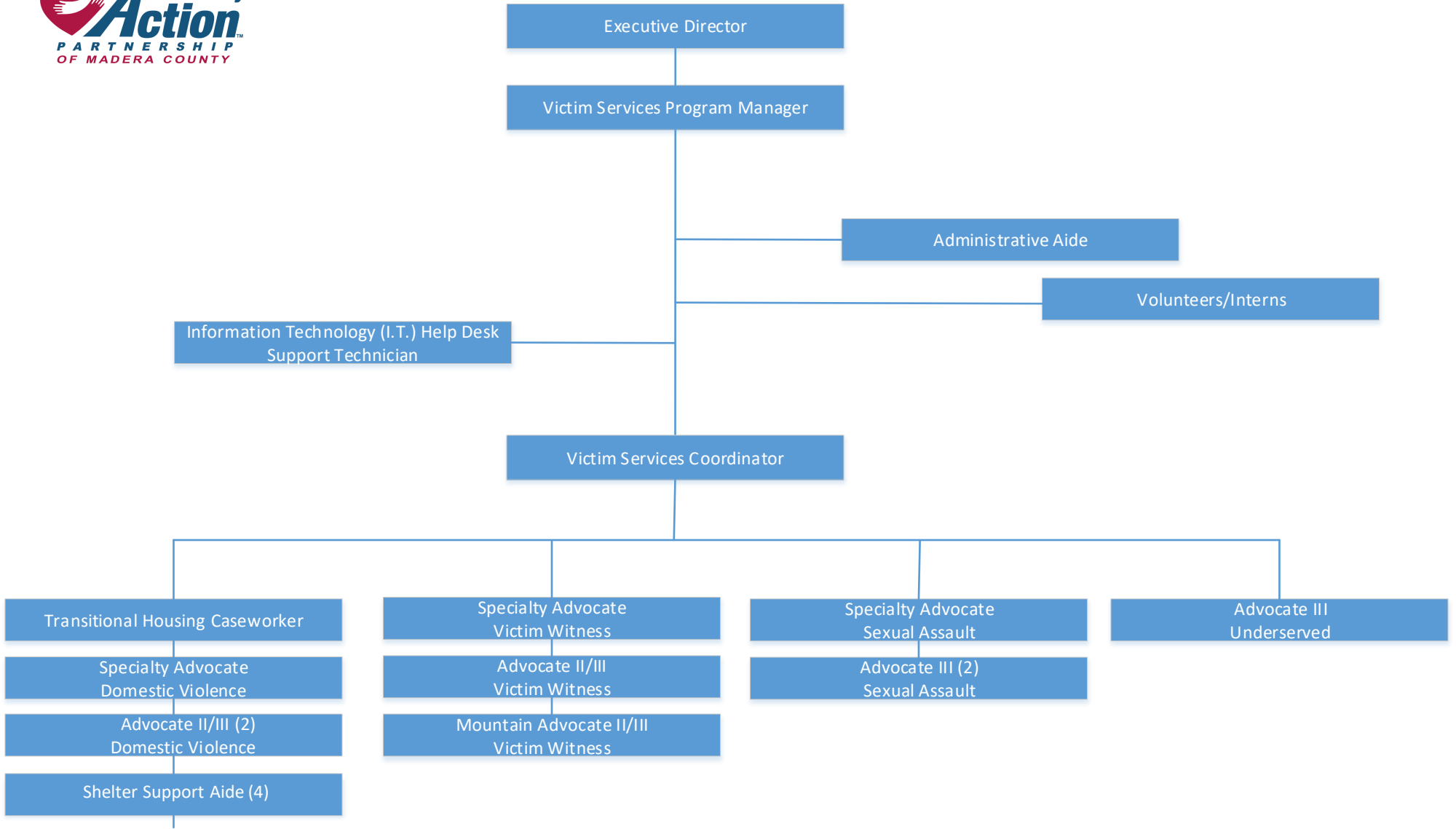
State Assembly District where principal office is located: \_\_\_\_\_

4. State Senate District(s) Served:

State Senate District where principal office is located: \_\_\_\_\_

5. Population of Service Area: \_\_\_\_\_

# VICTIM SERVICES







## Operational Agreement Summary

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____





**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG (01/01/22 - 12/31/22) 218	286,748.00	102,306.15	50.00%	35.68%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY (06/01/21 - 5/31/22) 217	28,250.00	28,250.00	108.33%	100.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	390,168.00	103.85%	100.00%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	40,370.00	40,370.00	103.85%	100.00%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL (06/1/22 - 05/31/23) 311/380	4,216,695.00	125,399.02	8.33%	2.97%	Provide HS services to 246 low income preschool children and families
HEAD START T/TA (06/01/22 - 05/31/23) 310	46,025.00	0.00	8.33%	0.00%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/22 - 05/31/23) 312	625,664.00	46,896.66	8.33%	7.50%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/22 - 05/31/23) 309	13,373.00	0.00	8.33%	0.00%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/21 - 06/30/22) 319	792,621.00	792,621.00	100.00%	100.00%	Provide child care services to HS preschool children and families
REGIONAL HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 814	344,592.00	270,874.29	62.50%	78.61%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2021 - 06/30/2022 815	54,023.00	29,298.70	100.00%	54.23%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
REGIONAL HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 818	86,679.00	64,929.49	62.50%	74.91%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/21 - 09/30/22) 390	513,902.00	239,230.22	75.00%	46.55%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/22 - 02/28/23) 321/362	5,468,877.00	1,665,115.47	33.33%	30.45%	Provide HS services to 458 migrant and 121 seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/22 - 02/28/23) 320	31,845.00	20,077.74	33.33%	63.05%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/21 - 06/30/22) 322/324	919,191.00	891,575.79	100.00%	97.00%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/21 - 06/30/22) 325	137,096.00	136,414.65	100.00%	99.50%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2022**

<b>DEPARTMENT/ PROGRAM TITLE</b>	<b>AMOUNT FUNDED</b>	<b>FUNDS SPENT YTD</b>	<b>BUDGET % YTD</b>	<b>ACTUAL% YTD</b>	<b>PROGRAM DESCRIPTION</b>
MADERA MIGRANT CHILD CARE - PART YEAR COVID FUND - CMIG AB82 07/01/2021 - 06/30/22 822	28,114.00	28,114.00	100.00%	100.00%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Child Care program
MADERA MIGRANT CHILD CARE - PART YEAR COVID FUND - CMIG ONE-TIME ROUND 2 07/01/2021 - 06/30/22 825	16,885.00	11,498.32	100.00%	68.10%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Child Care program
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	28,212.12	62.50%	17.22%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MIGRANT HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 827	535,575.00	222,228.76	62.50%	41.49%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START (09/01/21 - 08/31/22) 331	4,652,471.00	3,449,110.79	83.33%	74.14%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/21 - 08/31/22) 330	82,690.00	28,644.34	83.33%	34.64%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/21 - 08/31/22) 831	60,391.06	58,445.57	83.33%	96.78%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
DSS STRENGTHENING FAMILIES (07/01/2021 - 06/30/2022) 371	189,600.00	180,251.78	100.00%	95.07%	Provides training and education to parents to strengthen family relationships

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY (07/01/21 - 06/30/22) 411	4,702.00	4,105.52	100.00%	87.31%	Training and supplies for child care providers
R & R GENERAL (07/01/21 - 06/30/22) 401	260,540.00	237,501.38	100.00%	91.16%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/21 - 06/30/23) 407	394,276.00	136,869.60	50.00%	34.71%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/21 - 06/30/22) 424	33,509.00	32,380.85	100.00%	96.63%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/22) 426/432	6,544,277.00	4,083,884.72	100.00%	62.40%	Provide subsidized child care for eligible families
<b>**Note: Activity for this grant halted on 8/31/2021 but will remain here until the grant period ends.</b>					
ALTERNATIVE PAYMENT (07/01/21 - 06/30/22) 426/432/429	5,377,399.00	3,152,644.03	100.00%	58.63%	Provide subsidized child care for eligible families
<b>**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.</b>					
ALTERNATIVE PAYMENT STAGE 2 (07/01/21 - 06/30/22) 427	2,141,104.00	1,532,974.23	100.00%	71.60%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/21 - 06/30/22) 428	1,359,008.00	1,224,121.17	100.00%	90.07%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS (04/01/20 - 06/30/22) 440	433,833.75	431,628.75	100.00%	99.49%	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act
ALTERNATIVE PAYMENT AB131 ONE TIME ONLY PROVIDER STIPENDS (09/01/21 - 06/30/22) 434	453,600.00	451,080.00	100.00%	99.44%	Provide one-time stipend to Child Care Providers in accordance with AB131
ECC-BRIDGE PROGRAM-CRRSA STIPEND 1 & 2 (08/01/21 - 06/30/22) 430	22,443.75	22,443.75	100.00%	100.00%	One-time funds to provide financial relief to assist child care providers with ongoing hardships
R&R CAFE STIPEND - ONE TIME (12/01/21 - 06/30/22) 418	4,800.00	4,800.00	100.00%	100.00%	To provide incentives to parents and providers during workshops
CHILD CARE INITIATIVE PROJECT-EXPANSION CCDBG - US DEPT. OF HHS 2YR (08/01/21 - 07/31/23) 410	304,849.00	2,092.29	45.83%	0.69%	One-time ARPA funding to R&Rs to support family child care providers affected by COVID-19

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/21 - 09/30/22) 500	332,174.00	220,648.26	75.00%	66.43%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/21 - 09/30/22) 501	354,836.00	257,263.75	75.00%	72.50%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/22) 533	1,140,174.00	963,211.50	87.50%	84.48%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/21 - 06/30/22) 502	16,000.00	2,252.60	100.00%	14.08%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/21 - 06/30/22) 504	20,000.00	180.54	100.00%	0.90%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/21 - 06/30/22) DONATIONS ONLY 507/525	2,000.00	1,180.98	100.00%	59.05%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/21 - 06/30/22) DONATIONS ONLY 510	5,000.00	3,024.81	100.00%	60.50%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/22 - 12/31/22) 508	163,177.00	72,036.01	50.00%	44.15%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/22 - 12/31/22) 531	126,807.00	69,559.55	50.00%	54.85%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
MENTAL HEALTH FULL SERVICES (07/01/21 - 6/30/22) 607	5,000.00	3,645.85	100.00%	72.92%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/21 - 6/30/22) 516	1,000.00	478.43	100.00%	47.84%	Provide child sexual assault interviews

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/20 - 12/31/22) 207	684,900.00	581,186.13	76.92%	84.86%	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/21 - 06/30/23) 208	523,726.00	23,801.44	40.00%	4.54%	Assistance for low income clients for energy bills and weatherization services
LIHEAP CARES (07/01/20 - 09/30/21) 234	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills impacted by COVID-19
LIHEAP ARPA (08/01/21 - 03/31/23) 270	728,183.00	302,144.88	55.00%	41.49%	Assistance for low income clients for energy bills impacted by COVID-19
FEMA (01/01/20 - 10/31/21) 205	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
FEMA (01/01/20 - 10/31/21) 235	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
FEMA CARES (01/27/20 - 10/31/21) 210	Inactive	Inactive	#VALUE!	#VALUE!	Housing assistance for clients impacted by COVID-19 and administration of FEMA CARES
SENIOR MEAL - MADERA COUNTY (07/01/21 - 06/30/22) 237	43,734.00	23,972.94	100.00%	54.82%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/21 - 06/30/22) 247	220,734.00	195,451.99	100.00%	88.55%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/21 - 06/30/22) 216	50,000.00	26,014.97	100.00%	52.03%	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 JUNE 30, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
SHUNAMMITE PLACE (11/01/21 - 10/31/22) 224	581,016.00	293,713.55	66.67%	50.55%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/21 - 06/30/22) 231	20,000.00	19,929.17	100.00%	99.65%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (07/01/20 - 08/31/21) 244	Inactive	Inactive	#VALUE!	#VALUE!	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/22) 255	122,322.19	21,831.98	100.00%	17.85%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 12/31/22) 271	345,027.19	1,629.00	66.67%	0.47%	Provides housing, supportive services, and landlord engagement activities
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	350,864.74	40.98%	85.28%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-2) BEHAVIORAL HEALTH (12/01/2021 - 06/30/2023) 276	188,084.00	10,369.00	36.84%	5.51%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER HOUSING FOR HEALTH (11/01/2021 - 06/30/2022) 248	25,000.00	24,890.98	100.00%	99.56%	Provides rental assistance to clients
KAISER RAPID REHOUSING (12/01/2020 - 12/31/2021) 249	Inactive	Inactive	#VALUE!	#VALUE!	Provides rental assistance to clients
WESTCARE RAPID REHOUSING (03/01/2021 - 2/28/2022) 253	65,000.00	56,623.38	133.33%	87.11%	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
BEHAVIORAL HEALTH PATH PROGRAM (07/01/2021 - 06/30/2022) 259	39,136.00	45,666.67	100.00%	116.69%	Provides rental assistance to clients
EMERGENCY RENTAL ASSISTANCE PROGRAM MADERA COUNTY (05/17/21 - 12/31/21) 261	61,745.00	6,727.53	185.71%	10.90%	Provides promotion, advertising, and outreach activities to deliver information and technical assistance for rental program related to Covid 19
EMERGENCY SOLUTIONS GRANT (01/01/21 - 06/30/22) 268	110,000.00	75,755.87	100.00%	68.87%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
ESG CARES (11/17/21 - 07/31/22) 275	682,324.00	339,118.10	93.75%	49.70%	Provides emergency shelter and rapid rehousing to homeless
HOMELESS OUTREACH CCP AB109 (07/01/21 - 06/30/22) 272	231,000.00	208,628.34	100.00%	90.32%	Provides outreach workers to offer case management and resources to homeless or at-risk

<b>COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.</b> <b>Consolidated Balance Sheet by Object May 31, 2022</b>
--

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	3,376.71
1115- CASH IN WESTAMERICA MENTAL HEALTH	1,412.88
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,515.14
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	110,357.99
1122- SAVINGS - WESTAMERICA	2,853,183.80
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	2,608,822.94
1320- ACCOUNTS RECEIVABLE	1,977.21
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	153.43
1327- A/R-OTHER	0.00
1328- EMPLOYEE & TRAVEL ADVANCES	146.67
1329- ADVANCE CLEARING	9,421.13
1410- PREPAID EXPENSES	39,247.63
1420- SECURITY DEPOSITS	38,566.04
1421- WORKERS' COMP DEPOSIT	74,733.94
1450- INVENTORY	15,200.62
1512- EQUIPMENT	1,346,884.88
1513- VEHICLES	1,000,268.86
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	334,226.98
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(986,989.00)
1523- ACC DEPR - VEHICLES	(796,555.67)
1524- ACC DEPR - BUILDINGS	(3,484,836.00)
1525- ACC DEPR - LAND IMPROVE.	(138,958.91)
1526- ACC DEPR - BUILDING IMPROVE.	(79,822.71)
Total Assets	7,568,095.14
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,089,532.91
2111- ACCOUNTS PAYABLE - MANUAL	165,290.40
2112- ACCOUNTS PAY-FUNDING SOURCE	26,703.09
2115- A/P OTHERS	772.95
2121- ACCRUED PAYROLL	704,782.08
2122- ACCRUED VACATION	1,098,743.38
2123- ACCRUED PAYROLL - MANUAL	(35,644.50)
2211- FICA PAYABLE	16,405.70
2212- FICA-MED PAYABLE	3,836.72
2213- FIT PAYABLE	10,746.00
2215- SIT PAYABLE	4,921.43
2216- SDI PAYABLE	1,455.30

2217- SUI PAYABLE	352.42
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	104,704.42
2231- RETIREMENT PAYABLE-ER CONTRIB	789,064.17
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(484.35)
2245- KAISER HIGH15	(2,686.36)
2248- KAISER LOW30	553.09
2252- SELF INSURANCE - LIFE & ADD	3,072.79
2253- VISION INSURANCE PAYABLE	2,708.63
2254- SELF INSURANCE - DENTAL	83,001.12
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	0.00
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	6,290.02
2410- DEFERRED GRANT REVENUE	1,054,498.92
2415- RESERVE ACCOUNT	39,974.00
2420- OTHER DEFERRED REVENUE	10,206.17
Total Liabilities	<u>5,183,401.32</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	399,998.20
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,679,570.49
Change in Net Assets	(254,874.87)
Total Net Assets	<u>2,384,693.82</u>
Total Liabilities and Net Assets	<u><u>7,568,095.14</u></u>

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<b>COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC.</b> <b>Consolidated Revenue and Expense</b> <b>May 31, 2022</b>
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**Year-To-Date**

Revenues

4110- GRANT INCOME-FEDERAL	22,147,790.20
4120- GRANT INCOME-STATE	5,531,777.40
4130- GRANT INCOME-AREA	286,421.14
4210- DONATIONS	63,782.73
4220- IN KIND CONTRIBUTIONS	1,873,883.89
4315- CHILD CRE REVENUE-STATE	11,218.32
4320- INTEREST INCOME	1,487.13
4330- SALE OF ASSETS	3,000.00
4350- RENTAL INCOME	44,921.45
4370- MERCHANDISE SALES	535.25
4390- MISCELLANEOUS INCOME	43,214.79
4900- INDIRECT COST REIMBURSEMENT	2,185,944.73
Total Revenues	32,193,977.03

Expenses

5010- SALARIES & WAGES	11,766,304.25
5012- DIRECTOR'S SALARY	159,041.59
5020- ACCRUED VACATION PAY	683,910.19
5112- HEALTH INSURANCE	1,120,356.49
5114- WORKER'S COMPENSATION	288,501.04
5116- PENSION	646,669.27
5122- FICA	947,470.49
5124- SUI	136,793.28
5125- DIRECTOR'S FRINGE	81,197.65
5130- ACCRUED VACATION FRINGE	41,827.20
6110- OFFICE SUPPLIES	102,304.97
6112- DATA PROCESSING SUPPLIES	436,663.66
6120- FOOD/KITCHEN SUPPLIES	298.33
6121- FOOD	303,906.11
6122- KITCHEN SUPPLIES	54,902.61
6130- PROGRAM SUPPLIES	1,060,164.60
6132- MEDICAL & DENTAL SUPPLIES	60,423.20
6134- INSTRUCTIONAL SUPPLIES	56,810.52
6140- CUSTODIAL SUPPLIES	100,464.81
6142- LINEN/LAUNDRY	0.00
6143- FURNISHINGS	54,956.02
6150- UNIFORM RENTAL/PURCHASE	750.00
6160- RESALE ITEMS	591.72
6170- POSTAGE & SHIPPING	26,335.65
6180- EQUIPMENT RENTAL	134,864.74
6181- EQUIPMENT MAINTENANCE	64,683.11
6210- CAPITAL EXPENDITURES > 50	378.87
6216- CAPITAL EXPENDITURES > \$1000	28,784.38
6221- EQUIPMENT OVER > \$5000	311,772.25
6310- PRINTING & PUBLICATIONS	17,742.59

6312- ADVERTISING & PROMOTION	6,486.72
6320- TELEPHONE	374,068.00
6410- RENT	1,082,935.66
6420- UTILITIES/ DISPOSAL	411,977.84
6432- BUILDING REPAIRS/ MAINTENANCE	392,145.54
6433- GROUNDS MAINTENANCE	94,882.69
6436- PEST CONTROL	26,468.33
6437- BURGLAR & FIRE ALARM	25,255.90
6440- PROPERTY INSURANCE	58,172.61
6510- AUDIT	48,430.00
6520- CONSULTANTS	86,681.09
6522- CONSULTANT EXPENSES	5,561.33
6524- CONTRACTS	574,176.67
6530- LEGAL	140,328.44
6540- CUSTODIAL SERVICES	101,702.48
6555- MEDICAL SCREENING/DEAT/STAFF	5,545.00
6610- GAS & OIL	36,889.81
6620- VEHICLE INSURANCE	72,970.71
6630- VEHICLE LICENSE & FEES	430.00
6640- VEHICLE REPAIR & MAINTENANCE	58,414.50
6712- STAFF TRAVEL-LOCAL	18,582.31
6714- STAFF TRAVEL-OUT OF AREA	8,322.06
6722- PER DIEM - STAFF	545.00
6730- VOLUNTEER TRAVEL	4,505.96
6742- TRAINING - STAFF	129,991.34
6745- TRAINING - PARTICIPANT/CLIENTS	6,904.00
6810- BANK CHARGES	5,518.04
6832- LIABILITY INSURANCE	34,902.39
6834- STUDENT ACTIVITY INSURANCE	5,901.33
6840- PROPERTY TAXES	526.85
6850- FEES & LICENSES	59,686.86
6851- CPR FEES	3,769.75
6852- FINGERPRINT	8,033.25
6875- EMPLOYEE HEALTH & WELFARE COSTS	38,626.59
7111- PARENT MILEAGE	331.89
7112- PARENT INVOLVEMENT	848.03
7114- PC ALLOWANCE	5,425.03
7116- POLICY COUNCIL FOOD ALLOWANCE	856.70
7210- TRANSPORTATION VOUCHERS	672.35
7224- CLIENT RENT	237,835.93
7226- CLIENT LODGING/SHELTER	425,070.19
7230- CLIENT FOOD	578.64
7234- FOOD - INDIVIDUAL	16.36
7240- DIRECT BENEFITS	5,078,325.25
7245- DIRECT BENEFITS - STATE	0.00
7250- FURNACE REPAIRS/REPLACEMENT	20,854.27
8110- IN KIND SALARIES	1,362,615.36
8120- IN KIND RENT	507,363.58
8130- IN KIND - OTHER	3,894.00
9010- INDIRECT COST ALLOCATION	2,185,955.68
Total Expenses	<u>32,448,851.90</u>
Excess Revenue Over (Under) Expenditures	<u>(254,874.87)</u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 11/01/2021 to 5/31/2022

224 0 HUD SHUNAMMITE PLACE	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	581,016.00	40,020.31	259,828.40	338,926.00	(0.45)	0.00	259,828.40	321,187.60
4220- IN KIND CONTRIBUTIONS	0.00	1,108.50	6,673.25	0.00	0.00	0.00	6,673.25	(6,673.25)
4350- RENTAL INCOME	0.00	3,830.46	24,193.85	0.00	0.00	0.00	24,193.85	(24,193.85)
Total Revenues	<u>581,016.00</u>	<u>44,959.27</u>	<u>290,695.50</u>	<u>338,926.00</u>	<u>(0.50)</u>	<u>0.00</u>	<u>290,695.50</u>	<u>290,320.50</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	173,445.00	12,471.46	80,476.31	101,185.00	0.46	0.00	80,476.31	92,968.69
5012- DIRECTOR'S SALARY	0.00	803.14	3,614.11	0.00	0.00	0.00	3,614.11	(3,614.11)
5020- ACCRUED VACATION PAY	0.00	606.84	3,823.22	0.00	0.00	0.00	3,823.22	(3,823.22)
5112- HEALTH INSURANCE	24,035.00	1,773.42	12,419.90	14,014.00	0.52	0.00	12,419.90	11,615.10
5114- WORKER'S COMPENSATION	6,383.00	755.50	3,691.38	3,724.00	0.58	0.00	3,691.38	2,691.62
5116- PENSION	6,938.00	616.78	3,237.66	4,046.00	0.47	0.00	3,237.66	3,700.34
5122- FICA	13,268.00	1,234.36	6,622.14	7,742.00	0.50	0.00	6,622.14	6,645.86
5124- SUI	1,564.00	0.00	1,196.93	910.00	0.77	0.00	1,196.93	367.07
5125- DIRECTOR'S FRINGE	0.00	385.34	1,740.05	0.00	0.00	0.00	1,740.05	(1,740.05)
5130- ACCRUED VACATION FICA	0.00	36.35	93.26	0.00	0.00	0.00	93.26	(93.26)
6110- OFFICE SUPPLIES	2,338.00	0.00	221.16	1,365.00	0.09	291.38	512.54	1,825.46
6112- DATA PROCESSING SUPPLIES	7,215.00	87.79	1,869.67	4,207.00	0.26	4,636.98	6,506.65	708.35
6122- KITCHEN SUPPLIES	0.00	0.00	1,117.25	0.00	0.00	0.00	1,117.25	(1,117.25)
6130- PROGRAM SUPPLIES	8,091.00	27.26	3,508.75	4,718.00	0.43	338.64	3,847.39	4,243.61
6132- MEDICAL & DENTAL SUPPLIES	200.00	0.00	224.00	119.00	1.12	0.00	224.00	(24.00)
6140- CUSTODIAL SUPPLIES	2,500.00	0.00	741.87	1,456.00	0.30	0.00	741.87	1,758.13
6143- FURNISHINGS	14,500.00	2,995.56	7,406.76	8,456.00	0.51	0.00	7,406.76	7,093.24
6170- POSTAGE & SHIPPING	115.00	0.00	0.00	63.00	0.00	0.00	0.00	115.00
6180- EQUIPMENT RENTAL	870.00	59.33	421.93	511.00	0.48	0.00	421.93	448.07
6181- EQUIPMENT MAINTENANCE	910.00	167.75	1,358.23	532.00	1.49	0.00	1,358.23	(448.23)
6310- PRINTING & PUBLICATIONS	150.00	0.00	0.00	91.00	0.00	0.00	0.00	150.00
6320- TELEPHONE	4,975.00	757.12	3,469.17	2,905.00	0.70	0.00	3,469.17	1,505.83
6410- RENT	219,840.00	15,527.21	105,682.21	128,240.00	0.48	0.00	105,682.21	114,157.79
6420- UTILITIES/ DISPOSAL	30,495.00	1,350.10	8,541.68	17,787.00	0.28	0.00	8,541.68	21,953.32
6432- BUILDING REPAIRS/ MAINTENANCE	6,540.00	700.48	3,938.68	3,815.00	0.60	0.00	3,938.68	2,601.32
6433- GROUNDS MAINTENANCE	2,420.00	40.00	1,000.00	1,414.00	0.41	0.00	1,000.00	1,420.00
6440- PROPERTY INSURANCE	1,200.00	200.25	1,276.75	700.00	1.06	0.00	1,276.75	(76.75)
6530- LEGAL	6,945.00	0.00	3,714.15	4,053.00	0.53	0.00	3,714.15	3,230.85
6540- CUSTODIAL SERVICES	8,400.00	765.00	3,685.00	4,900.00	0.44	0.00	3,685.00	4,715.00
6562- MEDICAL EXAM	500.00	0.00	0.00	294.00	0.00	0.00	0.00	500.00
6564- MEDICAL FOLLOW-UP	550.00	0.00	0.00	322.00	0.00	0.00	0.00	550.00
6566- DENTAL EXAM	650.00	0.00	0.00	378.00	0.00	0.00	0.00	650.00
6568- DENTAL FOLLOW-UP	550.00	0.00	0.00	322.00	0.00	0.00	0.00	550.00
6610- GAS & OIL	1,755.00	122.79	604.15	1,022.00	0.34	0.00	604.15	1,150.85
6620- VEHICLE INSURANCE	1,935.00	0.00	1,594.76	1,134.00	0.82	0.00	1,594.76	340.24
6630- VEHICLE LICENSE & FEES	150.00	0.00	0.00	91.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	720.00	21.00	105.00	420.00	0.15	0.00	105.00	615.00
6712- STAFF TRAVEL-LOCAL	450.00	46.21	287.83	266.00	0.64	0.00	287.83	162.17

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

**Revenue & Expense with Encumbrances**

**From 11/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
224 0 HUD SHUNAMMITE PLACE								
6742- TRAINING - STAFF	1,500.00	0.00	0.00	875.00	0.00	0.00	0.00	1,500.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	0.00	28.00	0.00	0.00	0.00	47.00
6832- LIABILITY INSURANCE	18.00	1.35	9.45	14.00	0.53	0.00	9.45	8.55
6850- FEES & LICENSES	600.00	5.00	106.52	350.00	0.18	0.00	106.52	493.48
6875- EMPLOYEE HEALTH & WELFARE	69.00	10.10	60.32	42.00	0.87	6.58	66.90	2.10
7210- TRANSPORTATION VOUCHERS	200.00	0.00	74.00	119.00	0.37	0.00	74.00	126.00
7224- CLIENT RENT	0.00	0.00	1,968.00	0.00	0.00	0.00	1,968.00	(1,968.00)
7230- CLIENT FOOD	350.00	25.00	98.70	203.00	0.28	0.00	98.70	251.30
8110- IN KIND SALARIES	0.00	382.50	4,691.25	0.00	0.00	0.00	4,691.25	(4,691.25)
8130- IN KIND - OTHER	0.00	726.00	1,982.00	0.00	0.00	0.00	1,982.00	(1,982.00)
9010- INDIRECT COST ALLOCATION	27,635.00	2,258.28	14,021.30	16,121.00	0.51	0.00	14,021.30	13,613.70
Total Expenses	<u>581,016.00</u>	<u>44,959.27</u>	<u>290,695.50</u>	<u>338,954.00</u>	<u>0.50</u>	<u>5,273.58</u>	<u>295,969.08</u>	<u>285,046.92</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(28.00)</u></b>	<b><u>0.00</u></b>	<b><u>(5,273.58)</u></b>	<b><u>(5,273.58)</u></b>	<b><u>5,273.58</u></b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(28.00)</u></b>	<b><u>0.00</u></b>	<b><u>(5,273.58)</u></b>	<b><u>(5,273.58)</u></b>	<b><u>5,273.58</u></b>

**LIHEAP 21B-5019 - Fund 207**  
**November 1, 2020 to May 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2022</u>	<u>YTD Budget May 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>207 0 HOME ENERGY ASSIST. PROG.</b>								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	684,900.00	0.00	579,785.75	407,634.00	(0.85)	0.00	579,785.75	105,114.25
Total Revenues	684,900.00	0.00	579,785.75	407,634.00	(0.85)	0.00	579,785.75	105,114.25
<u>Expenses</u>								
5010- SALARIES & WAGES	155,029.00	0.00	147,438.26	106,857.00	0.95	0.00	147,438.26	7,590.74
5020- ACCRUED VACATION PAY	0.00	0.00	8,800.96	0.00	0.00	0.00	8,800.96	(8,800.96)
5112- HEALTH INSURANCE	19,459.00	0.00	18,434.54	13,156.00	0.95	0.00	18,434.54	1,024.46
5114- WORKER'S COMPENSATION	818.00	0.00	663.23	581.00	0.81	0.00	663.23	154.77
5116- PENSION	8,479.00	0.00	7,826.67	5,592.00	0.92	0.00	7,826.67	652.33
5122- FICA	12,320.00	0.00	11,774.41	8,353.00	0.96	0.00	11,774.41	545.59
5124- SUI	1,717.00	0.00	769.57	1,108.00	0.45	0.00	769.57	947.43
5130- ACCRUED VACATION FICA	0.00	0.00	134.65	0.00	0.00	0.00	134.65	(134.65)
6110- OFFICE SUPPLIES	4,000.00	17.31	7,123.38	2,500.00	1.78	0.00	7,123.38	(3,123.38)
6112- DATA PROCESSING SUPPLIES	15,300.00	1,052.00	16,437.62	15,264.00	1.07	250.14	16,687.76	(1,387.76)
6130- PROGRAM SUPPLIES	150.00	0.00	99.44	10.00	0.66	0.00	99.44	50.56
6142- LINEN/LAUNDRY	5.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00
6170- POSTAGE & SHIPPING	2,800.00	0.00	5,249.46	1,200.00	1.87	0.00	5,249.46	(2,449.46)
6180- EQUIPMENT RENTAL	3,581.00	0.00	6,518.19	1,500.00	1.82	0.00	6,518.19	(2,937.19)
6181- EQUIPMENT MAINTENANCE	3,005.00	0.00	781.02	1,800.00	0.26	0.00	781.02	2,223.98
6310- PRINTING & PUBLICATIONS	10.00	0.00	81.18	25.00	8.12	0.00	81.18	(71.18)
6312- ADVERTISING & PROMOTION	2,096.00	0.00	105.00	2,990.00	0.05	0.00	105.00	1,991.00
6320- TELEPHONE	8,000.00	0.00	4,270.30	8,200.00	0.53	0.00	4,270.30	3,729.70
6410- RENT	16,000.00	0.00	14,437.62	16,900.00	0.90	0.00	14,437.62	1,562.38
6420- UTILITIES/ DISPOSAL	2,000.00	0.00	2,224.46	3,566.00	1.11	0.00	2,224.46	(224.46)
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	678.61	20.00	33.93	0.00	678.61	(658.61)
6440- PROPERTY INSURANCE	840.00	0.00	990.16	575.00	1.18	0.00	990.16	(150.16)
6520- CONSULTANTS	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6524- CONTRACTS	377,007.00	0.00	269,802.22	180,864.00	0.72	0.00	269,802.22	107,204.78
6530- LEGAL	100.00	0.00	0.00	88.00	0.00	0.00	0.00	100.00
6555- MEDICAL SCREENING/DEAT/STAFF	260.00	0.00	255.50	0.00	0.98	0.00	255.50	4.50
6610- GAS & OIL	30.00	0.00	80.84	30.00	2.69	0.00	80.84	(50.84)
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	17.92	125.00	0.14	0.00	17.92	107.08
6742- TRAINING - STAFF	428.00	0.00	0.00	428.00	0.00	0.00	0.00	428.00
6810- BANK CHARGES	25.00	0.00	25.00	0.00	1.00	0.00	25.00	0.00

**LIHEAP 21B-5019 - Fund 207  
November 1, 2020 to May 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2022</u>	<u>YTD Budget May 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>207 0 HOME ENERGY ASSIST. PROG.</b>								
6820- INTEREST EXPENSE	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	30.00	0.00	76.23	10.00	2.54	0.00	76.23	(46.23)
6850- FEES & LICENSES	540.00	0.00	1,379.53	150.00	2.55	0.00	1,379.53	(839.53)
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.00	137.00	60.00	0.91	(0.22)	136.78	13.22
7240- DIRECT BENEFITS	8,000.00	0.00	8,386.00	6,000.00	1.05	0.00	8,386.00	(386.00)
7250- FURNACE REPAIRS/REPLACEMENT	16,000.00	0.00	20,289.25	10,000.00	1.27	0.00	20,289.25	(4,289.25)
9010- INDIRECT COST ALLOCATION	25,765.00	0.00	25,549.09	19,666.00	0.99	0.00	25,549.09	215.91
Total Expenses	684,900.00	1,069.31	580,855.06	407,634.00	0.85	249.92	581,104.98	103,795.02
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(1,069.31)</b>	<b>(1,069.31)</b>	<b>0.00</b>	<b>0.00</b>	<b>(249.92)</b>	<b>(1,319.23)</b>	<b>1,319.23</b>



**LIHEAP ARPA 21V-5568 - Fund 270**  
**August 1, 2021 to May 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2022</u>	<u>YTD Budget May 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>270 0 AMERICAN RESCUE PLAN ACT (ARPA)</b>								
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6712- STAFF TRAVEL-LOCAL	250.00	0.00	7.02	0.00	0.03	0.00	7.02	242.98
6742- TRAINING - STAFF	3,170.00	0.00	0.00	0.00	0.00	0.00	0.00	3,170.00
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6850- FEES & LICENSES	1,200.00	6.00	183.69	0.00	0.15	0.00	183.69	1,016.31
6852- FINGERPRINT	260.00	0.00	0.75	0.00	0.00	0.00	0.75	259.25
6875- EMPLOYEE HEALTH & WELFARE	200.00	9.53	40.35	0.00	0.20	6.43	46.78	153.22
7240- DIRECT BENEFITS	100,000.00	2,774.00	30,679.00	(70,000.00)	0.31	0.00	30,679.00	69,321.00
7250- FURNACE REPAIRS/REPLACEMENT	189,000.00	0.00	0.00	0.00	0.00	0.00	0.00	189,000.00
9010- INDIRECT COST ALLOCATION	34,798.00	0.00	18,991.29	0.00	0.55	0.00	18,991.29	15,806.71
Total Expenses	728,183.00	30,046.64	288,227.52	(70,000.00)	0.40	8,981.15	297,208.67	430,974.33
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>2,806.35</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,981.15)</b>	<b>(6,174.80)</b>	<b>6,174.80</b>





**Fiscal Year July 21- June 22  
May 31, 2022**

<u>427 ALT. PYMT. PROG. STG 2 - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2022</u>	<u>YTD Budget May 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>REVENUES</b>								
4110- GRANT INCOME-FEDERAL	560,258.00	28,281.16	176,220.16	0.00	(0.31)	0.00	176,220.16	384,037.84
4120- GRANT INCOME-STATE	1,580,846.00	80,492.55	1,246,234.03	0.00	(0.79)	0.00	1,246,234.03	334,611.97
Total Revenues	2,141,104.00	108,773.71	1,422,454.19	0.00	(0.66)	0.00	1,422,454.19	718,649.81
<b>EXPENSES</b>								
5010- SALARIES & WAGES	130,585.00	5,376.82	89,273.93	0.00	0.68	0.00	89,273.93	41,311.07
5020- ACCRUED VACATION PAY	3,330.00	284.40	4,360.30	0.00	1.31	0.00	4,360.30	(1,030.30)
Total Salaries	133,915.00	5,661.22	93,634.23	0.00	0.70	0.00	93,634.23	40,280.77
5112- HEALTH INSURANCE	10,046.00	532.73	7,726.28	0.00	0.77	0.00	7,726.28	2,319.72
5114- WORKER'S COMPENSATION	743.00	20.05	379.17	0.00	0.51	0.00	379.17	363.83
5116- PENSION	3,190.00	262.63	4,473.73	0.00	1.40	0.00	4,473.73	(1,283.73)
5122- FICA	8,110.00	413.51	7,156.31	0.00	0.88	0.00	7,156.31	953.69
5124- SUI	1,164.00	9.46	823.66	0.00	0.71	0.00	823.66	340.34
5130- ACCRUED VACATION FICA	121.00	11.79	141.87	0.00	1.17	0.00	141.87	(20.87)
Fringe Benefits	23,374.00	1,250.17	20,701.02	0.00	0.89	0.00	20,701.02	2,672.98
6110- OFFICE SUPPLIES	1,850.00	0.07	740.61	0.00	0.40	0.00	740.61	1,109.39
6112- DATA PROCESSING SUPPLIES	2,333.00	288.14	6,429.79	0.00	2.76	0.00	6,429.79	(4,096.79)
6130- PROGRAM SUPPLIES	1,000.00	0.00	342.32	0.00	0.34	0.00	342.32	657.68
6143- FURNISHINGS	3,305.00	0.00	2,580.28	0.00	0.78	0.00	2,580.28	724.72
6170- POSTAGE & SHIPPING	1,250.00	323.50	2,724.67	0.00	2.18	0.00	2,724.67	(1,474.67)
Supplies	9,738.00	611.71	12,817.67	0.00	1.32	0.00	12,817.67	(3,079.67)
6180- EQUIPMENT RENTAL	1,375.00	132.80	2,040.94	0.00	1.48	0.00	2,040.94	(665.94)
6181- EQUIPMENT MAINTENANCE	825.00	0.00	427.75	0.00	0.52	0.00	427.75	397.25
6310- PRINTING & PUBLICATIONS	480.00	0.00	46.28	0.00	0.10	0.00	46.28	433.72
6312- ADVERTISING & PROMOTION	500.00	0.00	45.00	0.00	0.09	0.00	45.00	455.00
6320- TELEPHONE	1,550.00	3.32	1,127.73	0.00	0.73	0.00	1,127.73	422.27
6410- RENT	17,950.00	2,257.63	24,914.36	0.00	1.39	0.00	24,914.36	(6,964.36)
6420- UTILITIES/ DISPOSAL	1,955.00	318.84	3,791.70	0.00	1.94	0.00	3,791.70	(1,836.70)
6432- BUILDING REPAIRS/ MAINTENANCE	750.00	0.00	119.32	0.00	0.16	0.00	119.32	630.68
6440- PROPERTY INSURANCE	225.00	43.49	471.46	0.00	2.10	0.00	471.46	(246.46)
6520- CONSULTANTS	417.00	672.60	672.60	0.00	1.61	0.00	672.60	(255.60)
6530- LEGAL	1,000.00	0.00	464.60	0.00	0.46	0.00	464.60	535.40
6555- MEDICAL SCREENING/DEAT/STAFF	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6610- GAS & OIL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6620- VEHICLE INSURANCE	150.00	18.84	200.83	0.00	1.34	0.00	200.83	(50.83)
6640- VEHICLE REPAIR & MAINTENANCE	25.00	0.00	1.52	0.00	0.06	0.00	1.52	23.48
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	225.00	0.00	185.38	0.00	0.82	0.00	185.38	39.62
6840- PROPERTY TAXES	50.00	0.00	22.06	0.00	0.44	0.00	22.06	27.94
6850- FEES & LICENSES	1,000.00	0.00	131.75	0.00	0.13	0.00	131.75	868.25
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	11.00	199.24	0.00	1.11	7.16	206.40	(26.40)
Total Other & Services	29,077.00	3,458.52	34,862.52	0.00	1.20	7.16	34,869.68	(5,792.68)
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,766,411.00	88,474.08	1,141,792.25	0.00	0.65	0.00	1,141,792.25	624,618.75
Direct Benefits	1,766,411.00	88,474.08	1,141,792.25	0.00	0.65	0.00	1,141,792.25	624,618.75
9010- INDIRECT COST ALLOCATION	178,589.00	9,072.78	118,646.50	0.00	0.66	0.00	118,646.50	59,942.50
TOTAL EXPENSES	2,141,104.00	108,528.48	1,422,454.19	0.00	0.66	7.16	1,422,461.35	718,642.65
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>245.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(7.16)</b>	<b>(7.16)</b>	<b>7.16</b>

**Fiscal Year July 21- June 22  
May 31, 2022**

<b>428 ALT. PYMT. PROG. STG 3 - FEDERAL</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2022</u>	<u>YTD Budget May 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>REVENUES</b>								
4110- GRANT INCOME-FEDERAL	646,683.00	53,601.54	520,297.48	0.00	(0.80)	0.00	520,297.48	126,385.52
4120- GRANT INCOME-STATE	712,325.00	58,068.33	587,268.53	0.00	(0.82)	0.00	587,268.53	125,056.47
Total Revenues	1,359,008.00	111,669.87	1,107,566.01	0.00	(0.81)	0.00	1,107,566.01	251,441.99
<b>EXPENSES</b>								
5010- SALARIES & WAGES	80,182.00	5,167.96	57,245.75	0.00	0.71	0.00	57,245.75	22,936.25
5020- ACCRUED VACATION PAY	2,744.00	289.16	2,673.37	0.00	0.97	0.00	2,673.37	70.63
Total Salaries	82,926.00	5,457.12	59,919.12	0.00	0.72	0.00	59,919.12	23,006.88
5112- HEALTH INSURANCE	10,065.00	489.40	5,547.49	0.00	0.55	0.00	5,547.49	4,517.51
5114- WORKER'S COMPENSATION	382.00	18.79	266.63	0.00	0.70	0.00	266.63	115.37
5116- PENSION	2,744.00	236.87	2,894.02	0.00	1.05	0.00	2,894.02	(150.02)
5122- FICA	5,234.00	388.81	4,654.39	0.00	0.89	0.00	4,654.39	579.61
5124- SUI	669.00	0.95	584.65	0.00	0.87	0.00	584.65	84.35
5130- ACCRUED VACATION FICA	134.00	18.29	85.08	0.00	0.63	0.00	85.08	48.92
Fringe Benefits	19,228.00	1,153.11	14,032.26	0.00	0.73	0.00	14,032.26	5,195.74
6110- OFFICE SUPPLIES	445.00	0.02	344.57	0.00	0.77	0.00	344.57	100.43
6112- DATA PROCESSING SUPPLIES	2,387.00	17.30	2,529.17	0.00	1.06	0.00	2,529.17	(142.17)
6130- PROGRAM SUPPLIES	650.00	0.00	26.18	0.00	0.04	0.00	26.18	623.82
6143- FURNISHINGS	1,159.00	0.00	1,109.03	0.00	0.96	0.00	1,109.03	49.97
6170- POSTAGE & SHIPPING	650.00	100.12	846.88	0.00	1.30	0.00	846.88	(196.88)
Supplies	5,291.00	117.44	4,855.83	0.00	0.92	0.00	4,855.83	435.17
6180- EQUIPMENT RENTAL	715.00	45.36	696.39	0.00	0.97	0.00	696.39	18.61
6181- EQUIPMENT MAINTENANCE	429.00	0.00	146.07	0.00	0.34	0.00	146.07	282.93
6310- PRINTING & PUBLICATIONS	250.00	0.00	21.92	0.00	0.09	0.00	21.92	228.08
6312- ADVERTISING & PROMOTION	345.00	0.00	45.00	0.00	0.13	0.00	45.00	300.00
6320- TELEPHONE	806.00	(5.06)	487.95	0.00	0.61	0.00	487.95	318.05
6410- RENT	9,334.00	967.55	10,677.56	0.00	1.14	0.00	10,677.56	(1,343.56)
6420- UTILITIES/ DISPOSAL	871.00	136.33	1,621.24	0.00	1.86	0.00	1,621.24	(750.24)
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	56.64	0.00	0.15	0.00	56.64	333.36
6440- PROPERTY INSURANCE	117.00	20.08	217.63	0.00	1.86	0.00	217.63	(100.63)
6520- CONSULTANTS	198.00	318.60	318.60	0.00	1.61	0.00	318.60	(120.60)
6530- LEGAL	520.00	0.00	142.92	0.00	0.27	0.00	142.92	377.08
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	13.00	0.00	0.72	0.00	0.06	0.00	0.72	12.28
6712- STAFF TRAVEL-LOCAL	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
6742- TRAINING - STAFF	117.00	0.00	87.81	0.00	0.75	0.00	87.81	29.19
6840- PROPERTY TAXES	26.00	0.00	6.83	0.00	0.26	0.00	6.83	19.17
6850- FEES & LICENSES	520.00	0.00	58.50	0.00	0.11	0.00	58.50	461.50
6852- FINGERPRINT	39.00	17.00	17.00	0.00	0.44	0.00	17.00	22.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	4.71	87.13	0.00	0.94	3.18	90.31	2.69
Total Other & Services	14,978.00	1,504.57	14,689.91	0.00	0.98	3.18	14,693.09	284.91
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,121,182.00	94,047.38	921,687.12	0.00	0.82	0.00	921,687.12	199,494.88
Direct Benefits	1,121,182.00	94,047.38	921,687.12	0.00	0.82	0.00	921,687.12	199,494.88
9010- INDIRECT COST ALLOCATION	115,403.00	9,314.36	92,381.77	0.00	0.80	0.00	92,381.77	23,021.23
TOTAL EXPENSES	1,359,008.00	111,593.98	1,107,566.01	0.00	0.81	3.18	1,107,569.19	251,438.81
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>75.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(3.18)</b>	<b>(3.18)</b>	<b>3.18</b>



**Victims Services-Domestic Violence Program  
October 1, 2020 to May 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2022</u>	<u>YTD Budget May 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>533 0 SHELTER BASED DV SERVICES</b>								
6530- LEGAL	0.00	0.00	700.00	0.00	0.00	0.00	700.00	(700.00)
6540- CUSTODIAL SERVICES	5,400.00	261.14	6,272.96	0.00	1.16	0.00	6,272.96	(872.96)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	120.00	0.00	0.00	0.00	120.00	(120.00)
6610- GAS & OIL	2,400.00	256.63	4,177.48	0.00	1.74	0.00	4,177.48	(1,777.48)
6620- VEHICLE INSURANCE	5,160.00	227.01	4,376.75	0.00	0.85	0.00	4,376.75	783.25
6640- VEHICLE REPAIR & MAINTENANCE	1,320.00	16.00	2,205.97	0.00	1.67	0.00	2,205.97	(885.97)
6712- STAFF TRAVEL-LOCAL	290.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
6742- TRAINING - STAFF	0.00	0.00	453.24	0.00	0.00	0.00	453.24	(453.24)
6830- INSURANCE & BONDING	720.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6832- LIABILITY INSURANCE	972.00	76.50	1,639.70	0.00	1.69	0.00	1,639.70	(667.70)
6840- PROPERTY TAXES	876.00	0.00	925.62	0.00	1.06	0.00	925.62	(49.62)
6850- FEES & LICENSES	1,920.00	4.00	1,512.77	0.00	0.79	0.00	1,512.77	407.23
6852- FINGERPRINT	0.00	0.00	58.75	0.00	0.00	0.00	58.75	(58.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	24.91	673.42	0.00	0.00	16.21	689.63	(689.63)
7226- CLIENT LODGING/SHELTER	25,720.00	0.00	8,414.40	0.00	0.33	0.00	8,414.40	17,305.60
7230- CLIENT FOOD	0.00	96.72	565.95	0.00	0.00	0.00	565.95	(565.95)
7240- DIRECT BENEFITS	800.00	0.00	89.68	0.00	0.11	0.00	89.68	710.32
8120- IN KIND RENT	0.00	0.00	34,530.00	0.00	0.00	0.00	34,530.00	(34,530.00)
8130- IN KIND - OTHER	0.00	0.00	1,326.00	0.00	0.00	0.00	1,326.00	(1,326.00)
9010- INDIRECT COST ALLOCATION	95,102.00	3,459.39	77,312.38	0.00	0.81	0.00	77,312.38	17,789.62
Total Expenses	1,140,174.00	41,441.58	962,754.99	0.00	0.84	567.52	963,322.51	176,851.49
Excess Revenue Over (Under) Expenditures	0.00	33.11	0.00	0.00	0.00	(567.52)	(567.52)	567.52

**Madera Regional Head Start  
Budget to Actual  
For the period ending May 31, 2022**

<b>Account Description</b>	<b>Grant Budget</b>	<b>Current Period</b>	<b>Current Actual YTD</b>	<b>Prior Mth YTD</b>	<b>YTD Budget</b>	<b>% Spent</b>	<b>Encumbered</b>	<b>Actual + Encumbered</b>	<b>Budget Balance</b>
<b>Revenues</b>									
4110- GRANT INCOME-FEDERAL	4,156,205.00	335,662.46	4,057,047.15	3,721,384.69	4,110,180.04	97.61%	89,854.29	4,146,901.44	(9,303.56)
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	1,039,051.00	161,465.92	852,832.10	691,366.18	1,039,051.00	82.08%	-	852,832.10	(186,218.90)
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4390- MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
<b>Total Revenues</b>	<b>5,195,256.00</b>	<b>497,128.38</b>	<b>4,909,879.25</b>	<b>4,412,750.87</b>	<b>5,149,231.04</b>	<b>95%</b>	<b>89,854.29</b>	<b>4,999,733.54</b>	<b>(195,522.46)</b>
<b>Expenses</b>									
5010 SALARIES & WAGES	2,214,386.00	135,659.77	1,976,445.17	1,840,785.40	2,214,386.00	89.25%	0.00	1,976,445.17	(237,940.83)
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	150,147.00	7,334.53	113,310.21	105,975.68	150,147.00	75.47%	0.00	113,310.21	(36,836.79)
5112 HEALTH INSURANCE	233,273.89	14,075.26	199,694.47	185,619.21	278,976.04	85.61%	0.00	199,694.47	(33,579.42)
5114 WORKER'S COMPENSATION	74,620.70	4,687.63	61,868.61	57,180.98	87,529.00	82.91%	0.00	61,868.61	(12,752.09)
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	123,934.08	7,388.50	103,489.37	96,100.87	139,381.00	83.50%	0.00	103,489.37	(20,444.71)
5117- Pension C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	165,643.00	12,235.32	160,969.28	148,733.96	165,643.00	97.18%	0.00	160,969.28	(4,673.72)
5123- SUI C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	32,508.00	(626.17)	25,159.63	25,785.80	32,508.00	77.40%	0.00	25,159.63	(7,348.37)
5130 ACCRUED VACATION FRINGE	11,231.00	560.11	8,669.40	8,109.29	11,231.00	77.19%	0.00	8,669.40	(2,561.60)
6110 OFFICE SUPPLIES	30,070.00	2,298.01	15,005.30	12,707.29	30,070.00	49.90%	3,662.44	18,667.74	(11,402.26)
6112 DATA PROCESSING SUPPLIES	50,000.00	6,556.24	62,276.44	55,720.20	50,000.00	124.55%	1,340.10	63,616.54	13,616.54
6121 FOOD	4,000.00	584.82	13,116.94	12,532.12	4,000.00	327.92%	0.00	13,116.94	9,116.94
6122 KITCHEN SUPPLIES	1,000.00	0.00	2,700.40	2,700.40	1,000.00	270.04%	0.00	2,700.40	1,700.40
6130 PROGRAM SUPPLIES	54,074.00	6,482.73	128,578.63	122,095.90	52,003.00	237.78%	26,281.27	154,859.90	100,785.90
6132 MEDICAL & DENTAL SUPPLIES	7,195.00	(971.87)	1,716.46	2,688.33	7,195.00	23.86%	0.00	1,716.46	(5,478.54)
6134 INSTRUTIONAL SUPPLIES	22,200.00	9,949.18	17,974.67	8,025.49	22,200.00	80.97%	3,729.55	21,704.22	(495.78)
6140 CUSTODIAL SUPPLIES	20,200.00	1,751.41	23,683.97	21,932.56	20,200.00	117.25%	0.00	23,683.97	3,483.97
6142 LINEN/LAUNDRY	1,200.00	0.00	0.00	0.00	1,200.00	0.00%	0.00	0.00	(1,200.00)
6150 UNIFORM RENTAL/PURCHASE	300.00	0.00	222.00	222.00	300.00	74.00%	0.00	222.00	(78.00)
6170 POSTAGE & SHIPPING	900.00	0.00	601.21	601.21	900.00	66.80%	0.00	601.21	(298.79)
6180 EQUIPMENT RENTAL	31,200.00	3,573.15	21,276.85	17,703.70	31,200.00	68.20%	0.00	21,276.85	(9,923.15)
6181 EQUIPMENT MAINTENANCE	13,700.00	149.77	14,078.79	13,929.02	13,700.00	102.76%	2,870.37	16,949.16	3,249.16
6221 EQUIPMENT OVER >\$5000	51,297.00	0.00	15,866.99	15,866.99	0.00	30.93%	22,167.33	38,034.32	(13,262.68)
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	7,943.00	526.15	5,091.52	4,565.37	5,500.00	64.10%	0.00	5,091.52	(2,851.48)
6312 ADVERTISING AND PROMOTION	1,000.00	0.00	150.04	150.04	1,000.00	15.00%	0.00	150.04	(849.96)
6320 TELEPHONE	48,000.00	7,863.43	144,328.99	136,465.56	48,000.00	300.69%	0.00	144,328.99	96,328.99
6410 RENT	114,786.00	17,612.26	203,725.37	186,113.11	113,786.00	177.48%	0.00	203,725.37	88,939.37
6420 UTILITIES/ DISPOSAL	76,404.00	8,439.12	95,977.01	87,537.89	76,404.00	125.62%	0.00	95,977.01	19,573.01
6432 BUILDING REPAIRS/ MAINTEN	72,039.00	33,485.71	82,147.25	48,661.54	45,000.00	114.03%	16,842.79	98,990.04	26,951.04
6433 GROUNDS MAINTENANCE	21,652.00	2,625.48	27,744.75	25,119.27	21,652.00	128.14%	0.00	27,744.75	6,092.75
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	5,292.00	621.83	6,155.94	5,534.11	5,292.00	116.33%	0.00	6,155.94	863.94
6437 BURGLAR & FIRE ALARM	1,630.00	119.47	3,753.40	3,633.93	1,630.00	230.27%	0.00	3,753.40	2,123.40
6440 PROPERTY INSURANCE	7,772.00	884.18	11,255.58	10,371.40	5,638.00	144.82%	0.00	11,255.58	3,483.58
6520 CONSULTANTS	0.00	0.00	4,336.04	4,336.04	0.00	0.00%	0.00	4,336.04	4,336.04
6522 CONTRACTOR EXPENSES	0.00	95.94	1,230.31	1,134.37	0.00	0.00%	0.00	1,230.31	1,230.31
6524 CONTRACTS	41,930.00	3,541.19	40,281.68	36,740.49	41,930.00	96.07%	0.00	40,281.68	(1,648.32)
6530 LEGAL	0.00	0.00	2,143.75	2,143.75	2,134.00	0.00%	0.00	2,143.75	2,143.75
6540 CUSTODIAL SERVICES	0.00	1,881.75	19,178.60	17,296.85	0.00	0.00%	0.00	19,178.60	19,178.60

**Madera Regional Head Start  
Budget to Actual  
For the period ending May 31, 2022**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	500.00	4,050.00	3,550.00	1,500.00	270.00%	0.00	4,050.00	2,550.00
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	2,100.00	1,241.03	8,158.73	6,917.70	2,100.00	388.51%	0.00	8,158.73	6,058.73
6620 VEHICLE INSURANCE	13,992.00	1,388.30	16,285.72	14,897.42	13,992.00	116.39%	0.00	16,285.72	2,293.72
6640 VEHICLE REPAIR & MAINTENA	6,000.00	764.66	14,017.28	13,252.62	6,000.00	233.62%	0.00	14,017.28	8,017.28
6712 STAFF TRAVEL-LOCAL	4,300.00	793.26	4,189.21	3,395.95	4,300.00	97.42%	0.00	4,189.21	(110.79)
6714 STAFF TRAVEL-OUT OF AREA	14,600.00	174.56	174.56	0.00	9,500.00	1.20%	0.00	174.56	(14,425.44)
6722 PER DIEM - STAFF	2,302.00	0.00	0.00	0.00	100.00	0.00%	0.00	0.00	(2,302.00)
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	10,000.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	33,095.00	6,921.55	33,054.10	26,132.55	0.00	99.88%	5,147.00	38,201.10	5,106.10
6744 VOLUNTEER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	2,800.00	0.00	0.00	0.00	2,800.00	0.00%	0.00	0.00	(2,800.00)
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	840.00	26.93	322.37	295.44	840.00	38.38%	0.00	322.37	(517.63)
6834 STUDENT ACTIVITY INSURANC	2,010.00	205.52	1,851.99	1,646.47	2,010.00	92.14%	0.00	1,851.99	(158.01)
6840 PROPERTY TAX	0.00	0.00	2.23	2.23	0.00	0.00%	0.00	2.23	2.23
6850 FEES & LICENSES	11,649.00	1,508.00	8,946.38	7,438.38	5,374.00	76.80%	0.00	8,946.38	(2,702.62)
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	1,500.00	1.50	1,378.64	1,377.14	1,500.00	91.91%	0.00	1,378.64	(121.36)
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE COST	12,000.00	4,106.43	10,889.42	6,782.99	12,000.00	90.75%	318.72	11,208.14	(791.86)
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111 PARENT MILEAGE	1,200.00	0.00	41.20	41.20	1,200.00	3.43%	0.00	41.20	(1,158.80)
7112 PARENT INVOLVEMENT	8,100.00	396.55	396.55	0.00	8,100.00	4.90%	0.00	396.55	(7,703.45)
7114 PPC ALLOWANCE	3,300.00	60.00	2,010.00	1,950.00	3,300.00	60.91%	0.00	2,010.00	(1,290.00)
7115 PPC FOOD ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7116 PARENT COMM. FOOD ALLOWAN	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	0.00	0.00	(1,000.00)
8110 IN KIND SALARIES	85,394.00	141,639.37	613,761.50	472,122.13	85,394.00	718.74%	0.00	613,761.50	528,367.50
8120 IN KIND RENT	318,251.00	19,826.55	237,918.60	218,092.05	318,251.00	74.76%	0.00	237,918.60	(80,332.40)
8130 IN KIND - OTHER	635,406.00	0.00	1,152.00	1,152.00	635,406.00	0.18%	0.00	1,152.00	(634,254.00)
9010 INDIRECT COST ALLOCATION	342,389.33	28,189.27	337,073.75	308,884.48	342,829.00	98.45%	7,494.72	344,568.47	2,179.14
<b>Total Expenses</b>	<b>5,195,256.00</b>	<b>497,128.38</b>	<b>4,909,879.25</b>	<b>4,412,750.87</b>	<b>5,149,231.04</b>	<b>94.51%</b>	<b>89,854.29</b>	<b>4,999,733.54</b>	<b>(195,522.46)</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract %                      99.78%**

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 5/31/2022

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,110,180.00	353,012.52	3,564,507.46	4,110,180.04	(0.87)	0.00	3,564,507.46	545,672.54
4220- IN KIND CONTRIBUTIONS	1,039,051.00	166,956.61	858,322.79	1,039,051.00	(0.83)	0.00	858,322.79	180,728.21
<b>Total Revenues</b>	<b>5,149,231.00</b>	<b>519,969.13</b>	<b>4,422,830.25</b>	<b>5,149,231.04</b>	<b>(0.86)</b>	<b>0.00</b>	<b>4,422,830.25</b>	<b>726,400.75</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,214,386.00	162,551.49	1,797,955.93	2,214,386.00	0.81	0.00	1,797,955.93	416,430.07
5020- ACCRUED VACATION PAY	150,147.00	9,384.82	101,788.22	150,147.00	0.68	0.00	101,788.22	48,358.78
5112- HEALTH INSURANCE	278,976.00	16,590.13	182,165.94	278,976.04	0.65	0.00	182,165.94	96,810.06
5114- WORKER'S COMPENSATION	87,529.00	5,391.83	56,177.04	87,529.00	0.64	0.00	56,177.04	31,351.96
5116- PENSION	139,381.00	8,542.53	94,046.35	139,381.00	0.67	0.00	94,046.35	45,334.65
5122- FICA	165,643.00	14,098.31	146,014.64	165,643.00	0.88	0.00	146,014.64	19,628.36
5124- SUI	32,508.00	582.38	22,585.50	32,508.00	0.69	0.00	22,585.50	9,922.50
5130- ACCRUED VACATION FICA	11,231.00	716.94	7,788.04	11,231.00	0.69	0.00	7,788.04	3,442.96
6110- OFFICE SUPPLIES	30,070.00	1,235.64	13,012.89	30,070.00	0.43	3,662.44	16,675.33	13,394.67
6112- DATA PROCESSING SUPPLIES	50,000.00	5,359.30	56,741.52	50,000.00	1.13	1,340.10	58,081.62	(8,081.62)
6121- FOOD	4,000.00	139.01	8,963.96	4,000.00	2.24	0.00	8,963.96	(4,963.96)
6122- KITCHEN SUPPLIES	1,000.00	(160.24)	1,905.18	1,000.00	1.91	0.00	1,905.18	(905.18)
6130- PROGRAM SUPPLIES	52,003.00	11,564.41	108,711.16	52,003.00	2.09	26,184.93	134,896.09	(82,893.09)
6132- MEDICAL & DENTAL SUPPLIES	7,195.00	0.00	1,716.46	7,195.00	0.24	0.00	1,716.46	5,478.54
6134- INSTRUCTIONAL SUPPLIES	22,200.00	9,750.43	16,398.68	22,200.00	0.74	3,729.55	20,128.23	2,071.77
6140- CUSTODIAL SUPPLIES	20,200.00	(109.48)	19,688.93	20,200.00	0.97	0.00	19,688.93	511.07
6142- LINEN/LAUNDRY	1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00
6143- FURNISHINGS	0.00	0.00	(5,833.70)	0.00	0.00	96.34	(5,737.36)	5,737.36
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	222.00	300.00	0.74	0.00	222.00	78.00
6170- POSTAGE & SHIPPING	900.00	0.00	601.21	900.00	0.67	0.00	601.21	298.79
6180- EQUIPMENT RENTAL	31,200.00	1,182.35	17,611.82	31,200.00	0.56	0.00	17,611.82	13,588.18
6181- EQUIPMENT MAINTENANCE	13,700.00	(357.22)	10,472.22	13,700.00	0.76	2,870.37	13,342.59	357.41
6221- EQUIPMENT OVER > \$5000	0.00	0.00	15,866.99	0.00	0.00	22,167.33	38,034.32	(38,034.32)
6310- PRINTING & PUBLICATIONS	5,500.00	526.15	5,091.52	5,500.00	0.93	0.00	5,091.52	408.48
6312- ADVERTISING & PROMOTION	1,000.00	0.00	150.04	1,000.00	0.15	0.00	150.04	849.96
6320- TELEPHONE	48,000.00	14,291.04	95,735.17	48,000.00	1.99	0.00	95,735.17	(47,735.17)
6410- RENT	113,786.00	13,311.15	168,839.16	113,786.00	1.48	0.00	168,839.16	(55,053.16)
6420- UTILITIES/ DISPOSAL	76,404.00	4,540.52	70,253.83	76,404.00	0.92	0.00	70,253.83	6,150.17
6432- BUILDING REPAIRS/ MAINTENANCE	45,000.00	31,145.37	74,455.12	45,000.00	1.65	16,842.79	91,297.91	(46,297.91)
6433- GROUNDS MAINTENANCE	21,652.00	1,507.71	20,284.72	21,652.00	0.94	0.00	20,284.72	1,367.28
6436- PEST CONTROL	5,292.00	462.96	5,051.50	5,292.00	0.95	0.00	5,051.50	240.50
6437- BURGLAR & FIRE ALARM	1,630.00	28.16	2,871.65	1,630.00	1.76	0.00	2,871.65	(1,241.65)
6440- PROPERTY INSURANCE	7,772.00	287.09	7,706.30	5,638.00	0.99	0.00	7,706.30	65.70
6520- CONSULTANTS	0.00	(138.70)	3,338.80	0.00	0.00	0.00	3,338.80	(3,338.80)
6522- CONSULTANT EXPENSES	0.00	52.31	999.03	0.00	0.00	0.00	999.03	(999.03)
6524- CONTRACTS	41,930.00	659.52	40,226.20	41,930.00	0.96	0.00	40,226.20	1,703.80
6530- LEGAL	0.00	0.00	2,143.75	2,134.00	0.00	0.00	2,143.75	(2,143.75)
6540- CUSTODIAL SERVICES	0.00	1,881.75	19,012.83	0.00	0.00	0.00	19,012.83	(19,012.83)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	500.00	4,050.00	1,500.00	2.70	0.00	4,050.00	(2,550.00)



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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6610- GAS & OIL	2,100.00	1,085.48	8,158.73	2,100.00	3.89	0.00	8,158.73	(6,058.73)
6620- VEHICLE INSURANCE	13,992.00	1,388.30	16,285.72	13,992.00	1.16	0.00	16,285.72	(2,293.72)
6640- VEHICLE REPAIR & MAINTENANCE	6,000.00	150.00	14,017.28	6,000.00	2.34	0.00	14,017.28	(8,017.28)
6712- STAFF TRAVEL-LOCAL	4,300.00	445.46	3,742.81	4,300.00	0.87	0.00	3,742.81	557.19
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	9,500.00	0.00	0.00	0.00	9,500.00
6722- PER DIEM - STAFF	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	10,000.00	6,406.40	7,533.39	10,000.00	0.75	5,147.00	12,680.39	(2,680.39)
6750- FIELD TRIPS	2,800.00	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	840.00	26.93	322.37	840.00	0.38	0.00	322.37	517.63
6834- STUDENT ACTIVITY INSURANCE	2,010.00	146.72	1,389.67	2,010.00	0.69	0.00	1,389.67	620.33
6840- PROPERTY TAXES	0.00	0.00	2.23	0.00	0.00	0.00	2.23	(2.23)
6850- FEES & LICENSES	5,374.00	1,493.47	8,779.29	5,374.00	1.63	0.00	8,779.29	(3,405.29)
6852- FINGERPRINT	1,500.00	1.50	1,268.00	1,500.00	0.85	0.00	1,268.00	232.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	4,058.24	10,128.19	12,000.00	0.84	318.72	10,446.91	1,553.09
7111- PARENT MILEAGE	1,200.00	0.00	41.20	1,200.00	0.03	0.00	41.20	1,158.80
7112- PARENT INVOLVEMENT	8,100.00	365.78	365.78	8,100.00	0.05	0.00	365.78	7,734.22
7114- PC ALLOWANCE	3,300.00	10.13	1,671.11	3,300.00	0.51	0.00	1,671.11	1,628.89
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	85,394.00	147,130.06	619,252.19	85,394.00	7.25	0.00	619,252.19	(533,858.19)
8120- IN KIND RENT	318,251.00	19,826.55	237,918.60	318,251.00	0.75	0.00	237,918.60	80,332.40
8130- IN KIND - OTHER	635,406.00	0.00	1,152.00	635,406.00	0.00	0.00	1,152.00	634,254.00
9010- INDIRECT COST ALLOCATION	<u>342,829.00</u>	<u>29,444.67</u>	<u>295,991.09</u>	<u>342,829.00</u>	<u>0.86</u>	<u>0.00</u>	<u>295,991.09</u>	<u>46,837.91</u>
Total Expenses	<u>5,149,231.00</u>	<u>527,497.35</u>	<u>4,422,830.25</u>	<u>5,149,231.04</u>	<u>0.86</u>	<u>82,359.57</u>	<u>4,505,189.82</u>	<u>644,041.18</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>(7,528.22)</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(82,359.57)</b></u>	<u><b>(82,359.57)</b></u>	<u><b>82,359.57</b></u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<u><b>0.00</b></u>	<u><b>(7,528.22)</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(82,359.57)</b></u>	<u><b>(82,359.57)</b></u>	<u><b>82,359.57</b></u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 5/31/2022

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	0.00	(15,050.91)	446,514.69	0.00	0.00	0.00	446,514.69	(446,514.69)
Total Revenues	<u>0.00</u>	<u>(15,050.91)</u>	<u>446,514.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>446,514.69</u>	<u>(446,514.69)</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	0.00	(26,891.72)	178,489.24	0.00	0.00	0.00	178,489.24	(178,489.24)
5020- ACCRUED VACATION PAY	0.00	(2,050.29)	11,521.99	0.00	0.00	0.00	11,521.99	(11,521.99)
5112- HEALTH INSURANCE	0.00	(2,514.77)	17,528.53	0.00	0.00	0.00	17,528.53	(17,528.53)
5114- WORKER'S COMPENSATION	0.00	(704.20)	5,691.57	0.00	0.00	0.00	5,691.57	(5,691.57)
5116- PENSION	0.00	(1,154.03)	9,443.02	0.00	0.00	0.00	9,443.02	(9,443.02)
5122- FICA	0.00	(1,862.99)	14,954.64	0.00	0.00	0.00	14,954.64	(14,954.64)
5124- SUI	0.00	(1,208.55)	2,574.13	0.00	0.00	0.00	2,574.13	(2,574.13)
5130- ACCRUED VACATION FICA	0.00	(156.83)	881.36	0.00	0.00	0.00	881.36	(881.36)
6110- OFFICE SUPPLIES	0.00	218.66	1,992.41	0.00	0.00	0.00	1,992.41	(1,992.41)
6112- DATA PROCESSING SUPPLIES	0.00	1,093.84	5,534.92	0.00	0.00	0.00	5,534.92	(5,534.92)
6121- FOOD	0.00	445.81	1,518.02	0.00	0.00	0.00	1,518.02	(1,518.02)
6122- KITCHEN SUPPLIES	0.00	160.24	795.22	0.00	0.00	0.00	795.22	(795.22)
6130- PROGRAM SUPPLIES	0.00	2,462.04	11,832.11	0.00	0.00	0.00	11,832.11	(11,832.11)
6134- INSTRUCTIONAL SUPPLIES	0.00	198.75	1,575.99	0.00	0.00	0.00	1,575.99	(1,575.99)
6140- CUSTODIAL SUPPLIES	0.00	1,012.76	3,995.04	0.00	0.00	0.00	3,995.04	(3,995.04)
6180- EQUIPMENT RENTAL	0.00	576.34	3,665.03	0.00	0.00	0.00	3,665.03	(3,665.03)
6181- EQUIPMENT MAINTENANCE	0.00	506.99	3,606.57	0.00	0.00	0.00	3,606.57	(3,606.57)
6320- TELEPHONE	0.00	3,436.68	48,593.82	0.00	0.00	0.00	48,593.82	(48,593.82)
6410- RENT	0.00	4,301.11	34,886.21	0.00	0.00	0.00	34,886.21	(34,886.21)
6420- UTILITIES/ DISPOSAL	0.00	3,898.60	25,723.18	0.00	0.00	0.00	25,723.18	(25,723.18)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	1,927.29	7,692.13	0.00	0.00	0.00	7,692.13	(7,692.13)
6433- GROUNDS MAINTENANCE	0.00	1,117.77	7,460.03	0.00	0.00	0.00	7,460.03	(7,460.03)
6436- PEST CONTROL	0.00	154.01	1,104.44	0.00	0.00	0.00	1,104.44	(1,104.44)
6437- BURGLAR & FIRE ALARM	0.00	91.31	881.75	0.00	0.00	0.00	881.75	(881.75)
6440- PROPERTY INSURANCE	0.00	597.09	3,549.28	0.00	0.00	0.00	3,549.28	(3,549.28)
6520- CONSULTANTS	0.00	138.70	997.24	0.00	0.00	0.00	997.24	(997.24)
6522- CONSULTANT EXPENSES	0.00	43.63	231.28	0.00	0.00	0.00	231.28	(231.28)
6524- CONTRACTS	0.00	55.48	55.48	0.00	0.00	0.00	55.48	(55.48)
6540- CUSTODIAL SERVICES	0.00	0.00	165.77	0.00	0.00	0.00	165.77	(165.77)
6712- STAFF TRAVEL-LOCAL	0.00	74.02	446.40	0.00	0.00	0.00	446.40	(446.40)
6742- TRAINING - STAFF	0.00	3.90	13.29	0.00	0.00	0.00	13.29	(13.29)
6834- STUDENT ACTIVITY INSURANCE	0.00	58.80	462.32	0.00	0.00	0.00	462.32	(462.32)
6850- FEES & LICENSES	0.00	14.53	167.09	0.00	0.00	0.00	167.09	(167.09)
6852- FINGERPRINT	0.00	0.00	110.64	0.00	0.00	0.00	110.64	(110.64)
6875- EMPLOYEE HEALTH & WELFARE	0.00	48.19	761.23	0.00	0.00	0.00	761.23	(761.23)
7112- PARENT INVOLVEMENT	0.00	30.77	30.77	0.00	0.00	0.00	30.77	(30.77)
7114- PC ALLOWANCE	0.00	64.87	338.89	0.00	0.00	0.00	338.89	(338.89)
9010- INDIRECT COST ALLOCATION	0.00	(1,255.40)	37,243.66	0.00	0.00	0.00	37,243.66	(37,243.66)
Total Expenses	<u>0.00</u>	<u>(15,066.60)</u>	<u>446,514.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>446,514.69</u>	<u>(446,514.69)</u>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>15.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>15.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 5/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,110,180.00	337,961.61	4,011,022.15	4,110,180.04	(0.98)	0.00	4,011,022.15	99,157.85
4220- IN KIND CONTRIBUTIONS	1,039,051.00	166,956.61	858,322.79	1,039,051.00	(0.83)	0.00	858,322.79	180,728.21
<b>Total Revenues</b>	<b>5,149,231.00</b>	<b>504,918.22</b>	<b>4,869,344.94</b>	<b>5,149,231.04</b>	<b>(0.95)</b>	<b>0.00</b>	<b>4,869,344.94</b>	<b>279,886.06</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,214,386.00	135,659.77	1,976,445.17	2,214,386.00	0.89	0.00	1,976,445.17	237,940.83
5020- ACCRUED VACATION PAY	150,147.00	7,334.53	113,310.21	150,147.00	0.75	0.00	113,310.21	36,836.79
5112- HEALTH INSURANCE	278,976.00	14,075.36	199,694.47	278,976.04	0.72	0.00	199,694.47	79,281.53
5114- WORKER'S COMPENSATION	87,529.00	4,687.63	61,868.61	87,529.00	0.71	0.00	61,868.61	25,660.39
5116- PENSION	139,381.00	7,388.50	103,489.37	139,381.00	0.74	0.00	103,489.37	35,891.63
5122- FICA	165,643.00	12,235.32	160,969.28	165,643.00	0.97	0.00	160,969.28	4,673.72
5124- SUI	32,508.00	(626.17)	25,159.63	32,508.00	0.77	0.00	25,159.63	7,348.37
5130- ACCRUED VACATION FICA	11,231.00	560.11	8,669.40	11,231.00	0.77	0.00	8,669.40	2,561.60
6110- OFFICE SUPPLIES	30,070.00	1,454.30	15,005.30	30,070.00	0.50	3,662.44	18,667.74	11,402.26
6112- DATA PROCESSING SUPPLIES	50,000.00	6,453.14	62,276.44	50,000.00	1.25	1,340.10	63,616.54	(13,616.54)
6121- FOOD	4,000.00	584.82	10,481.98	4,000.00	2.62	0.00	10,481.98	(6,481.98)
6122- KITCHEN SUPPLIES	1,000.00	0.00	2,700.40	1,000.00	2.70	0.00	2,700.40	(1,700.40)
6130- PROGRAM SUPPLIES	52,003.00	14,026.45	120,543.27	52,003.00	2.32	26,184.93	146,728.20	(94,725.20)
6132- MEDICAL & DENTAL SUPPLIES	7,195.00	0.00	1,716.46	7,195.00	0.24	0.00	1,716.46	5,478.54
6134- INSTRUCTIONAL SUPPLIES	22,200.00	9,949.18	17,974.67	22,200.00	0.81	3,729.55	21,704.22	495.78
6140- CUSTODIAL SUPPLIES	20,200.00	903.28	23,683.97	20,200.00	1.17	0.00	23,683.97	(3,483.97)
6142- LINEN/LAUNDRY	1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00
6143- FURNISHINGS	0.00	0.00	(5,833.70)	0.00	0.00	96.34	(5,737.36)	5,737.36
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	222.00	300.00	0.74	0.00	222.00	78.00
6170- POSTAGE & SHIPPING	900.00	0.00	601.21	900.00	0.67	0.00	601.21	298.79
6180- EQUIPMENT RENTAL	31,200.00	1,758.69	21,276.85	31,200.00	0.68	0.00	21,276.85	9,923.15
6181- EQUIPMENT MAINTENANCE	13,700.00	149.77	14,078.79	13,700.00	1.03	2,870.37	16,949.16	(3,249.16)
6221- EQUIPMENT OVER > \$5000	0.00	0.00	15,866.99	0.00	0.00	22,167.33	38,034.32	(38,034.32)
6310- PRINTING & PUBLICATIONS	5,500.00	526.15	5,091.52	5,500.00	0.93	0.00	5,091.52	408.48
6312- ADVERTISING & PROMOTION	1,000.00	0.00	150.04	1,000.00	0.15	0.00	150.04	849.96
6320- TELEPHONE	48,000.00	17,727.72	144,328.99	48,000.00	3.01	0.00	144,328.99	(96,328.99)
6410- RENT	113,786.00	17,612.26	203,725.37	113,786.00	1.79	0.00	203,725.37	(89,939.37)
6420- UTILITIES/ DISPOSAL	76,404.00	8,439.12	95,977.01	76,404.00	1.26	0.00	95,977.01	(19,573.01)
6432- BUILDING REPAIRS/ MAINTENANCE	45,000.00	33,072.66	82,147.25	45,000.00	1.83	16,842.79	98,990.04	(53,990.04)
6433- GROUNDS MAINTENANCE	21,652.00	2,625.48	27,744.75	21,652.00	1.28	0.00	27,744.75	(6,092.75)
6436- PEST CONTROL	5,292.00	616.97	6,155.94	5,292.00	1.16	0.00	6,155.94	(863.94)
6437- BURGLAR & FIRE ALARM	1,630.00	119.47	3,753.40	1,630.00	2.30	0.00	3,753.40	(2,123.40)
6440- PROPERTY INSURANCE	7,772.00	884.18	11,255.58	5,638.00	1.45	0.00	11,255.58	(3,483.58)
6520- CONSULTANTS	0.00	0.00	4,336.04	0.00	0.00	0.00	4,336.04	(4,336.04)
6522- CONSULTANT EXPENSES	0.00	95.94	1,230.31	0.00	0.00	0.00	1,230.31	(1,230.31)
6524- CONTRACTS	41,930.00	715.00	40,281.68	41,930.00	0.96	0.00	40,281.68	1,648.32
6530- LEGAL	0.00	0.00	2,143.75	2,134.00	0.00	0.00	2,143.75	(2,143.75)
6540- CUSTODIAL SERVICES	0.00	1,881.75	19,178.60	0.00	0.00	0.00	19,178.60	(19,178.60)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	500.00	4,050.00	1,500.00	2.70	0.00	4,050.00	(2,550.00)

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 5/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6610- GAS & OIL	2,100.00	1,085.48	8,158.73	2,100.00	3.89	0.00	8,158.73	(6,058.73)
6620- VEHICLE INSURANCE	13,992.00	1,388.30	16,285.72	13,992.00	1.16	0.00	16,285.72	(2,293.72)
6640- VEHICLE REPAIR & MAINTENANCE	6,000.00	150.00	14,017.28	6,000.00	2.34	0.00	14,017.28	(8,017.28)
6712- STAFF TRAVEL-LOCAL	4,300.00	519.48	4,189.21	4,300.00	0.97	0.00	4,189.21	110.79
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	9,500.00	0.00	0.00	0.00	9,500.00
6722- PER DIEM - STAFF	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	10,000.00	6,410.30	7,546.68	10,000.00	0.75	5,147.00	12,693.68	(2,693.68)
6750- FIELD TRIPS	2,800.00	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	840.00	26.93	322.37	840.00	0.38	0.00	322.37	517.63
6834- STUDENT ACTIVITY INSURANCE	2,010.00	205.52	1,851.99	2,010.00	0.92	0.00	1,851.99	158.01
6840- PROPERTY TAXES	0.00	0.00	2.23	0.00	0.00	0.00	2.23	(2.23)
6850- FEES & LICENSES	5,374.00	1,508.00	8,946.38	5,374.00	1.66	0.00	8,946.38	(3,572.38)
6852- FINGERPRINT	1,500.00	1.50	1,378.64	1,500.00	0.92	0.00	1,378.64	121.36
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	4,106.43	10,889.42	12,000.00	0.91	318.72	11,208.14	791.86
7111- PARENT MILEAGE	1,200.00	0.00	41.20	1,200.00	0.03	0.00	41.20	1,158.80
7112- PARENT INVOLVEMENT	8,100.00	396.55	396.55	8,100.00	0.05	0.00	396.55	7,703.45
7114- PC ALLOWANCE	3,300.00	75.00	2,010.00	3,300.00	0.61	0.00	2,010.00	1,290.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	85,394.00	147,130.06	619,252.19	85,394.00	7.25	0.00	619,252.19	(533,858.19)
8120- IN KIND RENT	318,251.00	19,826.55	237,918.60	318,251.00	0.75	0.00	237,918.60	80,332.40
8130- IN KIND - OTHER	635,406.00	0.00	1,152.00	635,406.00	0.00	0.00	1,152.00	634,254.00
9010- INDIRECT COST ALLOCATION	342,829.00	28,189.27	333,234.75	342,829.00	0.97	0.00	333,234.75	9,594.25
<b>Total Expenses</b>	<b>5,149,231.00</b>	<b>512,430.75</b>	<b>4,869,344.94</b>	<b>5,149,231.04</b>	<b>0.95</b>	<b>82,359.57</b>	<b>4,951,704.51</b>	<b>197,526.49</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(7,512.53)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(82,359.57)</b>	<b>(82,359.57)</b>	<b>82,359.57</b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(7,512.53)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(82,359.57)</b>	<b>(82,359.57)</b>	<b>82,359.57</b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 5/31/2022

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	608,451.00	50,534.61	585,734.65	0.00	(0.96)	0.00	585,734.65	22,716.35
4220- IN KIND CONTRIBUTIONS	<u>155,456.00</u>	<u>15,475.47</u>	<u>100,314.54</u>	<u>0.00</u>	<u>(0.65)</u>	<u>0.00</u>	<u>100,314.54</u>	<u>55,141.46</u>
Total Revenues	<u>763,907.00</u>	<u>66,010.08</u>	<u>686,049.19</u>	<u>0.00</u>	<u>(0.90)</u>	<u>0.00</u>	<u>686,049.19</u>	<u>77,857.81</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	278,788.00	23,962.08	301,877.98	0.00	1.08	0.00	301,877.98	(23,089.98)
5020- ACCRUED VACATION PAY	15,523.00	1,671.45	19,777.80	0.00	1.27	0.00	19,777.80	(4,254.80)
5112- HEALTH INSURANCE	14,253.00	2,156.40	27,847.44	0.00	1.95	0.00	27,847.44	(13,594.44)
5114- WORKER'S COMPENSATION	3,088.00	214.91	2,660.79	0.00	0.86	0.00	2,660.79	427.21
5116- PENSION	16,716.00	1,528.38	19,204.08	0.00	1.15	0.00	19,204.08	(2,488.08)
5122- FICA	21,838.00	1,870.16	23,967.72	0.00	1.10	0.00	23,967.72	(2,129.72)
5124- SUI	5,862.00	0.00	2,599.51	0.00	0.44	0.00	2,599.51	3,262.49
5130- ACCRUED VACATION FRINGE	0.00	127.84	1,512.93	0.00	0.00	0.00	1,512.93	(1,512.93)
6110- OFFICE SUPPLIES	10,500.00	99.48	2,272.91	0.00	0.22	3,082.73	5,355.64	5,144.36
6112- DATA PROCESSING SUPPLIES	5,000.00	28.26	5,415.30	0.00	1.08	888.80	6,304.10	(1,304.10)
6121- FOOD	0.00	0.00	42.57	0.00	0.00	0.00	42.57	(42.57)
6122- KITCHEN SUPPLIES	1,776.00	0.00	0.00	0.00	0.00	0.00	0.00	1,776.00
6130- PROGRAM SUPPLIES	28,406.00	10.38	7,102.83	0.00	0.25	4,513.10	11,615.93	16,790.07
6132- MEDICAL & DENTAL SUPPLIES	8,400.00	3,040.88	4,442.95	0.00	0.53	6,581.73	11,024.68	(2,624.68)
6134- INSTRUCTIONAL SUPPLIES	4,200.00	2,116.00	6,295.77	0.00	1.50	0.00	6,295.77	(2,095.77)
6140- CUSTODIAL SUPPLIES	2,400.00	356.16	852.62	0.00	0.36	0.00	852.62	1,547.38
6143- FURNISHINGS	0.00	0.00	2,128.20	0.00	0.00	0.00	2,128.20	(2,128.20)
6170- POSTAGE & SHIPPING	300.00	0.00	0.06	0.00	0.00	0.00	0.06	299.94
6180- EQUIPMENT RENTAL	3,240.00	639.97	3,952.88	0.00	1.22	0.00	3,952.88	(712.88)
6181- EQUIPMENT MAINTENANCE	6,600.00	0.00	188.71	0.00	0.03	0.00	188.71	6,411.29
6310- PRINTING & PUBLICATIONS	840.00	0.00	216.99	0.00	0.26	0.00	216.99	623.01
6312- ADVERTISING & PROMOTION	0.00	0.00	62.00	0.00	0.00	0.00	62.00	(62.00)
6320- TELEPHONE	26,400.00	1,641.79	21,257.22	0.00	0.81	0.00	21,257.22	5,142.78
6410- RENT	56,220.00	4,682.96	52,120.18	0.00	0.93	0.00	52,120.18	4,099.82
6420- UTILITIES/ DISPOSAL	9,600.00	333.88	10,965.39	0.00	1.14	0.00	10,965.39	(1,365.39)
6432- BUILDING REPAIRS/ MAINTENANCE	900.00	87.98	2,814.55	0.00	3.13	1,183.18	3,997.73	(3,097.73)
6433- GROUNDS MAINTENANCE	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
6436- PEST CONTROL	600.00	93.50	861.60	0.00	1.44	0.00	861.60	(261.60)
6437- BURGLAR & FIRE ALARM	216.00	0.00	154.58	0.00	0.72	0.00	154.58	61.42
6440- PROPERTY INSURANCE	2,880.00	192.63	2,590.39	0.00	0.90	0.00	2,590.39	289.61
6520- CONSULTANTS	0.00	455.00	780.00	0.00	0.00	0.00	780.00	(780.00)
6522- CONSULTANT EXPENSES	0.00	104.72	117.04	0.00	0.00	0.00	117.04	(117.04)
6524- CONTRACTS	10,168.00	0.00	0.00	0.00	0.00	0.00	0.00	10,168.00
6530- LEGAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6540- CUSTODIAL SERVICES	0.00	103.50	1,266.03	0.00	0.00	0.00	1,266.03	(1,266.03)
6610- GAS & OIL	420.00	0.00	347.41	0.00	0.83	0.00	347.41	72.59
6620- VEHICLE INSURANCE	1,740.00	188.44	2,164.87	0.00	1.24	0.00	2,164.87	(424.87)
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	4,821.40	0.00	3.21	0.00	4,821.40	(3,321.40)
6712- STAFF TRAVEL-LOCAL	1,218.00	0.00	0.00	0.00	0.00	0.00	0.00	1,218.00

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
6714- STAFF TRAVEL-OUT OF AREA	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6742- TRAINING - STAFF	6,000.00	0.00	3,119.05	0.00	0.52	0.00	3,119.05	2,880.95
6748- EDUCATION REIMBURSEMENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6750- FIELD TRIPS	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
6834- STUDENT ACTIVITY INSURANCE	732.00	35.09	453.67	0.00	0.62	0.00	453.67	278.33
6840- PROPERTY TAXES	0.00	0.00	0.07	0.00	0.00	0.00	0.07	(0.07)
6850- FEES & LICENSES	1,200.00	0.00	255.58	0.00	0.21	0.00	255.58	944.42
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	217.62	0.00	0.00	24.95	242.57	(242.57)
7111- PARENT MILEAGE	56.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00
7112- PARENT INVOLVEMENT	3,060.00	0.00	0.00	0.00	0.00	0.00	0.00	3,060.00
7114- PC ALLOWANCE	100.00	0.00	150.00	0.00	1.50	0.00	150.00	(50.00)
8110- IN KIND SALARIES	154,356.00	15,475.47	100,314.54	0.00	0.65	0.00	100,314.54	54,041.46
8130- IN KIND - OTHER	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
9010- INDIRECT COST ALLOCATION	50,751.00	4,215.08	48,855.96	0.00	0.96	0.00	48,855.96	1,895.04
Total Expenses	<u>763,907.00</u>	<u>65,432.39</u>	<u>686,049.19</u>	<u>0.00</u>	<u>0.90</u>	<u>16,274.49</u>	<u>702,323.68</u>	<u>61,583.32</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>577.69</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(16,274.49)</u></b>	<b><u>(16,274.49)</u></b>	<b><u>16,274.49</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>577.69</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(16,274.49)</u></b>	<b><u>(16,274.49)</u></b>	<b><u>16,274.49</u></b>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
319 0 MADERA STATE CSPP/RHS LAYERED								
<b>Revenues</b>								
4120- GRANT INCOME-STATE	792,621.00	82,428.00	792,621.00	0.00	(1.00)	0.00	792,621.00	0.00
Total Revenues	<u>792,621.00</u>	<u>82,428.00</u>	<u>792,621.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>792,621.00</u>	<u>0.00</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	578,937.00	102,342.01	538,461.59	0.00	0.93	0.00	538,461.59	40,475.41
5020- ACCRUED VACATION PAY	0.00	6,618.34	33,579.28	0.00	0.00	0.00	33,579.28	(33,579.28)
5112- HEALTH INSURANCE	61,371.00	10,226.04	57,083.48	0.00	0.93	0.00	57,083.48	4,287.52
5114- WORKER'S COMPENSATION	19,053.00	3,301.88	16,206.58	0.00	0.85	0.00	16,206.58	2,846.42
5116- PENSION	21,978.00	5,427.80	28,629.41	0.00	1.30	0.00	28,629.41	(6,651.41)
5122- FICA	38,497.00	8,589.91	42,809.37	0.00	1.11	0.00	42,809.37	(4,312.37)
5124- SUI	6,673.00	1,501.75	7,170.63	0.00	1.07	0.00	7,170.63	(497.63)
5130- ACCRUED VACATION FICA	0.00	506.27	2,568.66	0.00	0.00	0.00	2,568.66	(2,568.66)
9010- INDIRECT COST ALLOCATION	66,112.00	19,479.77	66,112.00	0.00	1.00	0.00	66,112.00	0.00
Total Expenses	<u>792,621.00</u>	<u>157,993.77</u>	<u>792,621.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>	<u>792,621.00</u>	<u>0.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>(75,565.77)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>(75,565.77)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
356 0 REGIONAL QRIS FIRST5 CSPP								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	36,500.00	0.00	36,500.00	0.00	(1.00)	0.00	36,500.00	0.00
Total Revenues	<u>36,500.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>
<b>Expenses</b>								
6130- PROGRAM SUPPLIES	33,456.00	0.00	0.00	0.00	0.00	0.00	0.00	33,456.00
9010- INDIRECT COST ALLOCATION	3,044.00	0.00	0.00	0.00	0.00	0.00	0.00	3,044.00
Total Expenses	<u>36,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>(36,500.00)</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>(36,500.00)</u>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
814 0 ARP COVID - REGIONAL								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	344,592.00	7,225.88	270,870.21	0.00	(0.79)	0.00	270,870.21	73,721.79
Total Revenues	<u>344,592.00</u>	<u>7,225.88</u>	<u>270,870.21</u>	<u>0.00</u>	<u>(0.79)</u>	<u>0.00</u>	<u>270,870.21</u>	<u>73,721.79</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	232,168.00	0.00	182,000.12	0.00	0.78	0.00	182,000.12	50,167.88
5020- ACCRUED VACATION PAY	14,514.00	0.00	9,724.91	0.00	0.67	0.00	9,724.91	4,789.09
5112- HEALTH INSURANCE	21,020.00	0.00	17,060.15	0.00	0.81	0.00	17,060.15	3,959.85
5114- WORKER'S COMPENSATION	9,136.00	0.00	5,681.64	0.00	0.62	0.00	5,681.64	3,454.36
5116- PENSION	14,156.00	0.00	10,372.52	0.00	0.73	0.00	10,372.52	3,783.48
5122- FICA	18,444.00	0.00	14,471.74	0.00	0.78	0.00	14,471.74	3,972.26
5124- SUI	0.00	0.00	861.90	0.00	0.00	0.00	861.90	(861.90)
5130- ACCRUED VACATION FICA	0.00	0.00	743.96	0.00	0.00	0.00	743.96	(743.96)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	0.00	0.00	0.00	6,684.65	6,684.65	(6,684.65)
6130- PROGRAM SUPPLIES	6,412.00	0.00	7,315.21	0.00	1.14	0.00	7,315.21	(903.21)
6850- FEES & LICENSES	0.00	0.00	44.85	0.00	0.00	0.00	44.85	(44.85)
9010- INDIRECT COST ALLOCATION	28,742.00	602.71	22,593.21	0.00	0.79	0.00	22,593.21	6,148.79
Total Expenses	<u>344,592.00</u>	<u>602.71</u>	<u>270,870.21</u>	<u>0.00</u>	<u>0.79</u>	<u>6,684.65</u>	<u>277,554.86</u>	<u>67,037.14</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>6,623.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,684.65)</u>	<u>(6,684.65)</u>	<u>6,684.65</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>6,623.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,684.65)</u>	<u>(6,684.65)</u>	<u>6,684.65</u>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

815 0 Regional SCOE CSPP Covid	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	0.00	1,718.82	13,007.14	0.00	0.00	0.00	13,007.14	(13,007.14)
4120- GRANT INCOME-STATE	54,023.00	0.00	0.00	0.00	0.00	0.00	0.00	54,023.00
<b>Total Revenues</b>	<u>54,023.00</u>	<u>1,718.82</u>	<u>13,007.14</u>	<u>0.00</u>	<u>(0.24)</u>	<u>0.00</u>	<u>13,007.14</u>	<u>41,015.86</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	12,605.00	0.00	9,340.00	0.00	0.74	0.00	9,340.00	3,265.00
5114- WORKER'S COMPENSATION	432.00	0.00	292.03	0.00	0.68	0.00	292.03	139.97
5116- PENSION	498.00	0.00	377.00	0.00	0.76	0.00	377.00	121.00
5122- FICA	872.00	0.00	714.47	0.00	0.82	0.00	714.47	157.53
5124- SUI	151.00	0.00	27.28	0.00	0.18	0.00	27.28	123.72
6110- OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	344.92	344.92	(344.92)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	0.00	0.00	0.00	15,597.53	15,597.53	(15,597.53)
6130- PROGRAM SUPPLIES	36,892.00	1,268.22	1,268.22	0.00	0.03	6,845.17	8,113.39	28,778.61
6134- INSTRUCTIONAL SUPPLIES	0.00	368.75	368.75	0.00	0.00	2,446.64	2,815.39	(2,815.39)
9010- INDIRECT COST ALLOCATION	2,573.00	81.85	619.39	0.00	0.24	0.00	619.39	1,953.61
<b>Total Expenses</b>	<u>54,023.00</u>	<u>1,718.82</u>	<u>13,007.14</u>	<u>0.00</u>	<u>0.24</u>	<u>25,234.26</u>	<u>38,241.40</u>	<u>15,781.60</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(25,234.26)</u>	<u>(25,234.26)</u>	<u>25,234.26</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(25,234.26)</u>	<u>(25,234.26)</u>	<u>25,234.26</u>

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

**Revenue & Expense with Encumbrances**

**From 6/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
118 0 CRRSA COVID-19								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	86,679.00	7,881.82	71,385.68	0.00	(0.82)	0.00	71,385.68	15,293.32
Total Revenues	<u>86,679.00</u>	<u>7,881.82</u>	<u>71,385.68</u>	<u>0.00</u>	<u>(0.82)</u>	<u>0.00</u>	<u>71,385.68</u>	<u>15,293.32</u>
<b>Expenses</b>								
6112- DATA PROCESSING SUPPLIES	0.00	0.00	4,354.88	0.00	0.00	0.00	4,354.88	(4,354.88)
6130- PROGRAM SUPPLIES	55,449.00	6,470.45	16,047.13	0.00	0.29	0.00	16,047.13	39,401.87
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	18,223.42	0.00	0.00	0.00	18,223.42	(18,223.42)
6134- INSTRUCTIONAL SUPPLIES	0.00	753.95	753.95	0.00	0.00	2,095.25	2,849.20	(2,849.20)
6524- CONTRACTS	0.00	0.00	3,521.46	0.00	0.00	0.00	3,521.46	(3,521.46)
6742- TRAINING - STAFF	24,000.00	0.00	22,530.58	0.00	0.94	0.00	22,530.58	1,469.42
9010- INDIRECT COST ALLOCATION	7,230.00	657.42	5,954.26	0.00	0.82	0.00	5,954.26	1,275.74
Total Expenses	<u>86,679.00</u>	<u>7,881.82</u>	<u>71,385.68</u>	<u>0.00</u>	<u>0.82</u>	<u>2,095.25</u>	<u>73,480.93</u>	<u>13,198.07</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(2,095.25)</u></b>	<b><u>(2,095.25)</u></b>	<b><u>2,095.25</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(2,095.25)</u></b>	<b><u>(2,095.25)</u></b>	<b><u>2,095.25</u></b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2021 to 5/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	467,771.00	16,826.52	391,763.03	0.00	(0.84)	0.00	391,763.03	76,007.97
4120- GRANT INCOME-STATE	846,644.00	82,428.00	792,621.00	0.00	(0.94)	0.00	792,621.00	54,023.00
Total Revenues	<u>1,314,415.00</u>	<u>99,254.52</u>	<u>1,184,384.03</u>	<u>0.00</u>	<u>(0.90)</u>	<u>0.00</u>	<u>1,184,384.03</u>	<u>130,030.97</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	823,710.00	102,342.01	729,801.71	0.00	0.89	0.00	729,801.71	93,908.29
5020- ACCRUED VACATION PAY	14,514.00	6,618.34	43,304.19	0.00	2.98	0.00	43,304.19	(28,790.19)
5112- HEALTH INSURANCE	82,391.00	10,226.04	74,143.63	0.00	0.90	0.00	74,143.63	8,247.37
5114- WORKER'S COMPENSATION	28,621.00	3,301.88	22,180.25	0.00	0.77	0.00	22,180.25	6,440.75
5116- PENSION	36,632.00	5,427.80	39,378.93	0.00	1.07	0.00	39,378.93	(2,746.93)
5122- FICA	57,813.00	8,589.91	57,995.58	0.00	1.00	0.00	57,995.58	(182.58)
5124- SUI	6,824.00	1,501.75	8,059.81	0.00	1.18	0.00	8,059.81	(1,235.81)
5130- ACCRUED VACATION FICA	0.00	506.27	3,312.62	0.00	0.00	0.00	3,312.62	(3,312.62)
6110- OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	344.92	344.92	(344.92)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	4,354.88	0.00	0.00	22,282.18	26,637.06	(26,637.06)
6130- PROGRAM SUPPLIES	132,209.00	7,738.67	24,630.56	0.00	0.19	6,845.17	31,475.73	100,733.27
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	18,223.42	0.00	0.00	0.00	18,223.42	(18,223.42)
6134- INSTRUCTIONAL SUPPLIES	0.00	1,122.70	1,122.70	0.00	0.00	4,541.89	5,664.59	(5,664.59)
6524- CONTRACTS	0.00	0.00	3,521.46	0.00	0.00	0.00	3,521.46	(3,521.46)
6742- TRAINING - STAFF	24,000.00	0.00	22,530.58	0.00	0.94	0.00	22,530.58	1,469.42
6850- FEES & LICENSES	0.00	0.00	44.85	0.00	0.00	0.00	44.85	(44.85)
9010- INDIRECT COST ALLOCATION	107,701.00	20,821.75	95,278.86	0.00	0.88	0.00	95,278.86	12,422.14
Total Expenses	<u>1,314,415.00</u>	<u>168,197.12</u>	<u>1,147,884.03</u>	<u>0.00</u>	<u>0.87</u>	<u>34,014.16</u>	<u>1,181,898.19</u>	<u>132,516.81</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>(68,942.60)</b></u>	<u><b>36,500.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(34,014.16)</b></u>	<u><b>2,485.84</b></u>	<u><b>(2,485.84)</b></u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u><b>0.00</b></u>	<u><b>(68,942.60)</b></u>	<u><b>36,500.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(34,014.16)</b></u>	<u><b>2,485.84</b></u>	<u><b>(2,485.84)</b></u>

Madera Migrant Head Start  
Budget to Actual

		For the Period Ending 5/31/2022					Start Date	3/1/2022		
Preliminary							Current Mnth	3.00		
							22%			
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	5,468,877	387,405.47	1,146,829.97	759,424.50	1,367,219.25	21%	28,165.91	1,174,995.88	4,293,881.12
4220	IN KIND CONTRIBUTIONS	441,954	(370.83)	22,356.14	22,726.97	110,488.50	5%	-	22,356.14	419,597.86
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	15,947.11	36,735.47	20,788.36	-	-	-	36,735.47	(36,735.47)
	<b>TOTAL REVENUES</b>	<b>5,910,831</b>	<b>402,981.75</b>	<b>1,205,921.58</b>	<b>802,939.83</b>	<b>1,477,707.75</b>	<b>20%</b>	<b>28,165.91</b>	<b>1,234,087.49</b>	<b>4,676,743.51</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,065,387	238,356.54	636,288.89	397,932.35	766,346.75	21%	-	636,288.89	2,429,098.11
5020	Accrued Vacation Pay	179,735	14,084.57	37,149.92	23,065.35	44,933.75	21%	-	37,149.92	142,585.08
5112	Health Insurance	281,813	20,255.02	87,342.43	67,087.41	70,453.25	31%	-	87,342.43	194,470.57
5114	Worker's Compensation	108,103	7,322.18	22,329.89	15,007.71	27,025.75	21%	-	22,329.89	85,773.11
5116	Pension	182,946	12,538.50	38,185.56	25,647.06	45,736.50	21%	-	38,185.56	144,760.44
5122	FICA	267,751	18,330.46	55,972.64	37,642.18	66,937.75	21%	-	55,972.64	211,778.36
5124	SUI	33,913	135.49	1,634.69	1,499.20	8,478.25	5%	-	1,634.69	32,278.31
5130	Accrued Vacation Fringe	13,450	1,076.33	2,779.37	1,703.04	3,362.50	21%	-	2,779.37	10,670.63
6110	Office supplies	9,163	405.64	1,431.43	1,025.79	2,290.75	16%	1,520.37	2,951.80	6,211.20
6112	Data Processing Supplies	43,488	1,568.31	13,774.29	12,205.98	10,872.00	32%	5,208.44	18,982.73	24,505.27
6121	Food	1,975	-	309.67	309.67	493.75	16%	-	309.67	1,665.33
6122	Kitchen Supplies	788	-	-	-	197.00	0%	-	-	788.00
6130	Program Supplies	91,412	8,873.65	11,186.82	2,313.17	22,853.00	12%	3,892.30	15,079.12	76,332.88
6132	Medical & Dental Supplies	5,400	-	-	-	1,350.00	0%	3,246.96	3,246.96	2,153.04
6134	Instructional Supplies	9,000	-	-	-	2,250.00	0%	312.35	312.35	8,687.65
6140	Custodial Supplies	24,072	4,699.98	4,927.74	227.76	6,018.00	20%	-	4,927.74	19,144.26
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	36,000	-	4,362.91	4,362.91	9,000.00	-	2,019.42	6,382.33	29,617.67
6150	Uniform Rental / Purchases	156	-	150.00	150.00	39.00	96%	-	150.00	6.00
6170	Postage & Shipping	500	52.44	137.38	84.94	125.00	27%	-	137.38	362.62
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,700	3,729.93	4,937.28	1,207.35	5,675.00	22%	-	4,937.28	17,762.72
6181	Equipment Maintenance	12,304	(557.84)	968.39	1,526.23	3,076.00	8%	1,322.22	2,290.61	10,013.39
6310	Printing & Publications	4,000	590.83	2,228.77	1,637.94	1,000.00	56%	-	2,228.77	1,771.23
6312	Advertising & Promotion	-	-	91.63	91.63	-	-	-	91.63	(91.63)
6320	Telephone	62,615	1,563.85	37,897.86	36,334.01	15,653.75	61%	-	37,897.86	24,717.14
6410	Rent	172,152	15,393.12	44,989.36	29,596.24	43,038.00	26%	-	44,989.36	127,162.64
6420	Utilities / Disposal	109,957	5,544.95	14,142.51	8,597.56	27,489.25	13%	-	14,142.51	95,814.49
6432	Building Repairs / Maintenanc	60,000	(1,797.90)	18,024.08	19,821.98	15,000.00	30%	7,869.58	25,893.66	34,106.34
6433	Grounds Maintenance	25,200	4,131.09	7,031.09	2,900.00	6,300.00	28%	-	7,031.09	18,168.91
6436	Pest Control	2,508	2,726.14	3,257.80	531.66	627.00	130%	-	3,257.80	(749.80)
6437	Burglar & Fire Alarm	1,404	1,205.45	1,728.85	523.40	351.00	123%	-	1,728.85	(324.85)
6440	Property Insurance	17,160	1,455.86	4,814.20	3,358.34	4,290.00	28%	-	4,814.20	12,345.80
6521 / 6520	Consultants	25,000	-	-	-	6,250.00	0%	-	-	25,000.00
6522	Consultants Expense	125	-	-	-	31.25	0%	-	-	125.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	8,006	-	875.00	875.00	2,001.50	11%	-	875.00	7,131.00
6540	Custodial Services	60,876	5,202.25	11,380.70	6,178.45	15,219.00	19%	-	11,380.70	49,495.30
6555	Medical Screening / DEAT / Staff	3,125	-	-	-	781.25	0%	-	-	3,125.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current		Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	7,500	1,030.51	3,713.55	2,683.04	1,875.00	50%	-	3,713.55	3,786.45
6620	Vehicle Insurance	24,000	1,508.17	4,814.22	3,306.05	6,000.00	20%	-	4,814.22	19,185.78
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenan	7,200	(412.47)	1,990.65	2,403.12	1,800.00	28%	-	1,990.65	5,209.35
6712	Staff Travel-Local	1,008	48.56	104.45	55.89	252.00	10%	-	104.45	903.55
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	-	35.70	35.70	-	-	-	-	35.70	(35.70)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	530	37.72	113.16	75.44	132.50	21%	-	113.16	416.84
6834	Student Activity Insurance	2,678	101.93	536.39	434.46	669.50	20%	-	536.39	2,141.61
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	10,000	4.00	6.00	2.00	2,500.00	0%	-	6.00	9,994.00
6852	Finger Printing	1,875	-	2.25	2.25	468.75	0%	-	2.25	1,872.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	8,057	-	2,380.85	2,380.85	2,014.25	30%	424.96	2,805.81	5,251.19
7110	Parent Activities	1,200	-	-	-	300.00	0%	-	-	1,200.00
7111	Parent Mileage	487	78.09	97.02	18.93	121.75	20%	-	97.02	389.98
7112	Parent Involvement	2,400	-	-	-	600.00	0%	-	-	2,400.00
7114	PPC Allowance	2,600	390.00	570.00	180.00	650.00	22%	-	570.00	2,030.00
7116	PPC Food Allowance	1,000	-	149.19	149.19	250.00	15%	-	149.19	850.81
8110	In-Kind Salaries	320,252	-	2,242.48	2,242.48	80,063.00	1%	-	2,242.48	318,009.52
8120	In-Kind Rent	120,682	(370.83)	20,113.66	20,484.49	30,170.50	17%	-	20,113.66	100,568.34
8130	In-Kind Other	1,020	-	-	-	255.00	0%	-	-	1,020.00
9010	In-Direct Cost Allocation	456,158	33,643.53	98,720.86	65,077.33	114,039.50	22%	2,349.31	101,070.17	355,087.83
<b>Total Expenses</b>		<b>5,910,831</b>	<b>402,981.75</b>	<b>1,205,921.58</b>	<b>802,939.83</b>	<b>1,477,707.75</b>	<b>20%</b>	<b>28,165.91</b>	<b>1,234,087.49</b>	<b>4,676,743.51</b>
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses w/o In Kind</b>		<b>5,468,877</b>	<b>403,352.58</b>	<b>1,183,565.44</b>	<b>780,212.86</b>				<b>1,211,731.35</b>	<b>4,257,145.65</b>
<b>In-Kind</b>		<b>441,954</b>							<b>22.16%</b>	

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$653,211</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$135,780</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>1.97%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	98,720.86
	<b>98,720.86</b>

July 1, 2021 to June 30, 2022

State Migrant Full-Day Program - Basic Program

		For the Period Ending				5/31/2022			Start Date	7/1/2021
				Current	Previous			Current Mnth	10	
				Actual YTD	Actual YTD			91%		
Account	Description	Budget w/Amend#3	MTD	Actual YTD	Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	813,089	101,872.80	718,226.99	616,354.19	677,576	88.33%	-	718,226.99	94,862.01
4220	IN KIND CONTRIBUTIONS		-					-	-	-
4315	CHILD CRE REVENUE-STATE		-					-	-	-
4350	RENTAL INCOME		-					-	-	-
	<b>TOTAL REVENUES</b>	<b>813,089</b>	<b>101,872.80</b>	<b>718,226.99</b>	<b>616,354.19</b>	<b>677,576</b>	<b>88.33%</b>	<b>-</b>	<b>718,226.99</b>	<b>94,862.01</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	529,995	54,682.87	464,124.74	409,441.87	441,663	87.57%	-	464,124.74	65,870.26
5020	ACCRUED VACATION PAY	31,850	3,088.31	27,935.26	24,846.95	26,542	87.71%	-	27,935.26	3,914.74
5112	HEALTH INSURANCE	64,342	13,145.56	57,092.32	43,946.76	53,618	88.73%	-	57,092.32	7,249.68
5114	WORKER'S COMPENSATION	19,284	1,829.39	16,987.91	15,158.52	16,070	88.09%	-	16,987.91	2,296.09
5116	PENSION	28,792	2,578.51	25,582.27	23,003.76	23,993	88.85%	-	25,582.27	3,209.73
5122	FICA	40,592	4,072.57	35,792.83	31,720.26	33,827	88.18%	-	35,792.83	4,799.17
5124	SUI	7,210	197.15	6,405.95	6,208.80	6,008	88.85%	-	6,405.95	804.05
5130	ACCRUED VACATION FRINGE	2,350	236.27	2,069.27	1,833.00	1,958	88.05%	-	2,069.27	280.73
6110	OFFICE SUPPLIES	1,568	244.30	1,590.61	1,346.31	1,307	101.44%	-	1,590.61	(22.61)
6112	DATA PROCESSING SUPPLIES	-	-	0.00		-		-	-	-
6121	FOOD	-	-			-		-	-	-
6122	KITCHEN SUPPLIES	-	-			-		-	-	-
6130	PROGRAM SUPPLIES	1,010	469.85	1,274.51	804.66	842	126.19%	-	1,274.51	(264.51)
6132	MEDICAL & DENTAL SUPPLIES	-	-			-		-	-	-
6134	INSTRUCTIONAL SUPPLIES	-	-			-		-	-	-
6140	CUSTODIAL SUPPLIES	4,800	545.85	5,348.95	4,803.10	4,000	111.44%	-	5,348.95	(548.95)
6170	POSTAGE & SHIPPING	-	-			-		-	-	-
6180	EQUIPMENT RENTAL	558	561.90	561.90		465		-	561.90	(3.90)
6181	EQUIPMENT MAINTENANCE	560	557.84	557.84		467		-	557.84	2.16
6221	EQUIPMENT OVER > \$5000	-	-			-		-	-	-
6320	TELEPHONE	2,600	-	3,331.27		2,167		-	3,331.27	(731.27)
6420	UTILITIES/ DISPOSAL	1,800	1,746.58	1,746.58		1,500		-	1,746.58	53.42
6432	BUILDING REPAIRS/ MAINTENANCE	3,400	3,355.64	3,355.64		2,833		-	3,355.64	44.36
6433	GROUNDS MAINTENANCE	1,100	1,143.26	1,143.26		917		-	1,143.26	(43.26)
6436	PEST CONTROL	138	113.25	113.25		115		-	113.25	24.75
6540	CUSTODIAL SERVICES	1,200	1,198.50	1,198.50		1,000		-	1,198.50	1.50
6610	GAS & OIL	420	-	415.82	415.82	350	99.00%	-	415.82	4.18
6620	VEHICLE INSURANCE	960	161.45	949.53	788.08	800	98.91%	-	949.53	10.47
6640	VEHICLE REPAIR & MAINTENANCE	620	-	626.37	626.37	517	101.03%	-	626.37	(6.37)
6834	STUDENT ACTIVITY INSURANCE	120	115.30	115.30		100		-	115.30	4.70
9010	INDIRECT COST ALLOCATION	67,820	8,497.18	59,907.11	51,409.93	56,517	88.33%	-	59,907.11	7,912.89
	Total Expenses	813,089	98,541.53	718,226.99	616,354.19	677,576	88.33%	-	718,226.99	94,862.01
									88.3%	

In Direct Calc. @ 9.1%
59,907.11
59,907.11 Total



Madera Migrant Head Start  
Budget to Actual

		For the Period Ending 5/31/2022					Start Date	3/1/2022		
Preliminary							Current Mnth	3.00		
							22%			
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	5,468,877	387,405.47	1,146,829.97	759,424.50	1,367,219.25	21%	28,165.91	1,174,995.88	4,293,881.12
4220	IN KIND CONTRIBUTIONS	441,954	(370.83)	22,356.14	22,726.97	110,488.50	5%	-	22,356.14	419,597.86
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	15,947.11	36,735.47	20,788.36	-	-	-	36,735.47	(36,735.47)
	<b>TOTAL REVENUES</b>	<b>5,910,831</b>	<b>402,981.75</b>	<b>1,205,921.58</b>	<b>802,939.83</b>	<b>1,477,707.75</b>	<b>20%</b>	<b>28,165.91</b>	<b>1,234,087.49</b>	<b>4,676,743.51</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,065,387	238,356.54	636,288.89	397,932.35	766,346.75	21%	-	636,288.89	2,429,098.11
5020	Accrued Vacation Pay	179,735	14,084.57	37,149.92	23,065.35	44,933.75	21%	-	37,149.92	142,585.08
5112	Health Insurance	281,813	20,255.02	87,342.43	67,087.41	70,453.25	31%	-	87,342.43	194,470.57
5114	Worker's Compensation	108,103	7,322.18	22,329.89	15,007.71	27,025.75	21%	-	22,329.89	85,773.11
5116	Pension	182,946	12,538.50	38,185.56	25,647.06	45,736.50	21%	-	38,185.56	144,760.44
5122	FICA	267,751	18,330.46	55,972.64	37,642.18	66,937.75	21%	-	55,972.64	211,778.36
5124	SUI	33,913	135.49	1,634.69	1,499.20	8,478.25	5%	-	1,634.69	32,278.31
5130	Accrued Vacation Fringe	13,450	1,076.33	2,779.37	1,703.04	3,362.50	21%	-	2,779.37	10,670.63
6110	Office supplies	9,163	405.64	1,431.43	1,025.79	2,290.75	16%	1,520.37	2,951.80	6,211.20
6112	Data Processing Supplies	43,488	1,568.31	13,774.29	12,205.98	10,872.00	32%	5,208.44	18,982.73	24,505.27
6121	Food	1,975	-	309.67	309.67	493.75	16%	-	309.67	1,665.33
6122	Kitchen Supplies	788	-	-	-	197.00	0%	-	-	788.00
6130	Program Supplies	91,412	8,873.65	11,186.82	2,313.17	22,853.00	12%	3,892.30	15,079.12	76,332.88
6132	Medical & Dental Supplies	5,400	-	-	-	1,350.00	0%	3,246.96	3,246.96	2,153.04
6134	Instructional Supplies	9,000	-	-	-	2,250.00	0%	312.35	312.35	8,687.65
6140	Custodial Supplies	24,072	4,699.98	4,927.74	227.76	6,018.00	20%	-	4,927.74	19,144.26
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	36,000	-	4,362.91	4,362.91	9,000.00	-	2,019.42	6,382.33	29,617.67
6150	Uniform Rental / Purchases	156	-	150.00	150.00	39.00	96%	-	150.00	6.00
6170	Postage & Shipping	500	52.44	137.38	84.94	125.00	27%	-	137.38	362.62
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,700	3,729.93	4,937.28	1,207.35	5,675.00	22%	-	4,937.28	17,762.72
6181	Equipment Maintenance	12,304	(557.84)	968.39	1,526.23	3,076.00	8%	1,322.22	2,290.61	10,013.39
6310	Printing & Publications	4,000	590.83	2,228.77	1,637.94	1,000.00	56%	-	2,228.77	1,771.23
6312	Advertising & Promotion	-	-	91.63	91.63	-	-	-	91.63	(91.63)
6320	Telephone	62,615	1,563.85	37,897.86	36,334.01	15,653.75	61%	-	37,897.86	24,717.14
6410	Rent	172,152	15,393.12	44,989.36	29,596.24	43,038.00	26%	-	44,989.36	127,162.64
6420	Utilities / Disposal	109,957	5,544.95	14,142.51	8,597.56	27,489.25	13%	-	14,142.51	95,814.49
6432	Building Repairs / Maintenanc	60,000	(1,797.90)	18,024.08	19,821.98	15,000.00	30%	7,869.58	25,893.66	34,106.34
6433	Grounds Maintenance	25,200	4,131.09	7,031.09	2,900.00	6,300.00	28%	-	7,031.09	18,168.91
6436	Pest Control	2,508	2,726.14	3,257.80	531.66	627.00	130%	-	3,257.80	(749.80)
6437	Burglar & Fire Alarm	1,404	1,205.45	1,728.85	523.40	351.00	123%	-	1,728.85	(324.85)
6440	Property Insurance	17,160	1,455.86	4,814.20	3,358.34	4,290.00	28%	-	4,814.20	12,345.80
6521 / 6520	Consultants	25,000	-	-	-	6,250.00	0%	-	-	25,000.00
6522	Consultants Expense	125	-	-	-	31.25	0%	-	-	125.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	8,006	-	875.00	875.00	2,001.50	11%	-	875.00	7,131.00
6540	Custodial Services	60,876	5,202.25	11,380.70	6,178.45	15,219.00	19%	-	11,380.70	49,495.30
6555	Medical Screening / DEAT / Staff	3,125	-	-	-	781.25	0%	-	-	3,125.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6610	Gas & Oil	7,500	1,030.51	3,713.55	2,683.04	1,875.00	50%	-	3,713.55	3,786.45
6620	Vehicle Insurance	24,000	1,508.17	4,814.22	3,306.05	6,000.00	20%	-	4,814.22	19,185.78
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenan	7,200	(412.47)	1,990.65	2,403.12	1,800.00	28%	-	1,990.65	5,209.35
6712	Staff Travel-Local	1,008	48.56	104.45	55.89	252.00	10%	-	104.45	903.55
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	-	35.70	35.70	-	-	-	-	35.70	(35.70)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	530	37.72	113.16	75.44	132.50	21%	-	113.16	416.84
6834	Student Activity Insurance	2,678	101.93	536.39	434.46	669.50	20%	-	536.39	2,141.61
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	10,000	4.00	6.00	2.00	2,500.00	0%	-	6.00	9,994.00
6852	Finger Printing	1,875	-	2.25	2.25	468.75	0%	-	2.25	1,872.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	8,057	-	2,380.85	2,380.85	2,014.25	30%	424.96	2,805.81	5,251.19
7110	Parent Activities	1,200	-	-	-	300.00	0%	-	-	1,200.00
7111	Parent Mileage	487	78.09	97.02	18.93	121.75	20%	-	97.02	389.98
7112	Parent Involvement	2,400	-	-	-	600.00	0%	-	-	2,400.00
7114	PPC Allowance	2,600	390.00	570.00	180.00	650.00	22%	-	570.00	2,030.00
7116	PPC Food Allowance	1,000	-	149.19	149.19	250.00	15%	-	149.19	850.81
8110	In-Kind Salaries	320,252	-	2,242.48	2,242.48	80,063.00	1%	-	2,242.48	318,009.52
8120	In-Kind Rent	120,682	(370.83)	20,113.66	20,484.49	30,170.50	17%	-	20,113.66	100,568.34
8130	In-Kind Other	1,020	-	-	-	255.00	0%	-	-	1,020.00
9010	In-Direct Cost Allocation	456,158	33,643.53	98,720.86	65,077.33	114,039.50	22%	2,349.31	101,070.17	355,087.83
<b>Total Expenses</b>		<b>5,910,831</b>	<b>402,981.75</b>	<b>1,205,921.58</b>	<b>802,939.83</b>	<b>1,477,707.75</b>	<b>20%</b>	<b>28,165.91</b>	<b>1,234,087.49</b>	<b>4,676,743.51</b>
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses w/o In Kind</b>		<b>5,468,877</b>	<b>403,352.58</b>	<b>1,183,565.44</b>	<b>780,212.86</b>				<b>1,211,731.35</b>	<b>4,257,145.65</b>
<b>In-Kind</b>		<b>441,954</b>							<b>22.16%</b>	

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$653,211</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$135,780</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>1.97%</b>
<b>ADMINISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	98,720.86
	<b>98,720.86</b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>330 0 HEAD START-FRESNO MIGRANT T&amp;TA</b>								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	82,690.00	7,878.15	25,692.12	0.00	(0.31)	0.00	25,692.12	56,997.88
Total Revenues	<u>82,690.00</u>	<u>7,878.15</u>	<u>25,692.12</u>	<u>0.00</u>	<u>(0.31)</u>	<u>0.00</u>	<u>25,692.12</u>	<u>56,997.88</u>
<b>Expenses</b>								
6121- FOOD	0.00	623.40	845.23	0.00	0.00	0.00	845.23	(845.23)
6122- KITCHEN SUPPLIES	0.00	21.90	21.90	0.00	0.00	0.00	21.90	(21.90)
6130- PROGRAM SUPPLIES	3,080.00	0.00	0.00	0.00	0.00	0.00	0.00	3,080.00
6170- POSTAGE & SHIPPING	0.00	0.00	99.70	0.00	0.00	0.00	99.70	(99.70)
6410- RENT	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6520- CONSULTANTS	15,000.00	0.00	1,800.00	0.00	0.12	0.00	1,800.00	13,200.00
6712- STAFF TRAVEL-LOCAL	25,101.00	0.00	0.00	0.00	0.00	0.00	0.00	25,101.00
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	0.00	0.00	0.00	0.00	0.00	14,950.00
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	4,254.10	18,132.48	0.00	1.78	9,539.69	27,672.17	(17,472.17)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	2,649.84	0.00	0.00	448.97	3,098.81	(3,098.81)
9010- INDIRECT COST ALLOCATION	6,897.00	657.11	2,142.97	0.00	0.31	0.00	2,142.97	4,754.03
Total Expenses	<u>82,690.00</u>	<u>5,556.51</u>	<u>25,692.12</u>	<u>0.00</u>	<u>0.31</u>	<u>9,988.66</u>	<u>35,680.78</u>	<u>47,009.22</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>2,321.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,988.66)</b>	<b>(9,988.66)</b>	<b>9,988.66</b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>2,321.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,988.66)</b>	<b>(9,988.66)</b>	<b>9,988.66</b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 5/31/2022

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,652,471.00	488,520.54	2,836,642.34	2,760,510.00	(0.61)	0.00	2,836,642.34	1,815,828.66
4220- IN KIND CONTRIBUTIONS	645,704.00	35,718.25	371,906.20	320,137.00	(0.58)	0.00	371,906.20	273,797.80
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,298,175.00</u>	<u>524,238.79</u>	<u>3,210,798.54</u>	<u>3,080,647.00</u>	<u>(0.61)</u>	<u>0.00</u>	<u>3,210,798.54</u>	<u>2,087,376.46</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,781,656.00	295,261.78	1,578,837.28	1,590,126.00	0.57	0.00	1,578,837.28	1,202,818.72
5020- ACCRUED VACATION PAY	169,703.00	18,433.80	95,721.25	96,874.00	0.56	0.00	95,721.25	73,981.75
5112- HEALTH INSURANCE	180,114.00	9,714.76	100,773.83	114,161.00	0.56	0.00	100,773.83	79,340.17
5114- WORKER'S COMPENSATION	111,323.00	9,172.13	44,677.87	63,634.00	0.40	0.00	44,677.87	66,645.13
5116- PENSION	158,842.00	14,970.58	94,679.51	90,213.00	0.60	0.00	94,679.51	64,162.49
5122- FICA	209,737.00	22,543.54	132,476.24	119,893.00	0.63	0.00	132,476.24	77,260.76
5124- SUI	41,926.00	11,784.12	23,568.85	17,970.00	0.56	0.00	23,568.85	18,357.15
5130- ACCRUED VACATION FICA	12,795.00	1,410.06	7,321.08	7,305.00	0.57	0.00	7,321.08	5,473.92
6110- OFFICE SUPPLIES	20,000.00	538.63	10,377.80	12,236.00	0.52	355.66	10,733.46	9,266.54
6112- DATA PROCESSING SUPPLIES	27,000.00	1,098.12	39,858.32	17,802.00	1.48	901.56	40,759.88	(13,759.88)
6121- FOOD	4,000.00	322.74	2,266.72	4,000.00	0.57	0.00	2,266.72	1,733.28
6122- KITCHEN SUPPLIES	1,050.00	0.00	3,043.79	1,050.00	2.90	0.00	3,043.79	(1,993.79)
6130- PROGRAM SUPPLIES	34,886.00	5,784.31	44,321.50	18,116.00	1.27	607.57	44,929.07	(10,043.07)
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	2,159.00	0.05	0.00	228.91	4,171.09
6140- CUSTODIAL SUPPLIES	38,285.00	6,426.64	16,524.17	22,764.00	0.43	0.00	16,524.17	21,760.83
6170- POSTAGE & SHIPPING	1,500.00	361.44	619.64	1,050.00	0.41	0.00	619.64	880.36
6180- EQUIPMENT RENTAL	21,984.00	2,611.34	20,643.79	16,488.00	0.94	0.00	20,643.79	1,340.21
6181- EQUIPMENT MAINTENANCE	18,120.00	75.00	18,692.54	13,590.00	1.03	0.00	18,692.54	(572.54)
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	3,114.61	7,000.00	0.44	0.00	3,114.61	3,885.39
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	4,254.73	43,292.44	55,341.00	0.59	0.00	43,292.44	30,489.56
6410- RENT	77,036.00	8,391.92	76,143.44	57,776.00	0.99	0.00	76,143.44	892.56
6420- UTILITIES/ DISPOSAL	53,136.00	5,734.65	57,574.35	39,852.00	1.08	0.00	57,574.35	(4,438.35)
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	11,762.04	52,018.44	42,768.00	0.91	41,520.16	93,538.60	(36,538.60)
6433- GROUNDS MAINTENANCE	17,940.00	4,433.57	28,496.83	13,455.00	1.59	3,158.40	31,655.23	(13,715.23)
6436- PEST CONTROL	6,600.00	674.50	9,246.95	4,950.00	1.40	0.00	9,246.95	(2,646.95)
6437- BURGLAR & FIRE ALARM	2,155.00	414.45	4,884.39	1,615.00	2.27	0.00	4,884.39	(2,729.39)
6440- PROPERTY INSURANCE	12,048.00	1,136.17	10,225.53	9,027.00	0.85	0.00	10,225.53	1,822.47
6520- CONSULTANTS	3,590.00	357.50	777.50	0.00	0.22	0.00	777.50	2,812.50
6522- CONSULTANT EXPENSES	800.00	35.10	105.61	0.00	0.13	1,120.00	1,225.61	(425.61)
6524- CONTRACTS	24,912.00	0.00	0.00	18,684.00	0.00	18,880.00	18,880.00	6,032.00
6530- LEGAL	9,000.00	87.50	87.50	6,750.00	0.01	0.00	87.50	8,912.50
6540- CUSTODIAL SERVICES	4,776.00	398.00	3,582.00	3,582.00	0.75	0.00	3,582.00	1,194.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	600.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	1,429.13	8,641.12	7,497.00	0.86	0.00	8,641.12	1,358.88
6620- VEHICLE INSURANCE	12,000.00	1,650.02	14,850.21	9,000.00	1.24	0.00	14,850.21	(2,850.21)
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	348.87	18,478.48	11,250.00	1.23	0.00	18,478.48	(3,478.48)
6712- STAFF TRAVEL-LOCAL	3,294.00	380.03	4,559.86	1,647.00	1.38	0.00	4,559.86	(1,265.86)
6742- TRAINING - STAFF	0.00	2,040.00	4,579.99	0.00	0.00	0.00	4,579.99	(4,579.99)
6832- LIABILITY INSURANCE	504.00	36.36	327.24	378.00	0.65	0.00	327.24	176.76
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.47	761.88	671.00	0.65	0.00	761.88	413.12
6840- PROPERTY TAXES	5,260.00	0.00	1,365.69	5,260.00	0.26	0.00	1,365.69	3,894.31
6850- FEES & LICENSES	17,850.00	1,662.95	20,484.68	13,830.00	1.15	0.00	20,484.68	(2,634.68)
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	0.00	75.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	2,659.31	8,475.00	0.31	1,524.37	4,183.68	4,291.32
7110- PARENT ACTIVITIES	700.00	0.00	0.00	343.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	300.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	0.00	780.00	0.00	0.00	0.00	780.00	(780.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	450.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	20,810.50	237,736.45	277,758.00	0.42	0.00	237,736.45	322,493.55
8120- IN KIND RENT	83,944.00	14,907.75	134,169.75	41,620.00	1.60	0.00	134,169.75	(50,225.75)
8130- IN KIND - OTHER	1,530.00	0.00	0.00	759.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	<u>388,062.00</u>	<u>40,747.36</u>	<u>236,791.20</u>	<u>230,253.00</u>	<u>0.61</u>	<u>0.00</u>	<u>236,791.20</u>	<u>151,270.80</u>
Total Expenses	<u>5,298,175.00</u>	<u>522,392.56</u>	<u>3,210,798.54</u>	<u>3,080,647.00</u>	<u>0.61</u>	<u>68,067.72</u>	<u>3,278,866.26</u>	<u>2,019,308.74</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>1,846.23</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(68,067.72)</u></b>	<b><u>(68,067.72)</u></b>	<b><u>68,067.72</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>1,846.23</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(68,067.72)</u></b>	<b><u>(68,067.72)</u></b>	<b><u>68,067.72</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
<b>Revenues</b>								
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
Total Revenues	<u>116,800.00</u>	<u>0.00</u>	<u>112,410.74</u>	<u>0.00</u>	<u>(0.96)</u>	<u>0.00</u>	<u>112,410.74</u>	<u>4,389.26</u>
<b>Expenses</b>								
6110- OFFICE SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6130- PROGRAM SUPPLIES	92,058.00	0.00	0.00	0.00	0.00	0.00	0.00	92,058.00
9010- INDIRECT COST ALLOCATION	9,742.00	0.00	0.00	0.00	0.00	0.00	0.00	9,742.00
Total Expenses	<u>116,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>116,800.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>112,410.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>112,410.74</u></b>	<b><u>(112,410.74)</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>56,112.32</u>	<u>56,112.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>56,112.32</u>	<u>(56,112.32)</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>56,112.32</u></b>	<b><u>168,523.06</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>168,523.06</u></b>	<b><u>(168,523.06)</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	64,578.00	42,910.42	53,178.54	0.00	(0.82)	0.00	53,178.54	11,399.46
Total Revenues	<u>64,578.00</u>	<u>42,910.42</u>	<u>53,178.54</u>	<u>0.00</u>	<u>(0.82)</u>	<u>0.00</u>	<u>53,178.54</u>	<u>11,399.46</u>
<b>Expenses</b>								
6112- DATA PROCESSING SUPPLIES	0.00	6,117.55	6,283.17	0.00	0.00	3,895.08	10,178.25	(10,178.25)
6130- PROGRAM SUPPLIES	59,192.00	4,282.39	10,319.69	0.00	0.17	0.00	10,319.69	48,872.31
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	836.29	836.29	(836.29)
6140- CUSTODIAL SUPPLIES	0.00	0.00	145.71	0.00	0.00	0.00	145.71	(145.71)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,274.34	0.00	0.00	0.00	1,274.34	(1,274.34)
6520- CONSULTANTS	0.00	28,620.00	28,620.00	0.00	0.00	0.00	28,620.00	(28,620.00)
6742- TRAINING - STAFF	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	(2,100.00)
6850- FEES & LICENSES	0.00	0.00	0.02	0.00	0.00	0.00	0.02	(0.02)
9010- INDIRECT COST ALLOCATION	5,386.00	3,579.15	4,435.61	0.00	0.82	0.00	4,435.61	950.39
Total Expenses	<u>64,578.00</u>	<u>42,599.09</u>	<u>53,178.54</u>	<u>0.00</u>	<u>0.82</u>	<u>4,731.37</u>	<u>57,909.91</u>	<u>6,668.09</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>311.33</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(4,731.37)</b></u>	<u><b>(4,731.37)</b></u>	<u><b>4,731.37</b></u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u><b>0.00</b></u>	<u><b>311.33</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(4,731.37)</b></u>	<u><b>(4,731.37)</b></u>	<u><b>4,731.37</b></u>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 5/31/2022**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
838 0 COVID-19 ARP - FRESNO MHS								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	335,513.00	102,680.60	374,765.70	0.00	(1.12)	0.00	374,765.70	(39,252.70)
Total Revenues	<u>335,513.00</u>	<u>102,680.60</u>	<u>374,765.70</u>	<u>0.00</u>	<u>(1.12)</u>	<u>0.00</u>	<u>374,765.70</u>	<u>(39,252.70)</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	229,961.00	68,923.97	255,508.96	0.00	1.11	0.00	255,508.96	(25,547.96)
5020- ACCRUED VACATION PAY	15,478.00	4,403.27	5,840.78	0.00	0.38	0.00	5,840.78	9,637.22
5112- HEALTH INSURANCE	20,511.00	3,343.99	21,327.70	0.00	1.04	0.00	21,327.70	(816.70)
5114- WORKER'S COMPENSATION	9,150.00	2,435.89	9,154.13	0.00	1.00	0.00	9,154.13	(4.13)
5116- PENSION	13,923.00	3,932.85	18,644.46	0.00	1.34	0.00	18,644.46	(4,721.46)
5122- FICA	18,506.00	5,278.67	19,995.87	0.00	1.08	0.00	19,995.87	(1,489.87)
5124- SUI	0.00	3,755.03	3,755.03	0.00	0.00	0.00	3,755.03	(3,755.03)
5130- ACCRUED VACATION FICA	0.00	336.72	446.76	0.00	0.00	0.00	446.76	(446.76)
6130- PROGRAM SUPPLIES	0.00	0.00	8,096.15	0.00	0.00	0.00	8,096.15	(8,096.15)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	705.65	705.65	0.00	0.00	106,714.00	107,419.65	(107,419.65)
6850- FEES & LICENSES	0.00	0.00	31.11	0.00	0.00	0.00	31.11	(31.11)
9010- INDIRECT COST ALLOCATION	27,984.00	9,564.56	31,259.10	0.00	1.12	0.00	31,259.10	(3,275.10)
Total Expenses	<u>335,513.00</u>	<u>102,680.60</u>	<u>374,765.70</u>	<u>0.00</u>	<u>1.12</u>	<u>106,714.00</u>	<u>481,479.70</u>	<u>(145,966.70)</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(106,714.00)</u>	<u>(106,714.00)</u>	<u>106,714.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(106,714.00)</u>	<u>(106,714.00)</u>	<u>106,714.00</u>



# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 5/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	5,135,252.00	641,989.71	3,290,278.70	2,760,510.00	(0.64)	0.00	3,290,278.70	1,844,973.30
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
4220- IN KIND CONTRIBUTIONS	645,704.00	35,718.25	371,906.20	320,137.00	(0.58)	0.00	371,906.20	273,797.80
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,897,756.00</u>	<u>677,707.96</u>	<u>3,776,845.64</u>	<u>3,080,647.00</u>	<u>(0.64)</u>	<u>0.00</u>	<u>3,776,845.64</u>	<u>2,120,910.36</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	3,011,617.00	364,185.75	1,834,346.24	1,590,126.00	0.61	0.00	1,834,346.24	1,177,270.76
5020- ACCRUED VACATION PAY	185,181.00	22,837.07	101,562.03	96,874.00	0.55	0.00	101,562.03	83,618.97
5112- HEALTH INSURANCE	200,625.00	13,058.75	122,101.53	114,161.00	0.61	0.00	122,101.53	78,523.47
5114- WORKER'S COMPENSATION	120,473.00	11,608.02	53,832.00	63,634.00	0.45	0.00	53,832.00	66,641.00
5116- PENSION	172,765.00	18,903.43	113,323.97	90,213.00	0.66	0.00	113,323.97	59,441.03
5122- FICA	228,243.00	27,822.21	152,472.11	119,893.00	0.67	0.00	152,472.11	75,770.89
5124- SUI	41,926.00	15,539.15	27,323.88	17,970.00	0.65	0.00	27,323.88	14,602.12
5130- ACCRUED VACATION FICA	12,795.00	1,746.78	7,767.84	7,305.00	0.61	0.00	7,767.84	5,027.16
6110- OFFICE SUPPLIES	35,000.00	538.63	10,377.80	12,236.00	0.30	355.66	10,733.46	24,266.54
6112- DATA PROCESSING SUPPLIES	27,000.00	7,215.67	46,141.49	17,802.00	1.71	4,796.64	50,938.13	(23,938.13)
6121- FOOD	4,000.00	946.14	3,111.95	4,000.00	0.78	0.00	3,111.95	888.05
6122- KITCHEN SUPPLIES	1,050.00	21.90	3,065.69	1,050.00	2.92	0.00	3,065.69	(2,015.69)
6130- PROGRAM SUPPLIES	189,216.00	10,066.70	62,737.34	18,116.00	0.33	607.57	63,344.91	125,871.09
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	0.00	0.00	836.29	836.29	(696.29)
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	2,159.00	0.05	0.00	228.91	4,171.09
6140- CUSTODIAL SUPPLIES	38,285.00	6,426.64	16,669.88	22,764.00	0.44	0.00	16,669.88	21,615.12
6170- POSTAGE & SHIPPING	1,500.00	361.44	719.34	1,050.00	0.48	0.00	719.34	780.66
6180- EQUIPMENT RENTAL	21,984.00	2,611.34	20,643.79	16,488.00	0.94	0.00	20,643.79	1,340.21
6181- EQUIPMENT MAINTENANCE	18,120.00	75.00	18,692.54	13,590.00	1.03	0.00	18,692.54	(572.54)
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	3,114.61	7,000.00	0.44	0.00	3,114.61	3,885.39
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	4,254.73	43,292.44	55,341.00	0.59	0.00	43,292.44	30,489.56
6410- RENT	80,036.00	8,391.92	76,143.44	57,776.00	0.95	0.00	76,143.44	3,892.56
6420- UTILITIES/ DISPOSAL	53,136.00	5,734.65	57,574.35	39,852.00	1.08	0.00	57,574.35	(4,438.35)
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	12,467.69	53,998.43	42,768.00	0.95	148,234.16	202,232.59	(145,232.59)
6433- GROUNDS MAINTENANCE	17,940.00	4,433.57	28,496.83	13,455.00	1.59	3,158.40	31,655.23	(13,715.23)
6436- PEST CONTROL	6,600.00	674.50	9,246.95	4,950.00	1.40	0.00	9,246.95	(2,646.95)
6437- BURGLAR & FIRE ALARM	2,155.00	414.45	4,884.39	1,615.00	2.27	0.00	4,884.39	(2,729.39)
6440- PROPERTY INSURANCE	12,048.00	1,136.17	10,225.53	9,027.00	0.85	0.00	10,225.53	1,822.47
6520- CONSULTANTS	18,590.00	28,977.50	31,197.50	0.00	1.68	0.00	31,197.50	(12,607.50)
6522- CONSULTANT EXPENSES	800.00	35.10	105.61	0.00	0.13	1,120.00	1,225.61	(425.61)
6524- CONTRACTS	24,912.00	0.00	0.00	18,684.00	0.00	18,880.00	18,880.00	6,032.00
6530- LEGAL	9,000.00	87.50	87.50	6,750.00	0.01	0.00	87.50	8,912.50
6540- CUSTODIAL SERVICES	4,776.00	398.00	3,582.00	3,582.00	0.75	0.00	3,582.00	1,194.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	600.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	1,429.13	8,641.12	7,497.00	0.86	0.00	8,641.12	1,358.88
6620- VEHICLE INSURANCE	12,000.00	1,650.02	14,850.21	9,000.00	1.24	0.00	14,850.21	(2,850.21)

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 5/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual May 31, 2022	YTD Budget May 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	348.87	18,478.48	11,250.00	1.23	0.00	18,478.48	(3,478.48)
6712- STAFF TRAVEL-LOCAL	28,395.00	380.03	4,559.86	1,647.00	0.16	0.00	4,559.86	23,835.14
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	0.00	0.00	0.00	0.00	0.00	14,950.00
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	6,294.10	24,812.47	0.00	2.43	9,539.69	34,352.16	(24,152.16)
6832- LIABILITY INSURANCE	504.00	36.36	327.24	378.00	0.65	0.00	327.24	176.76
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.47	761.88	671.00	0.65	0.00	761.88	413.12
6840- PROPERTY TAXES	5,260.00	0.00	1,365.69	5,260.00	0.26	0.00	1,365.69	3,894.31
6850- FEES & LICENSES	17,850.00	1,662.95	20,515.81	13,830.00	1.15	0.00	20,515.81	(2,665.81)
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	0.00	75.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	5,309.15	8,475.00	0.63	1,973.34	7,282.49	1,192.51
7110- PARENT ACTIVITIES	700.00	0.00	0.00	343.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	300.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	0.00	780.00	0.00	0.00	0.00	780.00	(780.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	450.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	20,810.50	237,736.45	277,758.00	0.42	0.00	237,736.45	322,493.55
8120- IN KIND RENT	83,944.00	14,907.75	134,169.75	41,620.00	1.60	0.00	134,169.75	(50,225.75)
8130- IN KIND - OTHER	1,530.00	0.00	0.00	759.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	438,071.00	54,548.18	274,628.88	230,253.00	0.63	0.00	274,628.88	163,442.12
<b>Total Expenses</b>	<b>5,897,756.00</b>	<b>673,228.76</b>	<b>3,664,434.90</b>	<b>3,080,647.00</b>	<b>0.62</b>	<b>189,501.75</b>	<b>3,853,936.65</b>	<b>2,043,819.35</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>4,479.20</b>	<b>112,410.74</b>	<b>0.00</b>	<b>0.00</b>	<b>(189,501.75)</b>	<b>(77,091.01)</b>	<b>77,091.01</b>
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>60,591.52</b>	<b>168,523.06</b>	<b>0.00</b>	<b>0.00</b>	<b>(189,501.75)</b>	<b>(20,978.69)</b>	<b>20,978.69</b>

**Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending May-22**

Account Description	Grant Budget	Current	Current Mth	Prior Month	YTD Budget	% Spent	Encumbered	YTD Actual +	
		Period	YTD	YTD				Encumbered	Budget Balance
<b>REVENUES</b>									
4110 GRANT INCOME-FEDERAL	4,652,471.00	488,520.54	2,836,642.34	2,348,121.80	2,760,510.00	60.97%	76,286.44	2,912,928.78	(1,739,542.22)
4130 GRANT INCOME-AREA	0.00	0.00				0.00%	0.00	0.00	0.00
4210 DONATIONS	0.00	0.00				0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS	645,704.00	35,718.25	371,906.20	336,187.95	320,137.00	57.60%	0.00	371,906.20	(273,797.80)
4330- SALE OF ASSETS		0.00	2,250.00	2,250.00	0.00	0.00%	0.00	2,250.00	2,250.00
4390 MISC INCOME	0.00	0.00				0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>5,298,175.00</b>	<b>524,238.79</b>	<b>3,210,798.54</b>	<b>2,686,559.75</b>	<b>3,080,647.00</b>	<b>60.60%</b>	<b>76,286.44</b>	<b>3,287,084.98</b>	<b>(2,011,090.02)</b>
5010 SALARIES & WAGES	6A 2,781,656.00	295,261.78	1,578,837.28	1,283,575.50	1,590,126.00	56.76%	0.00	1,578,837.28	(1,202,818.72)
5012- DIRECTOR'S SALARY	6A 0.00	0.00				0.00%		0.00	0.00
5019- SALARIES & WAGES C19	6A 0.00	0.00				0.00%		0.00	0.00
5020 ACCRUED VACATION PAY	6A 169,703.00	18,433.80	95,721.25	77,287.45	96,874.00	56.41%	0.00	95,721.25	(73,981.75)
5112 HEALTH INSURANCE	6B 180,114.00	9,714.75	100,773.83	91,059.08	114,161.00	55.95%	0.00	100,773.83	(79,340.17)
5114 WORKER'S COMPENSATION	6B 111,323.00	9,172.13	44,677.87	35,505.74	63,634.00	40.13%	0.00	44,677.87	(66,645.13)
5115- Worker's Compensation C19	6B 0.00	0.00				0.00%		0.00	0.00
5116 PENSION	6B 158,842.00	14,970.58	94,679.51	79,708.93	90,213.00	59.61%	0.00	94,679.51	(64,162.49)
5117- Pension C19	6B 0.00	0.00				0.00%		0.00	0.00
5121- FICA C19	6B 0.00	0.00				0.00%		0.00	0.00
5122 FICA	6B 209,737.00	22,543.54	132,476.24	109,932.70	119,893.00	63.16%	0.00	132,476.24	(77,260.76)
5124 SUI	6B 41,926.00	11,784.12	23,568.85	11,784.73	17,970.00	56.22%	0.00	23,568.85	(18,357.15)
5125- DIRECTOR'S FRINGE	6B 0.00	0.00				0.00%		0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 12,795.00	1,410.06	7,321.08	5,911.02	7,305.00	57.22%	0.00	7,321.08	(5,473.92)
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	0.00				0.00%		0.00	0.00
6722 PER DIEM - STAFF	6C 0.00	0.00				0.00%		0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D 0.00	0.00				0.00%		0.00	0.00
6110 OFFICE SUPPLIES	6E 20,000.00	2,329.71	10,377.80	8,048.09	12,236.00	51.89%	1,924.70	12,302.50	(7,697.50)
6112 DATA PROCESSING SUPPLIES	6E 27,000.00	1,152.28	39,858.32	38,706.04	17,802.00	147.62%	901.56	40,759.88	13,759.88
6121 FOOD	6E 4,000.00	322.74	2,266.72	1,943.98	4,000.00	56.67%	0.00	2,266.72	(1,733.28)
6122 KITCHEN SUPPLIES	6E 1,050.00	0.00	3,043.79	3,043.79	1,050.00	289.88%	0.00	3,043.79	1,993.79
6130 PROGRAM SUPPLIES	6E 34,886.00	5,936.24	44,321.50	38,385.26	18,116.00	127.05%	836.22	45,157.72	10,271.72
6134 INSTRUCTIONAL SUPPLIES	6E 4,400.00	0.00	228.91	228.91	2,159.00	5.20%	0.00	228.91	(4,171.09)
6140 CUSTODIAL SUPPLIES	6E 38,285.00	6,426.64	16,524.17	10,097.53	22,764.00	43.16%	0.00	16,524.17	(21,760.83)
6142 LINEN/LAUNDRY	6E 0.00	0.00				0.00%		0.00	0.00
6170 POSTAGE & SHIPPING	6E 1,500.00	361.44	619.64	258.20	1,050.00	41.31%	58.00	677.64	(822.36)
6132 MEDICAL & DENTAL SUPPLIES	6H 140.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(140.00)
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00				0.00%		0.00	0.00
6180 EQUIPMENT RENTAL	6H 21,984.00	4,845.13	20,643.79	15,798.66	16,488.00	93.90%	0.00	20,643.79	(1,340.21)
6181 EQUIPMENT MAINTENANCE	6H 18,120.00	875.00	18,692.54	17,817.54	13,590.00	103.16%	0.00	18,692.54	572.54
6212 EQUIPMENT PURCHASES < \$500	6H 0.00	0.00				0.00%		0.00	0.00
6214 EQUIPMENT OVER > 500	6H 0.00	0.00				0.00%		0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H 0.00	0.00				0.00%		0.00	0.00
6231 BUILDING RENOVATION	6H 0.00	0.00				0.00%		0.00	0.00
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00				0.00%		0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 7,000.00	0.00	3,114.61	3,114.61	7,000.00	44.49%	0.00	3,114.61	(3,885.39)
6312 ADVERTISING & PROMOTION	6H 250.00	0.00	0.00	0.00	250.00	0.00%	0.00	0.00	(250.00)
6320 TELEPHONE	6H 73,782.00	(1,526.58)	43,292.44	44,819.02	55,341.00	58.68%	0.00	43,292.44	(30,489.56)
6410 RENT	6H 77,036.00	8,391.92	76,143.44	67,751.52	57,776.00	98.84%	0.00	76,143.44	(892.56)
6420 UTILITIES/ DISPOSAL	6H 53,136.00	6,287.46	57,574.35	51,286.89	39,852.00	108.35%	0.00	57,574.35	4,438.35
6432 BUILDING REPAIRS/ MAINT	6H 57,000.00	11,825.62	52,018.44	40,192.82	42,768.00	91.26%	41,520.16	93,538.60	36,538.60
6433 GROUNDS MAINTENANCE	6H 17,940.00	4,889.55	28,496.83	23,607.28	13,455.00	158.85%	3,158.40	31,655.23	13,715.23
6436 PEST CONTROL	6H 6,600.00	587.50	9,246.95	8,659.45	4,950.00	140.11%	0.00	9,246.95	2,646.95
6437 BURGLAR & FIRE ALARM	6H 2,155.00	414.45	4,884.39	4,469.94	1,615.00	226.65%	0.00	4,884.39	2,729.39
6440 PROPERTY INSURANCE	6H 12,048.00	1,136.17	10,225.53	9,089.36	9,027.00	84.87%	0.00	10,225.53	(1,822.47)
6520 CONSULTANTS	6H 3,590.00	357.50	777.50	420.00	0.00	21.66%	0.00	777.50	(2,812.50)

Fresno Migrant Head Start  
 Budget to Actual (331 Basic)  
 Period Ending May-22

Account Description	Grant Budget	Current	Current Mth	Prior Month	YTD Budget	% Spent	Encumbered	YTD Actual +		
		Period	YTD	YTD				Encumbered	Budget Balance	
6522 CONSULTANT EXPENSES	6H	800.00	35.10	105.61	70.51	0.00	13.20%	1,120.00	1,225.61	425.61
6524 CONTRACTS	6H	24,912.00	0.00	0.00	0.00	18,684.00	0.00%	18,880.00	18,880.00	(6,032.00)
6530 LEGAL	6H	9,000.00	87.50	87.50	0.00	6,750.00	0.97%	0.00	87.50	(8,912.50)
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	3,582.00	3,184.00	3,582.00	75.00%	0.00	3,582.00	(1,194.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	0.00	0.00	600.00	0.00%	0.00	0.00	(1,000.00)
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	10,000.00	1,490.83	8,641.12	7,150.29	7,497.00	86.41%	0.00	8,641.12	(1,358.88)
6620 VEHICLE INSURANCE	6H	12,000.00	1,650.02	14,850.21	13,200.19	9,000.00	123.75%	0.00	14,850.21	2,850.21
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	430.00	430.00	0.00	0.00%	0.00	430.00	430.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	15,000.00	348.87	18,478.48	18,129.61	11,250.00	123.19%	0.00	18,478.48	3,478.48
6712 STAFF TRAVEL-LOCAL	6H	3,294.00	506.22	4,559.86	4,053.64	1,647.00	138.43%	0.00	4,559.86	1,265.86
6724 PER DIEM - PARENT	6H	0.00	(1,146.66)	0.00	1,146.66	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	0.00	4,579.99	4,579.99	0.00	0.00	0.00%	0.00	4,579.99	4,579.99
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	36.36	327.24	290.88	378.00	64.93%	0.00	327.24	(176.76)
6834 STUDENT ACTIVITY INSURAN	6H	1,175.00	190.47	761.88	571.41	671.00	64.84%	0.00	761.88	(413.12)
6840 PROPERTY TAXES	6H	5,260.00	0.00	1,365.69	1,365.69	5,260.00	25.96%	0.00	1,365.69	(3,894.31)
6850 FEES & LICENSES	6H	17,850.00	1,662.95	20,484.68	18,821.73	13,830.00	114.76%	0.00	20,484.68	2,634.68
6851 CPR FEES	6H	240.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(240.00)
6852 FINGER PRINTING	6H	75.00	0.00	0.00	0.00	75.00	0.00%	0.00	0.00	(75.00)
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	8,475.00	0.00	2,659.31	2,659.31	8,475.00	31.38%	1,524.37	4,183.68	(4,291.32)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	700.00	0.00	0.00	0.00	343.00	0.00%	0.00	0.00	(700.00)
7111- PARENT MILEAGE	6H	750.00	0.00	0.00	0.00	300.00	0.00%	0.00	0.00	(750.00)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	0.00	30.00	780.00	750.00	0.00	0.00%	0.00	780.00	780.00
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	450.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		560,230.00	20,810.50	237,736.45	216,925.95	277,758.00	42.44%	0.00	237,736.45	(322,493.55)
8120 INKIND RENT		83,944.00	14,907.75	134,169.75	119,262.00	41,620.00	159.83%	0.00	134,169.75	50,225.75
8130 INKIND OTHER		1,530.00	0.00	-	0.00	759.00	0.00%	0.00	0.00	(1,530.00)
9010 INDIRECT EXPENSE	6J	388,062.00	40,747.36	236,791.20	196,043.84	230,253.00	61.02%	6,363.03	243,154.23	(144,907.77)
<b>TOTAL EXPENSES</b>		<b>5,298,175.00</b>	<b>524,238.79</b>	<b>3,210,798.54</b>	<b>2,686,559.75</b>	<b>3,080,647.00</b>	<b>60.60%</b>	<b>76,286.44</b>	<b>3,287,084.98</b>	<b>(2,011,090.02)</b>

**CHANGE IN NET ASSETS**

	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					TOTAL YTD	9.1%			Administrative	
					INDIRECT EXP	INDIRECT EXP			YTD Expense	2,864,584.46
			Prior Mth	2,154,327.96	<b>196,043.84</b>	0.00			YTD Inkind	371,906.20
			Curr Mth	2,602,101.14	<b>236,791.20</b>	0.00				<b>3,236,490.66</b>
									YTD Admin	279,605.00
									YTD %	8.64%

**CAPMC**  
**Work Related Injuries Report - May 2022**  
**BOARD OF DIRECTORS**

<b>Recordable Injuries</b>							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Food Service Worker I	Verdell McKelvey	Contusion	5/19/2022	10:20 AM	EE was lifting cambro food container when her left hand hit the corner of the sink causing contusion and swelling.	5	5/20/22: EE went to Concentra to seek treatment. EE placed on restrictions. The Agency is unable to accommodate.
Instructional Aide III	Sierra Vista	Fall	5/24/2022	11:39 AM	EE swept food on the floor after lunch time and when EE bent down to pick up the food, she lost her balance and her legs slowly spread apart. Then the employee fell on her side injuring right arm and left leg.	3	5/24/22: EE declined to seek treatment. On 6/3/22: EE went to Concentra to seek treatment due to experiencing pain. EE was placed on restrictions. The Agency is unable to accommodate.
Associate Teacher	Sierra Vista	Fall	5/25/2022	11:40 AM	EE had placed the cots out for naptime. EE went to grab a file and when she turned around she took a few steps and tripped over a cot landing on the left side of her body; injuring her shoulder.	7	5/25/22: EE declined to seek treatment 5/26/22: EE went to Concentra to seek medical treatment. EE placed on restrictions. The Agency is unable to accommodate.
Center Director II	Mendota	Bite	5/25/2022	12:20 PM	EE was rocking child to sleep when the child bit EE on right forearm.	0	5/25/22: EE declined to seek medical treatment.
Instructional Aide I/ Janitor	Oakhurst	Hit	5/25/2022	12:35 PM	EE was bending over to assisting a child, when another child hit EE in the back with his head.	0	5/25/22: EE declined to seek treatment.
<b>First Aid</b>							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	
<b>Claims</b>							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
<b>Up To Date Injuries: January 2022 to December 2022</b>							
(1) Hand Injuries	(1) Feet Injuries	( ) Chest Injuries					
(1) Back Injuries	(3) Eye Injuries	( ) Neck Injuries	(1) Bottom				
(1) Knee Injuries	(1) Leg Injuries	( ) Head Injuries	( ) Hip				
(5) Arm Injuries	(1) Wrist Injuries	(2) Ankle Injuries					
(1) Elbow Injuries	( ) Burn Injuries	( ) Respiratory Injuries					
(1) Shoulder Injuries	( ) Abdomen Injuries	( ) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					

**CAPMC**  
**Work Related Injuries Report - June 2022**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher	Los Ninos	Fall	6/3/2022	10:50 AM	EE was walking with a child and EE tripped on the child's foot causing EE and child to fall. EE injured right elbow and left ankle.	0	6/3/22: EE went to Concentra to seek treatment. EE was released to full duty.
Master Teacher	Mendota	Psyche	6/17/2022	8:35 AM	EE felt cold and experienced dizziness while engaging with the children.	7	6/17/22: EE went to Kaiser for treatment. 6/28/22: EE placed on modified duties effective 06/29/22 - 7/31/22. The Agency is able to accommodate the modifications.
Teacher	Pomona	Fall	6/29/2022	11:50 AM	EE was cleaning the table during lunch time, when EE slipped on mandarin juice and fell on left knee/leg.	0	6/29/22: EE went to Concentra to seek treatment. EE was released to full duty.
Housing Case Worker	Gill Ave	Insect bites	6/29/2022	3:00 PM	EE was sitting at desk when she noticed bites on her right leg.	0	6/29/22: EE declined to seek treatment.

**First Aid**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
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**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**Up To Date Injuries: January 2022 to December 2022**

(1) Hand Injuries	(1) Feet Injuries	( ) Chest Injuries					
(1) Back Injuries	(3) Eye Injuries	( ) Neck Injuries	(1) Bottom				
(2) Knee Injuries	(3) Leg Injuries	( ) Head Injuries	( ) Hip				
(5) Arm Injuries	(1) Wrist Injuries	(3) Ankle Injuries	(1) Psyche				
(2) Elbow Injuries	( ) Burn Injuries	( ) Respiratory Injuries					
(1) Shoulder Injuries	( ) Abdomen Injuries	( ) Face Injuries					

DOI: DATE OF INJURY

TOI: TIME OF INJURY



# BOARD OF DIRECTORS 2022 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P	P	A	P	P						
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P	P	P						
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P	P	P						
Steve Montes A: Artemio Villegas	Madera City Council	P	P	P	X	P	P						
Diana Palmer A: Kelly Smith	Chowchilla City Council	P	P	X	P	P	P						
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	P	P	X	P	P						
Alma Hernandez	Head Start Policy Council	X	X	P	X	P	P						
Donald Holley	Community Affairs	P	P	P	P	P	P						
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	X	P	P	X	P	P						
Vicki Bandy	Early Childhood Education & Development	X	X	P	X	X	P						
<b>Low-Income Target Area Officials</b>													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	X	P	P	P	P	X						
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	P	P	P	P	P						
Richard Gutierrez	Eastside/Parksdale	P	P	P	P	X	P						
Molly Hernandez	Fairmead/Chowchilla	P	P	X	P	X	P						
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	X	X	P	X	P						
<i>Total Directors</i>		11/15	12/15	12/15	10/15	11/15	14/15						

P = Primary Present | A = Alternate Present | X = Absent

**STAFFING CHANGES**  
**May 4, 2022 - June 30, 2022**  
**BOARD OF DIRECTORS**

<b>NON-HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61216	Family Services Associate III	Gill - Alternative Payment Program & Resources and Referral	6/27/2022	80	Open Position
61359	Transitional Housing Case Worker	Yosemite - Victim Services	6/27/2022	80	Open Position
61358	Program Assistant / Clerk Typist II	Shunammite Place - Community Services	6/29/2022	80	Open Position
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61209	Housing Case Worker	Shunammite Place - Community Services	5/27/2022	80	Resignation
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61065	Family Services Associate III	Gill - Alternative Payment Program & Resources and Referral	6/21/2022	80	Job Abandonment
61134	Shelter / Resident Support Aide	Martha Diaz - Victim Services	6/21/2022	80	Job Abandonment
<b>HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61114	Associate Teacher	Orange Cove - Fresno Migrant Head Start	5/11/2022	80	Open Position
60999	Advocate II	Five Points - Fresno Migrant Head Start	5/11/2022	80	Open Position
60024	Site Supervisor / Teacher	Cottonwood - Madera Regional Head Start	5/12/2022	80	Open Position
61111	Advocate II	Verdell McKelvey - Madera Regional Head Start	5/13/2022	80	Open Position
61172	Associate Teacher	Firebaugh - Fresno Migrant Head Start	5/23/2022	80	Open Position
60251	Advocate II	Mis Angelitos - Madera Migrant Head Start	5/23/2022	80	Open Position
61351	Master Teacher	Sierra Vista - Madera Migrant Head Start	6/21/2022	80	Open Position
61352	Instructional Aide I/Janitor	Sierra Vista - Madera Migrant Head Start	6/21/2022	80	Open Position
61348	Food Services Worker	Sierra Vista - Madera Migrant Head Start	6/21/2022	80	Open Position
61353	Instructional Aide I/Janitor	Sierra Vista - Madera Migrant Head Start	6/21/2022	80	Open Position
61354	Teacher	Sierra Vista - Madera Migrant Head Start	6/21/2022	80	Open Position
61355	Teacher	Firebaugh - Fresno Migrant Head Start	6/21/2022	80	Open Position
61356	Instructional Aide II/Janitor	Five Points - Fresno Migrant Head Start	6/21/2022	80	Open Position
61357	Advocate III	Selma - Fresno Migrant Head Start	6/21/2022	80	Open Position
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61048	Teacher	Oakhurst - Madera Regional Head Start	5/5/2022	80	Resignation
60761	Administrative Analyst	Jacquelyn - Fresno Migrant Head Start	5/26/2022	80	Resignation
60874	Advocate III	Eastern Arcola - Madera Migrant Head Start	5/27/2022	80	Resignation
60198	Master Teacher	Selma - Fresno Migrant Head Start	6/10/2022	80	Retirement
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-04	2. Issuance Date: 06/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses	

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Grant Recipients

**SUBJECT:** Competitive Bonuses for the Head Start Workforce

**INFORMATION:**

Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy ([45 CFR §75.430\(f\)](#)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support

their workforce in the near term.<sup>1</sup> Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP funds).

OHS encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

### **Competitive Financial Incentives**

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These [incentives vary widely](#) both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in [ACF-IM-HS-21-01](#), what is a reasonable cost during the ongoing COVID-19 pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

### **Justification for Financial Incentives: Determining Necessity and Reasonableness**

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

#### **1. Competing employers can include public school settings.**

- A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
- Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.

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<sup>1</sup> Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

- These data points can be integrated into a program's [wage comparability study](#) as one key approach to using data to document workforce strengths and needs.
2. **OHS strongly encourages programs to structure incentives in a way that rewards retention of existing staff.**
    - Think about scaling incentives based on employee tenure with the program.
    - Consider the implications of different incentive payment structures or schedules. For instance:
      - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
      - OHS suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).
  3. **Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives.**
    - Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
    - Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
    - If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.
  4. **Any incentives for staff are subject to an established written policy of the grant recipient for allowability ([45 CFR §75.430\(f\)](#); [45 CFR §75.431](#); [45 CFR §1302.90\(a\)](#)).** OHS reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.
  5. **Financial incentives may complement, but should not replace, intentional workforce planning practices.** Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use [intentional workforce planning practices](#) to build and sustain a stable workforce.

OHS recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this IM and providing financial incentives.

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

/ Katie Hamm /

Katie Hamm  
Acting Director, Office of Head Start  
Deputy Assistant Secretary for Early Childhood Development